

FOXBORO JAYCEES – BY-LAWS TABLE OF CONTENTS

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CONSTITUTION ARTICLE I - NAME AND ADDRESS

SECTION 1.

The name of this organization shall be The Jaycees of Foxborough Massachusetts, Inc., herein referred to as the corporation.

SECTION 2.

The principal office of the corporation shall be located in Foxborough, Massachusetts.

CONSTITUTION ARTICLE II - AFFILIATIONS

SECTION 1.

This corporation shall be, and hereby is, affiliated with the Massachusetts Junior Chamber of Commerce, the United States Junior Chamber, and Junior Chamber International, and is subject to the Constitution and By-Laws of these bodies insofar as they affect and prescribe the functions of the local Jaycees and are not in conflict with this Constitution and By-Laws.

CONSTITUTION ARTICLE III - PURPOSE

SECTION 1.

The purpose of this organization shall be civic service through the organized efforts of the people of the community, to promote the welfare of Foxborough and its citizens through active, constructive projects. It shall be the further purpose of this corporation to provide the people constituting its membership, training in leadership and civic consciousness to better their usefulness as citizens.

SECTION 2.

This corporation adopts as its Creed the Creed of the United States Junior Chamber, shown below.

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.

CONSTITUTION ARTICLE IV - MEMBERSHIP

SECTION 1.

Any person of good character over eighteen (18) and any firm or corporation of good character and repute shall be eligible for membership upon completion of a written application.

SECTION 2.

- a. No member shall be accepted nor retained in the membership if he or she is a member of, or subscribes to, any individual, group, or organization which is opposed to the principles of our democratic form of government.
- b. This corporation shall be non-partisan, non-sectarian and shall fully abstain from any political affiliation or endorsements of candidates for public office.

CONSTITUTION ARTICLE V - ADMINISTRATION

SECTION 1.

The administration of the corporation shall be vested in the Board of Directors who shall be elected annually, excepting the Chairman of the Board of Directors, in the manner provided in the By-Laws. The Board of Directors shall consist of the Chairman of the Board of Directors, President, Individual Development Vice-President, Community

Development Vice-President, Ways & Means Vice-President,
Membership Vice-President, Secretary, Treasurer, and a minimum of one
1) Directors and a maximum of two (2) Directors.

CONSTITUTION ARTICLE VI - AMENDMENTS

SECTION 1.

The Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the membership in good standing present at any regular meeting or any special meeting provided that:

- a. Notice in writing of the proposed amendment(s) has been sent to each member at their last known address at least seven (7) days in advance of the meeting
- b.

CONSTITUTION ARTICLE VII - BY-LAWS

SECTION 1.

The corporation may, from time to time, make and adopt such rules and regulations, known as By-Laws, as may be deemed necessary and proper in the furtherance of its purpose, provided said By-Laws are not in conflict with the provisions of the Constitution.

CONSTITUTION ARTICLE VIII - NON-PROFIT

SECTION 1.

No part of the net earnings of the corporation shall inure to the benefit of, nor be distributable to its members, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

SECTION 2.

Notwithstanding any other provision of these articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c) (4) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

CONSTITUTION ARTICLE IX - DISSOLUTION

SECTION 1.

Upon the dissolution of the corporation, the officers shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(4) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

BY-LAWS ARTICLE I - DEFINITIONS

SECTION 1. By-Laws

The By-Laws of the Corporation are deemed to be the general rules and regulations necessary and proper in the furtherance of the operation of this chapter. The By-Laws shall in all cases take their direction from and serve to promote the principles of the Corporation as prescribed by the Constitution of the organization.

SECTION 2. Policies

The policies of the Corporation are deemed to be the specific operational rules governing certain aspects of the corporation's activity. The policies shall in all cases serve to further clarify the rules as established by the articles of the By-Laws or to govern those activities not generally addressed by the By-Laws. Policies of the Corporation are those specifically covered in Article XII or once proposed and adopted will become a part of Article XII.

SECTION 3. Teen Associate Member

Teen Associate members of the Corporation shall be between the ages of 13 and 17 inclusive. Junior members shall transition into regular membership on the eighteenth (18th) birthday of the Teen Associate member.

