

CONSTITUTION MANHATTAN JAYCEES INCORPORATED AND/OR MANHATTAN JUNIOR CHAMBER OF COMMERCE INCORPORATED

ARTICLE I - ORGANIZATION

Section 1: The name of this organization shall be the Manhattan Jaycees Inc. and/or Manhattan Junior Chamber of Commerce Inc. and its principle offices shall be located in the city of Manhattan, Kansas. This organization receives its authority as a corporation not for profit under laws of the state of Kansas for the purpose of promoting the civic, economic, and industrial welfare of Manhattan and Riley County. These Articles of incorporation are filed with the Secretary of State. This corporation is not authorized to issue capital stock.

ARTICLE II - AFFILIATION

Section 1: This organization shall be and hereby is affiliated with the Kansas Jaycees, the United States Jaycees, Junior Chamber International and is subject to the Constitution and by-law's of these bodies insofar as they affect and prescribe the functions of the local chapter and are not in conflict with this Constitution.

ARTICLE III - PURPOSE

Section 1: The propose of this organization shall be to provide young persons a means to help improve the community in which they live: to help them develop their leadership ability; to provide an opportunity for fellowship with other young persons and to give young persons a voice in the affairs of their community, state, nation, and world.

ARTICLE IV - MEMBERSHIP

Section 1: Any resident of this community who is between the ages of eighteen and forty inclusive, and who is of good character and is in sympathy with the purpose of this organization shall be eligible for membership. Memberships shall be limited to individuals and there shall be no firm or plural memberships.

ARTICLE V - GOVERNMENT

Section 1: The government of this organization shall be vested in a Board of Directors consisting of the officers, the immediate past President and State Director. The number of directors shall not be less than three nor more than fifteen. Said officers shall be the President, Business Vice President, Community Vice President, International Vice President, Individual Vice President, Secretary, and Treasurer.

ARTICLE VI - AMENDMENT

Section 1: This Constitution may be amended by a two-thirds vote of members present at any regular membership meeting provided that written notice of the proposed amendment has been mailed to the last known address of each member at least ten days prior to the date of such meeting and that the proposed amendment has been discussed at the immediate past regular business membership meeting.

BY-LAWS
MANHATTAN JAYCEES INCORPORATED AND/OR
MANHATTAN JUNIOR CHAMBER OF COMMERCE
INCORPORATED

ARTICLE I - MEMBERSHIP

Section 1: Eligibility: Active membership in this organization shall be provided in the Constitution.

Section 2: Candidates: A prospective candidate for membership shall be sponsored by at least one member in good standing and shall be admitted to membership upon payment of the required dues or an approved payment plan.

Section 3: Honorary Membership: Any person who has rendered outstanding service to this organization or to the community may be nominated by a majority vote of the entire Board of Directors for honorary membership and elected by a majority vote of the members present at any membership meeting. Honorary membership shall include the right to attend membership meetings and to address same, but shall not include the right to vote or hold office and shall be exempt from payment of dues.

Section 4: Associate Membership: Alumni Membership: Any sustaining member shall be defined as any person who is over the age limit who shall contribute \$15.00 or more per annum to the support of the organization.

ARTICLE II - DUES

Section 1: Amount and How Payable: The annual dues for membership in this organization shall be \$2.50 over state dues for new members and \$2.50 over state dues for renewals are payable in full to the treasurer 30 days before the members anniversary date.

Section 2: Delinquency: A member whose dues are in arrears two months is not in good standing and shall not be permitted to vote in any election or membership meeting. A member whose dues are in arrears four months shall automatically cease to be a member. The treasurer shall bill a member 90, 60, and 30 days prior to membership anniversary date.

Section 3: Sustaining Member Dues: See Article 1, Section 3.

ARTICLE III - GOVERNMENT

Section 1: Authority: The government of this organization shall be vested in the Board of directors. All decisions of the Board of Directors are final except that the Board of Directors decision can be reversed by a three-fourths vote of the membership present at any membership meeting.

