

**REDFORD JUNIOR CHAMBER
BY-LAWS -- 2009
APPROVED: 2-14-2007 11-5-2008**

ARTICLE I – MEMBERSHIP

By-law 1.1

Active membership in this organization shall be as provided in the Constitution.

Membership Classifications Defined

(A) Individual Member -An Individual Member shall be a person between the ages of twenty-one (21) and forty (40) years inclusive, who meets the requirements for membership as established by United States Junior Chamber By-law 4.2, and who is in good standing with the Michigan Junior Chamber and the Redford Junior Chamber.

(B) Honorary Member – Honorary Membership may be conferred upon prior recommendation of the Executive Committee, on any person or persons by a majority (50% + 1) vote of the Board of Directors. Honorary Members may not hold office, except in honorary capacity, or vote in the Corporation. Any member in good standing who enters or re-enters the armed forces of the United States Military, shall become an Honorary Member without payment of any dues and shall remain in such status while on active duty.

(C) Life Member – The Senate/Life Member Committee will be comprised of current Redford Jaycees Senators and Life Members. The President may call upon any qualifying member to put the committee together of at least three (3) members. The Committee shall convene annually to determine if there are any eligible candidates for consideration. The Committee will meet to discuss nominated candidates and provide their recommendation to the President for approval by the Board of Directors. Candidates must receive (3) votes from the Committee in order to be presented to the Board of Directors for approval. The President will give the Board of Directors five (5) days notice that a potential Life Member vote will take place. For Nominees to become Life Members of the Redford Jaycees, they must be approved by 75% of the Board of Directors at a regular or special Board of Directors Meeting. Any individual may be considered after 7 years of service to the Jaycees and the Redford Community. The nominee must have served a total of 3 terms on the Board of Directors of the Redford Jaycees. Life Membership will be awarded during a special presentation at the Annual Installation Banquet.

Financial Sponsorships:

(1) There shall be a financial sponsorship program for individuals, groups, organizations and corporations. The purpose of this program shall be to help finance specific projects and programs as well as support the objectives of the Corporation.

(2) The levels of Financial Sponsorship and support in accordance with Board Policy IV are:

STATESMAN	\$25.00
PRESIDENTS CLUB	\$75.00
BLUE CHIP	\$100.00
EXECUTIVE	\$500.00
CORPORATE	\$1000.00

By-law 1.2

Active membership shall cease on the member's anniversary date when they have reached the age limit of active membership as provided by the Constitution.

Bylaw 1.3

Non-Discrimination/Harassment

In order to ensure that membership in the Redford & the Michigan Junior Chamber is open to and encouraged for all young people, regardless of race, sex, or religious affiliation, all activities conducted and facilities used in any manner by this Corporation, or affiliates, must be free from discrimination and harassment and open to all Junior Chamber.

ARTICLE II – DUES

By-law 2.1

The annual dues for members of the organization shall be that amount determined by a two-thirds vote of the Board of Directors. Total amount shall be payable and due on the first day prior to the individual member's anniversary month. If dues are not paid by the first of said month, a late fee will be assessed. New members upon induction will be required to pay the dues as determined by a majority (50% + 1) vote of the Board of Directors.

By-law 2.2

Any member whose dues are in arrears for a period of sixty days shall be suspended from membership

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ARTICLE III – GOVERNMENT

By-law 3.1

The government of this organization shall be vested in the Board of Directors, which shall be subject to the will of the membership.

By-law 3.2

The Board of Directors shall have control and management of this organization and the possessions pertaining thereto, subject to the will of the membership. Funds of the organization shall be withdrawn from the bank or banks with which they are deposited by the joint signature of the President and the Treasurer. In the absence of the President or the Treasurer, a third officer shall be authorized by the Board of Directors to handle these duties.

By-law 3.3

The members of the Board of Directors shall consist of the President, Immediate Past President as Chairman of the Board, up to 4 programming Vice-Presidents, Secretary, Treasurer, and a minimum of 1 Director for every 15 members, not to exceed 6 (six) elected directors. A President once each elected Board of Directors positions is filled may appoint an associate Treasurer and Chaplain if warranted, with a majority vote of the Board of Directors.

By-law 3.4

(A) There shall be an Executive Committee, which shall have the following voting members: the President, the Programming Vice Presidents, the Treasurer, and the Chairman of the Board if of voting age.

(B) The Secretary, the Associate Treasurer and the Chaplain, shall be members of the Executive Committee with all rights except the right to vote.

By-law 3.5

Vacancies in the Board of Directors or in any office shall be filled by the President, with the approval of a majority of the Board of Directors at any Regular or Special Board of Directors Meeting. When one or more vacancies occur, a special election may be held, at the option of the Board of Directors. The Board of Directors shall set the rules governing the special election.

By-law 3.6

This organization shall file annual reports with the Michigan Corporation and Securities Commission of the State of Michigan (form 990) as a not for profit corporation. These papers are to be filed as required by state law.