SECTION 4. Regular Member

Regular members of the Corporation shall be between the ages of 18 and 40 inclusive. Regular membership shall cease on the member's anniversary date following his or her forty first (41st) birthday.

SECTION 5. Associate Member

An associate member is one who exceeds the maximum age requirements of regular membership.

SECTION 6. Prospective Member

A prospective member is an individual who has demonstrated interest in the Foxboro Jaycees, but has not yet become an official member.

SECTION 7. Corporate Member

A corporate member is a business concern, association, or group of individuals not qualified by these By-Laws to be a regular or associate member.

SECTION 8. Life Member

A life member is a member who has received The Life Member Award for outstanding service.

SECTION 9. Member in good standing

A member in good standing is any Teen Associate, Regular, Associate, that also continues to satisfy By-Laws Article II, Membership.

A life member is only counted if present

SECTION 10. Quorum

- a. A quorum of the Board of Directors shall be a majority of the Board of Directors.
- b. A quorum of the General Membership shall be one-quarter (1/4) of the membership in good standing. If present a life member shall be counted when determining a quorum

SECTION 11. Fiscal year

The fiscal year shall extend from June 1 to May 31 of the succeeding year.

BY-LAWS ARTICLE II - MEMBERSHIP

SECTION 1.

A candidate for membership shall make written application therefore and be sponsored by a member in good standing. All applications for membership must be accompanied by the annual dues assessment.

SECTION 2.

Applicants transferring from another Jaycee chapter shall be exempt from payment of that portion of dues payable to the Massachusetts Junior Chamber of Commerce and/or the US Junior Chamber as provided in the state and national policies.

SECTION 3.

All applications for membership must be approved by a two-thirds (2/3) vote of the Board of Directors. Should the application be denied, all money shall be refunded.

SECTION 4.

Any person otherwise qualified, except by age, may join as an Associate Member or Teen Associate

SECTION 5.

Teen Associate Members are only permitted to chair a project as a co-chair with a non-Teen Associate member, unless approved by the Board.

SECTION 6.

Any Teen Associate Member must be sponsored by a Regular or Associate Member that is in good standing.

SECTION 7.

Any Member under age 21 will be automatically expelled from the chapter and participation in its events if caught drinking alcohol or doing drugs during a Jaycee sponsored event.

SECTION 8.

Membership may be terminated in the following manner:

- a. By a letter of resignation to the Secretary;
- b. If dues are more than two (2) months in arrears from the date due according to Article III;
- c. By a two-thirds (2/3) vote of the Board of Directors for just cause.

BY-LAWS ARTICLE III - DUES

SECTION 1.

The annual dues for regular members shall be the amount charged by the Massachusetts Junior Chamber of Commerce, the US Junior Chamber, and the Junior Chamber International. The dollar amount shall be stated in By-Law Article XII, Policies. Dues are due on the first day of the month in which the member's anniversary exists according to the Foxboro Jaycee Roster.

SECTION 2.

The initiation fee for new members will be paid by The Foxboro Jaycees.

SECTION 3.

Associate members of The Foxboro Jaycees of Foxborough, Massachusetts, Inc. are not affiliated with the Massachusetts Junior Chamber of Commerce and the United States Junior Chamber; therefore, the annual dues of the Associate members are billed at the same time and rate for regular members and retained by The Jaycees of Foxborough, Massachusetts, Inc.

SECTION 4.

A prospective member is to be sent a dues invoice after making application or being sworn in, but no later than three months after being

identified as a prospective member. Prospective members are terminated per By-Laws Article II, Section 5. No prospective member may be added to the state roster until such time as the treasurer has received and recorded a full annual dues payment.

SECTION 5.

Dues for Life Members if required are paid by The Jaycees of Foxborough, Massachusetts, Inc.

BY-LAWS ARTICLE IV - ADMINISTRATION

SECTION 1.

The administration of the corporation shall be vested in the Board of Directors. The Board of Directors shall be responsible for the management of the property and finances of the corporation.

