

TULSA JUNIOR CHAMBER OF COMMERCE

BY-LAWS

Effective Date: January 1, 2000

ARTICLE I – MEMBERSHIP

By-Law 1-1 Member in Good Standing

- A. Member in good standing is one whose dues and financial obligations to this organization are not in arrears and is between the ages of twenty-one (21) and thirty-nine (39) inclusive.
- B. Member in good standing shall be entitled to all the privileges of this organization as provided in these Constitution, By-Laws and Standing Rules.

By-Law 1-2 Regular Member

Regular Members shall have the right to hold elected office or appointed office, chair committees, serve on functions and activities of this organization as prescribed in these Constitution, By-Laws and Standing Rules.

By-Law 1-3 Sustaining Members

- A. Sustaining Members shall have all the rights of Regular Members except: the rights to hold, be elected or appointed to office; to chair committees; to vote; and to make motions.
- B. Sustaining Members shall also have the right to appoint any representative of their choosing to represent them at activities and functions of the chapter.

By-Law 1-4 Honorary Members

Honorary Members shall have all the rights of Sustaining Members.

By-Law 1-5 Application for Membership

- A. All applications for membership will be made in person and sponsored by a member in good standing of this organization at a regularly scheduled meeting of this organization.
- B. All applications for membership must be made in writing, and accompanied by the appropriate dues in full to be presented to this organization's Treasurer at that time.

ARTICLE II – DUES

By-Law 2-1 Regular Membership Dues

The minimum annual dues for a Regular Member shall be fifty (\$50) dollars per year, payable in cash or check. (Effective 1-1-99)

By-Law 2-2 Sustaining Membership

The minimum annual dues for Sustaining Membership shall be as follows, payable in cash, check, service or merchandise equivalent.

Corporation Individual

Bronze \$ 250.00 \$ 25.00

Silver \$ 500.00 \$ 50.00

Gold \$1,000.00 \$100.00

Platinum \$2,000.00 \$200.00

By-Law 2-3 Notice of Dues

Notice of dues owed shall be sent to the members sixty (60) days prior to his/her anniversary month.

By-Law 2-4 Arrears Status

- A. Any member whose dues are not fully paid on or before the first day of his/her anniversary month, or whose other financial obligations to the organization are not current, shall be in arrears.

- B. Any regular member shall lose the right to make motions and to vote while in arrears.
- C. Any regular member whose dues are not fully paid on or before the last day of his/her anniversary month shall be dropped from the rolls.

ARTICLE III – GOVERNMENT

By-Law 3-1 Board of Directors

The Board of Directors shall have control over the management of the funds, property and other affairs of this chapter, subject to the will of its General Membership.

By-Law 3-2 Funds

Funds of this organization shall be drawn only with the authority of the Board of Directors and by the signatures of any two of the following: the President, the Management Development Vice President or the Treasurer.

By-Law 3-3 Bonding

The officers authorized to sign checks shall be bonded in amount stipulated by the Board of Directors.

By-Law 3-4 Contractual Agreements

No officer, director or member of this organization has the authority to make any agreement or contract attempting to bind this organization, except as authorized by the Board of Directors. All contracts or agreements shall be signed by the President of the Management Development Vice President, and attested by the Secretary, unless otherwise specified in the motion of the Board of Directors authorizing such signature and execution.

ARTICLE IV – BOARD OF DIRECTORS

By-Law 4-1 Board of Directors

The Board of Directors of the Tulsa Junior Chamber of Commerce shall consist of:

- A. Not more than twenty (20) Directors and
- B. The following ex-officio directors
 - 1. President
 - 2. Management Development Vice President
 - 3. Individual Development Vice President
 - 4. Community Development Vice President
 - 5. Membership Development Vice President
 - 6. Treasurer
 - 7. Secretary
 - 8. Chairman of the Board
 - 9. Legal Council

By-Law 4-2 General Duties

- A. The duties and powers of the Directors of the Tulsa Junior Chamber of Commerce shall be such as are by general usage indicated by title of his/her office except as may be otherwise specified in these By-Laws.
- B. Each Director shall:
 - 1. Be responsible for their individual area.
 - 2. Be the assisting director over all projects in their area.
 - 3. Be the individual in charge of soliciting project chairmen as needed for their specific area.
 - 4. Be responsible for monthly communication with membership.
 - 5. Attend scheduled membership calling programs.
 - 6. Provide a status report of their directorship area at each Board of Director's Meeting.

