

MISSOURI JAYCEES BYLAWS

SECTION 1 - NAME

The official name of this organization is the "Missouri Jaycees." The widespread use of the term "Jaycees" in either the singular or plural is to be encouraged.

SECTION 2 - INSIGNIA

The official insignia of the State Organization shall be:



The insignia of the Missouri Jaycees shall not be used commercially by any persons, firms, or corporations upon any paper, document, or article of property without prior approval by the Executive Committee.

SECTION 3 - FUNCTIONS

The functions of the organization shall include:

- A. Encouraging recruitment of new members and aid in the development of new and existing local chapters;
- B. Promoting the exchange of ideas and opinions and serve as a clearinghouse for project information;
- C. Communicating regularly with all regular members;
- D. Conducting a vigorous public relations program designed to enhance the value of the name of the organization;
- E. Handling all publicity related to the activities of the state organization and its officers;
- F. Suggesting projects to the local chapters with or without recommendations and said local chapter having complete authority to accept or reject the project as a local activity;
- G. Arranging for financially self-sustaining state meetings;
- H. Coordinating the activities of local chapters on statewide projects; and
- I. Coordinating the activities of the organization with those of the U.S. Junior Chamber and Junior Chamber International.

SECTION 4 - CREED

This organization shall subscribe to The Jaycee Creed, which is as follows:

We Believe ...

That faith in God gives meaning and purpose to human life;

That the brotherhood of man transcends the sovereignty of nations;

That economic justice can best be won by free men through free enterprise;

That government should be of laws rather than of men;

That earth's great treasure lies in human personality;

And that service to humanity is the best work of life.

The above creed shall be recited at all statewide meetings.

SECTION 5 - AMENDMENTS TO BYLAWS

- A. Notice: These bylaws may be amended by a two-thirds (2/3) majority vote of the certified delegates present at any meeting of the organization. Notice of such proposed amendment together with notice of the time and place of such meeting shall be sent to each local chapter and each member of the Executive Committee at least fifteen (15) days prior to such meeting.
- B. Without Notice: Upon approval of two-thirds (2/3) majority of the Executive Committee present at the Annual State Convention, an amendment may be submitted, without the notice required in subsection A hereof, to the delegates and thereupon these bylaws may be amended upon two-thirds (2/3) majority vote of the certified delegates present.
- C. Amendment by Mail: An amendment of these bylaws may be submitted to local chapters by written initiative petition. Passage of the initiative amendment shall be accompanied by a written notice that all local chapters must register their votes within thirty (30) days after issuance of such petition. Passage of the petition must be by a majority of the valid votes cast computed on the basis of chapter voting strength, as provided elsewhere in these bylaws, and provided further that votes representing at least one-fourth (1/4) of the local chapters shall be received.
- D. Any amendment shall be initiated by a written motion or by a motion accepting a written report of a standing or appointed committee. Said motion or report, as the case may be, shall specify the section(s) sought to be amended and contain the complete proposed wording of the section(s) or portion(s) thereof sought to be amended.
- E. The effective date of these bylaws, as amended, shall be January 15, 2012.

SECTION 6 - AMENDMENTS TO INTERNAL POLICY RULES

- A. The Internal Policy Rules may be amended from time to time by the Executive Committee, upon ten (10) days written notice by any member of said committee, or upon written petition of any local chapter directed to all Executive Committee members. A simple majority vote of the Executive Committee shall be required to amend the Internal Policy Rules. A two-thirds (2/3) vote of the General Membership shall be required to rescind any such amendment of the Internal Policy Rules made by the Executive Committee.
- B. Any amendment shall be initiated by written petition or by a motion accepting a written report of a standing or appointed committee. Said motion or report, as the case may be, shall specify the section(s) sought to be amended and contain the complete proposed wording of the section(s) or portion(s) thereof sought to be amended.

SECTION 7 - DISTRICT ALIGNMENTS

- A. Each region shall have District Directors, the maximum number of which shall be equal to the total number of local chapters in that region or assigned to that region divided by four (4). District Directors are required to serve a minimum of four (4) local chapters and a maximum of six (6) local chapters at the start of the year.
- B. Each incoming Region Director must present to the incoming President, no later than December 15 of each year, the chapter assignments for each district within their region for the coming year.
- C. No provision in these bylaws shall be construed as eliminating or affecting in any way districts formed among various local chapters that are now in existence, and no provision shall be construed as prohibiting any such district group that might be formed at any time.

SECTION 8 - CHANGES IN REGIONAL ALIGNMENT OF LOCAL CHAPTERS

- A. In the event a local chapter, either pending or active, shall desire a transfer from one of the geographical regions set forth in the Constitution of the Missouri Jaycees to another said region, said local chapter shall file its request with the State President and Executive Director together with a non-refundable fee deposit of fifty dollars (\$50).
- B. Upon receipt of the request for change in writing and the fee deposit, the President shall refer the request for change to the Future Directions Committee.

