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| **Constitution for the Kent Jaycees** |
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|  | **Article I - Name** |
| Section 1:  | The name of this organization shall be the Kent Jaycees. |
| Section 2:  | The word Jaycees is derived from the name Junior Chamber of Commerce, and is referred to as “JCC”, “JCs” and “Jaycees.” |
| Section 3: | The principal location of the organization shall be the train car next to the Old Erie Depot at 152 Franklin Avenue, Kent, Ohio 44240. The mailing address of the organization shall be Post Office Box 963, Kent, OH 44240. |
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|  | **Article II - Affiliation** |
| Section 1: | This organization shall be and is hereby affiliated with the Ohio Junior Chamber, DBA as the Ohio Jaycees, the United States Jaycees, Junior Chamber International and is subject to the constitution and bylaws of these bodies, as the same may be amended from time to time, insofar as they affect and prescribe the function of local Jaycees chapters and are not in conflict with this constitution. |
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|  | **Article III - Purpose** |
| Section 1: | The purpose of this 501(c)(4) corporation shall be to provide its membership with opportunities for personal and professional development through civic engagement and to develop leadership skills through the development and execution of projects that promote the welfare of the community and its citizens.  |
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|  | **Article IV - Membership** |
| Section 1: | Any young man or woman of good character between the ages of eighteen and thirty-nine, both inclusive, is eligible for active membership in the organization with full privileges thereof. All local members shall be known as "Jaycees". |
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|  | **Article V- Government** |
| Section 1: | The government of this organization shall be vested in a Board of Directors consisting of the immediate past president and elected and appointed Officers and Directors. Said Officers shall be the President, Administrative Vice President, Membership Development Vice President, Management Development Vice President, Individual Development Vice President, Community Development Vice President, Secretary and Treasurer. Said Directors shall be Director of Communications, Public Relations Director, Parliamentary Director, Director of Legal Counsel and State Director. All members who are State Directors shall be ex-officio members. |

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| **Bylaws of the Kent Jaycees** |
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|  | **Article I – Membership** |
| Section 1:  | Active membership in this organization may be conferred upon any young man or woman of good character between the ages of eighteen and thirty-nine, both inclusive. Active membership shall cease on the 31st day of December next, following the 40th birthday of any member.Application for active membership shall be made to the Secretary or Vice President of Membership. In addition to submission of the application, active membership requires attendance of at least one (1) general membership meeting and at least one (1) chapter run project. Upon completion of the application and attendance requirements, an interview with a minimum of two Executive Officers and the application is to occur. The two Executive Officers will recommend or not recommend the applicant for general membership. The Board shall vote to accept or deny the Executive Officers’ recommendations. A simple majority vote is required. Following a positive vote by the Board of Directors, the applicant shall become a full and active member subject to and bound by the Bylaws of this corporation. The date for annual renewal purposes shall become the first day of the month in which the person became an active member. Upon acceptance of membership, the applicant must make payment of one year’s dues, to be certified by the Treasurer or Vice President of Membership. |
| Section 2: | Associate membership in this organization may be conferred upon any man or woman of good character aged forty (40) and above. An associate member shall not be eligible to hold office; however, they may be eligible to vote. Associate membership votes are according to the ratio of regular members present for any vote. For every four voting regular members there can only be one associate member’s vote. Application for associate membership shall be made to the Secretary or Vice President of Membership. In addition to submission of the application, active membership requires attendance of at least one (1) general membership meeting and at least one (1) chapter event. Upon completion of the application and attendance requirements, an interview with a minimum of two Executive Officers and the application is to occur. The two Executive Officers will recommend or not recommend the applicant for general membership. The Board shall vote to accept or deny the Executive Officers’ recommendations. A simple majority vote is required. Following a positive vote by the Board of Directors, the applicant shall become a full associate member subject to and bound by the Bylaws of this corporation. The associate membership date for annual renewal purposes shall become the first day of the month in which the person became an associate member. . Upon acceptance of membership, the applicant must make payment of one year's dues, to be certified by the Treasurer or Vice President of Membership. |
| Section 3: | Honorary membership in this organization may be conferred upon any man or woman of good character by two-thirds vote of the Board of Directors. Said honorary membership shall be for the period of one year, unless specified differently. |