Section 2: Management and Property: The Board of Directors shall have control and management of the property and management of the organization. Funds of the organization shall be withdrawn from the bank or banks with which they are on deposit by one (1) signature of the following officers: President, Business Vice President, Treasurer, or the Individual Vice President. If the necessary officers are not present on the board, the current president may choose an additional board member(s) to serve as an approved signer(s) upon approval by the Board.

Section 3: Term of Office: The officers and directors of this organization shall be elected except in the office of State Director who is appointed, for a period of one year, or until their successors are duly elected or appointed and charged. The fiscal year of this chapter shall coincide with the State Jaycees fiscal year.

Section 4: Local Director: The members of the Board of Directors, those who are neither officers nor state Director, shall be elected according to the number of active members. Three members shall be elected if the active membership is 50 or less. One additional member shall be elected for each 25 or fraction thereafter, to maximum of 15 members. A vacancy shall be filled only if the number of active members qualifies that the vacancy exists.

Section 5: Vacancies: A vacancy on the Board of Directors, or in any office, shall be filled by vote of the board of Directors. Such appointee will serve until the next regular election.

ARTICLE IV - ELECTIONS

Section 1: Nominating committee: Not less than 30 days prior to the annual election, which is the first Wednesday in November, the President shall appoint, with the approval of the Board of Directors, a nominating committee of not less than 3 members including the President and any past President within the last 5 years who is still a member in good standing.

Section 2: Candidates: The nominating committee shall recommend the names of candidates for election and shall make verbal recommendations to the members not less than 14 days prior to the annual election.

Section 3: Candidate Eligibility: Nominees for the office of President must have served 1 full term on the Board of Directors. No officer shall be eligible for the same office for 2 consecutive years except for Presidential appointed offices.

Section 4: Additional Candidates: Additional names may be placed in nomination at the time of balloting.

Section 5: Annual Election: At the annual election there shall be elected a President, Business Vice President, Individual Vice President, Community Vice President, International Vice President, a Treasurer, a Secretary and Local Director(s) in order.

Section 6: Voting: Voting shall be by members in good standing, and no person shall cast more than one ballot. Proxies and absentee ballots will be recognized upon receipt by the chairperson of the election committee or by the President up to the day of elections.

ARTICLE V - MEETINGS

Section 1: Annual Meeting: The annual election meeting of the organization shall be held on the First Wednesday in November of each year, and notice of such meeting shall be mailed to each member at his/her last known address at least 10 days prior thereto.

Section 2: Membership Meeting: The organization shall hold a business meeting at least once a month. Ten percent of the membership in good standing shall constitute a quorum. Notification of meetings shall be given to all members at least 48 hours in advance.

Section 3: Board of Directors Meetings: Meetings of the Board of Directors shall be held at least once a month on the prearranged dates or at the call of the

President. At all meetings of the Executive Board of Directors 50% shall constitute a quorum. All Board members must be notified of any Board meeting at least 8 hours in advance of that meeting.

Section 4: Special Meetings: Special meetings of the membership or of the Board of Directors shall be called by the President, Business Vice President, or by the secretary at the request of at least 4 directors.

ARTICLE VI - DUTIES OF OFFICERS

Section 1: President: The President, as chief officer of the organization, shall supervise the organizations' affairs and activities and shall make an annual report thereon to the members. He /she or the appointed representative shall represent the organization on the Board of Directors of the State Jaycees, the Manhattan Chamber of Commerce.

Section 2: Business Vice President:

(a.) The Business Vice President shall preside at membership and Board of Director meetings in the absence of the President and shall also work with the President of such management affairs of the organization as membership, leadership training, finances, and public relations.

(b.) The Business Vice President shall coordinate the efforts of the Local Directors.

Section 3: Individual Vice President:

(a.) The Individual Vice President shall work with the President on personal and professional affairs of the individual members of the organization.

(b.) The Individual Vice President shall work with the President on retention and recruitment of membership affairs within the organization.

Section 4: Community Vice President: the Community Vice president shall work with the President on community affairs of the organization including project and committee activities within the local, state, and national communities.

Section 5: International Vice President: the International Vice President shall work with the President on international affairs of the organization including projects and committee activities to increase global awareness within the chapter.

