

**BY-LAWS AND POLICIES
OF THE
ARKANSAS JAYCEES**

BY-LAW 1: OFFICERS

A. Duties of the President

1. The President of the Corporation will make every effort to attend and participate in meetings of the Corporation. The President shall not be expected to attend Local Organization Member Meetings or events, including those of his/her home chapter.
2. The President shall terminate his/her year's activities with a written annual report and recommendations. This report shall be submitted to the Annual Meeting.
3. The President may accept such honorary appointments of civic, business, and social nature as may be tendered to general Jaycee objectives, and are approved by the Executive Committee
4. The President may appoint personal representatives on such occasions within the State of Arkansas as may from time to time appear to be desirable.
5. The President will attend one (1) Regional Meeting of each Region per year.

B. Duties of the Administrative Vice President

The Administrative Vice President will serve as a liaison between the Arkansas Jaycees and the President, shall act as a liaison between the Executive Committee and the President, shall serve as an advisor on State Affairs, and shall speak in the absence of the President representing the Arkansas Jaycees, and shall serve in any other capacities that the President deems necessary.

C. The responsibilities of the Vice Presidents shall consist of two (2) parts:

1. The Officer portfolios shall be as follows:
Community Development, Membership Development, Business Development, and Individual Development.

Each candidate for Vice President shall declare, at the time his/her name is submitted for certification as a candidate, which portfolio he/she intends to assume.

Each Vice President shall be assigned by the President to service the portfolio upon which he/she declared his/her candidacy. The duties of the above enumerated Vice Presidential portfolios shall be consistent with, but not limited to, the standards set forth by the U.S. Junior Chamber of Commerce.

The Vice Presidents shall also supervise such State Program Managers and/or Committees which come under their respective service portfolios.

2. Travel:

The Vice President shall attend all meetings of the Corporation, such events as deemed necessary by the President, and all Regional, District, and Local Organization Meetings that he/she deems necessary to properly promote his/her assigned area of responsibility.

D. Regional Directors

The Regional Directors shall represent the Arkansas Jaycees and the Local Organization Members comprising the Arkansas Shall Jaycees and shall perform other such duties as prescribed by the U.S. Junior Chamber of Commerce By-Laws and Policy, Arkansas Jaycees Constitution and By-Laws of the Arkansas Jaycees. Each Regional Director shall be responsible to the President of the Corporation for all Jaycee activities and projects within his/her portfolio area.

E. District Directors

Each District Director shall strive to visit her/her assigned chapters once a month and assist them in every phase of the Jaycee activity within those chapters. He/She shall make reports, oral and written, on his/her visitation schedule and the activity of his/her assigned Local

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Organization Members when requested by the President or the Regional Director of his/her region.

The District Directors shall be directly responsible to the Regional Director of his/her Region. Each District Director shall call and conduct a District Meeting each quarter. In addition, each District Director shall attend all Board Meetings of the Corporation, and such other events, Executive Committee Meeting, etc., as designated by the President.

F. Program Managers

Program Managers for each assigned portfolio area of the Vice President, shall be appointed by the President, and approved by the Executive Committee. Each Program Manager will submit a plan of action for his/her program to the President within 30 days of appointment. He/She will not be allowed to compete in any competition that year.

G. Treasurer

1. The Treasurer shall be chairperson of the Finance Corporate Committee.
2. The Treasurer shall periodically review the systems and procedures of the Corporation and submit appropriate recommendations to the President, Executive Vice President, Executive Committee, and/or Board of Directors.
3. The Treasurer shall perform such other duties as the Executive Committee may require.
4. The Treasurer shall review the financial statements and the recommendations of his/her auditor and shall be responsible for all other fiscal matters as assigned by the President.
5. The Treasurer shall act as an advisor to the President and Executive Committee throughout the year and shall be kept fully and completely informed as to the financial condition and operations of the Corporation.
6. The Treasurer will ensure the Corporation complies with all Federal and Arkansas tax regulations including but not limited to the preparation of the annual federal information tax return (Form 990 and 990T), quarterly payroll tax reports, and annual payroll tax reports.
7. The Treasurer should assist Chapter Treasurers in the performance of their duties and should ensure their compliance with federal and Arkansas tax regulations.
8. The Treasurer shall present a complete financial report at every Board of Directors Meeting of the Corporation
9. No checks shall be issued unless money is readily available at the time of issuance based upon interpretation by the Finance Committee.

