



# Articles of Bylaws of the Oceanfront Jaycees

## ARTICLE I - NAME

Section 1. The name of this organization shall be:

Oceanfront Jaycees

Section 2. The principal office of the organization shall be located in:

City of Virginia Beach, Virginia

and at this address:

P.O. Box 1192, Virginia Beach, Virginia 23451-1192  
or at such other location in said city to be determined at the discretion of the President.

## ARTICLE II - AFFILIATION

This organization shall be and hereby is affiliated with the Virginia Jaycees, United States Junior Chamber of Commerce, Junior Chamber International, and is subject to the bylaws and policies of these bodies insofar as they affect and prescribe the function of the local Jaycees 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, constructive projects.

## ARTICLE IV - MEMBERSHIP

Section 1. Membership in this chapter shall be limited to four classes as follows:

- A. Individual Member
- B. Honorary Member
- C. Life Member
- D. Sustaining Member

Section 2. Individual Member

The Individual Member is defined as any young person of good character between the ages of twenty-one (21) and forty (40), both inclusive, and the Individual Member shall pay dues in accordance with Article V of these bylaws with full privileges thereof. If any Individual Member shall arrive at the age of forty-one (41) after the beginning of the Individual Member's Dues Date Anniversary, such member shall be deemed an Individual Member until said member's Dues Date Anniversary, or in the case of an Individual Member holding office, until completing such term of office. No Individual Member shall be permitted to hold any office if said member has reached the age of forty-one (41) prior to commencement of the term of office.

Section 3. Honorary Member

Honorary Membership may be conferred upon prior recommendation of the Board of Directors in regular session, on any person or persons, only upon outstanding cause shown for the benefit of the Chapter, by a two-thirds (2/3) return of ballots from Board of Directors meeting and absentee votes where notice has been given to all Board members that such action is to be voted upon.

An Honorary Member shall have none of the obligations of membership in the chapter, but shall be entitled to all privileges except those of making motions, of voting, and of holding office.

Honorary Members may include Legal Counsel.

#### Section 4. Life Member

Past presidents of this chapter who have faithfully fulfilled the duties of their office may be granted life membership with recommendation by the Board of Directors by a two-thirds (2/3) return of ballots from membership meeting where notice has been given that such action is to be voted upon.

A Life Member shall have none of the obligations of membership in the chapter, but shall be entitled to all privileges except those of making motions, of voting and of holding office, unless qualified as an Individual Member with dues paid.

#### Section 5. Sustaining Member

Any reputable individual or entity who has or is currently assisting financially in extending the purposes and function of this chapter may be eligible for affiliation as a Sustaining Member by a two-thirds (2/3) return of ballots from Board of Directors and proxy votes where notice has been given to all Board of Directors that such action is to be voted upon.

A Sustaining Member shall have none of the obligations of membership in the chapter, but shall be entitled to all privileges except those of making motions, of voting, and of holding office, unless qualified as an Individual Member with dues paid.

Section 6. All applications for Individual Membership must be in writing.

Section 7. Any member may be expelled after investigation by the Board of Directors for adequate reason by a two-thirds (2/3) vote of the Board of Directors.

Any member proposed for expulsion must be given:

- (a) thirty (30) days' notification by certified mail or in person including the reason for the proposed expulsion;
- (b) opportunity to contest the proposed expulsion, in writing or in person, before the Board of Directors, and;
- (c) final written notice of the Board's decision.

Failure to pay dues is presumed to be adequate reason for expulsion and does not require advance notice to the member and deliberation by the Board.

### **ARTICLE V - DUES**

Section 1. The Individual Member's Dues Date Anniversary shall be the month in which the member's original dues for membership are received by the United States Junior Chamber of Commerce.

Section 2. The annual dues for Members of this organization for an Individual Member and for a Married Couple shall be defined by the Board of Directors. The total amount is payable on the Member's Dues Date Anniversary, which is on record with the U.S. Junior Chamber of Commerce.

