

CHAPTER BYLAWS FOR THE JCI SOUTH SAINT PAUL

ARTICLE I – NAME

The name of this Organization shall be the JCI South Saint Paul, here after referred to as the Organization. The principal office of the Organization shall be located in Dakota County, State of Minnesota, at the Croatian Hall, or at such other location in said county to be determined at the discretion of the President and approved by the Board of Directors.

ARTICLE II – AFFILIATION

This Organization shall be and hereby is affiliated with JCI Minnesota, JCI United States, Junior Chamber International, and is subject to the Constitution and Bylaws of these bodies insofar as they affect and prescribe the function of the local Junior Chamber chapter.

ARTICLE III – PURPOSE

The purpose of this Organization shall be:

- A. To provide young persons (constituting its membership) leadership training and to instill civic consciousness to better their usefulness as citizens, and
- B. Civic service, through the organized efforts of the young persons of the community, to promote the welfare of the community and its citizens through active and constructive projects.

ARTICLE IV – MEMBERSHIP

Any young person, between the ages of 18 and 40, both inclusive, is eligible for active membership in this Organization with full privileges thereof. All applications for membership must be sent electronically or in writing. Active membership shall cease on the members' Anniversary Date following his or her 41st birthday. This and all other classes of membership shall conform to the classes of membership as defined by JCI Minnesota.

ARTICLE V – DUES

The individual member's Anniversary Date shall be the first of the month in which the member's original dues for membership are submitted to JCI Minnesota. The annual dues for regular members of this Organization shall be defined by the bylaws and policies of JCI Minnesota. The total amount payable on the individual member's Anniversary Date, which is on record with JCI United States.

ARTICLE VI – GOVERNMENT

- A. The government of this Organization shall be vested in a Board of Directors consisting of the officers and the Immediate Past President. Said officers shall be the President, Secretary, Treasurer, State Delegate, Individual Development Vice President, Community Development Vice President, Membership Development Vice President, Management Development Vice President and Public Relations Vice President.
- B. The Board of Directors shall have control of the property and management of the Organization, subject to the will of the membership. Funds of the Organization shall be withdrawn from the bank or banks with which they are on deposit by the joint signature of two officers, one being either the President or Treasurer.

ARTICLE VII – ELECTIONS

- A. Any member who wishes to run for an elected position must notify the elections committee chairs at least ten (10) days prior to the election meeting. This member must also be current in their annual dues.
- B. The annual election meeting of the Organization shall be held in October of each year and notice of such meeting shall be sent electronically or in writing to each member at the last known address at least seven (7) days prior thereto.
- C. The officers of this Organization shall hold office for a period of one (1) year or until their successors are duly elected and charged. No officer shall be elected for the same office for more than

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two (2) consecutive terms. In the event a position is not filled by election, it is up for appointment by the incoming President.

- D. The candidates for President shall have served at least one (1) year as a Vice President on the Board of Directors.
- E. At the annual election, there shall be elected, in order: a President, the Vice Presidents, a State Delegate, a Treasurer, and a Secretary, all whom shall constitute the officers of the Organization. Officers shall assume their duties on January 1, which shall begin this Organization's fiscal year.
- F. All elected or appointed Officers shall take the following Oath of Solemn Declaration of Office, to be administered by the President at the Annual General Meeting or, if necessary, as soon thereafter as possible:

"I do solemnly swear that I will faithfully execute the office of (title) of JCI South Saint Paul and will, to the best of my ability, serve as a living example of this Organization's philosophy and beliefs and will uphold and enforce the Bylaws and Policies of JCI South Saint Paul, JCI Minnesota and JCI at all times."

ARTICLE VIII – MEETINGS

The Organization shall hold a business meeting each month on the second Thursday of the month. Meetings of the Board of Directors shall be held on prearranged dates or at the call of the President. At all General Membership meetings, a seeded majority shall constitute a quorum. At all meetings of the Board of Directors, a seeded majority shall constitute a quorum. Special meetings of membership or of the Board of Directors shall be called by the President or by the Secretary at the request of two (2) members of the Board of Directors.

ARTICLE IX – DUTIES OF OFFICERS

- A. The President, as Chief Officer of the Organization, shall supervise the Organization's affairs and activities and shall make annual reports thereon to the members. The President shall preside at all General Membership meetings and meetings of the Board of Directors. The President shall be the Organization's primary representative of the Board of Directors of JCI Minnesota. In the event a position is not filled at elections, it is up for appointment by the incoming President.
- B. The Management Development Vice President shall serve in the areas of chapter management (Project Management Guide and Civic Leadership Certification submissions, planning and evaluations) and TOYM assistance. The Management Development Vice President shall replace the President whenever needed or requested to do so by the President.
- C. The Community Development Vice President shall serve in the areas of community service, community fundraising, governmental involvement, state and national JCI involvement and public relations.
- D. The Individual Development Vice President shall serve in the areas of life improvement, chapter management (officer and member training and communications), and leadership development.
- E. The Membership Development Vice President shall serve in the areas of member services (orientation and activation), and membership recruitment (recruitment, extensions, internal chapter assistance), and chapter activities.
- F. The Public Relations Vice President shall be responsible for distributing press releases, creating the chapter newsletter and fliers, and managing the chapter website and social media.
- G. The State Delegate is a liaison between JCI Minnesota, other chapters, and the chapter from which they have been elected. They shall keep the Organization updated on upcoming Road Run

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opportunities, track the Road Runs of chapter members, and submit Road Run miles to JCI Minnesota.

- H. The Secretary shall give notice of all regular and special meetings and shall keep a permanent record of the minutes of meetings. The Secretary shall be custodian of all official records of the Organization.
- I. The Treasurer shall issue notices of dues payable and be responsible for the collections thereof, keep the books of the Organization. The Treasurer shall prepare a report for audit for each business meeting.

ARTICLE X – ORDER OF SUCCESSION

The order of succession shall be:

- Management Development Vice President
- Community Development Vice President
- Individual Development Vice President
- Membership Development Vice President
- Public Relations Vice President
- State Delegate
- Secretary
- Treasurer

ARTICLE XI – REMOVAL FROM OFFICE

- A. Any officer 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. 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. Notice must be made at least twenty (20) days prior to placing the question on a General Membership meeting agenda.
 - 3. Said officer shall be permitted written notice of the charge five (5) days prior to placing the question on a General Membership 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. A quorum must be present at this meeting. Two-thirds (2/3) of those voting shall be necessary to remove said officer from office. No removal proceedings shall be based more than once on the same evidence.
 - 5. If said officer does not attend, the proceedings shall continue as though they were present.

ARTICLE XI – AUTHORITY TO BIND

No member of this Organization shall contract for or incur any debt or enter into any agreement or otherwise obligate this Organization except by authorization of the Board of Directors or the membership.

ARTICLE XII – AMENDMENT

These Bylaws may be amended by two-thirds (2/3) vote of the members present at any regular or special meeting provided that notice of the proposed amendment has been sent electronically or in writing to the last known address of each member at least thirty (30) days prior to the date of such meeting.

AS AMENDED: 09/14/2017