Section 6: Secretary: The Secretary shall give notice of all regular and special meetings and shall keep a permanent record of the minutes of such meetings. He/she shall be coordinator of the organization newsletter.

Section 7: Treasurer: The Treasurer shall issue notices of dues payable and be responsible for the collection there of, keep the books of the organization, disburse funds as required, and shall report monthly of the financial conditions of the organization. File appropriate financial statements as require under state and federal laws. He/she shall prepare a report for audit by the Board of Directors.

Section 8: The Local Directors duties include and not limited to contacting assigned members a minimum of twice a month regarding upcoming events and additional information deemed prudent by the Business Vice President or Executive Board of Directors.

ARTICLE VII - STATE DIRECTORS

Section 1: State Director: The President shall appoint from the membership, subject to the approval of the Board of Directors, a State Director who with the

President, shall be the organizations representative on the Board of Directors of the State Jaycees. He/she shall serve on the Manhattan Board of Directors with all rights and privileges thereof.

ARTICLE VIII - COMMITTEES

Section 1: Organizations: The Board of Directors shall determine the committees deemed proper and necessary to fulfill the objective and purpose of the organization.

Section 2: Appointments: The President shall appoint subject to the approval of the board of Directors, all committee chairmen, not specifically provided for in these by-laws.

Section 3: Finance Committee: The Finance Committee shall be composed of the Treasurer, who shall be the chairman, the President, the Business Vice President, the Individual Vice President, the Community Vice President, the International Vice President, the Secretary, and immediate past Treasurer. At the beginning of each fiscal year this committee shall draw up a budget for the ensuing year and submit same to the board of Directors. After approval of the budget by the board, funds may not be transferred from one purpose to another except by a three-fourths vote of the Directors present [at a regular or special meeting.] Upon direction of the President, and/or a member of the Finance Committee shall arrange for an audit of the books of the organization and report findings of such audit to the Board.

Section 4: Committee Meetings: Committee meetings may be called by the President or by the chairman of the committee. The majority of the membership of the committee constitutes a quorum and a majority vote of those present shall prevail.

Section 5: Committee Powers: It shall be the function of the committee to investigate make recommendations, unless otherwise authorized by the Board.

Section 6: By-laws Committee: The by-laws committee shall consist of the current President and the past local chapter Presidents of the last five (5) years, that are in good standing.

ARTICLE IX - UNAUTHORIZED ACTION

Section 1: Finance and Policy Authorization: No committee or member shall have power or authority to commit or involve the organization in matter of finance or policy without specific authorization from the board of director.

ARTICLE X - RULES OF ORDER

Section 1: Parliamentary Procedure: 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 XI - DELEGATION

Section 1: Representation: Voting delegates 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 be headed by the President or a chosen appointee. Those members, in good standing, who are in attendance at such convention, meeting or assembly shall have the authority and responsibility to make decisions and vote on convention issues and candidates.

ARTICLE XII - REMOVAL FROM OFFICE OR MEMBERSHIP

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

- 1) A petition stating the charge shall be filed with the Secretary and signed by two-thirds of the Board of Directors or by two-thirds of the membership.
- 2) The Secretary shall notify each member at least 20 days before the question will be placed on a general membership meeting agenda.
- 3) The accused shall be permitted written notice of the charge five days before the question is to be placed on a general membership meeting agenda.
- 4) The petitioners shall present their case first, the accused shall be heard second, and the vote shall be taken third. Two-thirds of those voting shall be necessary to remove the accused from office and/or membership. Should said officer be the Secretary, the Treasurer shall receive and distribute the petition. Should said officer be the President, the Business Vice President shall preside during the removal proceedings.

Section 2 : Membership: A member may be removed from the membership by the same procedure outlined in Article XII, Section 1, paragraphs 1, 2, 3 and 4.

ARTICLE XIII - AMENDMENTS

Section 1: Procedure: These by-laws may be amended by a three-fourths vote of the members present at any general or special meeting provided that written notice of the proposed action has been given each member at their last known address not less than 10 days prior thereto, and that the proposed amendment has been discussed at the immediate past regular business membership meeting.