SECTION 2.

The Board of Directors shall prepare, under the direction of the President, a planned year of action, including an itemized budget, which is finalized at the May board meeting and submitted to the membership at the June General Meeting for approval. The planned year of action must be finalized and approved by June 30.

SECTION 3.

Motions for project appropriations outside the planned year of action greater than \$500 cannot be approved at a General Membership meeting without first being reviewed by the Board of Directors. Any member may continue the motion at the next General Membership meeting and the appropriate officer should be prepared to explain the Board of Directors' recommendation to the membership.

SECTION 4.

Motions for charitable donations outside the planned year of action, not directly funded by a CD project, and greater than \$500 cannot be approved at a General Membership meeting without first being reviewed by the Board of Directors. Said review by from the Board must include an audit of the chapter's finances in addition to consideration of the merits of the charitable cause. Any member may continue the motion at the next General Membership meeting and the appropriate officers should be prepared to explain the Board of Directors' recommendation to the membership.

SECTION 5.

- a. Funds for the corporation shall be deposited in such banking institutions as the Board of Directors shall designate.
- b. Checks exceeding two hundred and fifty dollars (\$250.00) shall be countersigned by the Treasurer and the President.
- c. With the approval of the Board of Directors, individual project checking accounts may be established by the Treasurer and the Project Chairman in which the Project Chairman is empowered with check signing privileges. Checks exceeding two hundred and fifty dollars (\$250.00) in such accounts must be countersigned by the Treasurer or the President.
- d. Disbursements in any amount shall not be authorized exclusively by the payee.

SECTION 6.

All chapter funds from any project or activity of the chapter are to be duly recorded with and immediately turned over to the Treasurer for deposit in chapter bank accounts. No monies shall be held by individuals or committees without approval of the Treasurer.

SECTION 7.

Vacancies on the Board of Directors or the position of any officer, except the President and immediate Past-President, shall be appointed by the President with the approval of the Board. An Associate Member may be appointed to fill a vacancy only if all efforts to elect or appoint a Regular Member have been exhausted.

SECTION 8.

In the case of a vacancy in the office of the President, the Board of Directors will call for a special election at the next General Membership meeting provided that there is at least a two (2) week period between the occurrence of the vacancy and the election, and a seven (7) day written notice in advance to the membership. An appointment to the Board of Directors or a special election of the President shall be considered an interim position to last for the duration of the term of the individual whose position was vacated.

SECTION 9.

A vacancy of the position of Chairman of the Board shall not be filled.

SECTION 10.

Any action taken, or decision made, by the Board of Directors may be amended or repealed by the membership.

SECTION 11.

The Secretary may, with the approval of the Board of Directors, appoint a Wise Fox Editor to assume the following duties of the Secretary:

- a. Supervise the publication of the corporation's monthly newsletter;
- b. Generate and implement new ideas to make the newsletter more interesting to the members and their families;
- c. Ensure the newsletter is distributed before the General Membership meeting each month;
- d. Have copies of the appropriate US Junior Chamber materials for information and guidelines;
- e. Maintain a file of past issues of the newsletter;
- f. Maintain the Wise Fox Budget;

BYLAWS ARTICLE V NOMINATION AND ELECTION OF OFFICERS & DIRECTORS

SECTION 1.

No later than sixty (60) days preceding the Annual Election Meeting, the President shall appoint, with the approval of the Board, a Nominating Committee of no less than five (5) regular, associate, and/or life members.

SECTION 2.

No member of the Nominating Committee shall be eligible for nomination to any office by action of the Nominating Committee, but is eligible for nomination from the floor.

SECTION 3.

The Nominating Committee shall present to the membership, at the first regular meeting in March, the committee's report which shall include the names of candidates to be nominated for election. (Note: There is no limit to the number of candidates who can be nominated). The committee shall:

- a. Contact each regular member in good standing to ascertain interest in holding a board position.
- b. Contact each member in good standing to ascertain interest in

- Chairmanships sought according to By-Laws Article V.
- c. Communicate that no position is considered filled until the elections occur.
 - d. Act as an information resource for interested members on job descriptions for each position being sought, by the nominating committee, as stated in By-Laws Article V.
 - e. Re-contact each candidate to inform him/her of the committee's report before the final report outlined in Section 4 below.