| Section 4: | Lifetime membership in this organization may be conferred upon active members who have reached the age of forty (40). The lifetime member shall become a full and active member of the honorary Kent Jaycees Exhausted Rooster Society, subject to and bound by the Bylaws of this society and the Kent Jaycees Corporation. The Board of Directors may, by a two-thirds majority, bestow this honor upon any member in good standing that has provided the Jaycees with a minimum of seven years of active membership.  |
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|  | **Article II – Dues** |
| Section 1: | The annual dues for membership of this organization shall coincide with State and National requirements. The total amount shall be payable in accordance with Article I, Section 1, of the Bylaws for new members. |
| Section 2: | Renewal dues for existing members shall coincide with State and National requirements. These dues are due and payable the first day of their anniversary month. Any member with dues in arrears for a period of twenty-eight (28) days following the renewal due date shall cease to be a member at the discretion of the Board of Directors. |
| Section 3: | The annual dues for associate members shall coincide with half of the regular membership dues, with the total amount payable in accordance with Article I, Section 2, of the Bylaws for new members. Renewal dues shall be payable on or before the last day of December. Any member with dues in arrears for a period of thirty-one (31) days shall cease to be a member at the discretion of the Board of Directors. |
| Section 4: | All Past Presidents shall receive a reduction of 50% of their dues for the remainder of their continued active membership up to the age of 40. |
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|  | **Article III – Governance** |
| Section 1: | The government of this organization shall be vested in the Board of Directors, consisting of the Executive Officers (President, Administrative Vice President, Membership Development Vice President, Management Development Vice President, Individual Development Vice President, Community Development Vice President, Secretary, and Treasurer) and Directors (including, but not limited to, the Director of Communications, Public Relations Director, Parliamentary Director, Director of Legal Counsel and State Director).. The Board of Directors shall have control and management of the property and management of the organization, subject to the will of the membership. No elected member of the Board of Directors, excluding the Chairman of the Board, may hold a regional, state, national or international office in addition to his or her local office. |
| Section 2: | An Executive Board, consisting of the Executive Officers (President, Administrative Vice President, Membership Development Vice President, Management Development Vice President, Individual Development Vice President, Community Development Vice President, Secretary, and Treasurer), shall act on behalf of the Board of Directors in months when the full board does not convene. The Executive Board shall increase the efficiency of the full board by handling routine business, early stage discussion of large issues and by convening on urgent or time sensitive matters.  |
| Section 3: | Directors are appointed by the Board of Directors and shall be based on the active membership count recorded by the Secretary and the Treasurer at the time of election. At least one (1) Director shall be elected for every ten (10) active members. In the event that the active membership increases during the year to warrant additional Directors, the President shall appoint the necessary Director(s) subject to the confirmation of the Board of Directors. The additional Director(s) will serve until the next administration takes office. There shall be a minimum of five (5) Directors, as defined in Article V, Section 1 of the Constitution, appointed each year to serve on the Board of Directors. |
| Section 4: | Vacancies on the Board of Directors or on the Executive Board shall be filled by appointment of the President subject to confirmation by the Board of Directors. Such appointees will serve until the next administration takes office. |
| Section 5: | In the event that the immediate Past President moves on to hold an office with the State or National organization, the newly elected President shall appoint another Past President, who is still an active member, to the position of Chair of the Board pending approval of the newly elected Board of Directors. |
| Section 6: | Any Officer or Director may be removed from office as a result of failure to fulfill the duties of said office or conduct detrimental to the best interests of the organization. Said removal must follow the following procedures:1. A petition stating the charge against said Officer or Director shall be filed with the Secretary and signed by half of the Board of Directors or half of the active membership. Should said Officer be the Secretary, the Treasurer shall receive and distribute the petition.
2. The Secretary shall notify each member at least twenty (20) days before the question will be placed on a general membership meeting agenda.
3. Said Officer or Director shall be permitted written notice of the charge five (5) days before the question is to be placed on a meeting agenda.
4. The petitioners shall present their case first, said Officer or Director shall be heard second. A two-thirds majority vote of the membership shall be necessary to remove said Officer or Director from office. Should said Officer be the President, the Chairman of the Board shall preside during the removal proceedings. No removal proceedings shall be based more than once on the same evidence.