- C. The Future Directions Committee shall, within sixty (60) days of said request, hold a hearing at the State Service Center on the proposed change. Notice of said hearing to be given in writing at least twenty (20) days prior to the date of said hearing to the President of the local chapter desiring change and to the Regional Directors of both regions involved in the desired change.
- D. Within thirty (30) days following said hearing, the Future Directions Committee shall file its written report with the President and shall make its report known to the Executive Committee and to all interested parties.
- E. At the first General Membership meeting following the filing of the report recommending the allowance or denial of the proposed changes, the Future Directions Committee shall report its findings to the General Membership for action thereon in amending the constitution.

SECTION 9 – LOCAL CHAPTER MEMBERSHIP

- A. Application for local chapter membership shall be in the form and with the requirements prescribed by the U. S. Junior Chamber and must be submitted to the President and Executive Director of this organization and must be accompanied with the required dues payment.
- B. The President and Executive Director of the organization shall sign the Charter of Affiliation immediately upon acceptance of any application for local chapter membership by the U. S. Junior Chamber. The President shall notify the applicant of the acceptance of its application and the President shall immediately thereafter proceed with the necessary arrangements for presentation of the charter.
- C. Any local chapter which has not remitted dues on at least twenty (20) regular members shall be delinquent, not in good standing, subject to suspension from all services, and possible revocation of their charter by the Executive Committee and/or the U.S. Junior Chamber.
- D. In the event a local chapter's membership in this organization is terminated for any reason, the last known officers of the local chapter shall immediately pay all of its outstanding debts with the assets then owned by the local chapter. In the event a local chapter loses its membership and has any assets remaining following the payment of all outstanding debts, the last known officers shall take all steps necessary to convey all remaining assets to the Missouri Jaycees within thirty (30) days following loss of membership and payments to bona fide creditors. In the event the last known officers fail to convey the remaining chapter assets to the Missouri Jaycees, the Executive Director shall be, and hereby is, empowered to execute any title, deed, or other document needed to effectuate said transfer of property to the Missouri Jaycees.
- E. An application for membership shall not be accepted where a chapter exists in the community without the approval of the existing chapter(s); provided, however, that the General Membership may accept such application by a two-thirds (2/3) majority vote of the certified delegates present.

SECTION 10 - MEMBERSHIP FEES

- A. Each local chapter shall pay state membership fees of \$29.50 annually for new and renewal regular members; \$10.00 annually for new or renewal charter, collegiate and institutional members.
- B. Membership dues collection will be handled in the following manner:
 - 1. New member adds and renewals from a local chapter shall be accepted only under the following conditions:
 - a. If full payment is currently in the State Service Center;
 - b. An "open check" for membership dues is currently in the State Service Center to be deposited immediately following final close-out;
 - c. A state officer guarantees the membership with the reimbursement that they are currently owed by the state (this will be limited to the actual amount currently owed);
 - 2. Membership will not be accepted from any chapter with accounts receivable from the previous period unless full payment is made or guaranteed with an open check.
 - 3. A charge of 1 ½% interest per month (18% per annum) shall be levied on all accounts 30 days or more past due.

4. Any local chapter with unpaid financial obligations to the state organization shall not be eligible for either individual or local chapter awards until such balance is paid in full.
- C. Honorary and Life members shall not pay membership fees of any kind. Nothing herein contained shall prohibit solicitation of voluntary contributions from any source.
- D. Reimbursement of reasonable, actual expenses incurred shall be made to the President, and such other officers as specified in the annual budget, at a rate not to exceed the amount approved in the annual budget. Reimbursement procedures will be determined and posted by the Executive Director.

SECTION 11 - SUSPENSION OF BYLAWS

These bylaws may be suspended except for Section 5, by motion specifying what portion and for what purpose. Said motion shall require two-thirds (2/3) majority vote of the members of the Executive Committee or General Membership present at said meeting for passage.

SECTION 12 - GOVERNMENT

The government of this corporation shall be vested in the following:

