Indiana JCI Senate Inc.

By-Laws

Article I. Membership

Section 1. All JCI Senators registered with the World Secretariat of the Jaycees International who received their Senatorship and where a resident of the state of Indiana at the time they received their Senatorship are eligible for membership in this corporation.

All JCI Senators registered with the world Secretariat of the Jaycees International who received their Senatorship and reside in the state of Indiana are eligible for membership in this corporation.

Membership shall be for a period of one (1) year with the exception of Life Fund Membership. No person shall be eligible for membership who owes money to the Indiana Senate at the time of application for membership or at the time of membership renewal.

Section 2. Upon submitting application for membership, the applicant must submit his dues to the Treasurer. Only after dues are submitted shall the applicant be considered a member of the Indiana JCI Senate. No written application shall be necessary for renewal of membership.

Section 3. A member shall be in good standing who has complied with Article 1 of the Indiana JCI by-laws.

Section 4. Only members in good standing shall have the right to vote and hold office.

Section 5. The President of the Indiana Jaycees shall be an ex-officio member of the Indiana JCI Senate.

Section 6. Expulsion of any member of the Indiana JCI Senate shall occur when their membership as a JCI Senator has been revoked in accordance with the JCI Constitution and By-Laws.

Section 7. Associate Membership in the Indiana JCI Senate is hereby extended to all former members of the Indiana Jaycee Women who are legitimate recipients of the U.S. Jaycee Woman Congresswoman award, subject to the following provisions.

1. Associate membership entitles the associate member to all privileges of membership except the associate member shall not vote, shall not hold office and are not officially recognized by the U.S. JCI Senate.

2. Dues for the associate members shall be less than the dues of Indiana JCI members by the amount of dues normally paid to the U.S. JCI Senate.

3. Associate members shall be subject to all provisions of the spirit and body of the constitution and by-laws except where a conflict may exist due to the absence of being formally presented with a Senatorship recognized by the World Secretariat of the Junior Chamber International.

Section 8. Associate membership in the Indiana JCI Senate is hereby extended to all JCI Senators registered with the World Secretariat who received their Senatorship and do not comply with Article IV. Section 1 of the Indiana JCI Inc. Constitution and Article I Section 1 of these by-laws.

1. Associate membership entitles the associate member to all privileges of membership except the associate member shall not vote and shall not hold office.

2. Dues for the associate member shall be less than the dues of Indiana JCI members by the amount of dues normally paid to the U.S. JCI Senate.

3. Associate members shall be subject to all provisions of the spirit and body of the Constitution and By-Laws.

Section 9. It is the responsibility of each member to provide the Secretary of this corporation with their current mailing or electronic address.

Article II. Dues

Section 1. The annual dues for members shall be that amount as determined from time to time by a majority vote of the Board of Directors and approved by the membership at a membership or special meeting of this corporation. First payment of dues shall determine the member's anniversary date. Each succeeding year, the member's dues shall be payable on or before the anniversary date.

1. Members whose dues are in arrears for a period of ninety (90) days of their anniversary date shall be suspended from membership on the ninety-first (91) day. Notice of delinquency shall be mailed in written or electronic form to the last known address of the member whose dues are in arrears thirty (30) days after the due date. \

2. Members suspended for non-payment of dues may be reinstated by payment of current dues.

Section 2. Honorary Life Membership must be voted on at a Board Meetings but final approval shall be by vote of the membership at the Annual Meeting.

Section 3. **Life Fund Membership**

1. Life Fund Membership dues are a one time payment of $215.00.

2. Life Fund Member shall receive a Life Fund Member Name Badge with their assigned Life Fund number on the badge.

3. The Trustees shall pay the quarterly dues billing for all Life Fund members. Any additional interest after solvency may be transferred to the Indiana JCI Senate general fund with the unanimous approval of all trustees and all board members of the Indiana JCI Senate.

Article III. Government

Section 1. The government of this organization shall be vested in a Board of Directors comprised of a President, Vice President, Secretary, Treasurer, Past President, and Region Director from each Region in the State of Indiana all are subject to the will of the membership.

Section 2. There shall be one member of the Board of Directors elected by each regions dues paid senators during the annual meeting to serve as the Region Director for each region as defined by the Indiana Jaycees. Should a region not elect a Director the President may appoint a Director subject to the approval of the Board of Directors.

Section 3. The Board of directors shall have the control and management of the property of this organization subject to the approval of the membership. Funds of this organization can only be withdrawn from a Federally Insured Depositor with which they are on deposit by the signature from the Treasurer. All operating disbursements from this organization shall be by check only, and with prior approval of the Board. The board of directors and membership must approve all other disbursements.