Be it known that any Officer or Director will automatically lose his/her position, without the formal process stated above, if one-third of the regular meetings of the Board of Directors or the Executive Board are missed without an excused absence. A Director/Officer must notify the President or Chairman of the Board before the meeting commences in order to report his/her absence from the meeting. The Chairman of the Board or the President will then place in the minutes that the absence was excused. |
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|  | **Article IV – Elections** |
| Section 1: | The annual election meeting of the organization shall be held in November of each year, and notice of said meeting shall be given to each member at least ten (10) days prior thereto. No business shall be transacted on election night until after all new Officers have been elected. |
| Section 2: | At the annual election there shall be elected a President, Administrative Vice President, Membership Development Vice President, Management Development Vice President, Individual Development Vice President, Community Development Vice President, Treasurer and Secretary, in order, all of whom constitute the Executive Officers of the organization. To complete the Board of Directors, there shall be appointed Directors as required in Article III, Section 3. |
| Section 3: | To be qualified for a directorship position, members must have been active for at least six (6) months and have attended at least 50% of the general membership meetings of the current year. To be qualified for an officership position (excluding President), members must have been active for at least one (1) year prior, been a member of the board or a project chairperson and have attended at least 50% of the general membership meetings of the current year. To be qualified for President, members must have been active for at least two (2) years; been a board member for one (1) full year and have attended at least 50% of general membership meetings of the current year.No Officer or Director shall be eligible for the same position for more than two (2) consecutive terms. No member shall hold the same officership or directorship more than four (4) times during his/her Jaycees career. The President, unless re-elected as President, will become Past President and Chair of the Board and is not eligible to run for any office. |
| Section 4: | Not less than 60 days prior to the annual election the President shall appoint, with approval of the Board of Directors, a Nominating Committee of not less than three (3) members. |
| Section 5: | The Nominating Committee shall decide on the names of qualified candidates for each election and shall make recommendation to the members at the regular membership meeting held in October. |
| Section 6: | Additional names of qualified candidates may be placed on nomination at the October or November membership meetings. Nominations from the floor must be seconded to carry. |
| Section 7: | Candidates must give speeches at the November membership meeting. |
| Section 8: | To be eligible to vote at an election, a member must have:1. Paid his/her dues in accordance with Article II, Section 2, of the Bylaws for existing members;
2. Been active for a period of four (4) months prior to the date of the election; and
3. Attended one-third of the general membership meetings scheduled in the current year.
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| Section 9: | A majority vote is required for election to any office of the organization. In the event that no candidate receives a majority of votes cast, the lowest candidate shall be dropped and another ballot shall be taken. This shall continue until one (1) candidate receives a majority of the votes cast. |
| Section 10: | Voting shall be by qualified members and no person shall cast more than one (1) ballot for any one (1) officership. Proxies will not be recognized. |
| Section 11: | Officers and Directors shall take office January 1st, which date shall begin this organization's fiscal year. |
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|  | **Article V – Meetings** |
| Section 1: | Regular meetings of this organization will be held on the second Wednesday of each month. One person in excess of one-fourth the active membership shall constitute a quorum. In the event of an emergency or special occasion, the regular meeting date and the number of the meetings may be changed by decision of the Board of Directors.Special meetings of the membership may be called by the President or by the Secretary at the request of at least four (4) Executive Officers.The President shall have the right to call for a closed membership meeting. A closed membership meeting is one limited to active members only. The President is the only one who may invite selected guest(s) and State representative(s) to the meeting upon his/her discretion. |
| Section 2: | Regular meetings of the Board of Directors shall be held once each quarter at prearranged dates or at the call of the Chair of the Board. At all meetings of the Board of Directors, a majority of executive officers and directors shall constitute a quorum.Special meetings of the Board of Directors may be called by the Chair of the Board or by the Secretary at the request of at least three (3) Executive Officers.The Chair of the Board shall have the right to call for a closed Board of Directors meeting when they feel it is necessary. A closed Board of Directors meeting will consist of only Directors and Executive Officers. The Chair of the Board is the only one who may invite selected guest(s) and State representative(s) to the meeting upon his/her discretion. |
| Section 3: | Regular meetings of the Executive Board shall be held each month at prearranged dates or at the call of the Chair of the Board. At all meetings of the Executive Board, a majority of executive officers shall constitute a quorum.Special meetings of the Executive Board may be called by the Chair of the Board or by the Secretary at the request of at least three (3) Executive Officers.The Chair of the Board shall have the right to call for a closed Executive Board meeting when they feel it is necessary. A closed Executive Board meeting will consist of only Executive Officers. The Chair of the Board is the only one who may invite selected guest(s) and State representative(s) to the meeting upon his/her discretion. |
