

It's All Greek to Me!

A Member Orientation

ELMHURST JUNIOR CHAMBER CONSTITUTION AND BY-LAWS



Revised: August, 2003

Revised: March, 1991

Revised: May, 1988

Revised: August, 1987

ARTICLE I – NAME

Section 1: The name of this organization shall be the Elmhurst Jaycees, a not-for-profit organization, organized and existing under the laws of the state of Illinois.

Section 2: The principal office of this organization shall be located in Elmhurst, Illinois.

ARTICLE II – AFFILIATION

Section 1: This organization shall be and hereby is affiliated with the Illinois Jaycees and the United States Jaycees and is subject to the Constitutions and By-Laws of those two bodies insofar as they affect and prescribe the functions of local Jaycee chapters and are not in conflict with this Constitution.

ARTICLE III - PURPOSE

Section 1: The expressed purpose of the chapter shall be the training of the individual for the purpose of developing his capabilities in leadership through involvement in the organized efforts of young people in the community, and thereby, to promote the welfare of the community and its citizens through active, constructive projects.

ARTICLE IV – MEMBERSHIP

Section 1: Active Membership: Any dues paying individual of good character between the ages of twenty-one (21) and thirty-nine (39), both inclusive, is eligible for active membership in this organization with full privileges thereof.

Section 2: Associate Membership: Any dues paying individual of good character, who has reached his fortieth (40th) birthday, is eligible for associate membership. A dues paying associate member of this organization shall enjoy all the benefits of this organization except those of voting and holding office.

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Section 3: Honorary Membership: Honorary memberships may be conferred upon such persons as may be deemed worthy of such honors by a vote of two-thirds (2/3) of the entire Board of Directors. Honorary memberships shall not require the payment of dues.

Section 4: Life Membership: Life Memberships in the Elmhurst Jaycees may be conferred on any Jaycee or former Jaycee upon reaching their fortieth (40th) birthday in recognition of continuous outstanding service to the organization by a two-thirds (2/3) vote of the entire Board of Directors. Life membership shall not require payment of dues.

Article V – GOVERNMENT

Section 1: The government of this organization shall be vested in a Board of Directors consisting of the Officers and at least four (4) Directors. Said officers shall be the President, five (5) Vice Presidents, a Treasurer, a Secretary and the immediate past President who shall be known as the Chairman of the Board.

Section 2: The Officers and Directors of this organization shall be elected in the manner prescribed by the By-Laws and shall hold office for a period of one (1) year, or until their successors are duly elected and qualified.

ARTICLE VI – AMENDMENT

Section 1: This Constitution may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting provided that written notice of the proposed amendment or amendments has been mailed or e-mailed to the last known address of each member at least ten (10) days prior to the date of such meeting.

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BY-LAWS

Article I – MEMBERSHIP

Section 1: Any individual of good character between the ages of twenty-one (21) through thirty-nine (39), both inclusive, shall be eligible for active membership in this organization as provided in the Constitution.

Section 2: All applications must be in writing.

Section 3: All applications for membership must be sponsored by a member in good standing, and all such applications must be accepted by a majority of the Board of Directors.

Section 4: A dues paying associate member of this organization shall enjoy all the benefits of this organization except those of voting and holding office.

Section 5: The Board of Directors shall have the power to terminate the membership of any non-office holding member. Said removal must follow the following procedures:

1. A petition stating the charge shall be filed with the Secretary and signed by two-thirds (2/3) of the Board of Directors.
2. The Secretary shall notify each board member at least twenty (20) days before the question will be placed in a board meeting agenda.
3. Said non-office holding member shall be permitted written notice of the charge five (5) days before the question is to be placed on a board meeting agenda.
4. The Board of Directors shall present their case first, said non-office holding member second, and the vote shall be taken third. Two-thirds (2/3) of the Board members present shall be necessary to terminate the membership of said non-office holding member.

ARTICLE II – DUES

Section 1: Dues shall be assessed to each active and associate member annually. The amount of such dues shall be no less than the totals of the amounts assessed per member by the affiliated parent Jaycee organization. Assessment of dues which exceed the aforementioned minimum shall be subject to approval by the Board and require thirty (30) day notice to the membership prior to becoming effective.

Section 2: Any member whose dues are in arrears for a period of thirty (30) days shall forthwith be suspended from membership. Any member whose dues are in arrears for a period of ninety (90) days shall automatically cease to become a member. Notice of dues owing shall be given members by the Treasurer thirty (30) days before date payable.

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ARTICLE III – GOVERNMENT

Section 1: The Government of this organization shall be vested in the Board of Directors, subject to the will of the membership.