H. Executive Vice President

The Executive Vice President of the Corporation shall be selected by a committee composed of the current President, the two most recent State Presidents, and the Legal Counsel (as chairperson of the committee, with no vote). The selection will be ratified by the Executive Committee and will be employed on a Contract Basis. The Executive Vice President shall serve until resignation has been accepted by the Executive Committee or until removal by the Board of Directors.

The Executive Vice President shall be under the direction of the President and shall perform those duties as are provided by the Constitution and By-Laws and Policy of this Corporation and his/her employment contract. Any compensation paid to the Executive Vice President shall be based only on Sustaining Membership or fundraising projects initiated and administered solely by the Executive Vice President.

The employment contract shall include, but is not limited to, the following:

1. Contract shall specify terms of removal,
2. Contract shall specify area of responsibility,
3. Contract shall specify compensation and benefits.

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I. Editor

The Editor shall be responsible for their following publications:

1. The ARKANSAS JAYCEE quarterly newsletter,
2. The PRESIDENTIAL NEWSLETTER,
3. The ARKANSAS JAYCEE CONVENTION YEARBOOK.

He/She shall compile the material, prepare the layout, and comply with publication deadlines, as set by the President or the publisher.

BY-LAW 2: REQUIREMENTS FOR LOCAL ORGANIZATION MEMBER AFFILIATION

Each applicant for Local Organization Member affiliation shall meet all requirements established by the U.S. Junior Chamber of Commerce for chartering with the exception that twenty (20) individual members shall be required in order to approve the application.

BY-LAW 3: ELECTIONS

A. Elections Committee

The Elections Committee shall be appointed by the President no later than September 15th of each year and Local Organization Members notified in writing by October 1st each year.

Throughout the Annual Meeting, the Election Committee shall maintain convenient headquarters where all records they maintain shall be open for inspection by any certified delegate.

The Election Committee will accept letters from the Presidents of the Local Organization Members stating the names of the Chapter's voting delegates, along with alternates at the Annual meeting. The letter must be received no later than one (1) week prior to the start of the Annual Meeting.

All rules and regulations set by the Election Committee must be mailed to all Local Organization Members no later than two (2) weeks prior to the start of the Annual Meeting.

The duties of the Election Committee shall be:

1. Certify the appropriate number of delegates per Local Organization Member according to Article 12 and Article 16 of the Constitution and report to the delegates upon request by the President.
2. Certify the qualifications of the candidates as provided in By-Law 3-B and report to the delegates upon request by the President.
3. Enforce the rules of the Annual Meeting as provided in the Constitution, By-Laws, and Policy of this Corporation.
4. Assist the President in conducting the election of officers.

B. Certificates of Candidates and Filing Fees

In order to be certified as a candidate for office in this Corporation, each candidate must submit to the Elections Committee the following by 10:00 am, on the morning of the day of voting at the Annual meeting.

1. Letter of endorsement from a Local Organization Member.
2. State of campaign expenditures signed by the candidate.

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3. Filing fee as follows:

President:	\$100.00	(\$50.00 of which is required by the U.S. Junior Chamber of Commerce)
Vice President:	\$75.00	
Regional Director:	\$50.00	(which is required by the U.S. Junior Chamber of Commerce)
District Director:	\$25.00	

The incumbent Regional Directors of this Corporation shall be in charge of collecting filing fees for Regional Officers elected at Regional Meetings prior to their confirmation by this Corporation at this Annual Meeting and these fees shall be due to the Elections Committee by 10:00 am on the morning of the Annual meeting

All voting members on the Executive Committee that are appointed by the State President must pay their appropriate filing fee if appointed two weeks prior to the National Blue-chip Deadline.

