

BY-LAWS OF THE MONTANA JAYCEES

ARTICLE I. NAME, PURPOSE

SECTION 1: NAME: This organization is incorporated under the laws of the State of Montana as a non-profit corporation, without capital stock. It shall be known herein, by its members, and to the public as the Montana Jaycees and is authorized to do business under such name.

SECTION 2: PURPOSE: The purpose of this organization shall be to contribute to the advancement of the state by providing the opportunity for young people to develop the leadership skills, social responsibility, entrepreneurship and fellowship necessary to create positive community development. This organization shall be subject to the By-Laws of the United States Junior Chamber (USJC).

SECTION 3: PRINCIPAL OFFICE: The principal and other offices of the corporation shall be at such places as are designated by the State President.

SECTION 4: POLITICS: The Montana Jaycees shall refrain from any partisan political activity, and its members shall avoid mixing their personal activities with their Junior Chamber activities in a sense that the general public might infer that the organization is politically oriented one way or another.

ARTICLE II. MEMBERSHIP

SECTION 1: A. A Local Organization Member (Chapter) shall be any young persons organization within the State of Montana, organized for the purpose consistent with that of this corporation and that of the USJC, and whose officers and individual members are young persons between the ages of eighteen (18) and forty (40). If any individual member shall be deemed an Individual Member until said member's next anniversary date; or, in the case of an individual member holding office in the State Organization or Local Chapter, until the completion of such term of office. No individual member shall be permitted to hold any office if said member has already exceeded the maximum age limit prior to commencement of the term of such office, except the Chairman of the Board shall be able to serve even if they attain the age of forty-one (41) on or before the commencement of their term for office. Any Local Chapter not complying with age limitation violates USJC Policies.

- B. Applicants for Local Chapter-ship shall file with the State President a written application for affiliation. The application must include:
 - 1. Name and permanent chapter mailing address.
 - 2. A complete roster of the applicants' membership, showing a minimum number of twenty (20) individual members, along with a complete list of officers.
 - 3. A remittance covering the charter fee of \$250.00 plus one (1) year of dues for each member as outlined in the Policies.
 - 4. All other requirements as stated in the application for affiliation.

SECTION 2: The Board of Directors, by a two-thirds (2/3) vote may remove the charter of any Local Chapter or may terminate the membership of any individual member with notice by certified mail not less than thirty (30) days prior to the date revocation.

ARTICLE III. GOVERNMENT

SECTION 1: This Corporation shall have three (3) governing bodies:

- A. The Executive Committee.
- B. The Board of Directors.
- C. The delegates to the trimester, annual and special meetings of the corporation, referred to as "the delegates" or "members."

SECTION 2: Each Local Chapter in good standing as defined by the Executive Committee shall have a minimum of two (2) votes for each matter presented at the annual, trimester, or special meeting. They shall also have one additional vote for each additional twenty-five (25) members, as stated in the Policies. The number of chapter votes shall be based on membership figures current to the time of Trimester deadline and as stated in the Policies.

- A. All members of the Board of Directors, except for the State President, shall be eligible as a voting delegate for their home chapter.
- B. Each voting delegate at any of the meetings must be registered with the convention prior to voting at any business session.
- C. Delegates representing fifty percent (50%) of the Local Chapters in good standing constitute a quorum at any meeting of the corporation.

SECTION 3: A. There shall be an Executive Committee which shall consist of the following voting members: The State President (only in case of a tie), the 3 Programming Vice-Presidents, the Executive Vice-President, the Membership Vice-President, the Chairman of the Board (if of Jaycee age), the State Secretary, the State Treasurer, the State Chaplain, and the Parliamentarian.

B. The following shall have the rights of Executive Committee members except the right to vote: Legal Counsel and Administrative Assistant.

C. The Executive Committee shall meet at such times and places as designated by the State President, as long as fourteen (14) days prior notice is given.