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|  | **Article VI - Duties of Executive Officers** |
| Section 1: | The role of chapter officers is to serve as a voice for the general membership and consolidate the energy of the members and community to achieve preset goals. It shall be the responsibility of all Executive Officers, regardless of position, to: personally recruit and promote recruitment of new members; report to the supervising chapter officer on a regular basis and work toward achieving chapter goals; attend all chapter board and membership meetings; attend district, regional and state meetings and training sessions; communicate regularly with members as to their needs and requests; actively participate in the Degrees of Jaycees Program; assist with the affiliation of new chapters; uphold the Bylaws of the national, state and local organizations; and actively participate in the decision-making processes of the chapter. No Officer shall serve as the chairperson of any chapter project committee. |
| Section 2: | The President, as Chief Executive Officer of the organization, shall handle administrative and personnel management, and implement the directives of the Board of Directors. The President executes policy through the officers and committee chairpersons, and shall work closely with the Vice Presidents, the Treasurer and the Secretary. The President should call together the Board of Directors for the purpose of constructing a chapter plan and shall make an annual report thereon to the members. The President will be the presiding Officer at the Board of Directors and Executive Board meetings in the absence of the Chair of the Board. The President will represent the needs of the members of his or her local chapter by serving on district, regional, and state boards. The President will only have a vote at a membership meeting in the event of a tie. |
| Section 3: | The Chair of the Board shall assist the President in the supervision of the organization's affairs and activities, preside over the Board of Directors and the Executive Board, and ensure that the boards act in concert with the desires of the membership. The Chair of the Board will be the presiding Officer at membership meetings in the absence of the President. The Chair of the Board will only have a vote at Board of Director meetings in the event of a tie. |
| Section 4: | Vice Presidents assist the chapter by assessing the needs and interests of the members, reviewing prior year chapter plans for their areas, and developing (with the help of their teams) a plan of action for their areas in the coming year. Vice Presidents serve as the team coaches and trainers for the Directors assigned to their areas. Vice Presidents should maintain and reinforce the lines of communication within their team and with other members of the executive team (President, other Vice Presidents, and the Chair of the Board).The Membership Vice President shall work with the President, assigned Directors and project chairpersons on such internal affairs of the organization as membership recruitment and retention, membership activation and involvement. In the absence of both the President and Chair of the Board the Membership Vice President will run the meeting.The Community Development Vice President shall work with the President, assigned Directors and project chairpersons on the external affairs of the organization including community service, community fundraising projects, government involvement and public relations.The Management Development Vice President shall work with the President, assigned Directors and project chairpersons on all projects concerning business opportunities, finances and fundraising for the organization. Areas of responsibility include chapter planning and evaluation, financial management, chapter activities and public relations. The Individual Development Vice President shall work with the President, assigned Directors and project chairpersons on all matters concerning the education, training and leadership development of the membership. Areas of responsibility include assessing the needs of the members, providing officer and member trainings, providing new member orientation and coordinating chapter communications.The Administrative Vice President shall work with the President, assigned Directors and project chairpersons on all matters concerning the management and welfare of all properties digitally or physically owned and/or maintained by the organization. |
| Section 5: | The Secretary shall work with the President. The Secretary shall accurately maintain all written documents of chapter activities including: membership rosters; meeting minutes; and agendas. The Secretary shall give notice of all regular and special meetings and shall keep a permanent record of the attendance and minutes of such meetings. The Secretary shall be custodian of all official records of the organization. |
| Section 6: | The Treasurer shall work with the President. The Treasurer ensures that all financial records are kept for the chapter. The Treasurer shall: issue notices of dues payable and be responsible for the collection thereof; keep the books of the organization; disburse funds as required; and shall report monthly on the financial condition of the organization. The Treasurer shall prepare a report for his/her successor. |
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|  | **Article VII - Duties of Directors** |