- A. The President's Cabinet, which shall consist of the President, all of the Vice Presidents, Chairperson of the Board, Chief of Staff, Treasurer, Legal Counsel, and all of the Regional Directors, each of which shall have one vote. The President-elect and the Executive Director shall be ex-officio members without a vote.
 1. The duties of the President's Cabinet shall be as follows:
 - a. Resolving business and corporate emergencies including, but not limited to, resolving or settling pending lawsuits;
 - b. Making decisions relating to civil disputes which are not yet the subject of litigation; and
 - c. Handling any emergency situation relating to matters of the day-to-day operation of the organization.
 2. Meetings of the President's Cabinet may be conducted with members in attendance upon one (1) days' notice, or the Cabinet members may be polled by telephone or electronic mail, in which case no notice shall be required before any action under this section can be taken. An affirmative vote of seventy-five percent (75%) of the Cabinet members shall be required in order to act under the provisions of this section. The President will insure that a written report of any action taken, discussed or tabled will be sent to the Executive Committee for consideration.
- B. The Executive Committee, which shall consist of the President's Cabinet, all of the District Directors, Chaplain, and any Missouri Jaycee serving on the Board of Directors of the U. S. Junior Chamber or Junior Chamber International.
 1. The Executive Committee shall be charged with carrying out the everyday affairs of the corporation and shall promote the general welfare and best interests of the Corporation. It shall meet at the Annual State Convention, the Year-End Meeting, and as determined by the President. Ten (10) days' notice to all members is required to call a special meeting, or in lieu thereof, written waivers of notice shall be executed by the member(s) unable to attend.
 2. A quorum of the Executive Committee shall consist of 50% plus one of the voting members.
 3. It shall be the role of the Executive Committee to aid and assist the local chapters in the development of leadership training programs in the local chapters to accomplish the following objectives:
 - a. Provide for continuity of administrations of local chapters;
 - b. Equip local officers to conduct training programs in local chapters;
 - c. Ensure full utilization of local membership by offering proper programming; and
 - d. Build strong local chapters to fulfill our obligations to the community.

4. All members of the Executive Committee shall attend those meetings and functions as directed by the President, and shall perform those duties prescribed by the Missouri Jaycees Policy Rules, as amended from time to time, or as may be specifically assigned to them by the President.
- C. The General Membership shall consist of all certified members in attendance at any statewide meeting, including members of the Executive Committee, delegates from each local chapter and the President, who shall only vote to break a tie. No individual shall cast more than one vote per issue except for members of the Executive Committee.
1. Duties and Powers: The delegates shall have full power to manage the affairs, control the assets, and direct the activities of the corporation and shall carry out all duties as set forth in the constitution, bylaws, and policy rules.
 2. Roll Call: The order of voting shall be first by those chapters having certified delegates in alphabetical order then Executive Committee members. When two or more bids are to be considered for the same meeting or event, votes shall be cast on a concurrent roll call.
 3. Each local chapter, according to its number of regular members, shall be entitled to cast votes on all issues providing they have as many delegates present as votes certified at the meeting. Voting strength shall be in accordance with Section 18 of these bylaws.

SECTION 13 - APPOINTMENT OF STANDING COMMITTEES

- A. The President shall appoint the committees outlined herein, and shall appoint such other committees as are necessary to carry out the program objectives of the organization. Voting members of these committees shall be regular members of the Missouri Jaycees.
1. Constitution and Bylaws Committee: This committee shall consist of the Legal Counsel, Assistant Legal Counsel and one representative from each region, to be appointed by the President, with the concurrence of the Region Director. The Executive Director shall be an ex-officio, non-voting member of this committee. The Legal Counsel shall serve as the committee chairperson.
 2. Elections Committee: This committee shall consist of the Executive Director, Legal Counsel, Treasurer, and one representative from each region, to be appointed by the President, with the concurrence of the Region Director. The Executive Director shall serve as the committee chairperson.
 3. Budget and Finance Committee: This committee shall consist of the Treasurer, President, President-Elect, all of the Vice Presidents, and Executive Director. The Treasurer shall serve as the committee chairperson.
 4. Future Directions Committee: The voting membership of the committee shall be one (1) representative from each region, to be appointed by the President with the concurrence of the Region Director. Each member of the Committee shall have served one (1) year on the President's Cabinet, or have a minimum of two (2) years' experience as a member of the Executive Committee. The President, Executive Director, Treasurer, Legal Counsel and immediate past Chairperson of the Board shall be ex-officio, non-voting members of the Future Directions committee. The committee shall have as its presiding officer the Chairperson of the Board.
 5. Personnel Committee: This committee shall consist of three people, representing a minimum of two (2) different regions. The President will appoint one person each year to this committee who shall serve a three-year term. The Chairperson of the Board shall serve as an ex-officio member of the committee and shall serve as the committee chairperson.
- B. Duties of Standing Committees:
1. Constitution and Bylaws Committee: This committee shall be responsible for reviewing the constitution, bylaws and policies of the organization and make recommendations for proposed changes as needed.
 2. Elections Committee: This committee shall supervise the annual elections and any special elections, and shall do all things necessary to see that the elections are fair and competitive. This committee shall also be responsible for determining and certifying the eligibility of all delegates at each statewide meeting. This committee shall meet at the Annual State Convention, prior to the annual elections, to review the credentials of all candidates for the office of President and Vice President. This committee

