

ARTICLE I - MEMBERSHIP

- Section 1.** All JCI Senators registered with the World Secretariat of the Jaycees International are eligible for membership in this corporation, as provided in the constitution. Membership shall be for a period of one (1) year.
- Section 2.** No written application shall be necessary for renewal of membership. The Treasurer of the Minnesota JCI Senate shall submit dues notices to all members and only after dues are submitted to the Treasurer of this corporation may the applicant be considered a member of the Minnesota JCI Senate.
- Section 3.** A member shall be in good standing who has complied with the dues requirements contained herein.
- Section 4.** Only members who have received their Senatorship from the Minnesota JCI Senate or reside in the State of Minnesota and in good standing shall have the right to hold office or represent this corporation. Honorary life members of the Minnesota JCI Senate, and Associate members of the Minnesota JCI Senate, may not hold office in the Minnesota JCI Senate.
- Section 5.** The President of the JCI Minnesota shall be an ex-officio member of the Minnesota JCI Senate Board of Directors.
- Section 6. Types of Membership**
- A. Regular Members
All JCI Senators registered with the World Secretariat of the Jaycee International are eligible for membership in this corporation.
 - B. Honorary Life Members
Honorary Life membership may be presented by the Minnesota JCI Senate to an individual who is not eligible to receive a Minnesota JCI Senatorship, with approval of the board of Directors.
 - C. Friendship Award Winners
United States JCI Senate Friendship Award Winners that receive their award from the Minnesota JCI Senate will be recognized as an Honorary member of the Minnesota JCI Senate.

ARTICLE II - DUES

- Section 1.**
- A. The annual dues for regular members shall be twenty-five dollars (\$25.00). Annual billing date will be the quarter in which dues were paid. Unpaid Senators will be billed each odd year (ex: 2015) by June 1st.
- Section 2. Paid-Up Regular Life Membership**
- A. One-time payment of \$300; of which \$200.00 is for the “life fund”, and \$50.00 is for the “general fund”.
 - B. Senator will receive all issues of the Minnesota JCI Senate newsletter, and all issues of the U.S. JCI Senate magazine.
 - C. This Life Fund is a permanent asset, with the return being sent to the MN JCI Senate Foundation. MN JCI Senate Foundation will report on the Life Fund quarterly.

ARTICLE III - GOVERNMENT

Section 1.

- A. The government of this organization shall be vested in a Board of Directors comprised of a President, two (2) Vice-Presidents, Secretary, Treasurer, Past President who shall serve as Chairman of the Board, and three (3) Area Coordinators who are subject to the will of the membership.
- B. Descending order will be determined by the Board of Directors.

Section 2. The Board of Directors shall have control and management of the property of the organization subject to the will of the membership. Funds of the organization can only be withdrawn from the bank, where they are on deposit, by the signature of the Treasurer or President. Checks over \$300.00 require the signatures of both officers.

Section 3. It shall be the duty of each member of the Board of Directors to attend all Board meetings and membership meetings. Any officer who is absent from two (2) consecutive Board and/or membership meetings, without just cause, shall submit his/her resignation.

Section 4. Vacancies on the Board of Directors shall be filled by a vote of the Board of Directors. Any vacancies should be brought to the attention of the entire membership through an announcement in the Minnesota JCI Senate newsletter.

Section 5. The Board of Directors shall:

- A. Examine and make recommendations on projects and budgets to the general membership.
- B. Make voting recommendations for delegates at Regional or National JCI Senate meetings
- C. Conduct any other business as may be presented from time to time.

Section 6. Ex-officio members of the Board of Directors shall not have a vote on the Board.

Section 7. A quorum of the Board of Directors meeting shall be sixty (60) per cent of the Board of Directors.

Section 8. Voting by the Board of Directors will be required to approve policy and budget projections and to recommend programs and expenditures.

Section 9. Voting by the general membership of the Minnesota JCI Senate will be required to approve programs and expenditures.

ARTICLE IV - ELECTIONS

Section 1. At least forty-five (45) days prior to the annual meeting, candidates will submit to the Secretary, in writing, their intent to seek office. The Secretary will notify the dues paid membership, at least thirty (30) days prior to the annual meeting/elections, with a list of all candidates.