D. A majority of the voting members shall constitute a quorum.

SECTION 4: The affairs of the corporation shall be managed by the Board of Directors, which shall consist of the following members:

1. The Executive Committee, voting and non-voting members.
2. Regional Directors, with one vote each.
3. Local President or a local officer representing the chapter, 1 vote each, provided that the chapter is in good standing; financially and in membership with the Montana Jaycees prior to the Board Meeting.
 - A. In the event that they cannot be in attendance, they may issue a written note of proxy prior to the start of the meeting.
 - B. The Board of Directors shall meet in conjunction with the trimester meetings of the corporation, and at such times and places as designated by the State President, as long as fourteen (14) days prior notice is given.
 - C. A quorum shall be those voting members of the Board of Directors' voting members present at any trimester meetings (with fourteen {14} days prior notice) called by the State President.
 - D. The members of the Board of Directors of this corporation shall serve from January first through December thirty first of the same calendar year.

ARTICLE IV. ELECTIONS

- SECTION 1. A. An Election Committee will consist of the following members: State President, Parliamentarian, Chairman of the Board, State Treasurer, and Legal Counsel.
- B. The Election Committee shall have the duty of formulating and publishing regulations to the election rules, interpreting and informing such regulations and the elections rules, including regulations adopted by the Election Committee, approved by the Executive Committee.
- C. Rules and regulations adopted by the Election Committee, approved by the Executive Committee, for the conduct of the election shall be published and distributed by mail to all candidates, as set forth in the Policies.

- SECTION 2. A. Those officers that will be elected at the election meeting shall be: State President, Management Development Vice-President, Individual Development Vice-President and Community Development Vice-President.

- B. Each candidate must be an individual member of the Montana Jaycees and meet all qualifications as set forth in the By-Laws and Policies of the Montana Jaycees.

- SECTION 3.
- A. The nomination procedure shall be established by the Election Committee, approved by the Executive Committee, as set forth in the Policies.
 - B. All nominations must be presented to the Election Committee one half hour prior to caucusing at the election meeting. Upon review and acceptance by the Election Committee of all nominations and materials required as set forth in the Policies, the Election Committee shall declare all candidates and the annual election valid.

ARTICLE V. OFFICERS-ELECT

- SECTION 1. The officers of the Montana Jaycees elected during the election meeting shall serve as Officers-Elect for the period between the election meeting and December 31 of the same year. On the following January 1, the Officers-Elect shall assume the office elected during the previous election meeting.
- A. The President-Elect shall serve as chairperson or appoint a chairperson of all planning committees for the coming year and shall have the authority to appoint all co-chairmen as necessary. This excludes the By-Laws and Policy Committee and the Finance Committee and other committees not specifically stated in the By-Laws and Policies. The President-Elect shall represent the Officers-Elect on the Board of Directors for the period between the election meeting and December 31 of the same year.
 - B. The President-Elect serves under the authority of the current President and is considered an active member of the current administration. The President Elect is expected to work on the current administration's plans and agenda except where spelled out by these By-Laws and Policies. The President-Elect is expected to refer all matters of the corporation's business to the current President. The position of President-Elect is one of a training position and is directed by the current President.
 - C. The Vice-Presidents Elect shall assist the current administration as directed by the President-Elect. The Vice-Presidents Elect will refer all corporation business matters to the current Vice-Presidents and are not members of the Board of Directors.

ARTICLE VI. OFFICERS

- SECTION 1. The officers of the Montana Jaycees shall be elected and appointed officers as follows:
- A. The State President, Management Development Vice-President, Individual Development Vice-President, and Community Development

Vice-President shall be elected at the election meeting by a majority of the votes cast, as set forth in the Policies.

- B. The State President shall appoint the following officers, which are subject to approval of the Executive Committee:
 - 1. Executive Vice-President
 - 2. Membership Vice-President
 - 3. State Secretary
 - 4. State Treasurer
 - 5. Chaplain
 - 6. Legal Counsel
 - 7. Parliamentarian
 - 8. Administrative Assistant
- C. The immediate Past President of the corporation shall serve as Chairman of the Board.
- D. Regional Directors: The Local Chapters within their own Region, shall hold an annual election meeting, no later than thirty days following the State election meeting, to elect a Regional Director. By January 1 or in case of vacancy the State President can appoint a Regional Director with approval of the chapter with in the Region.
- E. All state officers before being elected or appointed shall meet all membership requirements set forth in the By-Laws and Policies.