- shall determine the eligibility of each candidate and report their findings to the General Membership prior to the annual elections.
3. Budget and Finance Committee: This committee shall study the finances of the organization and make recommendations considered necessary for improvement to the Executive Committee.
 - a. The Budget and Finance Committee shall prepare and submit the budget for the next fiscal year to the Executive Committee for its approval before the beginning of each fiscal year. The fiscal year of this Corporation shall be from January 1 to December 31.
 - b. Unrestricted Reserve Fund – At the end of each fiscal year, any excess of income over expenses shall be placed in the Unrestricted Reserve Fund. Any excess of expenses over income shall be taken from the Unrestricted Reserve Fund. In recommending the annual budget, the Budget & Finance Committee may allocate funds from the Unrestricted Reserve Fund as needed to balance the budget but only upon two-thirds (2/3) majority vote of the Executive Committee; provided, however, that there shall be no allocation or withdrawal in excess of fifty percent (50%) from the Unrestricted Reserve Fund without the approval of the General Membership by a two-thirds (2/3) majority vote.
 - c. The Executive Committee shall be kept fully informed as to the financial condition and operation of the Corporation throughout the year by monthly financial reports. If at any time the adopted budget reflects an actual or projected operating deficit, the expenses must be accordingly reduced to eliminate the deficit unless waived by a three-fourths (3/4) majority vote of the Executive Committee. The budget may be amended at any time by the Executive Committee.
 - d. The Budget and Finance Committee has the authority to invest any funds, in whole or in part, with any federally insured bank, trust, brokerage or savings organization.
 - e. The Budget and Finance Committee is charged with the responsibilities of approving in advance or at its option, ratifying the expenditure of all moneys by the Executive Director, Treasurer and the President, or carefully scrutinizing the finances of the organization at all times, and seeing that the limits are not infringed upon.
 - f. The Budget and Finance Committee shall have the power to authorize the President and the Treasurer to obligate the organization to a reputable banking or lending institution for loans not to exceed one-fourth (1/4) of the projected dues income during the year immediately following the granting of said authority.
 4. Future Directions Committee: This committee shall make recommendations to the Executive Committee that will give scope and direction for the achievement of the goals of the Missouri Jaycees. This committee shall meet for the purpose of conducting such business at all statewide meetings. This committee shall also promote competition for the elective officers of the Missouri Jaycees and shall canvas the Missouri Jaycees to encourage the candidacy of qualified persons. One primary and one secondary representative from each region will be allowed to sit at the discussion table of the Future Directions Committee however; each region will have only one (1) vote. The Chairperson of the Board shall only vote to break any ties. Any Missouri Jaycees regular member may sit in as a silent observer and may address the committee if they have been invited in for comment.
 5. Personnel Committee: This committee shall provide formal job objectives and duties for the employees of the Missouri Jaycees, evaluate the salaries and benefits for the employees of the Missouri Jaycees, review status reports from the employees, and provide performance reviews to the employees on a periodic basis. This committee shall provide periodic reports regarding employee performance and concerns to the President.

SECTION 14 - OFFICERS

- A. The elective officers of this organization shall be the President, Vice Presidents, Regional Directors, and District Directors.
- B. The appointed officers of this organization shall be the Chief of Staff, Treasurer, Chaplain and Legal Counsel, who shall be an attorney at law, licensed and admitted to the practice of law by the state of Missouri. In addition, the Executive Director may retain and engage such other legal counsel as the Executive Director may deem necessary, upon approval of the President.

- C. In addition to any requirements imposed by these bylaws, each elected and appointed officer shall provide proof of membership in the Missouri Jaycees and compliance with all other requirements to the Elections Committee prior to their election or appointment.
- D. The immediate past president of the Missouri Jaycees shall serve as the Chairperson of the Board.
- E. Executive Director - This position shall be a compensated one charged generally with responsibility for operation of the Missouri Jaycees State Service Center in Jefferson City. The State President shall review specific job qualifications and responsibilities periodically. For purpose of hiring an Executive Director, a hiring committee composed of the President and members of the Personnel Committee shall be created.

SECTION 15 - NOMINATIONS AND ELECTION OF OFFICERS

- A. Definitions:
 - 1. A local officer, for the purpose of this section, is defined as any locally elected position.
 - 2. A state officer, for the purpose of this section, shall be defined as the State President or State Vice President.
 - 3. One year shall be defined as having served six (6) months or longer in any of the specific positions.
- B. Annual State Officer Elections:
 - 1. Supervision:
 - a. The election shall be under the supervision and direction of the Elections Committee in accordance with these bylaws.
 - b. It shall be the responsibility of the Elections Committee to properly prepare for the election by furnishing all necessary supplies and by establishing procedures in accordance with the constitution, bylaws, and internal and external policy rules of this organization.
 - 2. Eligibility of Candidates:
 - a. Each candidate for state office must notify the President in writing, of his/her intentions no later than 10:00 p.m. of the Friday night prior to the election. The letter of intent will state the candidate's name, residence, date of birth, home chapter, and length of membership in the Jaycees, as well as the office they are seeking. No candidate may officially declare his/her candidacy before the first day of July immediately preceding the elections.
 - b. The President shall present the names of all candidates who have filed to the Elections Committee and acknowledge receipt to them no later than 10:30 p.m. on the Friday immediately preceding the election.
 - 3. Conduct of Election:
 - a. The annual election shall be held on Saturday of the Annual State Convention.
 - b. The Elections Committee shall submit to the delegates at the annual election one or more nominations for each office to be filled. If no candidate has filed for an office in accordance with the above specifications, then nominations may be made from the floor, provided that the nominees meet the requirements set forth in these bylaws.
 - c. Following the report of the Elections Committee and such nominations as may be offered from the floor, the delegates assembled shall thereupon, by majority vote of the duly qualified delegates present, elect the President, and then a maximum of four (4) Vice Presidents.
 - 4. Presentation of Candidates:
 - a. Candidates for the above mentioned offices must be confined to their sleeping quarters from 1:00 a.m. to 6:00 a.m. the morning of elections.
 - b. The maximum amount of time allowed to place a candidate's name in nomination, seconding the nomination and for demonstration at the annual election shall be limited as follows:
 - 1) Nominating speech for:
 - (a) President - five (5) minutes