SECTION 4.

The membership shall be notified in writing at their last known email address, at least seven (7) days prior to the Annual Election Meeting, of the names of all nominees, the offices to which they have been nominated, and the time and place of the election.

SECTION 5.

At the regularly scheduled General Membership Meeting prior to the Annual Election Meeting, the presiding officer shall appoint an Election Committee and Chairman thereof; composed of three (3) members, including the Treasurer, whose duties shall be as follows:

- a. To determine the eligibility of nominees and voters;
- b. To conduct and supervise the nominations and elections;
- c. To prepare and distribute ballots;
- d. To count the votes immediately after voting is closed for each office and to certify the number of votes cast for each office is no greater than the number of eligible voters present;
- e. To announce the vote tabulation after each ballot and report final results.

SECTION 6.

The Chairman of the Nominating Committee shall, at the Election Meeting, call for nominations from the floor prior to balloting for each office. Candidates for any office shall be regular members in good standing.

SECTION 7.

At the Election Meeting, there shall be elected, in the following order, a President, Individual Development Vice-President, Community Development Vice President, Ways & Means Vice-President, Membership Vice-President, Secretary, and Treasurer, all of whom constitute the officers of the corporation and who shall, upon election, become Directors, elected for the term of one (1) year.

SECTION 8.

In addition to the officers as Directors, and following their election, there shall be elected a maximum of two (2) Directors, each of whom at the Election Meeting shall be elected for the term of one (1) year. These Directors shall be elected in the following order: Dues Director, and 1 director at large.

SECTION 9.

The Nominating Committee should recommend a candidate for the appointed positions of Wise Fox Editor and working with the nominees for Secretary.

SECTION 10.

The Nominating Committee should recommend a candidate for the appointed positions of, Meetings & Programs Chairman working with the nominees for Individual Development Vice-President.

SECTION 11.

The Nominating Committee should recommend a candidate for the appointed positions of Publicity Chairman as needed working with the nominees for Community Development Vice-President.

SECTION 12

Only regular members in good standing shall be eligible for nomination to any office.

SECTION 13

Officers and Directors shall take office May 1st.

BY-LAWS ARTICLE VI - MEETINGS

SECTION 1.

The Annual Election Meeting shall be held in April of each year. The Election Meeting shall be for the election of officers and directors and for the consideration of such other business as may properly come before it.

SECTION 2.

The corporation shall hold general membership (GM) meetings at least once a month. Special GM meetings may be called by the President or may be called by the Secretary at the request of a quorum of the Board of Directors.

SECTION 3.

Meetings of the Board of Directors shall be held at least monthly at the call of the President. Special meetings of the Board shall be called by the President or may be called by the Secretary at the request of a quorum of the Directors. These meetings may be held in person, by conference call, or video call at the discretion of the Board of Directors

SECTION 4.

The joint Board of Directors meeting shall be held in April of each year. The purpose of this joint Board of Directors meeting is for the past Board of Directors to transfer all materials including Chairman's Planning Guides (CPGs) and to review job descriptions contained herein with the newly elected Board of Directors. The joint Board of Directors meeting is chaired by the Past-President.

BY-LAWS ARTICLE VII - DUTIES OF THE BOARD OF DIRECTORS

SECTION 1.

All officer's duties shall be such as ordinarily pertain to and are indicated by the titles of their office and the by-laws of this corporation, including the following:

- a. Managing the budget of each project in his/her respective area (if applicable) by working with the Treasurer to ensure that the budget of each project is accurately reflected on the Treasurer's Report
- b. Working with the President and fellow members of the Board of Directors to develop goals for his/her respective area
- c. Mentoring the director(s) of his/her area (if applicable)
- d. Providing a monthly report of activities in his/her respective area for the Corporation's newsletter

SECTION 2.

The Board of Directors should exhaust every effort to appoint chairmen from the general membership before assuming the chairmanship themselves.