Section 4. It shall be the duty of each member of the Board of Directors to attend all Board and Membership Meetings. Any Officer or Director who is absent without an approved excuse for absence from two (2) consecutive Board and/or Membership meetings shall be removed from office by 2/3 majority vote of the Board of Directors. A notice must be mailed ten (10) days prior to the meeting to remove a Officer or Director by written or electronic form to the last known address of the Officer or Director being removed and all members of the Board of Directors.

Section 5. Vacancies in the Board of Directors, or any office, shall be filled by the vote of the membership present at the next membership meeting. In no event shall such election be held without notification being mailed a minimum of thirty (30) days prior to the membership meeting to all Indiana JCI Senate members. In the event that the vacancy is a Region Director the dues paid Senators of that Region may elect a replacement at any membership meeting of this organization.

Section 6. **The Board of Directors shall:**

1. Examine and make recommendations on programs, philosophies and budgets.

2. Have power to reinstate members.

3. Approve delegations to the National and International conventions.

4. Conduct any other business as it may be presented from time to time.

Section 7. Ex-officio members of the Board of Directors shall not have a vote on the Board.

Section 8. A quorum shall be a minimum of three (3) members of the Board of Directors in consensus on all votes.

Section 9. Voting by the membership shall be required for the approval of all resolutions, to approve policy, to fill vacancies on the Board of Directors and to approve programs, philosophies and financial plans.

Section 10. An auditing committee shall be appointed by the President an shall consist of at least one (1) Past President and two (2) Life Fund members who are not trustees of the Life Fund. The President shall appoint the Chairman of this committee. This committee shall review Treasurer's financial report and audit all financial records, disbursements and total operating expenses making its report at the Annual Meeting. This auditing committee shall also conduct a review of the Life Fund Trustees accounts auditing all financial records, disbursement and operating expenses making its report at the Annual Meeting.

Section 11. **Life Fund Trustees**

1 There shall be three (3) member Life Fund Trusteeship's to control the life fund.

2 Trustees shall be elected on a 3 year rotating term of office with only one (1) trustee a year being elected for a three (3) year term. Only Life Fund Members shall be elected to serve as a Trustee. The elected Trustee shall assume office on June 1st following his or her elections. Trustees shall be limited to two (2) consecutive terms of office.

3 The election shall be held immediately after the Annual Membership Meeting each year with only Life Fund Members eligible to vote. The newly elected trustee shall take office on June 1st following the election.

4 The Life Fund Trustees shall provide a detailed income and expenses financial report to the Indiana JCI Senate at each of the membership meetings during the year.

5 The Trustees shall be responsible for assigning Life Fund numbers and name badges to new Life Fund members.

6 A detailed income and expense accounting of the Life Fund shall be submitted to the Treasurer of the Indiana JCI Senate by the Trustees ten (10) days prior to the membership meetings and Trustees shall also submit said report to the membership at each membership meeting.

7 The Trustees shall select their chairman following the annual meeting for that year. The Chairman shall make reports as in the by-laws and constitution of this organization.

8 The Trust may use investment opportunities available to secure the greatest amount of return for all or part of the Life Fund. To manage any risk, the Life Fund shall only be invested in securities with an investment grade of A,AA,AAA. Life Fund Trustees shall appoint a Financial Adviser to advise the Trustees on all matters of investment for the Life Fund.

Section 12. Removal from office of any member of the Board of Directors or a suspension of a Life Fund Trustee shall require 2/3 majority vote of the Board of Directors in any session. A determination of failure by the Board Member or Life Fund Trustee to meet the provisions outlined in these bylaws must be established. A notice must be mailed Ten (10) days prior to the meeting to remove or suspended by written or electronic form to the last known address of the officer or director being removed or trustee to be suspended and to all members of the Board of Directors is required. The Life Fund members shall then vote on removal of the Life Fund Trustee immediately following the next membership meeting with a 2/3 majority vote of the Life Fund Members present. A notice by written or electronic form to the last known address of all Life Fund Members must be mailed thirty (30) days prior to meeting to remove a Life Fund Trustee shall be required.

Section 13. The President may make additional appointments to non-voting assignments such as Parliamentarian and Legal Council. Appointments of Parliamentarian and Legal Council shall require approval of the Board of Directors. The President may appoint additional non-voting positions from membership at their desecration.

Article IV. Elections

Section 1. A Nominating Committee comprised of not less than two (2) or more than four (4) Past Presidents shall be appointed at the second membership meeting of the year.