| Section 1: | It shall be the responsibility of all Directors to: communicate regularly with Vice Presidents; assist Vice Presidents with developing plans; generate new ideas for chapter projects and programs; establish a personal acquaintance with all members; and promote the chapter in the community.The State Director acts as a liaison between the chapter and the state, national, and international organizations. He/she represents the views of the chapter and its members on the state organization’s Board of Directors and Regional and District Boards, The State Director accurately communicates information about the state meetings and issues of importance to the members of the chapter. The Communications Director is responsible for internal engagement, including membership participation in chapter events and leadership and growth opportunities. He/she shall disseminate information to chapter members through such channels as the newsletter, website and e-mail. The Parliamentary Director is responsible for ensuring the chapter adheres to its Bylaws and the State Bylaws, and that membership meetings abide by Robert’s Rules of Order to run efficiently and effectively. The Public Relations Director is responsible for promoting chapter activities externally, influencing others to join the chapter and increasing attendance at chapter events. He/she shall promote all chapter activities, including chapter projects, milestones and accomplishments with: press releases; newsletters; the chapter website; and social media. In the absence of the President, he/she acts as spokesperson for the chapter.The Director of Legal Counsel ensures that all legal documents necessary for the chapter are completed and filed by appropriate deadlines according to federal, state and local laws. He/she provides legal advice to guide and direct plans for the future of the organization, especially on issues related to compliance and liability. |
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|  | **Article VIII - Committees** |
| Section 1: | The Board of Directors should determine the committees deemed proper and necessary to fulfill the objectives and purpose of the organization, including the establishment of any project, special and/or standing committees. |
| Section 2: | The President, subject to approval of the Board of Directors, shall appoint delegations or special committees to represent the organization at any convention, meeting or assembly as deemed necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Board of Directors. The President should assign a proportionate number of Directors to each Vice President and committee. |
| Section 3: | The appropriate Vice President is responsible for identifying a chairperson for each chapter project, subject to the approval of the Board of Directors. The chairperson of a project is responsible for identifying active members to serve on the project committee. Each project committee will consist of the assigned Vice President, the project chairperson and a minimum of one (1) additional active member. All chapter projects require approval by the general membership. |
| Section 4: | The President and Chair of the Board shall be ex-officio members of all committees. |
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|  | **Article IX - Finances** |
| Section 1: | The funds of this organization may be deposited with any depository authorized by the Board of Directors. |
| Section 2: | No assessments shall be levied against any members. |
| Section 3: | The Treasurer shall notify all members sixty (60) days in advance of the anniversary due date for dues.  |
| Section 4: | Funds of the organization shall be deposited and withdrawn from the bank accounts by the Treasurer. Disbursement of funds for any reason shall be made through the checking account of the organization. Receipts shall accompany all transactions. The Treasurer may withdraw funds as necessary for normal operating expenses, however, any withdrawal over $500.00 must be signed with two signatures consisting of the Treasurer and either the President or the Chair of the Board. |
| Section 5: | Any member who accepts an item for sale or resale on behalf of the organization without approval of the Board of Directors or project committee shall be responsible for the selling price of the item.  |
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|  | **Article X - Authority to Bind** |
| Section 1: | No member of this organization shall contract for or incur debt or enter into any agreement or otherwise obligate this organization except through authority of the Board of Directors or upon vote of the membership. |
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|  | **Article XI - Resolution** |
| Section 1: | Any endorsement which shows the support of this organization shall receive at least a two-thirds vote of the membership present at the membership meeting at which it is voted. No endorsement of a political nature will be considered, the Kent Jaycees shall be "apolitical". |
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|  | **Article XII - Rules of Order** |
| Section 1: | Robert's Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts except as provided in these Bylaws. |
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|  | **Article XIII – Policy** |
| Section 1: | Written policies may be established which shall state the rules pertaining to the adoption of programs, duties of the Officers and Directors and other matters of concern to the organization.  |
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|  | **Article XIV – Amendments** |
| Section 1: | The policies may be amended by a majority vote of the Board of Directors present at any board meeting provided notice of the proposed action has been given to each member at least ten (10) days prior thereto. Any change is subject to approval of the general membership by majority vote of the members present at any general or special meeting, provided notice of the proposed action has been given to each member at least five (5) days thereto. |
| Section 2: | The Bylaws may be amended by a two-thirds vote of the membership present at any general or special meeting, provided notice of the proposed action has been given to each member at least ten (10) days prior thereto. |

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|  **Policies of the Kent Jaycees***Pursuant to Article XIII of the Bylaws, the following policies are adopted* |