SECTION 3.

The Chairman of the Board shall:

- a. Serve as an advisor and counsel to the officers of the corporation;
- b. Represent the corporation, if he or she so desires, as Massachusetts Junior Chamber of Commerce Director.

SECTION 4.

The President shall:

- a. Direct and supervise the affairs of the corporation and shall make an annual report thereon to the members at the first General Membership meeting;
- b. Assign the elected Directors to work with the vice-presidents as their workload requires;
- c. Appoint one elected Director to serve as Mass. Junior Chamber of Commerce Director should the option under Article VII, not be exercised;
- d. Preside at all general membership, board and special meetings; unless special circumstances prevent he/she from doing so. The IDVP shall preside
- e. Be an ex officio member of all committees;
- f. Be spokesman for the corporation;

- g. Countersign bank checks and withdrawal of funds when required herein.

SECTION 5.

The Individual Development Vice-President shall perform the following duties, in addition to those outlined in Section 1:

- a. Assume the duties of the President in the case of absence;
- b. Be responsible for the internal activities of the corporation for the sole benefit of the membership including meetings & programs, socials, sports and training, etc.;
- c. Appoint a meetings & programs chairman and a as needed to form specific committees per By-Law Article VIII.

SECTION 6.

The Community Development Vice-President shall perform the following duties, in addition to those outlined in Section 1:

- a. Be responsible for the external activities of the corporation for the benefit of the Foxboro community including projects to support the youth, elderly, handicapped, etc.;
- b. Appoint a publicity chairman as needed to form specific committees per By-Law Article VIII.

SECTION 7.

The Ways & Means Vice-President shall perform the following duties, in addition to those outlined in Section 1:

- a. Be responsible for achieving the financial goals of all the corporation's projects where the primary objective is fundraising for the Corporation.

SECTION 8.

The Membership Vice-President shall perform the following duties, in addition to those outlined in Section 1:

:

- a. Appoint a Recruiting Chairman and an Activation Chairman as needed to form specific committees per By-Law Article VIII.
- b. Form and chair the Membership Committee which consists of the Membership Vice-President, Recruiting Chairman, Activation Chairman, and Training Director
- c. Develop and maintain a membership application that contains (at a minimum) the following:

1. Name and address
 2. Date of birth
 3. Sponsor name
 4. Affirmative responses to items contained in Constitution Article IV, Section 2.
- d. Organize, review, and approve the orientation presentation

SECTION 9.

The Secretary shall:

- a. Give notice of all regular and special meetings, including any meeting held by the Board of Directors;
- b. Shall maintain a digital record of the minutes of such meetings. Records do not need to be typed, they may be scanned as long as they are readable in digital form.
- c. All official records and documents of the corporation shall be digitally maintained;
- d. Handle the corporation mail. The Secretary is authorized to open all correspondence sent to the official address of the Foxboro Jaycees. The nature of all correspondence shall be confidential. The Secretary will distribute this mail to the appropriate individual or officer at regular or special meetings except urgent correspondence which will be delivered as needed;
- e. Maintain the originals of the corporation's important and legal documents including the corporation's Constitution and By-Laws;
- f. Distribute copies of the Constitution and By-Laws to the Board at or before the May Board meeting of each fiscal year.
- g. Notify the Office of the Secretary of the Commonwealth of Massachusetts handling Incorporation of non-profit organizations as to the current list of names and addresses of the Board of Directors immediately after the Election Meeting;
- h. Appoint a Wise Fox Editor and supervise the publication of the corporate newsletter (see Article IV);

SECTION 10.

The Treasurer shall:

- a. Receive all money due the corporation;
- b. Disburse funds at the discretion of the Board of Directors;
- c. Report in detail at the annual Meeting and at such other times as directed by the President or the Board of Directors on the financial condition of the corporation;
- d. Be required to give suitable bond, charges for the same to be paid for the corporation;
- e. File an information tax return, Form 990 (Return of Organization Exempt from Income Tax) with the Internal Revenue Service each

year before the fifteenth (15th) day of the fifth (5th) month after the close of the fiscal year;

- f. Prepare items C&E of this ARTICLE for an audit by their successor.
- g. Oversee the duties of the Dues Director which are outlined in Section 11 below.
- h. May open mail in the absence of the Secretary

SECTION 11.