SECTION 2. The duties and powers of the officers of the Montana Jaycees shall be such as are by general usage indicated by the title of the respective office, and as stated in the By-Laws and Policies.

SECTION 3. The Executive Committee, by a two-thirds (2/3) vote of those present and casting votes, may remove any officer of the Montana Jaycees from office for good cause shown, provided however, that such officer is given written notice by certified mail with receipt no less than thirty (30) days prior to the date such removal is to be considered and after an opportunity to be heard by the Executive Committee. Proxy votes will not be accepted for this vote only.

ARTICLE VII. MEETINGS

SECTION 1. The election and the annual meeting of this corporation shall be held in September of each year.

SECTION 2. Special meetings may be called upon written request of no less than a majority of the Local Chapters, at which time it shall be the duty of the President to call a special meeting for such purpose as is stated in said request. A special meeting may also be called by the President with the consent of a majority of the Executive Committee. Notice of said special meeting, stating the purpose of said

meeting, shall be given to all Local Chapters at least thirty (30) days prior to said meeting.

SECTION 3. Minutes shall be taken at all meetings of the Montana Jaycees, Executive Committee and Board of Directors. Said minutes shall be kept as permanent record, and shall be made available for inspection at the location of the Montana Jaycee office.

SECTION 4. The State President shall appoint such committees as deemed necessary for the purpose of furthering the programs and ideals of this organization. The President shall be an ex-officio member of all committees.

SECTION 5. Bids from the Local Chapters for all meetings shall be outlined in the Policies of the Montana Jaycees.

SECTION 6. The immediate past Board of Directors shall have complete decision-making authority in matters concerning previous year's business of the Montana Jaycees, and the awards and competition activities of the Year End Meeting in January.

SECTION 7. The Incoming Board of directors shall preside over all meetings of the corporation at Year-End Convention in January.

ARTICLE VIII. DUES

SECTION 1. Each Local Chapter annually pays dues to this corporation for each individual member, the amount of which dues shall be determined by a majority vote of the delegates as set forth in the Policies.

A. The amount of each individual member's dues shall include a subscription to the Trailblazer, as set forth in the Policies, unless otherwise determined by a majority vote of the Board of Directors.

SECTION 2. On recommendation of a majority of the Board of Directors, the State President is authorized to disenfranchise any Local Chapter that is more than three (3) months delinquent in its dues.

SECTION 3. No Local Chapter shall be eligible to receive awards if the Local Chapter has accounts receivable with the State organization. Participation in any USJC or Montana Jaycee awards program by an Individual Member of the Local Chapter shall not be affected.

ARTICLE IX. CORPORATE PROPERTY, CONTRACTS, LOANS, CHECKS & DEPOSITS

SECTION 1. CORPORATE PROPERTY: The Board of Directors may authorize any officer, agent, or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

SECTION 2. CONTRACTS: The Board of Directors may authorize any officer, agent, or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

SECTION 3. LOANS: No loan shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in the corporation's name unless authorized, in advance, by a resolution of the Executive Committee. Such authority may be general or confined to specific instances.

SECTION 4. CHECKS, DRAFTS, ETC.: All checks, drafts, or other orders of the payment of money, notes and other evidence of indebtedness, issued in the name of the corporation, shall be signed by such officer, or agent of the corporation and in such manner as shall be determined annually by State President with approval by the Executive Committee.

SECTION 5. DEPOSITS: All funds of the corporation not otherwise employed shall be deposited to the credit of the corporation in such banks, trust companies, or other depositories as the Executive Committee may determine.