By-Law 4-3 Term of Service

Each Director of the Tulsa Junior Chamber of Commerce shall serve for one (1) year, which shall commence on January 1 and end on December 31, or until a successor is elected and qualified.

By-Law 4-4 Eligibility for Office

To be eligible for election to the Board of Directors, a candidate must have been a Regular Member in good standing of the Tulsa Junior Chamber of Commerce continuously during the six (6) months immediately preceding the commencement of his/her term in office.

By-Law 4-5 Aging out During Office

Any member who has been elected to the Board of Directors, and who becomes forty (40) years of age before the expiration of his/her term may continue to serve in the position to which they have been elected until December 31 following the commencement of his/her term in office.

By-Law 4-6 Chairman of the Board

- A. The Immediate past President of the Tulsa Junior Chamber of commerce shall serve as an Ex-Officio member of the Board of Directors of the Tulsa Junior Chamber of commerce with the title Chairman of the Board.
- B. The Chairman of the Board shall be a Regular Member of the Tulsa Junior Chamber of Commerce. However, in the event that the individual so designated has passed the age of forty (40), he/she shall continue to serve with all rights and privileged including the right to vote for the remainder of his/her term as Chairman of the Board.
- C. Should the President become forty (40) years of age before the expiration of his/her term, he/she may also continue to serve on the Board of Directors as Chairman of the Board unit the year following his/her term of office as President.

By-Law 4-7 State Director

The President-Elect shall appoint a member, who upon approval of the General Membership as specified, shall serve as one of the organization's two (2) representatives on the Board of Directors of the Oklahoma Jaycees and the Tulsa Junior Chamber of Commerce.

ARTICLE V – ELECTIONS, VACANCIES AND REMOVAL FROM OFFICE

By-Law 5-1 Annual Elections

- A. The Annual Election of Officers shall be conducted during the regularly scheduled meeting held the third Thursday of November. Should there be a conflict on said date, the Board of Directors may, at their discretion, reschedule for the next General Membership Meeting.
- B. 1. Any Regular Member in good standing may cast his/her ballot in person and no proxies or absentee ballots will be recognized.

2. All members wishing to vote in Annual Election must have attended one regularly scheduled General Membership meeting and one other scheduled chapter function exclusive of Annual Elections.
- A. Notification of time and place of the Annual Elections must be given to the General Membership in writing in the Chapter's October publication or through special mailing at least thirty (30) days prior to the election.

By-Law 5-2 Vote Required for Election

- A. At the Annual Elections the elected candidate must receive the majority of the votes cast to be elected.
- B. If the time for nominating an Officer or Director shall have passed and the candidate for the position is unopposed, then the election of such Executive Officer or Director shall be by 'yes' or 'no' vote.
- C. In the event of two or more nominees tying for any of the offices to be filled and it is necessary to break such a tie, balloting will continue until a winner is decided.

By-Law 5-3 Absences and Vacation of Office

- A. Should any Executive Officer or Director miss fifty percent (50%) or more of the scheduled Board of Directors meetings during any three (3) consecutive months with the exception of excused absences, his/her seat shall be vacant.
- B. 1. Members of the Board of Directors wishing to have their absence excused must notify the

Chapter Secretary through the Chapter office prior to the beginning of the meeting.

2. The Executive Committee shall vote to approve or disapprove absences at the time of roll call by simple majority.
3. Any unexcused absences can be appealed at the next regularly scheduled Board of Directors meeting.

By-Law 5-4 Filling Vacancies

- A. A vacancy in an elected position occurring during the year shall be filled for the balance of the unexpired term by a qualified candidate elected by a majority vote of the regular membership at an election held at a regularly scheduled General Membership meeting.