The elected Directors shall:

- a. Serve under and assist the Officer to which they are assigned, in the supervision of their portfolios;
- b. Render every assistance to see that the corporation's projects are completed successfully.
- c. The following are the duties of the Dues Director:
 - 1. Handle the annual dues submission to the Mass. Junior Chamber of Commerce on a monthly basis, which includes updating the US Junior Chamber roster;
 - 2. Do all paperwork pertaining to billing, collection, recording and disbursement of dues money.
 - 3. Report to the treasurer, who will take over these responsibilities in the absence of the Dues Director.
 - 4. Report monthly to the board all details pertaining to membership including status changes, address changes, additions and deletions from the membership roster and financial report outlining dues collected and dues paid to the Massachusetts Junior Chamber of Commerce.
 - 5. Maintain the Foxboro Jaycees roster and report roster changes to the Wise Fox Editor.

SECTION 12.

Any officer or director who fails to properly perform the duties of his/her office, or fails to attend 3 consecutive meetings, Board or General Membership, without just cause, may be removed from office by a two-thirds (1/4) paper ballot vote by the membership in good standing present at any regularly scheduled meeting.

BY-LAWS ARTICLE VIII - COMMITTEES

SECTION 1.

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

These committee chairmen are appointed each fiscal year, reporting to the Board of Directors through their respective area officers.

SECTION 2.

The Individual Development Vice-President may appoint a Meetings & Programs Chairman to:

- a. Form and chair the meetings & programs committee;
- b. Develop and publish the meetings & programs committee's goals for the fiscal year at or before the June General Membership meeting;
- c. Set-up the meeting place before each General Membership meeting including the room, head table, creed banner, podium display materials, and posters;
- d. Find guest speakers and theme programs designed to interest the membership;
- e. Publish a monthly report of the meetings & programs committee's activities;
- f. Manage the Meetings & Programs budget.

SECTION 3

The Community Development Vice-President may appoint a Publicity Chairman as needed to:

- a. Form and chair a publicity/public relations committee;
- b. Said committee will be the official interface for all newspapers, television, and radio;
- c. Develop and publish the public relations program goals for the fiscal year at or before the June General Membership Meeting;
- d. Publish a monthly report of the public relations committee's activities in the corporate newsletter;
- e. Distribute copies of the appropriate US Junior Chamber materials to the publicity/public relations committee (Example: Public Relations Handbook (5328-0));
- f. Maintain a scrapbook for the fiscal year containing newspaper clippings, text of radio announcements, and videotape from television spots;
- g. Maintain a PR contact list including business name, address, telephone number, and any special instructions for all local newspapers, radio, or television stations;
- h. Manage the publicity budget.

SECTION 4

The Membership Vice-President may appoint a Recruiting chairman as needed to:

- a. Form and chair the Recruiting committee;
- b. Develop and publish the Recruiting committee's goals for the fiscal year at or before the June General Membership meeting;
- c. Organize activities to offer the Jaycee experience to prospective members.

SECTION 5

The Membership Vice-President may appoint an Activation chairman as needed to:

- a. Form and chair the Activation committee;
- b. Develop and publish the Activation committee's goals for the fiscal year at or before the June General Membership meeting;
- c. Organize Springboard and other programs to enrich the Jaycee experience for new members during their first year.
- d. Conduct exit interviews and attempt to activate inactive and ex-members.

SECTION 6.

The President may appoint, subject to the approval of the Board of Directors, a Constitution and By-Laws chairman as needed to:

- a. Form and chair the By-Laws committee;
- b. Develop and publish the By-Laws committee's goals for the fiscal year at or before the June General Membership meeting;
- c. Update the Constitution, By-Laws and Policies as required. An electronic copy of the By-Laws is available on diskette. It is recommended someone on the committee have access to IBM compatible computer.
- d. Act as the interpreter of the Constitution and By-Laws. Any interpretation of the Constitution and By-Laws chairman may be reconsidered by the Board of Directors;
- e. Should the position of By-Laws chairman be vacant, the Secretary will assume these duties.