Section 2. Nominations from the floor, made immediately before balloting, must be approved by a two-thirds (2/3) vote of the dues paid members present.

Section 3. Only a member whose dues are currently paid will be allowed to cast a vote in the annual elections. Such dues paid certification will be provided by the Treasurer.

Section 4. At the annual election, there shall be elected a President, two (2) Vice Presidents, Secretary, Treasurer, and four (3) Area Coordinators, all of whom will constitute the officers of this corporation and will serve one (1) year terms or until their successors are elected.

Section 5. Voting will be by individual secret ballot and no one person will cast more than one ballot. Proxies will not be allowed.

- Section 6.** Officers will be installed at the Annual Meeting, and their term of office shall commence immediately after the U.S. JCI Senate National Convention.
- Section 7.** The immediate Past President of the Minnesota JCI Senate shall be known as the Chairman of the Board and is a voting member of the Board of Directors.
- Section 8.** Qualifications for election to office:
- A. **PRESIDENT:** Must be a member, in good standing, of the Minnesota JCI Senate, must have served on the Board of Directors of the Minnesota JCI Senate for at least one (1) year as an officer, and shall not be a member of the Executive Staff of the JCI Minnesota.
 - B. **OTHER OFFICERS:** Must be a member, in good standing, of the Minnesota JCI Senate and shall not be serving on the Executive Staff of the JCI Minnesota during the period of serving the Minnesota JCI Senate Board of Directors.

ARTICLE V - MEETINGS

- Section 1.** **ANNUAL MEETING:** An Annual Meeting of this corporation shall be held on a date to be determined by the President and approved by the Board of Directors. Said date shall be no earlier than March 1 and no later than May 31. Notice of this meeting will be sent to all dues paid members, at their last known physical address or electronic email address, at least thirty (30) days prior to the Annual Meeting.
- Section 2.** **REGULAR MEETING:** The regular meetings of this corporation may be held on the same weekend as the JCI Minnesota hold their State Meetings.
- Section 3.** The Board of Directors meetings shall be held at least four (4) times annually, at a location determined by the President.
- Section 4**
- A. For the purposes of this Section, electronic means any form of group communication conducted by any electronic or other means then available at the time of the meeting, which provides for remote access and participation, provided that the electronic means utilized is capable of providing access and participation by the voting members of such meeting.
 - B. In the event a meeting of the MN JCI Senate is cancelled due to strikes, lockouts, labor disputes, facility closures, fires, acts of God or public enemies, riots, incendiaries, interference by civil or military authorities, compliance with the laws, regulations, orders, or policies of any governmental authority, or other cause or circumstance beyond the control of the MN JCI Senate, the President may conduct such meeting by electronic means. In such event, notice of the date, time and means of the electronic meeting shall be provided to the membership not less than fourteen (14) days prior to the electronic meeting. In the event a meeting is cancelled less than fourteen (14) days prior to its scheduled date, notice of the date, time and means of the electronic meeting shall be provided to each member as soon as practicable.
 - C. The presence of a quorum at a meeting conducted by electronic means shall be established by the online list of participating members, unless any member demands a quorum count by audible roll call.
 - D. Each participant in any meeting conducted by electronic means is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

- E. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair may mute participants except when such member is speaking or voting.

ARTICLE VI – DUTIES OF THE OFFICERS

- Section 1.** The President is the Chief Executive Officer of this corporation and shall supervise its affairs and activities. He/she will make an annual report, to the membership, prior to elections.
- Section 2.** The President and Treasurer, at the Annual Meeting shall give an oral report to the membership. The Treasurer shall also provide a written report for the membership at that time.
- Section 3.** The 1st Vice President shall preside at meetings in the absence of the President and will oversee the programming areas.
- Section 4.** The 2nd Vice President shall oversee the duties of the Area Coordinators and the membership involvement programs.
- Section 5.** The Secretary shall give a report at each membership meeting. In addition, he/she shall:
 - A. Record and maintain minutes of all meetings.
 - B. Handle the correspondence of the corporation and maintain a proper filing system for future reference.
- Section 6.** The Treasurer shall give a report on the financial status, of the corporation, at each meeting. In addition, he/she shall:
 - A. Issue renewal notices for dues.
 - B. Maintain accurate accounting records for the disbursement and collection of all monies for the organization.
 - C. Handle the proper payment of all accounts payable, by this corporation, including but not limited to, the payment of dues to the U.S. JCI Senate.