- B. Notice of the time, date, place, and purpose of the election shall be given to the entire membership by phone and/or in writing at least fourteen (14) days prior to any such election. Proxies and absentee ballots shall not be recognized.
- C. If a vacant elected position is not filled with a qualified candidate at an election duly called for the purpose of filling said vacancy, the regular membership may vote to permit nominations of regular members in good standing who are not otherwise qualified. If it is voted to permit such nominations, then the vacancy may be filled by an active member in good standing without regard to notice, and in the manner specified above for the position.
- D. Procedures for election to fill vacancies by either qualified or non-qualified candidates approved to run by vote of the general membership shall be consistent with those for annual elections.
- E. In the absence of otherwise qualified candidates announced for the position by the deadline for filing, nominations may be accepted from the floor for members in good standing on the night of respective Executive or Director elections.

By-Law 5-5 Vote to Remove from Office

The Board of Directors for reasons which they may deem sufficient, may declare the seat of any member of the Board of Directors vacant by a two-thirds (2/3) majority of the Board of Directors at a closed meeting, provided that in no instance shall a member be unseated by less than a two-thirds vote of the Board of Directors to unseat; and provided the reasons for proposing the unseating shall be submitted in a letter to the President; and that the Board Member against whom such actions is being taken shall have the right to defend himself.

ARTICLE VI – OFFICERS

By-Law 6-1 Names of Officers

- A. The Officers of this organization shall be as follows:
 - 1. President
 - 2. 2. Management Development Vice President
 - 3. 3. Community Development Vice President
 - 4. Individual Development Vice President
 - 5. Membership Development Vice President
 - 6. Treasurer
 - 7. Secretary

By-Law 6-2 Terms of Office

Each Officer of the Tulsa Junior Chamber of Commerce shall serve for one (1) fiscal year, which shall commence on January 1 and end on December 31.

By-Law 6-3 Office of the President

The Tulsa Junior Chamber of Commerce shall have a President who shall:

- A. Have been a member currently in good standing of the Tulsa Junior Chamber of Commerce a minimum of twenty-four (24) months prior to election and have served on the Board of Directors no less than twelve (12) months of the immediate past twenty-four (24) months, of which six (6) months must have been the immediate six (6) months prior to the annual election.
- B. Supervise the organization's affairs and activities.

By-Law 6-4 Programming Vice Presidents

- A. The Tulsa Junior Chamber of Commerce shall have four (4) Programming Vice presidents which shall consist of the following:
 - 1. Management Development Vice President
 - 2. Individual Development Vice President
 - 3. Community Development Vice President
 - 4. Membership Development Vice President
- A. Eligibility
 - 1. They shall have served on Board of Directors of the Tulsa Junior Chamber of Commerce during the six (6) months immediately proceeding his/her term in office.

2. Or be a member of the Tulsa Junior Chamber of Commerce for a minimum of one (1) year and have his/her nomination approved by two-thirds majority of the General Membership at any regularly scheduled General Membership Meeting.

A. Duties

1. To be responsible for the areas as defined by the United States Junior Chamber of Commerce guidelines.
2. Be the advising officer over all projects and Directors in these areas.
3. Be responsible for the first four (4) questions of the Chapter Planning Guide in their respective areas, and present them before the Board of Directors by the second Board of Director meeting of the fiscal year.
4. Present a written quarterly report in their specific area of the Chapter Planning Guide per the United States Junior Chamber of Commerce guidelines.
5. Complete the year-end book for their specific area according to the United States Junior Chamber of Commerce guidelines.

By-Law 6-5 Treasurer

A. Eligibility

1. Shall have served on the Board of Directors of the Tulsa Junior Chamber of commerce during the six (6) months immediately preceding his/her term in office.
2. Or be a member of the Tulsa Junior Chamber of Commerce for a minimum of one (1) year and have his/her nomination approved by two-thirds majority of the General Membership at any regularly scheduled General Membership Meeting.

A. Duties

1. Submit a detailed financial report at each meeting of the Board of Directors in such for and detail as may be specified in the Standing Rules.
2. Shall make deposits of chapter funds within three (3) days of receipt and shall pay chapter bills within 30 days of receipt of billing.
3. Shall be responsible for issuing of notices for dues payable 60 days prior to the first day of the anniversary billing month.
4. Prepare the Chapter's annual budget with the Executive Committee and present it to the Board of Directors by the second Board of Directors Meeting of the fiscal year.
5. File tax records and payments as outlined by the United States Government for nonprofit organizations.
6. Keep all treasury reports up to date and in the chapter office.