ARTICLE IV – ELECTIONS

By-law 4.1

Not less than sixty days prior to the annual elections, the President shall appoint, with the approval of the Board of Directors, a nominating committee of not less than three members.

By-law 4.2-

The nominating committee shall qualify the names of the candidates for election and shall present a written ballot to the members at the annual meeting.

By-law 4.3

No member of the nominating committee shall be eligible to run for any office, except as of By Law 4.5 of this article, when a member of the nominating committee is drafted by petition and does accept the nomination. That person shall then be relieved from further responsibilities of the nominating committee. The President will then appoint additional persons to fill any vacancies to this committee.

By-law 4.4

The nominating committee shall qualify nominees for each expiring office. No member shall be eligible for the same office for than two consecutive terms.

By-law 4.5

Additional names may be placed in nomination at the time of balloting providing twenty-five members or twenty percent of the members of the organization, whichever is less, sign a petition for that nomination.

By-law 4.6.A.

The nominating committee shall serve as the election committee and shall prepare and cause the name of the candidates duly nominated to be alphabetically displayed upon an official ballot. An official ballot will be given to each member in good standing at the annual meeting of the organization. A member of the election committee will certify ballots cast.

By-law 4.6.B.

In the event of any additional names to be placed on the ballot, as described in by law 4.5, those names shall be in the manner of write in candidacy.

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By-law 4.7

Voting members at the annual meeting who are in good standing (who have no outstanding financial obligations to the Chapter), and shall be in person, except when a member is absent due to any of the following reasons:

- (a) Member is attending local, state or national Jaycee business.
- (b) Member has experienced illness or death in their immediate family.
- (c) Member is compelled to attend to their employment, vocation or profession, which is the primary source of their livelihood.
- (d) Any other reasons not mentioned above must be submitted to the election committee for their unanimous approval.
- (e) If you qualify for any of the above absentee reasons, your vote must be submitted to the elections committee 24 hours prior to the stated election date in written form.

By-law 4.8

At the annual election meeting, there shall be elected a President, up to 4 programming Vice Presidents, and up to six (6) Directors that are determined by Article III Section III. The Duties of the Directors shall be determined by the Board of Directors.

By-law 4.9

Officers and Directors shall assume their duties January 1, of which date shall begin the organizations' fiscal year and continue through December 31st. The Newly elected President, Appointed Treasurer, and Appointed Secretary shall be sworn into office at the December General Membership Meeting (GMM) prior to commencing their programming year. They shall be responsible for the completion and submission of all necessary and proper paperwork to change the signers on the checking account.

ARTICLE V – MEETINGS

By-law 5.1

The annual election meeting of the organization shall be held in between September 1 and November 30 of each year, and the notice of such meeting shall be mailed to each member at their last known address at least 10 days prior thereto.

By-law 5.2

The organization shall hold a general membership meeting at least once a month. To conduct business at General Membership Meeting a quorum of 25% of the total membership must be present.

By-law 5.3

Meetings of the Board of Directors shall be held monthly. At all meetings, a majority of the Board members elected or appointed shall constitute a quorum. The Board meeting shall be open to the general membership except where:

- (a) Nominations for Jaycee awards are to be announced and selections made.
- (b) By unanimous vote, the Board of Directors elects to go into an executive session.

By-law 5.4

Special meetings of the Corporation may be called by the Board of Directors, the President, any Programming Vice President, or the Secretary on a date and at such time and place and for such purposes as the notice of the meeting shall state.

By-law 5.5

Business meetings within the Corporation hall will be nonsmoking.

ARTICLE VI – DUTIES OF THE OFFICERS

By-law 6.1 President

(A) The President shall be the Chief Executive Officer of the Corporation and, subject to the direction and under the supervision of the Board of Directors, shall have general charge of the business, property and affairs of the Corporation, and control over its Officers, agents, and employees. The President shall preside at all meetings of the Corporation, of the Board and the Executive Committees. The President shall perform such other duties and responsibilities as may be assigned by these Bylaws/Policies, or by the Board of Directors.

(B) The President shall appoint all non-elected officers of this Corporation, and appoint all committees subject to a majority approval of the Board of Directors.

(C) The President and the Treasurer shall be ex officio members of all committees.

(D) The Programming Vice Presidents shall be ex officio members of all committees in their respective areas.

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By-law 6.2 Chairman of the Board

The Chairman of the Board shall oversee at all meetings of the Board of Directors in the absence of the President. The Chairman of the Board shall perform any other duties and responsibilities as may be assigned by these Bylaws/Policies, or by the Board of Directors, or the President.

By-law 6.3 Programming Vice Presidents

(A) At the request of the President or in the event of disability, the Programming Vice Presidents, in the following order: Management Development, Membership Development, Individual Development and Community Development, shall perform all the duties of President, and when so acting shall have all the powers of and be subject to all restrictions upon the President.