Section 2: The Board of Directors shall control and manage the property, and shall establish and administer the policies of the organization. Funds of the organization shall be withdrawn from the bank or banks with which they are on deposit only by a primary signatory for amounts under \$1,000. The primary signature must be of the President, Treasurer, or Vice President Finance. A second signatory is required if the amount is greater than \$1,000. The secondary signature may be of the Treasurer when he is not also Primary signature, or either of two (2) executive board members appointed by the President and approved by a two-thirds (2/3) majority of the chapter's Board of Directors.

Section 3: In the event a vacancy shall occur in the office of President prior to or during the term of office, the Administrative Vice President shall assume full duties, responsibilities and powers of the office of President until a successor shall be elected for the remainder of the unexpired term, by a two-thirds (2/3) vote of the entire Board of Directors.

Section 4: In the event of a vacancy on the Board of Directors, other than the office of President, the vacancy shall be filled by appointment by the President subject to the approval of the Board of Directors; such appointees to serve the duration of the unexpired term of the vacant office. If the Chairman of the Board is unable to serve, the President shall have the power to appoint, subject to the approval of the Board of Directors, a past President to serve as Chairman of the Board for the remainder of the term.

ARTICLE IV – ELECTIONS

Section 1: Not less than forty-five (45) days prior to the annual election, the President shall appoint, with the approval of the Board of Directors, a Nominating Committee of at least three (3) members, one (1) of whom shall be a past or present member of the Board of Directors. The President shall appoint one of the committee to act as Chairman of the committee.

Section 2: The Nominating Committee shall, not less than thirty (30) days prior to the annual election, notify the membership in writing of the rules and regulations governing the election as well as the names of the candidates.

Section 3: No member of the Nominating Committee shall be nominated by the Nominating Committee.

Section 4: No member shall be eligible to serve more than two (2) successive terms as a member of the Nominating Committee.

Section 5: Elections shall be held at the December General Membership meeting.

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ARTICLE IV – ELECTIONS (CONT.)

Section 6: The number of full terms in succession a member can serve is:

President – 1 Term

Vice President – 2 Terms per Office, not to exceed 5 VP Offices (Community Development, Membership, Individual Development, Management Development, and Finance)

Secretary – 2 Terms

Treasurer – 2 Terms

Directors – 3 Terms

Section 7: At the annual election there shall be elected a President, Five Vice Presidents, a Treasurer and a Secretary, all of whom shall constitute officers of the organization. To complete the Board of Directors, there shall be elected four (4) Directors. One (1) additional Director may be elected for every seven (7) regular members above thirty-five (35). The number of regular members shall be determined forty-five (45) days prior to the election.

Section 8: Voting shall be by individuals, by Australian Secret Ballot, and no person shall cast more than one (1) ballot. Proxies will not be recognized; absentee ballots will be recognized subject to the following criteria:

1. Only announced candidates as of the regular membership meeting prior to the annual election meeting shall be allowed on absentee ballots. No write-in candidates will be accepted or counted.
2. Absentee ballots must be personally requested from the Secretary by the absentee voter. Absentee ballot shall be mailed or e-mailed to the last known address of the absentee voter by the Secretary, or may be picked up in person from the Secretary by the absentee voter.
3. All absentee ballots must be received by the Secretary before 10:00 pm on the eve of the annual election.
4. Absentee ballots are not transferable or assignable.
5. The winning candidate shall win by a plurality, and not by majority. The greatest of several numbers; in elections, the excess of the votes given for one candidate over those given for another, or for any other, candidate. When there are more than two candidates, the one who receives the plurality of votes may have less than a majority.

Section 9: Officers and Directors shall take office by January 1 which date shall begin the organization's fiscal year

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ARTICLE V – MEETINGS

Section 1: The annual election meeting of the organization shall be held in December of each year, beginning in 2003, and notice of each meeting shall be mailed to each member at his last known address at least thirty (30) days prior thereto.

Section 2: The organization shall hold regular monthly membership meetings on such dates as may be set by the Board of Directors.

Section 3: Meetings of the Board of Directors shall be held at pre-arranged dates or at the call of the President. At all meetings of the Board of Directors, at least one-half (1/2) (to the highest whole number) in attendance shall constitute a quorum.

Section 4: Special meetings of the membership of the Board of Directors shall be called by the President.

Section 5: The President shall preside at all meetings. In the absence of the President, the chair shall pass to the Vice Presidents in the following order: Administrative Vice President, Community Development Vice President, Individual Development Vice President, Financial Vice President, and Membership Vice President.

ARTICLE VI – DUTIES OF OFFICERS

Section 1: The President as Chief Executive Officer of this organization shall supervise the organization's affairs and activities and shall make an annual report thereon to the members.

Section 2: The Administrative Vice President shall work with the President on such administrative affairs of the membership including, but not limited to, awards programs, public relations, Region, State and National activities, and other duties as may be assigned by the President.