- (b) Vice President - two (2) minutes
 - 2) Seconding speech for:
 - (a) President - three (3) minutes
 - (b) Vice President - one (1) minute
 - 3) Demonstration for a nomination for:
 - (a) President - ten (10) minutes
 - (b) Vice President - three (3) minutes
 - c. Only one (1) seconding speech for each nomination shall be permitted, unless otherwise provided by the Elections Committee.
5. Order of Election of Officers:
- a. Officers shall be elected in the following order:
 - 1) President
 - 2) Vice Presidents
- C. Regional Director Elections:
- 1. The local chapters of each region shall, by majority vote, elect a Regional Director at the regional meeting prior to December 15th. A Regional Director candidate must be a regular member of a local chapter in that region for which Regional Directorship he or she is seeking. However, in the event a region has no candidate fifteen (15) days prior to such meeting, then a regular member of a local chapter of a region other than the region for which a Regional Director is to be elected, may become a candidate. A candidate for Regional Director must always be nominated by a local chapter from the region for which Regional Directorship he or she is a candidate.
 - 2. The voting of the local chapters of the regions for their respective Regional Directors shall be in accordance with the provisions as provided herein, or as otherwise directed by the Region's bylaws.
- D. District Director Elections:
- 1. District Directors shall be elected from regions as prescribed by these bylaws, which elections shall be held at a region meeting prior to December 15th.
 - 2. Each District Director shall be elected by the chapters in the district in which he/she serves by chapter voting strength, or as otherwise directed by the Region's bylaws.
- E. Local Officer Elections:
- 1. Local officers should be elected by each chapter prior to December 15th.

SECTION 16 – STATEWIDE MEETINGS AND CONVENTION

- A. The Annual State Convention shall be held during the second or third weekend of September each calendar year in such place as determined by the Executive Director. The Annual Meeting of the Corporation and the Annual Election of Officers shall be held in conjunction with the Annual State Convention.
- B. Special Meetings of the Corporation may be called by the President or by a State Vice President upon receipt of the written request of one-half (1/2) of the local chapters. Notice of all special meetings shall be sent by the Executive Director to each local chapter, at least thirty (30) days prior to said scheduled meeting.
- C. At all regular or special meetings of the General Membership, a quorum shall consist of one (1) or more delegates representing no less than twenty-five percent (25%) of the local chapters, excluding Institutional Chapters.
- D. The Year-End Meeting shall be held during the third or fourth weekend of January each calendar year and shall consist of Local Officer Training School (LOTS), the Outstanding Young Missourians (OYM) Awards program, year-end awards and installation of state officers.

1. Bids to host the annual Year-End Meeting shall be submitted on an official Host Chapter Contract form to the Executive Director prior to the Executive Committee meeting not less than one (1) year prior to the meeting being bid. Each bidding chapter shall be given equal time to present their bid to the Executive Committee members.
2. A simple majority vote of the Executive Committee to approve a bid shall create a binding contractual relationship between the Missouri Jaycees and the host local chapter.
3. If no bids are submitted, the Executive Director shall take responsibility for planning and executing said event.

SECTION 17 - ORDER OF BUSINESS

Robert's Rules of Order shall govern the order of business at all meetings of the organization and of its General Membership except as otherwise provided in the constitution, bylaws, or by the General Membership.