ARTICLE VII - COMMITTEES

- Section 1.** A committee shall be defined as a working body, of this corporation's members, to accomplish a specific goal.
- Section 2.** The Board of Directors will determine the specific committees necessary to accomplish the corporations' annual goals.
- Section 3.** The President, subject to the approval of the Board of Directors, will appoint all committee Chair people and members.
- Section 4.** The President shall be an ex-officio member of all committees.
- Section 5.** Committee Chair people shall maintain necessary records, and the committee shall meet as often as necessary to accomplish the state goal and will give a report as requested at meetings.

ARTICLE VIII – RULES OF ORDER

- Section 1.** Robert's Rules of Order, newly revised, shall govern the proceedings of all meetings of the corporation and constituent parts, except as provided in the by-laws.

ARTICLE IX – DELEGATIONS

Section 1. Voting delegations shall consist of not more than two (2) officers, starting with the President and/or President-elect, and one (1) other, in descending order, to represent the vote and/or will of the corporation at the Regional and National Conventions and Meetings. Such delegates shall exercise only those powers vested in them by the Board of Directors.

ARTICLE X – LIMITATIONS AND NON-INTERFERENCE

Section 1. Any official position taken by the Minnesota JCI Senate must be approved, at a Board of Directors meeting, in advance.

Section 2. Any fundraising activities of the Minnesota JCI Senate or on behalf of the Minnesota JCI Senate shall be approved, in advance, by the Board of Directors.

Section 3. The Minnesota JCI Senate, as an organization, shall not undertake any consideration, vote upon, endorse, or announce any recommendations for any regular Jaycee candidate seeking office within the local, state, national, or international organization.

ARTICLE XI – RESOLUTIONS

Section 1. All resolutions shall be presented to the Board of Directors, of this corporation.

Section 2. A resolution may be accepted by a simple majority vote.

Section 3. Resolutions can only be presented by a dues-paid member, of the corporation, who is in good standing.

ARTICLE XII – AMENDMENTS

Section 1. These by-laws may be amended by a two-thirds (2/3) vote of the members present at any meeting, provided written notice of the proposed action has been given to each dues-paid member, at his/her last known address, at least thirty (30) days prior to the meeting.

Section 2. A Committee will be appointed to present and develop proposed amendments for the action required in Section One above.

ARTICLE XIII – SENATORSHIP APPLICATIONS

Section 1. The President of the JCI Minnesota, shall have final approval of all applications for a JCI Senatorship.

Section 2. All applications for a JCI Senatorship should be requested from the President of the Minnesota JCI Senate. He/she will then be available to assist the chapter in writing the application and shall present the application to the President of the JCI Minnesota for his/her review when completed.

Section 3. The Minnesota JCI Senate shall be allowed to honor a maximum of one (1) Jaycee per year, from the past, who has served the JCI Minnesota well, with a JCI Senatorship. The cost of the application may be the responsibility of the corporation, with approval of the Board of Directors, and this will be a Minnesota JCI-sponsored candidate.

Section 4. The funds collected from JCI Senatorship applications shall be submitted to the Treasurer of the Minnesota JCI Senate for deposit in the “general fund” of the corporation and shall be used to cover the expenses incurred by the Minnesota JCI Senate. All funds will be returned to the applicant’s chapter, if the application is not approved.