Section 2. No member of the Nominating Committee shall be eligible for nomination for any office by action of the Nominating Committee.

Section 3. Sixty (60) days prior to the annual meeting the Nominating Committee shall submit to the Secretary in writing the names of candidates for election. The Secretary shall mail to the memberships last know address by written or electronic form, at least thirty (30) days prior to the annual meeting a list of all candidates.

Section 4. Nominations from the floor may be made immediately before balloting.

Section 5. Only members who are in good standing may accept a nomination and cast a ballot in elections.

Section 6. At the annual meeting there shall be elected a President, Vice President, Secretary, and Treasurer. All of who shall constitute the officers of this organization and shall serve a one (1) year term. There shall be one member of the Board of Directors elected by each Region's dues paid Senators to serve as their Region Director for each region during the annual meeting and they shall serve a one (1) year term.

Section 7. Voting by individual secret ballot shall be required for all contested offices and no person shall cast more than one ballot. Proxies shall not be recognized.

Section 8. Officers and Directors shall be installed at the Annual Meeting and shall take office on June 1st of each year. They shall present their planned year program and budget at the first membership meeting of their year.

Section 9. The immediate Past President of the Indiana JCI Senate shall be know as the Chairman of the Board and is a voting member of the Board of Directors.

Section 10. **Qualifications for election to office:**

1. President: Must be a member in good standing of the Indiana JCI Senate.

2. All other Elected Offices: Must be a member in good standing of the Indiana JCI Senate.

Section 11. A Life Fund meeting shall take place immediately following the Annual Membership meeting for the purpose of election of a Trustee. The outgoing President of the Indiana JCI Senate shall conduct this election.

Article V. Meetings

Section 1. **Annual Meetings:** The Annual Election Meeting of this organization shall be held on the same weekend as the Indiana Jaycees hold their second (2) trimester State Board of Directors Meeting of the year. This meeting is usually held in the month of May. The Annual Election and Membership Meeting shall be held on Saturday of this weekend. Notice of this meeting shall be mailed to each member at his or her last known address in written or electronic form, at least thirty (30) days prior to annual meeting and shall include date, time and location information.

Section 1a The date of the Annual Meeting may be changed to a different time and place upon approval of a majority of those present and voting. This vote shall take place no later than the second membership meeting of the calendar year of this organization. Notice of changes to the Annual Election Meeting date shall be mailed at his or her last known address in written or electronic form at least thirty (30) days prior to the new meeting date, and shall include date, time and location information.

Section 2. Membership Meeting: A membership meeting of this organization may be held on the same weekend as the Indiana Jaycees hold their State Board of Directors Meetings.

In the event that the Indiana Jaycees have not scheduled their BOD meeting sixty (60) days prior to there normal trimester meeting date, this organization may schedule a membership meeting that may conflict with the Indiana Jaycees BOD meeting scheduled less than sixty (60) days from their normal trimester meeting date. The President may set date time and place for such membership meeting. The president may also appoint a committee to plan and schedule any membership meeting that meets the intent of the section. Notice of changes to the Membership Meeting date, time or place shall be mailed at his or her last known address in written or electronic form at least thirty (30) days prior to the meeting, and shall include date, time and location information.

Section 3. The Board of Directors Meetings shall be held prior to the Membership Meeting on the same weekend or at any other date designated by the President.
The President shall designate the time and location of all meetings.

Section 4. Any reference to Jaycees in these by-laws shall mean the Junior Chamber of Commerce.

Article VI. Duties of Officers and Directors

Section 1. Each officer shall give an oral report to the Membership and a written report to the Secretary at the Annual Meeting identifying their official activities.

Section 2. The President is the chief executive officer of this organization and shall supervise the affairs and activities. They shall make an annual report to Membership at the first Membership Meeting following the election

Section 3. The Vice-President shall preside at Membership and Board Meetings in the absence of the President. The Vice-President shall also work with the President on Internal affairs such as membership, public relations and related internal programming. In addition the Vice-President shall work with the President on all External and International affairs conducted by the Indiana JCI Senate and be responsible for the hospitality at all meetings.

Section 4. The Secretary shall give the Secretary's report at each membership meeting. In addition they shall:

1. Issue notices of membership and special meetings.

2. Record and maintain minutes of all meetings.

3. Handle the correspondence for this organization.

Section 5. The Treasures shall give the Treasurer's report itemizing all income and expenses of this organization from the previous report at each membership meeting. In addition, they shall:

1. Issue notice of dues.

2. Maintain accurate accounting records for the disbursement and collection of all moneys for this organization.

Section 6. Region Directors shall give a region report at each membership meeting. In addition, they shall:

1. Act as the Senate Liaison to the Indiana Jaycees Region Director of their Region.

2. Coordinate regional meetings and socials as deemed fit with Senators in their Region.

3. Attend Board and Membership meetings as outlined in these bylaws.

Article VII. Committees

Section 1. A committee shall be know as a working body of this organization members to accomplish a specific goal.