SECTION 18 - VOTING PROCEDURES AND VOTING STRENGTH

- A. The voting at General Membership meetings shall be under the supervision of the Elections Committee as defined in these bylaws. The Elections Committee shall be considered the final authority on all interpretations of the constitution and/or bylaws as they apply to elections.
- B. Voting shall be done by an alphabetical roll call vote of chapters and then Executive Committee members.
- C. The voting strength of each local chapter at any meeting of the General Membership and at the elections of District or Regional Directors, shall be determined by the following:
 1. Two (2) votes for chapters with 20 members;
 2. Three (3) votes for chapters with 21 to 30 members;
 3. Four (4) votes for chapters with 31 to 50 members;
 4. Five (5) votes for chapters with 51 to 75 members;
 5. Six (6) votes for chapters with 76 to 100 members;
 6. One (1) additional vote for each twenty-five (25) members thereafter.
- D. No proxies shall be allowed, provided, however, the institutional chapters shall be entitled to cast absentee ballots. A letter signed by the President of the institutional chapter listing the candidates or issues for which the votes are being made shall constitute a sufficient absentee ballot.
- E. The Elections Committee shall determine the maximum number of voting delegates to be allowed each local chapter as provided in the constitution and bylaws and shall relay that information to the General Membership.
- F. No chapter or delegate from a local chapter which has unpaid financial obligations to this organization shall be entitled to participate in voting, representation, competition for awards, or any other function of the annual elections or any statewide General Membership meetings.
- G. Each local chapter shall be entitled to cast the full amount of their delegate voting strength provided they have that number of delegates present in the room at the time the vote is cast. Any delegate not physically present when called upon to vote during the roll call shall not be called upon or permitted to cast a vote thereafter during that ballot.
- H. Voter certification will be done as determined by the Elections Committee. If any delegate's credentials are questioned during any chapter roll call, the Elections Committee will determine the eligibility of the delegate in question. Certified delegates shall be regular members and must show valid proof of age (i.e. driver's license, birth certificate or other valid proof of age, as determined by the Elections Committee).
- I. A simple majority of the certified votes cast in any ballot shall be sufficient for election/adoption except as otherwise outlined in the constitution and bylaws. If a majority is not achieved on the first round of balloting, there shall be further balloting until a majority is reached.

- J. After completion of each round of balloting, the presiding officer shall immediately ask the assembly if any local chapter or member of the Executive Committee desires to change their vote as previously cast. The balloting shall then be closed.
- K. After the balloting has been closed, the Elections Committee shall tabulate the votes for each candidate or issue and advise the presiding officer of the results. The presiding officer shall announce the final results of the balloting as soon as they are available.

SECTION 19 – TERM & QUALIFICATIONS OF OFFICERS

- A. The President elected at the Annual State Convention shall serve as President-Elect and shall serve as President for the term of one (1) year beginning January 1 of the year after being elected, or until their successor shall be elected and takes office.
- B. The Vice Presidents elected at the Annual State Convention shall serve as Vice Presidents-Elect and shall serve as Vice President for the term of one (1) year beginning January 1 of the year after being elected, or until their successor shall be elected and takes office.
- C. No paid employee of the Missouri Jaycees shall be eligible to hold an elective office.
- D. Generally, the qualifications for office in this organization shall be as follows:
 - 1. District Directors: previously served as local chapter president or state program manager for at least six (6) months or previously served on local chapter board of directors for one term.
 - 2. Regional Director: previously served as District Director, state program manager, local chapter president, or on local board of directors for at least two (2) years.
 - 3. Vice President: previously served as an elected or appointed member of the state Executive Committee, local chapter president, or on local chapter board of directors for at least three (3) years.
 - 4. President: previously served as an elected member of the state Executive Committee and served either as local chapter president or at least three (3) years as a local chapter officer.
- E. For the purpose of this section, service as such officers for qualifications in other states shall be considered the same as service in this state.

SECTION 20 – DUTIES AND POWERS OF OFFICERS

- A. Duties of the President:
 - 1. The President shall be the Chief Executive Officer of the organization and shall be responsible for the affairs of the organization, and with the assistance of the other officers, shall execute and administer the policies, programs and administration of the organization as established by the constitution and bylaws, internal and external policy rules, Executive Committee, and General Membership.
 - 2. The President shall submit, at the close of their term, a summary report of their administration.
 - 3. The President may require officers or program managers to make regular or special reports, either written or oral, at such times as they may prescribe.
 - 4. Subject to the approval of the Executive Committee, the President shall annually appoint program managers and members to the standing and special committees or subcommittees of the organization.
 - 5. The President shall be expected to attend all statewide meetings and state projects, including all Executive Committee meetings, all General Membership meetings, a minimum of one regional meeting for each of the individual regions, all required meetings of the U.S. Junior Chamber, and institute meetings to which the Missouri Jaycees are affiliated. It is also encouraged, yet not required, that he/she attend the meetings of Junior Chamber International.
 - 6. The President shall serve as the organization's representative at the U.S. Junior Chamber's Board of Directors meetings.
 - 7. The President shall supervise the employees of the corporation and aid in the administration of the Missouri Jaycees State Service Center.

8. The President shall serve as a trustee on the Board of the Missouri Jaycees Foundation.

B. Duties of the Chairperson of the Board:

1. The Chairperson of the Board shall preside over all meetings of the Executive Committee and the General Membership in the absence of the President.
2. The Chairperson of the Board shall serve as a trustee on the Board of the Missouri Jaycees Foundation and on any other organization the President may designate.