Revised May 2022

Minnesota JCI Senate Policies
Updated 4/30/2022

1. The only person(s) who should present a new Senatorship will be the President of the Minnesota JCI Senate and in their absence a member of the Board of Directors of the Minnesota JCI Senate. If the President or Board Member wishes to have a JCI Senator assist with the presentation of new Senatorships, this Senator shall be a member in good standing.
2. The Minnesota JCI Senate will sponsor Jaycee, New Jaycee and First Timers awards at each quarterly awards and annual awards. All funds to sponsor said programs will be designated and budgeted at the beginning of each new Minnesota JCI Senate year. These funds, which are to be determined by the MN JCI Senate, may differ each year based on available funds and projected fund-raising efforts. The funds will be paid to the JCI Minnesota at the beginning of their year.
3. The Minnesota JCI Senate Board of Directors will meet at least four (4) times annually, as per by-laws Article V Section 3, at a time and place designated by the Minnesota JCI Senate President. The meeting can be at, but are not limited to, the 3 JCI Minnesota Conventions (spring, fall, winter); the Minnesota JCI Senate Annual Meeting and the Minnesota JCI Senate Summer Board of Directors picnic/meeting.
4. The Minnesota JCI Senate Board of Directors will establish a publication schedule for the newsletter annually.
5. An annual budget must be presented for approval by the membership at the Spring Meeting.
6. All bills and receipts, including budgeted expenses, will be presented at a meeting to be voted upon for approval by those MN JCI Senators in attendance. Unless pre-approved by the MN JCI Senate Executive Board of Directors, the MN JCI Senate Treasury will maintain a minimum balance of \$500 except to pay membership dues to the US JCI Senate.
7. The President of the Minnesota JCI Senate shall have the authority to expend up to \$500.00 per year, without prior approval of the Board of Directors or the membership (discretionary funds). However, if the balance of the checkbook is \$1,000 or less, the President must get approval for these funds by the Board of Directors.
8. Reimbursement for pre-registrations and hotel accommodations shall be limited to the President of the Minnesota JCI Senate. Reimbursement shall be limited to the following events: JCI Minnesota Fall, Winter, and Spring Conventions; Minnesota JCI Senate Annual meeting; JCI Senate Region VI Fall and Spring Meetings; and 1 (one) registration to a US JCI Senate national convention OR board meeting. This reimbursement will occur upon presentation of receipt as per fiduciary guidelines. Hotel accommodations will be reimbursed at a maximum of one night's lodging, plus applicable taxes or \$100, whichever is less. The Treasurer of the MN JCI Senate shall pay room expenses to the hotel at the time of the meeting. If the Treasurer is unable to attend the meeting, the President can write the check to cover that expense to the hotel.
9. All returned (NSF) checks payable to the Minnesota JCI Senate will be handled by the Treasurer and President only. A phone call of notification to the check writer will be made by the Treasurer. After thirty (30) days if payment is not received a certified letter will be sent. Ten (10) days after receipt of certified letter if payment is not received the check be turned over to the proper legal authorities. A \$30.00 fee will be applied to all returned checks.
10. The Program Manager/Vice President structure of the Minnesota JCI Senate can be changed by a majority vote of the Board of Directors.
11. The planning of the Annual Meeting of the Minnesota JCI Senate is the responsibility of the President of the Minnesota JCI Senate.

- 12.** Notifications. Whenever these By-Laws of Policies require “notice” or “written notice”, such communications may be made in paper or electronic format to the last known physical or electronic address for the individual Senate member receiving such notice unless another form of notice is specifically requested in the relevant By-Law or Policy. The last known physical and electronic email address shall be that which is stored in the Senate Directory. Electronic formats shall include, without limitation, email and fax, and any other electronic forms of communication which come into widespread use and individual members receiving such notice is known to utilize such form of electronic communication. However, any electronic notice must be specifically sent to the individual members receiving notice. The mere posting of notice to a public website shall not constitute written notice unless specifically allowed in the By-Law or Policy requiring such notice; provided, however, that an electronic notice may refer the recipient to a website for the text of any document (proposed resolution, amendment, etc.) to be included with such notice. It is the Senator’s responsibility to notify a member of the current Board of Directors of any change to physical or electronic address.
- 13.** These Policies may be amended by a simple majority (50% plus 1) vote of the members present at any meeting, provided that written notice of the proposed action has been given to each dues paid member, at his/her last known address, at least ten (10) days prior to the meeting.