(B) The Management Development Vice President shall be responsible for the promotion of management development programming throughout the Corporation.

(C) The Membership Development Vice President shall be responsible for the promotion of membership development throughout the Corporation.

(D) The Individual Development Vice President shall be responsible for the promotion of individual development throughout the Corporation.

(E) The Community Development Vice President shall be responsible for the promotion of community development throughout the Corporation.

By-law 6.4

The Secretary shall give notice of all regular meetings and shall keep permanent record of the minutes and agendas of such meetings. The Secretary shall be custodian of all official records of this organization. The Secretary, December 31 after expiration of office, shall compile all minutes of the Board and membership meetings and all pertinent records and turn them over to the following years Secretary to be stored in the Archives of the Redford Junior Chamber.

By-law 6.5

The Treasurer shall have a treasury function for purposes of maintaining the books and records of the chapter as well as filing the appropriate tax information. The Treasurer will have financial records available for review by the Board of Directors or the general membership at the GMM meetings. A detailed check register must be maintained, breaking all income and expense items into specific project lines of the Chapter Plan. "Budget to Actual" financial statements for year-to-date from the end of the previous month must be prepared by the Treasurer and will be available quarterly at Board of Director meetings, or upon request. The Treasurer is responsible for completing all bank reconciliations monthly and will report to the Management Vice President. The Treasurer will keep permanent financial records and shall compile a year end summary of all programming areas along with completing the Chapter Plan budget sheet at the beginning of the fiscal year and at the end. The Treasurer, after December 31, after expiration of office shall compile all financial records and all pertinent records and information and turn them over to the following year Treasurer. The President and Treasurer are not to reside at the same address.

By-law 6.6

The Directors shall work with the President and are to assist in the responsibilities of their appointed areas according to the chapter plan.

By-law 6.7

All chapter officers are responsible for activities to their area as described in the chapter plan.

By-law 6.8

All officers must attend 60% of Business meetings held by the chapter. Failure to meet requirements may result in dismissal of office.

ARTICLE VII – COMMITTEES

By-law 7.1

The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and the purpose of the organization.

ARTICLE VIII – AUTHORITY TO BIND

By-law 8.1

No Officer, Director or Member of the organization shall have the authority to make any contract in any manner, except by authority of the Board of Directors. All proposed contracts must be made available at the Board of Directors meeting, in legal written form, for review by the Board of Directors. All contracts executed on behalf of this Corporation shall first be approved by a majority vote of the Board of Directors, then signed by the President, and countersigned by the Secretary,

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in the presence of the Board of Directors. A copy must be given, once signed, to the Secretary, for record keeping purposes.

ARTICLE IX – PROCEDURES

By-law 9.1

The most current Newly Revised Robert's Rules of Order shall govern the proceedings of all the meetings of the organization and its constituent parts except as provided in these by-laws.

ARTICLE X – DELEGATIONS

By-law 10.1

Delegations or special committees shall be appointed by the President, subject to the approval of the Board of Directors, to represent the organization at any convention, meeting or assembly, as may be necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Board of Directors.

ARTICLE XI – REMOVAL FROM OFFICE OR MEMBERSHIP

By-law 11.1

Any officer, director or member may be removed from office or from membership as a result of failure to fulfill the duties of their office, or for conduct detrimental to the best interest of the organization. The following procedures must be followed before removal:

- (a) A petition stating the charge shall be filed with the Secretary, and be signed by majority (50% + 1) of the Board of Directors or by two-thirds of the active members.
- (b) The Secretary shall notify each member at least twenty days before the question will be placed before the membership.
- (c) The officer, director, or member being charged shall be given written notice of the charge at least five days before the question is placed before the membership.
- (d) The petitioners shall present their case first, said officer, director, or member being charged shall be heard second, and the vote shall be taken third. Majority (50% + 1) of those voting shall be necessary to remove.
- (e) Should said officer be the Secretary, the Treasurer shall receive and distribute the petition. Should said officer be the President, the Management Development Vice-President shall reside during the removal proceedings. No removal proceedings shall be based, more than once, on the same evidence.

ARTICLE XII – POLICY

By-law 12.1

A written policy shall be established by the Board of Directors, which shall state the rules pertaining to the adoption of programs, duties of officers and directors, and any other matter of concern to this organization. This policy is subject to the will of the membership.

ARTICLE XIII – AMENDMENT OF BY-LAWS

By-law 13.1

These by-laws in their initial form and content shall be effective upon approval of the members and the adoption of any other by-laws shall thereby be declared to have been revoked, rescinded, and inoperative as the official by-laws of this organization.

By-law 13.2

These by-laws may be amended by a majority vote of the members present at any general or special meeting provided written notice of a by-law change has been given each member at his last known address, postmarked at least ten days prior to such meeting, received notification.