Section 2. The Board of Directors shall determine the specific Internal and/or External committees necessary to accomplish this organizations yearly goals.

Section 3. All committee Chairman and Vice-Chairman and members shall be appointed by the President, subject to the approval of the Board of Directors.

Section 4. The President and Vice-President shall be ex-officio members of each committee. With the exception of the Auditing Committee.

Section 5. Committee Chairman shall maintain the necessary records and the committee shall meet as often as necessary to accomplish the committee's goals.

Section 6. At each membership meeting all committees with financial expenditures or income shall provide a written financial report to the Treasurer of the Indiana JCI Senate with detailed accounting of all income and expenses and shall also present said report to the membership during the meeting.

Article VIII Rules of Order

Section 1. The most recently revised Robert's Rules of Order shall govern the proceedings of all meetings of this organization and its constituent parts or as provided by the by-laws.

Article IX. Delegations

Section 1. Delegates are to consist of not more than two (2) officers with the President and the Chairman of the Board, and if either officer is unable to attend, then one other officer in descending order shall represent the vote and will of this organization at National and International Meeting. Such delegates shall exercise those powers vested in them by the Board of Directors. The delegate's registration fees to the USJCI yearend National Convention shall be paid from this organization's funds. The Board of Directors must approve the payment from this organization's funds.

Article X. Limitation and Non Interference

Section 1. Any official position taken by the Indiana JCI Senate must be approved in advance by the Board of Directors and approved by the membership.

Section 2. Any fund raising activities of the Indiana JCI Senate must be approved in advance by the Board of Directors and approved by the membership.

Section 3. The Indiana JCI Senate, as an organization; at any meeting, including but not limited to the Membership, Board of Directors or Appointed Committee; shall not undertake any consideration, vote Upon, endorse or announce any recommendations for any Jaycee Candidate seeking office within Local, State, National or International Jaycee organizations.

Section 4. The Officers appointed or elected, and Directors of the Indiana JCI Senate collectively or individually shall not participate actively in any manner in all election of Jaycee candidates seeking office in the Indiana, United State or Jaycee International Jaycees.

Section 5. The Indiana JCI Senate, in accordance with the limitations defined in Section 3 of this Article, shall not take any actions relating to the Jaycee programs, projects or activities except those in which the Indiana Jaycees has specifically requested assistance.

Section 6. The Indiana JCI Senate shall not initiate or engage in all community service programs except those in which the United States Jaycees or Jaycees International has requested assistance. The U.S. Jaycees or Jaycees International shall predicate the only exception to this rule upon the review and approval prior to the initiation of all such programs. This limitation shall not preclude contributions to or the establishment of all charitable activities.

Section 7. The limitations defined in this Article shall not preclude any JCI Senator still active Jaycee age, less than forty years of age, from participating in all activity of the Jaycee organizations; including elections either as a candidate or campaigner; and they are in fact encouraged to seek all Jaycee opportunities that they may still be eligible for by age. However, such activities must not be in the name of the Indiana JCI Senate or in any manner make such implication.

Section 8. JCI Senators attempting to serve the Indiana JCI Senate while concurrently serving in a Jaycee position may result in a conflict of interest or unintentional interference abuse, therefore:

1. A Senator shall not hold office in this Corporation while concurrently serving as an elected or appointed officer or Director at any level in the Jaycees.

2. The term of any officer of this corporation shall automatically expire if they become elected or appointed to any Jaycee Office, directorship or committee at any level in the Jaycee.

Article XI. Resolutions

Section 1. A resolution may be accepted by a simple majority of members present at all membership or special meeting.

Article XII. Amendments

Section 1. These By-Laws may be amended by a two-thirds vote by the members present at any membership or special meeting providing written or electronic notice of the proposed action has been mailed to each member at their last know address at least thirty (30) days prior to the meeting.

Section 2. A revision committee shall be appointed to present and develop proposed amendments for the action required in Article XII. Section 1.

INJCI By-Laws Amended

Revision effective March 1,2000
Revision March 1,2000
Revision March 27,2000
Revision May 16,2003
Revision February 7, 2004
Revision March 27, 2007
Revision July 19, 2008
Revision November 16, 2011