C. Duties of the Vice Presidents:

1. Each Vice President shall be responsible for the assignment and implementation of such programs as assigned by the President and supervision of all activities of their assigned state program managers. Each Vice President is to be present at all Executive Committee and General Membership meetings and shall make visitations to region, district and local chapter meetings as required. Each Vice President shall also carry out further duties as directed by the President.
2. Unless previously excused by the President, the Vice Presidents shall be expected to attend all statewide meetings and state projects, including all Executive Committee meetings, all General Membership meetings, a minimum of one regional meeting for each of the individual regions, and the Annual U.S. Junior Chamber Convention.
3. Vice Presidents shall submit activity reports showing travel to the President as required.
4. Attend chapter meetings and other chapter events as directed by the President and provide activity reports to the President.
5. Prepare and conduct training forums at statewide meetings as directed by the President.

D. Duties of the Chief of Staff:

1. Unless previously excused by the President, the Chief of Staff shall be expected to attend all statewide meetings and state projects, including all Executive Committee meetings, all General Membership meetings, a minimum of one regional meeting for each of the individual regions, and the Annual U.S. Junior Chamber Convention.
2. Supervise any appointed Presidential Assistants (if applicable) and generally assist the President, being responsible for assignments at the discretion of the President.
3. Submit activity reports showing travel to the President as required.

E. Duties of the Legal Counsel:

1. Unless previously excused by the President, the Legal Counsel shall be expected to attend all statewide meetings and state projects, including all Executive Committee meetings, all General Membership meetings and the Annual U.S. Junior Chamber Convention.
2. The Legal Counsel shall act as parliamentarian at all Executive Committee and General Membership meetings, shall be responsible for drafting and submitting proposed amendments to the constitution and bylaws, and shall act as General Counsel for this organization and perform such duties as the President may from time to time request.
3. It shall be the duty of the Legal Counsel to examine and approve all contracts affecting this organization prior to their execution. Should any officer of the organization execute a contract without Legal Counsel's written approval as to form, the state organization shall have the right to be indemnified personally by that officer for any damages or losses sustained as a result of the execution of said contract.

F. Duties of the Treasurer:

1. Unless previously excused by the President, the Treasurer shall be expected to attend all statewide meetings and state projects, including all Executive Committee meetings, all General Membership meetings and the Annual U.S. Junior Chamber Convention.

2. The Treasurer shall periodically review the systems and procedures of the organization and submit appropriate recommendations to the Executive Director and the Budget & Finance Committee.
3. The Treasurer shall review the monthly financial reports, annual tax returns, audits and the recommendations of the auditor (if applicable) and shall be responsible for all other fiscal matters as assigned by the President.
4. The Treasurer shall act as an advisor to the Executive Director throughout the year and shall be kept fully and completely informed as to the financial condition and operations of the organization.

G. Duties of the Chaplain:

1. Unless previously excused by the President, the Chaplain shall be expected to attend all statewide meetings and state projects, including all Executive Committee meetings, all General Membership meetings and the Annual U.S. Junior Chamber Convention.
2. It shall be the duty of the Chaplain to open all meal functions and all meetings of the Executive Committee and General Membership with a prayer and to close each function or meeting with a prayer when appropriate.
2. The Chaplain shall assist in the implementation of spiritual development programming and shall further be charged with assisting local chaplains in the implementation of such programs.
3. The Chaplain shall assist the President and be responsible for assignments at the President's discretion.

H. Duties of the Regional Directors:

1. The Regional Directors shall perform the duties prescribed by the U.S. Junior Chamber and by the constitution and bylaws of this organization.
2. Each Regional Director shall be required to visit each assigned chapter at least once each trimester during their term in office.
3. Unless previously excused by the President, the Region Directors shall be expected to attend all statewide meetings and state projects, including all Executive Committee meetings, all General Membership meetings and the Annual U.S. Junior Chamber Convention.
4. Each Regional Director shall conduct a meeting of the local chapters assigned to his/her region, at least once each six (6) months. The Regional Director shall have the sole responsibility for the organization and conduct of the meeting.
5. Each Regional Director shall serve at least thirty (30) days written notice on the president of each local chapter in their region and the President, of the date, time and place of the proposed meeting of the region at which said election is to be held.
6. Regional Directors shall delegate the responsibilities of their assigned District Directors.
7. Each Regional Director shall submit an activity and expense report showing travel, mailing and telephone expenses to the Executive Director each trimester.

I. Duties of the District Directors:

1. The District Directors shall be responsible for the coordination of the programs of this organization with the activities of their assigned local chapters.
2. Each District Director shall be required to visit each assigned chapters at least once during the first sixty (60) days of their term of office and an additional three (3) times during the year.
3. Unless previously excused by the President, District Directors shall be expected to attend all statewide meetings and state projects, including all Executive Committee meetings, all General Membership meetings and the Annual U.S. Junior Chamber Convention.
4. District meetings should be held at least twice each year. The District Director will preside over these meetings.

J. Duties of the Executive Director:

1. The Executive Director shall perform those duties assigned and specified in his written employment contract.
2. The Executive Director is responsible for the coordination of all activities associated with hosting statewide meetings and events.