Section 3: The Community Development Vice President shall work with the President on such community affairs of the membership excluding ways and means projects, including, but not limited to, community projects, public relations and other duties as may be assigned by the President.

Section 4: The Individual Development Vice President shall work with the President on such Individual Development programs of the organization including, but not limited to, personal development programs, general interest programs and other duties as may be assigned by the President.

Section 5: The Financial Vice President shall be responsible for all fund raising projects of the chapter and other duties as may be assigned by the President.

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Section 6: The Membership Vice President shall work with the President on such personnel affairs including, but not limited to, membership recruitment, orientation, activation, retention, social and athletic activities, and other duties as may be assigned by the President.

Section 7: The Treasurer shall be responsible for all bookkeeping and financial records of the chapter, which includes the timely and accurate filing of tax returns. The Treasurer will issue notices of dues payable and be responsible for the collection thereof, keep the books of the organization, disburse funds at the discretion of the Board of Directors, and shall report in detail on the financial conditions of the organization at the chapter meetings each month and at such other times as directed by the President or the Board of Directors.

Section 8: The Secretary shall give notice of all regular and special meetings of the Board of Directors and shall keep a permanent record of the minutes of Board meetings and business meetings of the membership. The Secretary shall be a custodian of all official records of the organization and have other duties as may be assigned by the President. He will also be responsible for the roster and the newsletter.

Section 9: The Directors shall work with the President and Vice Presidents on such affairs of the organization including, but not limited to regular communications with the membership at large, and such other duties as may be assigned by the President or the Vice Presidents.

ARTICLE VII – STATE DIRECTOR

Section 1: Each President shall appoint a chapter member as State Director. Upon approval by a two-thirds (2/3) majority vote of the members present at a scheduled meeting, both the Board of Directors and the chapter Membership, said State Director shall be a full voting member of the chapter Board of Directors and shall, along with the President, represent the Chapter at all Regional and State functions. The State Director shall also fulfill other duties as may be assigned by the President. The President shall give prior notice of the proposed State Directors nominations.

ARTICLE VIII – COMMITTEES

Section 1: The Board of Directors shall determine the committee deemed proper and necessary to fulfill the objectives of the organization.

Section 2: The President and Vice President in charge shall be ex-officio members of the committees.

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ARTICLE IX – PROJECT TERM LIMITS

Section 1: No person shall be the Chairperson for a project for more than 2 consecutive times.

ARTICLE X. – CHAIRMAN'S PLANNING GUIDES (CPG'S)

Section 1: No project shall be funded by the Chapter without a Chairman's Planning Guide (CPG) being submitted and approved before the start of the project.

ARTICLE XI – RULES OF ORDER

Section 1: Roberts Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts except as provided in these by-laws.

ARTICLE XII – DELEGATIONS

Section 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 the 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 XIII - AMENDMENTS

Section 1: These By-Laws may be amended by a two-thirds (2/3) vote of the members present at any general or special meetings, provided written notice of the proposed action has been given each member at his last known address at least ten (10) days prior thereto.

ARTICLE XIV – REMOVAL FROM OFFICE

Section 1: Any Officer or Director may be removed from office as a result of failure to fulfill the duties of said officer or for conduct detrimental to the best interests of the organization. Said removal must follow the following procedures:

1. A petition stating the charge shall be filed with the Secretary and signed by two-thirds (2/3) of the Board of Directors and two-thirds (2/3) of the active members.
2. The Secretary shall notify each member at least twenty (20) days before the question will be placed on a 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 and the vote shall be taken third. Two-thirds (2/3) of those voting shall be necessary to remove said Officer or Director from office.
5. Should said Officer be the Secretary, the Administrative Vice President Shall receive and distribute the petition. Should said Officer be the President, the Administrative Vice

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President shall preside during the removal proceedings. Removal proceedings shall be based no more than on the same reason of evidence.

ARTICLE XV – AUTHORITY TO BIND

Section 1: No member of this organization shall contract for or incur any agreement or otherwise obligate this organization except by authorization of the Board of Directors or the membership.

ARTICLE XVI – AWARDS AND RECOGNITION

Section 1: WHEREAS, the true impact of an individual's contribution to an organization is not measured by specific accomplishments, but rather by the consistency of his commitment, and

WHEREAS, Thomas F. Wallisch has shared the rewards of Jaycees through his unselfish service to humanity for twenty-five (25) years as officially recognized by the Elmhurst Jaycees on February 5, 1988, and

WHEREAS, his enthusiastic involvement confirms his belief should serve as the standard of excellence in individual effort for all Jaycees,

NOW, THEREFORE, it is the unanimous decision of the membership of the 1987-88 Elmhurst Jaycees that the annual recognition of the Elmhurst Jaycee of the Year shall from this day forward be known as

THE THOMAS F. WALLISCH AWARD