### **ARTICLE VI - GOVERNMENT**

Section 1. The government of this organization shall be vested in a Board of Directors consisting of the following members:

- A. President
- B. Management Development Vice President
- C. Membership Vice President
- D. Individual Development Vice President
- E. Community Development Vice President
- F. International Development Vice President
- F. Secretary
- G. Treasurer

- H. State Director
- I. Public Relations/Marketing Director
- J. Chairman of the Board (Immediate Past President)
- K. Directors (under Vice Presidents)

All members of the Board must be Individual Members of the chapter. Voting members will include but not be limited to Presidents, Vice Presidents, Secretary, Treasurer, State Director, Chairman of the Board, and Public Relations/Marketing Director.

Section 2. Any Individual Member of the chapter who holds elective office with the state Jaycee organization, The United States Junior Chamber of Commerce, or Junior Chamber International shall be a member of the Oceanfront Jaycee Board of Directors with all rights and privileges except the right to vote.

Section 3. 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 the president, treasurer, and/or third current Board of Directors member.

Section 4. The number of Directors elected/appointed annually to the Board shall be as deemed necessary. Directors shall be assigned duties and responsibilities as deemed necessary at the discretion of the Board of Directors. A Director is not a Board Member.

Section 5. A vacancy on the Board of Directors shall be filled by appointment by the President with approval of the Board of Directors. Said appointee shall serve until the next regular election. In the case of a vacancy in the office of President, the Management Development Vice President shall assume the duties of the office of President until a replacement has been elected/appointed.

Section 6. The Board of Directors may appoint an Individual Member as Chaplain at its discretion. Chaplain is not a Board Member.

## **ARTICLE VII - ELECTIONS**

Section 1. Nominations for each board position shall be taken during the October chapter meeting. Before the vote at the annual election meeting in November, additional nominations from the floor shall be permitted.

Section 2. At the annual election meeting, there shall be elected, in order, President, Management Development Vice President, Individual Development Vice President, Community Development Vice President, Membership Vice President, International Development Vice President, Treasurer, Secretary, State Director, and PR/Marketing Relations Director.

Section 3. Voting shall be by Individual Members and no person shall cast more than one ballot. Absentee ballots will be recognized. Proxy ballots will not be recognized.

Section 4. The Board of Directors shall assume their duties on January 1, which shall begin this organization's fiscal year. Each board position's term shall be for the current fiscal year.

## **ARTICLE VIII - REMOVAL FROM OFFICE**

Any officer may be removed from office as a result of failure to fulfill the duties of said office as more specifically defined by the Policies and Procedures of the Oceanfront Jaycees, or for conduct detrimental to the best interests of the organization as determined by a majority vote of the general membership body. Said removal must follow the following procedures:

Any officer proposed for removal from office must be given:

- (a) thirty (30) days' notification by certified mail or in person including the reason for the proposed removal from office;
- (b) an opportunity to contest the proposed removal from office, in writing or in person, before the general membership, and;
- (c) final written notice of the membership's decision.

Should said officer be the Secretary, the Treasurer shall receive and distribute the notice. Should said officer be the President, the Management Development Vice President shall preside during the removal proceedings. No removal proceedings shall be based more than once on the same evidence.

## **ARTICLE IX - MEETINGS**

Section 1. The annual election meeting of the organization shall be held in November of each year, and notice of such meeting shall be mailed to each Individual Member at the last known address at least ten (10) days prior thereto.

Section 2. General membership meetings shall be held at least once a month.

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, decisions are finalized by the majority present, except as otherwise stated in these bylaws.

Section 4. Special meetings of the membership, or of the Board of Directors, shall be called by the President or by the Secretary at the request of the majority of the members of the Board of Directors or twenty-five percent (25%) of the membership.

## **ARTICLE X - DUTIES OF OFFICERS**

Section 1. The President, as chief officer of the organization, shall supervise the chapter's affairs and activities and shall make an annual report thereon to the members. The President shall be the organization's primary representative of the Board of Directors of the Virginia Jaycee organization.

Section 2. The Management Development Vice President, who shall preside at membership and Board of Directors meetings in the absence of the President, shall also work with the President and other Board Members on chapter affairs.