SECTION 21 – VACANCIES IN OFFICE

- A. A vacancy in the office of District Director shall be filled by appointment of the President upon the recommendation of that district's Regional Director.
- B. A vacancy in the office of Regional Director shall be filled by appointment of the President upon the recommendation of that region's District Directors.
- C. A vacancy in the office of Vice President shall be filled by appointment of the Executive Committee upon the recommendation of the President.
- D. If the office of President shall become vacant, the General Membership shall physically meet in person and elect a successor. The Executive Director shall call such special meeting within thirty (30) days of such occurrence. The Chairperson of the Board shall serve as Acting President the case of vacancy in the office of President. The newly elected President shall take office immediately upon election and shall serve the unexpired term of their predecessor or until a successor is elected.

SECTION 22 - REMOVAL OF OFFICERS

- A. The Executive Committee, by a two-thirds (2/3) majority vote of those casting votes, may remove any elected or appointed officer of the corporation, other than President, from office for good cause shown; provided, however, that such officer is given written notice not less than thirty (30) days prior to the date such removal is to be considered and after an opportunity to be heard by the Executive Committee.
- B. The President may be removed as follows:
 1. Four (4) members of the Executive Committee or twelve (12) local chapters representing not less than four (4) regions may petition the Chairperson of the Board, setting forth complaints against the President and requesting a hearing of their reasons for removal.
 2. The Chairperson of the Board shall direct the Executive Director to call a meeting of the Executive Committee within twenty (20) days after receipt of said petition.
 3. The Executive Committee shall conduct a hearing to determine if action is necessary. A two-thirds (2/3) majority vote of those casting votes will advance the question of removal to the General Membership. In that case, the Executive Director shall call such special meeting within thirty (30) days of the special Executive Committee meeting.
 4. A two-third (2/3) majority vote of the certified delegates at such special General Membership meeting shall be required to remove the President from office.

SECTION 23 - LOCAL CHAPTERS BIDDING FOR NATIONAL CONVENTION SITES AND EVENTS

- A. Endorsement by the state organization of bids from local chapters for national events shall be determined by a majority vote of delegates at a General Membership meeting of this organization with appropriate time given to each local chapter to present their bid to the delegates.
- B. All bids by local chapters for national events shall be submitted, in writing, to the President and Executive Director not less than ten (10) days prior to the General Membership meeting when said bid shall be voted on.

SECTION 24 - DELEGATION RULES FOR NATIONAL MEETINGS

- A. These rules shall govern the conduct and procedures of the Missouri Jaycees delegates to the national

meetings of the United States Junior Chamber.

B. Leader of the Delegation:

1. The President shall be in charge of the delegation. In the absence of the President, a Vice President or Region Director designated by the President shall be in charge of the delegation.
2. The recognized voting delegates to the national meeting shall be determined by the members of the President's Cabinet present at the national meeting.
3. The leader of the delegation, or anyone who might be the leader as herein provided, may openly support, solicit, or campaign for candidates for national office and may take sides on national issues only when such actions are pre-approved by either a simple majority vote of the Executive Committee or the caucus delegation.

C. Voting:

1. The constitution and bylaws of the U.S. Junior Chamber shall control the voting procedures of the Missouri delegation.
2. The leader of the delegation shall announce the votes as submitted to them at the last regular authorized caucus of the delegation present and voting on all said national matters and said candidates.

D. Caucus:

1. The delegates shall be bound by the decisions made during a caucus of the delegation as provided herein.
2. A regular meeting of the caucus shall be held prior to any elections or business sessions, at a place and time designated by the leader of the delegation.
3. Special caucuses of the delegation must be called by the leader of the delegation upon the request of twenty-five percent (25%) of the local delegates in attendance at the national meeting.
4. If at all possible and practical, the caucuses of the delegation shall be held in a meeting room that is private and of sufficient size to accommodate all the delegates comfortably with due regard to the circumstances.
5. Before a caucus of the delegation can make any binding decisions, a quorum representing at least fifty percent (50%) of the local chapters in attendance at the national meeting must be present.
6. The leader of the delegation shall preside at all caucuses of the delegation.
7. At the first caucus of the delegation, the delegation should elect a Sergeant at Arms whose first responsibility shall be to maintain order and decorum at all meetings of the delegation.
8. Except where herein provided, the delegation shall be bound by the constitution and bylaws of the Missouri Jaycees and Robert's Rules of Order.
9. All questions that are to come before the U.S. Junior Chamber shall be brought before the caucus and on all votes taken at caucuses, all regular members who are present at the caucus shall have one vote. A vote cast on any question by the delegates shall be proportional to the vote by the caucus.
10. The delegation may take a stand on a particular national issue, and/or support a candidate for national office on a two-thirds (2/3) affirmative vote. On all other matters of business, a simple majority shall bind the delegation.
11. Regular caucuses shall be convened as outlined in these bylaws at other national meetings as necessary to properly transact business.