BY-LAWS ARTICLE IX -RULES OF ORDER

SECTION 1.

Robert's Rules of Order shall govern the proceedings of all meetings of the corporation and its constituent parts, except as provided in these By-Laws.

BY-LAWS ARTICLE X - DELEGATIONS

SECTION 1.

Delegations or committees shall be appointed by the President to represent the corporation at any convention, meeting, or assembly as may be necessary. The President shall serve as Chairman of such delegations or committees, or in the event of absence, shall appoint a member to serve as Chairman. Such delegations and committees shall exercise only those powers vested in them by the Board of Directors.

SECTION 2.

The President and Mass. Jaycees Director shall be delegates to all state functions. Other delegates shall be appointed when necessary as herein before provided in SECTION 1 of this ARTICLE.

BY-LAWS ARTICLE XI - AUTHORITY TO BIND

SECTION 1.

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

SECTION 2.

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

SECTION 3.

Approval of the planned year of action is NOT authority for any member, officer, project chairman, committee, or delegation to contract for or incur any debt or enter into any agreement to obligate this corporation until the project plan has been approved by Board of Directors or by a vote of the General Membership. Nomination or selection of a project chairman by an officer of the corporation does not imply project plan approval and is not authority to bind this corporation by the Board of Directors or the membership.

SECTION 4.

Projects with planned year budgeted expenses which meet or exceed the amount as determined in By-Law Policy 13, will be subject to the following conditions:

- a. A committee must be established by the Project Chairman that includes: the President, the Area Vice President and the Treasurer. In addition, all members in good standing are entitled to participate on such committees.
- b. A committee meeting for budget preparation, announced to the General Membership in advance, must be held for all interested members of the Chapter to attend. Details of expected income and expenditures of the project shall be discussed, voted upon and approved.
- c. It is the obligation of the Area Vice President to report, to the

Board of Directors and the General Membership, all activities of the committee.

- d. A committee meeting for project closure, announced to the General Membership in advance, must be held to determine disbursements of the project's revenue.

BY-LAWS ARTICLE XII - POLICIES

SECTION 1.

The corporation may issue statements of policy as regard certain specific aspects of the corporation's activity. These statements of policy are intended to guide and inform current and future administrations in the conduct of the corporation's activities. Policies published in the corporation's newsletter at least one (1) day in advance of the membership meeting may be approved or amended by a majority vote of the membership in good standing at any regular meeting. Policies cannot contradict any provisions of the Constitution or By-Laws.

POLICY #1 TAX STATUS:

It is the intent of The U.S. Junior Chamber of Commerce Foxboro Jaycees, Inc. to apply with the Department of the Treasury, Internal Revenue Service, for tax exempt status, Form 1024, Application for Recognition of Exemption (under Section 501 (c) (4)). Once approved by the membership it will constitute an integral part of POLICY #1. The Employer Identification Number obtained from the Dept. of Treasury is 22-2572701.

POLICY #2 DUES AMOUNT:

Annual dues shall be thirty dollars and fifty cents (\$32.50). In accordance with By-Laws Article II the Treasurer/Dues Director will invoice all Teen Associate, regular and associate members two months prior to their anniversary date,
printed in the corporation's roster.

POLICY #3 BOARD APPROPRIATIONS:

The Board of Directors may appropriate up to one hundred dollars (\$100.00) for a Board decision, if approved by two-thirds (2/3) of the Board of Directors in attendance at a regular or special Board meeting.

POLICY #4 DISCRETIONARY FUND DISPERSAL:

A committee of three (3) will be formed annually, which will include the President, Chairman of the Board of Directors and the Treasurer, a

unanimous decision is required to spend all or part of the amount allocated to the Jaycee Discretionary Fund. These funds will be spent on a project or situation, deemed by the committee to be of interest to the corporation; and in which confidentiality and/or timeliness are critical factors. The Treasurer will report the dispersal of the Jaycee Discretionary Fund, and if appropriate, the benefactor.