Section 3. The Membership Development Vice President shall work with the President on coordinating membership programs and activities of the Oceanfront Jaycees. The Membership Development Vice President shall submit required paperwork to the Virginia Jaycee organization in a timely manner and work in conjunction with the Treasurer to issue notices of dues payable and be responsible for the collection thereof. The Membership Development Vice President shall preside at membership and Board of Directors meetings in the absence of the President and Management Development Vice President.

Section 4. The Individual Development Vice President shall work with the President on affairs of the organization such as the programs/projects for the personal development of the Individual Member. The Individual Development Vice President shall preside at membership and Board of Directors meetings in the absence of the President, Management Development Vice President, and Membership Development Vice President.

Section 5. The Community Development Vice President shall work with the President on affairs of the organization such as the programs/projects for community involvement. The Community Development Vice President shall preside at the membership or Board of Directors meeting in the absence of the President, Management Development Vice President, Membership Development Vice President and Individual Development Vice President.

Section 6. The International Development shall work with the President on affairs of the organization relating to the international cultural development of the Individual Members. The International Development Vice President shall preside at the membership or Board of Directors meeting in the absence of the President, Management Development Vice President, Membership Development Vice President, Individual Development Vice President and Community Development Vice President.

Section 7. The Secretary shall give notice of all regular and special meetings and shall keep a permanent record of the minutes of such meetings. The secretary shall be custodian of all official records of the organization. The Secretary shall preside at the membership or Board of Directors meeting in the absence of the President, Management Development Vice President, Membership Development Vice President, Individual Development Vice President, Community Development Vice President and International Development Vice President.

Section 8. The Treasurer shall keep the books of the organization, disburse funds as required, and shall report monthly on the financial condition of the organization. The Treasurer shall prepare a report for audit by his/her successor. The Treasurer shall work in conjunction with the Membership Development Vice President to issue notices of dues payable and be responsible for the collection thereof. The Treasurer shall preside at the membership or Board of Directors meeting in the absence of the President, Management Development Vice President, Membership Development Vice President, Individual Development Vice President, Community Development Vice President, International Development Vice President and Secretary.

Section 9. The State Director shall be the chapter's liaison to the Virginia Jaycees Board of Directors and other Jaycee chapters. The State Director shall be the chapter's secondary representative on the Virginia Jaycees Board of Directors. The State Director shall be responsible for promoting to the chapter all state meetings, events, and programs of the state organization. The State Director shall preside at the membership or Board of Directors meeting in the absence of the President, Management Development Vice President, Membership Development Vice President, Individual Development Vice President, Community Development Vice President, International Development Vice President, Secretary and Treasurer.

Section 10. Public Relations/Marketing Director shall work closely with each Vice President to promote all chapter projects and promote chapter activities externally through press releases to all media outlets. In absence of Chapter President, the Public Relations/Marketing Director shall act as spokesperson for the chapter. The PR/Marketing Director shall preside at the membership or

Board of Directors meeting in the absence of the President, Management Development Vice President, Membership Development Vice President, Individual Development Vice President, Community Development Vice President, International Development Vice President, Secretary, Treasurer and State Director.

Section 11. Immediate Past President (who shall be known as Chairman of the Board) shall provide the President and the Board of Directors with advice and counsel as appropriate.

Section 12. Directors shall be assigned duties and responsibilities as deemed necessary at the discretion of the Board of Directors.

#### **ARTICLE XI - COMMITTEES**

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

Section 2. All committee chairpersons shall be appointed by the Board of Directors.

Section 3. The President and Board Member, under whose area the committee falls, shall be ex-officio members of all committees.

#### **ARTICLE XII - 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 XIII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

#### **ARTICLE XIV - DELEGATIONS**

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 and the members thereof must be Individual Members of the chapter.

#### **ARTICLE XV - AMENDMENT**

These Bylaws may be amended by a two-thirds (2/3) return of ballots from membership and absentee votes where notice has been given to all members that such action is to be voted upon provided that written notice of the proposed amendment has been mailed to the last known address of each member at least thirty (30) days prior to the date of such meeting or special meeting.

The Bylaws shall not be inconsistent with the state or national organization bylaws. Also, these Bylaws shall not be changed or amended to be inconsistent with the state and/or national organization bylaws.