SECTION 6. FINANCIAL RECORDS:

- A. The collection and disbursement of the funds of the corporation shall be recorded in a double-entry bookkeeping system. Said books shall be made available for inspection at the location of the Montana Jaycee State Office and at all State Meetings of the Montana Jaycees. A financial report shall be published and distributed to the Local Chapters at each meeting of the corporation and such other times as the Board of Directors may direct.
- B. The financial records of the corporations shall be turned over to an independent agency by January 1 to be audited/reviewed/compiled and an "Opinion Letter" shall be presented to the Board of Directors at the first meeting of the corporation, following sixty (60) days from the end of the fiscal year.
- D. Two signatures will be required on all accounts of the Montana Jaycees. Of those two signatures, both shall not be of the same household.

SECTION 7. RECORDS RETENTION AND DESTRUCTION: All documents of the corporation and local chapters shall be maintained in accordance with the policies and bylaws of the United States Jaycees.

SECTION 8. ANNUAL TRANSFER OF FUNDS: By December 31 all Montana Jaycee assets and debts will be taken care of. By January 1 the main Jaycee account will be closed and Jaycee savings account will be transferred to the incoming administration with full explanation and accounting of what money is in the savings account. All state money intended for ONTO Year End Celebration will be transferred to the ONTO account by January 1 (the previous years Executive Board will maintain control of this account). An accurate account of all money transfers of the ONTO account up till December 31 will be compiled for the current years financial records. An accounting of all money in the ONTO account as of January 1 will be handed over to the incoming years administration for budgeting purposes. The previous years ONTO account shall be closed by March 31 after the Year End Celebration. Any money left in the ONTO account March 31 and after all expenses have been completely taken care of from ONTO Year End Celebration shall be donated to a charity of the previous years administrations choice. A complete accounting of all moneys in and the transactions of the ONTO Year End Celebration account as of January 1 will be turned over to the incoming years administration for accounting purposes at the end of their current year.

ARTICLE X. AMENDMENTS

SECTION 1. These By-Laws may be amended by a majority vote of the accredited delegates at any meeting of the corporation provided a copy of the proposed amendment has been mailed, together with notice of the time and place of such meeting, to each Local Chapter at least twenty-one (21) days prior to such meeting.

- A. The Board of Directors at a meeting immediately prior to a meeting of the corporation may pursuant to a three-fourths (3/4) majority vote waive the requirement of prior written notice called for above.
- B. Changes in the By-Laws made at said meeting shall become effective January 1 unless a vote of the board of directors that are present at said meeting allows it to become effective immediately.
- C. No official vote or action on a proposed change in these By-Laws and Policies may be taken at a meeting of this corporation which has not been approved by a majority of the Executive Committee.

ARTICLE XI. RULES OF PROCEDURES

SECTION 1. The rules contained in Robert's Rules of Order newly revised shall govern this corporation and its constituent parts in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and Policies.

SECTION 2. In these By-Laws and Policies, the use of words of the masculine gender shall include the feminine gender as appropriate, and the use of words of the neutral gender shall include the feminine or masculine gender, or both, as appropriate.

SECTION 3. All qualifications and credentials that may have been established in the US Jaycee organizations outside of the State of Montana shall be given full credit within the Montana Jaycees.

REVISION LOG

These By-Laws have been updated as of January 26,1999. Bill Barnhart, 1999 Parliamentarian

These By-Laws have been updated as of January 22, 2000. Bill Barnhart, 1999 Parliamentarian

These By-Laws have been updated as of December 9, 2000. Ronnie Jackson 2000 COB

These By-Laws have been updated as of January 12, 2002. Janet R. Prescott 2001 Parliamentarian.

These By-Laws have been updated as of January 11, 2003. Carrie Barnhart, 2002 Parliamentarian.

These By-Laws have been updated as of January 9, 2004. Jeanne Rickard, 2003 Parliamentarian

These By-Laws have been updated as of December 29, 2004. Todd Senescall, 2004 Parliamentarian

These By-Laws have been updated as of December 31, 2005. Howard Rickard 2005 MTJC Parliamentarian

These By-Laws have been updated as of December 31, 2006. Cliff Plum 2006 State President

These By-Laws have been updated as of December 31, 2007. Cliff Plum 2007 COB - Parliamentarian