C. Campaign Expenditures

Campaign Expenditures are limited as follows:

President	\$1,000.00
Vice President	\$500.00
Regional Directors	\$300.00
District Directors	\$200.00

Campaign expenses include posters, signs, buttons, stickers, postage, brochures, or printed material, campaign giveaways, and any other “gimmick” or campaign device determined to be so by the Election Committee. Campaign expenses specifically exclude filing fees, telephone, travel, hotel or motel rooms, and advertising in “THE ARKANSAS JAYCEE” magazine, and hospitality room in which campaign material is displayed.

D. Additional Nominations of Candidate

Any additional candidates who have not met the provisions in By-Law 3-B and 3-C may be nominated from the floor at the Annual Meeting up until the President, or presiding officer, declares the nominations are closed, provided that 30% of the certified delegates on the floor at the time of voting ratify the nominations and provided further that such candidate cannot be installed or hold office, even if elected, until all provisions of these By-Laws and the Constitution of the Corporation are satisfied to the Election Committee.

E. Nomination Speeches

Each nominee for Vice President shall be allowed three (3) minutes for the nominating speech and two (2) minutes each for one (1) seconding speech.

Each nominee for President shall be allowed (5) minutes for the nominating speech, and two (2) minutes each for two (2) seconding speeches. These shall be made after the report of the Election Committee, upon roll call.

F. “Campaign” Financial Report

A statement of campaign expenses subject to the limitation specified in By-Law 3-C must be submitted in writing to the Elections Committee, along with the filing fee and a letter of endorsement by a Local Organization Member before the candidate will be allowed to serve office.

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Failure to comply, or over spending of allowable campaign costs, may cause disqualification, subject to the decision of the Elections Committee.

G. Campaigning

Signs, posters, billboards, etc. are to be displayed on the inside of the Convention Centers and the headquarters hotel or motel. Permission must be acquired by proprietors or managers of either facility before any campaign items are displayed. No campaign posters, signs, and billboards are to be displayed outside the convention center or headquarters hotel or motel in the convention city, except on automobiles (cars) of the delegates attending. No campaign signs, posters, or billboards may be displayed before Thursday noon of the Annual Meeting. Failure to comply with this By-Law may cause disqualification of candidates responsible, subject to the decision of the Elections Committee.

H. Candidate Travel

No presidential candidate may personally visit chapters other than his/her own local chapter after the date one week prior to the opening of the Annual Meeting.

Failure to do so may cause disqualification subject to the decision of the Elections Committee. Candidates must be in their own rooms at the headquarters hotel by 2:00 am at the Annual Meeting on the night preceding the election. They may not leave their room until 6:00 am each morning preceding the election.

BY-LAW 4: RULES OF CONDUCT

- A. Members of this Corporation shall conduct themselves at Meetings of the Corporation so as to avoid bringing discredit to the organization or endangering other members or the public.
- B. A committee composed of the President, Chairperson of the Board and the Legal Counsel shall be the sole and final judge when a violation of this By-Law has occurred.
- C. Each violation of this By-Law by a member of the Corporation shall be penalized by the loss of one (1) vote by his/her local organization.

BY-LAW 5: MEETINGS

A. Bidding information for site selection

The Chapter, chapters, or Region desiring to host a meeting shall furnish to the Executive Committee in a meeting prior to the selection of the bid, 5 copies of the following information in writing on forms approved by the Executive Committee:

- 1. A list of hotel or motel accommodation with appropriate price lists.
- 2. Meals furnished
- 3. Convention Center accommodations
- 4. Guarantees of other offering
- 5. Amount of registration for Jaycees
- 6. The availability of advanced registration or partial registration and refund provisions.

B. Registration and Reservations

- 1. The host Local Organization Member shall maintain a registration desk and shall provide free registration to the State President, Chairman of the Board, the Community Development Vice President, the Individual Development Vice President, the Business Development Vice

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- President, and the Membership Development Vice President. The maximum number of rooms shall be one (1), the maximum number of registrations shall be six (6).
2. The host chapter will register all attendees on badges supplied by the host chapter.
 3. One dollar of any registration fees collected for quarterly convention and the Annual meeting will be refunded to the Arkansas Jaycees.
 4. The host Local Organization Member shall also provide one (1) room and two (2) registrations for such special guests as may be determined by the State President.
 5. No ways and means project or solicitation of any kind may be conducted at any State Meeting without being presented to the Executive Committee.
 6. At the Annual Convention, Host Chapter will allow a fifteen dollar (\$15.00) registration for those delegates who will only be voting and not attending the Annual Convention.