|  | **Policy I – Meetings** |
| Section 1: | All membership meetings should commence at 7:00 p.m., or at the discretion of the Board of Directors. |
| Section 2: | All Board of Directors meetings should commence at the discretion of the Board of Directors. |
| Section 3:  | All Executive Board meetings should commence at the discretion of the Board of Directors. |
| Section 4: | No new subject shall be considered after 10:00 p.m. at any meeting of the Board of Directors, Executive Board or membership. |
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|  | **Policy II - Projects** |
| Section 1: | All projects proposed for acceptance by the organization shall have an accompanying Project Management Guide (PMG) approved by the membership.  |
| Section 2:  | Chairpersons for all established chapter projects are selected on a volunteer basis at the first meeting following the new year in January. If a chairperson is not selected at the January meeting, the appropriate Vice President is responsible for identifying a chairperson, subject to the approval of the Board of Directors. Chairpersons for all projects developed after the start of January meeting will be identified by the appropriate Vice President, subject to approval by the Board of Directors. The chairperson of a project is responsible for identifying active members to serve on the project committee.  |
| Section 3: | All final reports must have a full itemization of the financial transactions of the project and be included in the PMG. This report must be made to the membership and a copy of the PMG filed with the Secretary and Treasurer of the organization. |
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|  | **Policy III - Duties of the Officers and Directors** |
| Section 1: | In addition to the duties specified in Article VI of the Bylaws, all officers, regardless of position, are expected to: assist with chapter plans; contribute to chapter reports and publications, as needed; assist directors and project chairpersons, as needed; encourage membership participation in all chapter projects; establish a personal acquaintance with all members; and promote the chapter image in the community. |
| Section 2: | In addition to the duties specified in Article VI of the Bylaws, the duties of the President shall be as follows:1. Supervise the affairs and activities of the organization.
2. Represent the organization within the community.
3. Prepare the chapter’s annual budget with the cooperation of the Board of Directors and have discretionary fund limits set for adoption by the February membership meeting.
4. Prepare a chapter plan with the cooperation of the Board of Directors for adoption by February 1.
5. Preside and maintain order at all membership meetings.
6. Preside and maintain order at all Board of Directors or Executive Board meetings in the absence of the Chair of the Board.
7. Distribute material of state and national communications.
8. Serve as a member of the State Board of Trustees along with the State Director.
9. Prepare membership meeting agendas with the secretary.
10. Write an article for each newsletter publication issue.
11. Make an annual report to the membership.
12. Supervise the Treasurer in his or her duties to the organization.
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| Section 3: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Chair of the Board shall be as follows:1. Preside and maintain order at all Board of Director and Executive Board meetings.
2. Preside and maintain order at all membership meetings in the absence of the President.
3. Assist the President in the preparation of the chapter plan and annual budget.
4. Assist and train the Board of Directors in the operation of the organization.
5. Prepare Board of Director meeting agendas with the Secretary.
6. Write an article for each newsletter publication issue.
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| Section 4: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Membership Development Vice President shall be as follows:1. Assist the President in the preparation of the chapter plan and annual budget.
2. Preside and maintain order at all membership meetings in the absence of both the President and Chair of the Board.
3. Prepare a membership development project activities calendar by the March membership meeting.
4. Assist chairpersons in project planning and completion.
5. Institute and assist in all programs for membership growth and retention.
6. Maintain the chapter listserv.
7. Work with all Vice Presidents, Directors and chairpersons in developing requirements for projects.
8. Review internal project activity for fullest chapter expression.
9. Coordinate and publish newsletter publication issues.
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| Section 5: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Management Development Vice President shall be as follows:1. Assist the President in the preparation of the chapter plan and annual budget.
2. Prepare a management (fund raising) project activities calendar by the March membership meeting.
3. Assist chairpersons in project planning and completion.
4. Institute and assist in all management programs.
5. Generate new ideas for management projects.
6. Write an article for each newsletter publication issue.
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| Section 6: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Community Development Vice President shall be as follows:1. Assist the President in the preparation of the chapter plan and annual budget.
2. Prepare a community development project activities calendar by the March membership meeting.
3. Institute and assist in all community programs.
4. Generate new ideas for community projects.
5. Write an article for each newsletter publication issue.
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| Section 7: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Individual Development Vice President shall be as follows:1. Assist the President in the preparation of the chapter plan and annual budget.