POLICY #5 LOSS OF PERSONAL PROPERTY:

The chapter will not be responsible for the loss of personal property or the insurance deductible thereof. Members are accountable for their own personal property utilized at meetings, projects and other activities of The Jaycees of Foxborough, Massachusetts, Inc. Members are individually accountable for all personal property rented, leased, or borrowed for use at meetings, projects and other activities except where they are specifically directed by the Board of Directors or Project Committee to rent, lease or borrow the personal property on behalf of The Jaycees of Foxborough, Massachusetts, Inc.

POLICY #6 KEY MAN AWARD:

The KEY MAN AWARD is decided upon and awarded by past award winners, and is presented at the annual installation banquet.

POLICY #7 LIFE MEMBER AWARD:

Consideration for the Life Member award may be initiated by any member in good standing. This member should present, to the Board of Directors, a completed copy of a Life Member Award application for nomination. Criteria for nomination will include: number of years of service, board positions held, projects run, as well as awards received. All applications shall be submitted to the Board of Directors for consideration no later than the January Board meeting. The Board of Directors shall vote on nominations at the February Board meeting. Approved nominee(s) will be voted on by board and general membership with a three fourth majority to pass by paper ballot administered by the board. This award, if given, will be presented at the Installation Banquet.

POLICY #8 INDIVIDUAL DEVELOPMENT BUDGET:

Individual Development activities such as sports and socials are normally self funding with expenses covered by fees charged to the participants. This does not apply to activities organized for the sole purpose of membership recruiting and special meetings organized for the sole purpose of conducting the corporation's administrative business.

POLICY #9 MEMBERSHIP STATUS:

The roster of U.S. Junior Chamber of Commerce Foxboro Jaycees Inc. will indicate membership status according to the By-Laws Article I, Sections 3-7. The Treasurer will make the official determination of membership status for all events.

POLICY #10 TREASURER REPORTS:

Outstanding expenses from the previous planned year of action must be reflected as a liability in the monthly financial reports until the expenses are disbursed.

POLICY #11 TREASURER REPORTS:

Outstanding expenses from the current planned year of action and GM appropriations formally promised or committed after approval of a project plan by the corporation according to By-Laws Article XI must be reflected as a liability in the monthly financial reports until the expenses are disbursed.

POLICY #12 HIGH SCHOOL SCHOLARSHIP JUDGING:

A committee will be formed annually to review scholarship applications as soon as they are forwarded by the High School Guidance Department. Judging will be conducted on the basis of the following criteria:

Community services (accomplishments, activity)	35%
Scholastic achievement (class standing, awards)	20%
General outlook/Career goals (essay section)	20%
Need (anticipated sources of funding)	15%
Presentation (neatness and effort in paperwork)	<u>10%</u>
	100%

The committee may devise an appropriate format for reviewing the applications (such as eliminating extremely high or low end candidates, devising a rating scale for assessing each category, etc.) but should weigh the applicant's responses and accomplishments according to the above criteria percentages. A Chairman's Planning Guide should be maintained by the Community Development Vice President to serve as the detailed guidelines for the project. If a written request (with accompanying valid grade report from an educational facility), is not received by July 1 of the year following the award, it will be forfeited back into chapter funds unless the Board of Directors votes to extend the time period for acceptance of the award.

POLICY #13 LARGE PROJECT CRITERIA:

Projects with planned year budgeted expenses which meet or exceed \$2,500.00 will be subject to the rules described in Article XI.

POLICY #14 MEMBERSHIP ROSTER:

The membership roster should only be used to facilitate Jaycee business. Use of information on the roster that is not related to Jaycee business is expressly prohibited by the Corporation.

Bylaw Revision Documented:

John Freudenberg, May, 1994
Sandra Smith, December, 1994
Sandra Smith, April, 1995
Sandra Smith, March, 1996
Lauren Bonneau-Krug, March, 1997
Lynda Walsh, April, 1999
Bob Webster, 2001
Helene Savage, February 2003
David Fisler, February 2005
David Fisler, April 2009
David Fisler November 2016