BY-LAW 6: “THE ARKANSAS JAYCEE” MAGAZINE

- A. “The Arkansas Jaycee” is the official publication of the Arkansas Jaycees.
- B. The policies and operation of “The Arkansas Jaycee” shall be under the guidance of the Executive Committee and shall be carried out by the Editor.
- C. The purposes of “The Arkansas Jaycee” are:
 1. To produce a publication to promote the Arkansas Jaycees programs and projects, and be of interest to all Jaycees.
 2. To publish articles, stories, and pictures on Jaycees’ activities throughout the State with due consideration given to all geographic areas.

BY-LAW 7: FISCAL YEAR

The fiscal year of this Corporation shall be from January 1st to December 31st.

BY-LAW 8: FINANCES

A. Financial Advisory Board

1. There shall be a Financial Advisory Board which shall consist of the President, Executive Vice President, Business Development Vice President, Chairperson of the Board, Treasurer, General Legal Counsel, and three (3) other qualified members of this Corporation (whenever possible, members of the Board of Directors) appointed no later than February 15th of each year by the President with the advice of the Treasurer, and shall meet monthly.
2. Financial Advisory Board shall study the financial condition of the Corporation throughout the year, advise the Executive Committee on financial matters, and recommend the necessary changes to the properly constituted legislative body of the Corporation.
3. The Budget for the coming year shall be prepared and mailed to the individual members of the Board of Directors by January 15th and shall be presented to the Board of Directors at the January/February Board Meeting. The Budget shall provide for a fiscal year February 1st and ending January 31st. The Budget shall be adopted prior to March 1st, and when adopted, may be amended at any time by the Board of Directors and/or Executive Committee as hereinafter provided.
4. The Financial Advisory Board shall be kept fully informed as to the financial condition and operation of the Corporation throughout the year by monthly budgeting reports.

B. Bonds and Audit

All officers and employees handling funds of the Corporation shall be bonded in such amount as may be fixed by the Executive Committee, the expense of such bonds to be paid by the Corporation.

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C. Contingency Reserve

1. Each annual budget shall, subject to the latter provision of By-Law 8, allocate funds to a Contingency Reserve until such time as said Contingency Reserve Fund reaches Five Thousand Dollars (\$5,000.00) after which said fund shall be maintained at that level.
2. Money may be withdrawn from the Contingency Reserve Fund or encumbered by mortgage or pledge only upon recommendation of a three-fourths (3/4) vote of the Executive Committee or by two-thirds (2/3) vote of the Board of Directors voting.

D. Bank Accounts

The funds of this Corporation shall remain in the same bank unless changed by the Executive Committee. The Treasurer, President, and the Business Development Vice President shall be able to sign checks. The monthly bank statement shall be sent directly to the Treasurer who shall immediately send a copy to the President and Business Development Vice President.

E. Financial Liability

No individual shall be allowed to enter into a contractual relationship with an outside party on behalf of this Corporation without approval of the Executive Committee. Persons authorized to sign contracts shall be the President, Secretary, Treasurer, and Legal Counsel. Two or more signatures shall be required on each such contract one of which must be that of the President.

F. Visitation Expenses for National Officers and/or U.S. Junior Chamber of Commerce Staff Members

Meals and gasoline expense while hosting a National Officer and/or Staff Member on an official visit will be reimbursed by the Arkansas Jaycees upon submission of receipts within thirty (30) days of the visit. Such reimbursements shall have to be approved by the Executive Committee at their next meeting after receiving the receipts.