2. Prepare an individual development calendar by the February membership meeting for all training to be held through June, and by the June membership meeting for all remaining trainings.
3. Institute and assist in all individual development programs.
4. Train project chairpersons in the Project Management Guide process.
5. Generate new ideas for individual development projects.
6. Write an article for each newsletter publication issue.
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| Section 8: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Administrative Vice President shall be as follows:1. Assist the President in the preparation of the chapter plan and annual budget.
2. Prepare a property management project activities calendar by the March membership meeting.
3. Institute and assist in all property management programs.
4. Generate new ideas for property management projects.
5. Write an article for each newsletter publication issue.
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| Section 9: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Treasurer shall be as follows:1. Assist the President in the preparation of the chapter plan and annual budget.
2. Maintain a good financial structure for the organization.
3. Provide a written financial statement on the fiscal status of the chapter for each general membership meeting.
4. Coordinate the chapter dues billing and collection system.
5. Maintain records of all accounts payable and accounts receivable for the chapter.
6. Pay all chapter bills in a reasonable time frame (i.e. thirty (30) days).
7. Maintain a list of the location of all chapter assets.
8. Coordinate an internal audit of the corporation by the Director of Legal Counsel.
9. File local, state and federal tax forms and pay related fees.
10. Require a full statement of project financial status for all projects.
11. Write an article for each newsletter publication issue.
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| Section 10: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Secretary shall be as follows:1. Assist the President in the preparation of the chapter plan and annual budget.
2. Keep accurate records of the proceedings of all chapter meetings.
3. Keep attendance records for all membership and board meetings.
4. Prepare minutes for approval at each scheduled chapter meeting.
5. Record votes at the chapter board and membership meetings.
6. Provide current membership rosters upon request.
7. Maintain a calendar of events.
8. Coordinate publication of the chapter newsletter.
9. Shall be custodian of all records of the chapter.
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| Section 11: | In addition to the duties specified in Article VI of the Bylaws, the duties of the State Director shall be as follows:1. Serve as a member of the State Board of Trustees along with the President.
2. Prepare and present reports to the Board of Directors and the general membership on district, regional, state, national and international events and meetings.
3. Submit articles about local chapter projects and events to the regional, state, national and international organizations.
4. Promote attendance at district, regional, state, national and international events and meetings.
5. Encourage and coordinate membership visitation to other chapters.
6. Plan and coordinate the efforts of the chapter on extending new Jaycees chapters (helping create a new Jaycees chapter in a different community).
7. Supervise participation in district, regional, state, national and international competitions.

H. Write an article for each newsletter publication issue. |
| Section 12: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Communications Director shall be as follows:1. Assist the President with the Jaycees Degree Program for the betterment of individual Jaycee’s careers.
2. Assist the Vice President of Membership with membership engagement.
3. Assist the Vice President of Individual Development with communications to the chapter about leadership and growth opportunities.
4. Maintain and update the website.
5. Write an article for each publication issue.
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| Section 13: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Parliamentary Director shall be as follows:1. Instruct the membership on Robert’s Rules of Order.
2. Ensure membership meetings adhere to Robert’s Rules of Order.
3. Keep record of meeting times.
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| Section 14: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Public Relations Director shall be as follows:1. Assist the Vice President of Community, Vice President of Membership and Vice President of Management with communications about chapter membership, accomplishments and activities.
2. Develop press releases highlighting chapter accomplishments and activities.
3. Maintain social media presence.
4. Write an article for each newsletter publication issue.
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| Section 15: | In addition to the duties specified in Article VI of the Bylaws, the duties of the Director of Legal Counsel shall be as follows:1. Maintain and distribute the chapter’s bylaws and state bylaws.
2. Ensure the membership adheres to the chapter’s bylaws and state bylaws.
3. Ensure that all legal documents necessary for the chapter are completed and filed by appropriate deadlines according to federal, state and local laws.
4. Maintain insurance for chapter events and properties.
5. Conduct an annual audit of the corporation.
6. Provide legal advice to guide and direct chapter plans and events.
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|  | **Policy IV - Process of Elections** |
| Section 1: | No candidate's speech for securing an office from all sources shall exceed the following limitations: |
| Candidate Speeches  |  |
| President Vice President Treasurer Secretary | 5 minutes3 minutes2 minutes2 minutes |  |  |
|  |