By-Law 6-6 Secretary

A. Eligibility

1. Shall have served on the Board of Directors of the Tulsa Junior Chamber of commerce during the six (6) months immediately preceding his/her term in office.
2. Or be a member of the Tulsa Junior Chamber of Commerce for a minimum of one (1) year and have his/her nomination approved by two-thirds majority of the General Membership at any regularly scheduled General Membership Meeting.

A. Duties

1. Keep a permanent record of the minutes of all chapter meetings.
2. Act as office manager subject to the wills of the Board of Directors.
3. Keep a copy of all minutes, Project Planning Guides and Treasurer's reports in the chapter office and available to the General Membership.
4. Have all minutes and Treasurer's Reports permanently bound and placed in the chapter office at the end of the fiscal year.

ARTICLE VII – MEETINGS

By-Law 7-1 General Membership Meetings

- A. This organization shall hold meetings or functions semi-monthly for the General Membership. Any regular membership meeting may be canceled by a vote of three-quarters (3/4) of the membership present.
- B. Special meetings of the General Membership may be called by the President or Board of Directors and must be called by the President on receipt of a petition signed by twenty regular members. Notification of such special meetings shall be given the General Membership prior to the meeting, by the initiator.
- C. The regular members present at any General Membership Meeting of this organization shall constitute a quorum.

By-Law 7-2 Board of Directors Meetings

- A. The Board of Directors shall hold semi-monthly meetings. Any regularly scheduled board meeting may be canceled by a majority vote of the board members present.
- B. Special sessions of the Board of directors may be called by the President and must be called upon the receipt of a petition signed by at least one-half of the members of the Board of Directors. Notification of such a special session shall be given to all Directors.
- C. One-half (1/2) plus one (1) of the total Board of Directors in office including the Executive Officers, excluding excused absences shall constitute a quorum.

By-Law 7-3 Executive Committee Meetings

- A. The Executive Committee shall hold regular monthly meetings at a time and place to be determined by the President.
- B. Special sessions of the Executive Committee may be called by the President at any time and must be called upon receipt of a petition signed by two-thirds of the Executive Committee. Place and time to be determined by the President.

By-Law 7-4 Programming Evaluation Meetings

Regularly Programming Evaluation Meetings shall be held quarterly at a time and place to be determined by the President.

By-Law 7-5 Provision for Meeting Participation

In cases the body shall determine where a member attends a meeting of a body of which they are not a member, the part they may take in discussion.

By-Law 7-6 Robert's Rules of Order

Robert's Rules of Order shall govern the proceedings of all meetings of this organization and its constituent parts, except as may be otherwise provided in the Constitution, By-Laws and Standing Rules of the organization.

ARTICLE VIII – COMMITTEES

By-Law 8-1 Types of Committees

The four (4) types of Committees that shall be a part of this organization are: Project Committees, Standing Committees, and Special Committees.

- A. Project Committees shall be committees that are assembled to run a specific project.
- B. Standing Committees shall be committees that are assembled to perform a specific function for an indefinite duration.
- C. Selection Committees shall have the specific function of recommending individuals to receive special honors.
- D. The President as necessary shall appoint special Committees.

By-Law 8-4 Committee Oversight

All Committees shall be subject to the will of the General Membership and under the direction of the Board of Directors.

ARTICLE IX – DELEGATES

By-Law 9-1 Delegates to State Board Meetings

- A. The President and the State Director shall be the official delegates to any Oklahoma Board of Directors Meetings.
- B. At their discretion they may appoint a delegate of their choice in their place.
- C. Delegations shall be appointed by the President to represent the organization as may be necessary.

By-Law 9-2 Chairman of Delegation at State & National Convention

The immediate Past President of the Tulsa Junior Chamber of Commerce, if they should so desire, shall serve as Chairman of this organization's delegation to the State Convention and National convention immediately following his/her term in office.