G. Presidential Expenses

1. Based on the availability of funds the Arkansas Jaycees will pay for the room and registration of the Arkansas Jaycees State President to:
 - a. US Junior Chamber Annual Meeting / TOYA
 - b. US Junior Chamber of Commerce Governmental Affairs Leadership Summit
 - c. North Central Institute Meetings
 - d. U.S. Junior Chamber of Commerce Year-End Celebration
 - e. Any other U.S. Junior Chamber of Commerce meeting at which State President's attendance is required.
2. Receipts for travel expenses will be submitted on a monthly basis to the Executive Committee for approval or reimbursement. Reimbursement will only be made when the Executive Committee or the Board of Directors deem that the Arkansas Jaycees are financially able to make such reimbursement. The term "Travel Expenses" shall include gas, meals, and rooms when necessary.

H. Immediate Past President Expenses

The Arkansas Jaycees will pay for the room and registration to the U.S. Junior Chamber of Commerce Annual National Convention for the Immediate Past President of the Arkansas Jaycees, maximum one (1) room and one (1) registration.

I. Reimbursement

1. State officer reimbursement shall be provided for travel expenses up to \$0.05/mile. State officer must present gas receipts signed by Chapter President or presiding Jaycee and State President. Reimbursement must be approved by the Financial Advisory Board and the State Executive Committee.
2. All non-budgeted expenses must come before the Executive Committee and/or Board of Directors for approval for reimbursement.

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BY-LAW 9: ACCOUNTS RECEIVABLE

- A. Any chapter with accounts receivable due over 30 days and owing to the Arkansas Jaycees for any reason shall not be allowed to vote at any meeting of the same.
- B. Any chapter who has a bill that is delinquent for 90 days or more shall be referred to the Executive Committee for consideration for Chapter Revocation.
- C. All charter fees and charter member dues shall be paid before an extension is accepted. No extension shall be submitted to the U.S. Junior Chamber of Commerce until these have been paid.
- D. Any moneys owed to the Arkansas Jaycees shall be considered delinquent 30 days after the charge. No chapter who has a delinquent account shall be allowed to charge additional amounts. No chapter who has a delinquent account shall be allowed to submit new members or renew members (charge or cash), until accounts receivable is paid (unless challenged).
- E. No state awards shall be presented at any meeting to any chapter who owes moneys to the State organization that are over 30 days delinquent.

BY-LAW 10: ROLL CALL

- A. The order of Local Organization Member roll call for election shall be selected by lot during the balloting and shall include all Local Organization Members. Other Local Organization Member roll calls shall be alphabetical.
- B. No single vote shall be divided into fractions.
- C. The Local President, or his/her designated alternate, of each Local Organization Members shall announce the vote for all delegates or their alternates voting within the said Local.
- D. Any delegates, or alternate voting in place of a delegate, shall have a right to challenge the vote of his/her Local as announced by said Local President or his/her duly appointed substitute announcing said vote.
- E. If a challenge is made by a duly qualified delegate or alternate as set forth in Section D above, a roll call shall be taken by individual delegates in order to ascertain the correct vote. Said roll call shall be open by voice in the presence of the Annual Meeting assembly.
- F. Should the Presidents or Chairperson of the delegation from any five Local Organization Members challenge the delegate strength on the floor of another local, then the local in question shall be polled and the roll of the Local Organization member shall be called in alphabetical order. A challenge may also be made in like manner at Board of Directors meetings.
- G. All challenges, either internal or external, shall be void unless made prior to the announcement or pass on a vote of two (2) other Local Organization Members in roll call. A pass or vote shall not be completed until it has been repeated by the chair. Challenge for the last two (2) Local Organization Members must be made immediately prior to the repetition of the chair of the last vote.
- H. No Local can change its vote during any roll call ballot.
- I. Roll call votes shall require a request from five (5) Local Organization Members.

BY-LAW 11: QUORUM

- A. For purposes of these By-Laws, a quorum shall be defined as one-quarter (1/4) plus one (1) of the registered delegates at any meeting. A quorum is required to transact any business of this Corporation at any meeting.
- B. For purpose of conducting business at any Executive Committee Meeting, a quorum shall be one quarter (1/4) plus one (1) of voting members.

BY-LAW 12: RESOLUTIONS

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No resolution shall be adopted at any meeting of this Corporation or of the Board of Directors that has not been presented to the Executive Committee at least ten (10) days in advance of the meeting at which it is to be considered, except that by a two-thirds (2/3) vote of the delegates present at any meeting. This rule may be suspended if first it has been sustained by a majority vote that it was impossible or impractical to submit said resolution as provided above.

BY-LAW 13: CANDIDATES FOR NATIONAL OFFICE

- A. Any candidates from the State of Arkansas for National or International Office (President or Vice President) shall notify the state office and notify, or cause to be notified, each Local Organization member at their own expense, of their intention to run for National Office.
- B. The Board of Directors shall consider for endorsement by the Arkansas Jaycees any candidate for national Office who has complied with Section A of this By-Law.
- C. No moneys from the Corporation's general funds shall be allotted to campaign funds unless approved by a majority vote of the Board of Directors.

BY-LAW 14: NAMING OF AWARDS

- A. The Board of Directors or the General Membership of the Arkansas Jaycees shall have the Authority to name awards after individuals.
- B. Nominations
 - 1. All nominations must be recommended by three (3) Local Chapters or by petition of fifty (50) members of the Arkansas Jaycees.
 - 2. Nominations must be submitted to the Executive Committee at least thirty (30) days prior to a regularly scheduled meeting of the Board of Directors or General Membership. The Executive Committee shall only determine if all the criteria have been met.
- C. Under no circumstances shall an Arkansas Jaycee Award be named after any living individual until:
 - 1. Past State President: Five years (1,825 days) must have passed from the last day of the presidential term of office and the date the award is voted on.
 - 2. All others: Three years (1,095 days) must have passed from the day of the nominee's 405h birthday and the date the award is voted on.
- D. Deceased Individual

An award may be named after a deceased individual at any time with recommendation of three (3) Local Chapters and a two-thirds (2/3) vote of the Board of Directors.
- E. This By-Law shall apply only to awards of the Arkansas Jaycees and not to awards given exclusively by Local Chapters.
- F. All nominations must be approved by a three-fourths (3/4) majority vote of the Board of Directors or General Membership. Awards named under this By-Law may also be rescinded and will require a three-fourths (3/4) majority vote of the General Membership or the Board of Directors.

BY-LAW 15: ON-TO NATIONAL CONVENTION COMMITTEE

- A. **Composition and Purpose**

There shall be an On-To Committee for each National Convention. The purpose of this committee shall be to assist the Arkansas Jaycees' President and to encourage attendance of members of the Arkansas Jaycees to the Annual Meeting of the U.S. Junior Chamber of Commerce.

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The On-To Committee shall be formed each year as a committee of the whole, appointed by the State President and responsible to the State President. The committee shall consist of five (5) members: three (3) members appointed by the President, one (1) member recommended by the past On-To Chairperson and the last member shall be recommended by the chairperson of the Board. A chairperson and treasurer is to be selected by the committee. The Chairperson must have served as a member of a previous On-To National Committee.

B. Financial Responsibility

The On-To Committee shall submit financial reports at the Board of Directors Meetings, Planning Sessions, and a final report to the August Executive Committee Meeting of Each Year. The current On-To Committee may not dispense funds without its budget having the approval of the Executive Committee. The signatures of the On-To Committee shall be any two (2) of the following three (3) persons: members appointed by the President, On-To Chairperson, and/or On-To Treasurer. The On-To Treasurer is responsible for maintaining complete records of all income and expenses. No Expenses shall be paid for with cash, and all expenses shall be paid for by check. The On-To records are to be turned over to the State Treasurer at the August Meeting for review.

BY-LAW 16: ARKANSAS JAYCEES EMPLOYEES

A. Executive Secretary

If funds are available, an Executive Secretary (either part- or full-time) can be hired by the President with the approval of the Executive Committee. The Executive Secretary shall be employed until a resignation shall have been accepted by the Executive Committee or until removal by the Executive Committee. If the reason for removal is lack of funds, then the Treasurer must submit a report outlining the current financial status of the State organization along with reasonably forecasted, future revenues.

BY-LAW 17: PLANNING

A. Responsibility for Planning

The planning function of this Corporation shall be conducted by the Executive Committee and the employees of the Arkansas Jaycees. Planning committees may be established upon need by the Executive Committee and/or the Board of Directors.

Revised, August 2009