




# The Apprentice School Jaycees Bylaws

Effective July 9, 2015

Director of Education Σ. H. Jordan Jr. Date 7-6-15  
Manager, Admissions, Athletics & Student Services David [Signature]  
Date 7/2/15



**THE**

## **JAYCEE CREED**

*We Believe:*

- That Faith in God**  
gives meaning and purpose to human life;
- That the brotherhood of men**  
transcends the sovereignty of nations;
- That economic justice can best be won**  
by free men through free enterprise;
- That government**  
should be of laws rather than of men;
- That earth's great treasure**  
lies in human personality;
- And that service to humanity**  
is the best work of life.

# THE APPRENTICE JAYCEES BYLAWS

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# THE APPRENTICE SCHOOL JAYCEES BYLAWS

Revised March 18, 2015

The Bylaws, Constitution, or Articles of Incorporation of a Local Chapter Member shall not be inconsistent with the provisions of Virginia Jaycees Chapter bylaws. No Local Chapter Member shall change or amend its bylaws, constitution or articles of incorporation in such manner as to be inconsistent with the provisions of the Virginia Jaycees Chapter Bylaws. Any Local Chapter Member in violation of the foregoing may be subject to revocation of its charter

## Article I

### Membership:

#### Section 1 – Active Student Members

Any student in good standing enrolled at The Apprentice School between the ages of eighteen (18) and forty (40), both inclusive, shall be eligible for active membership in this organization as provided in the Constitution.

#### Section 2 – Associate Student Members

Any student in good standing enrolled at The Apprentice School over the age of forty (40) or under the age of eighteen (18), who desires to be associated with this organization, may become an associate member. This person may participate in all activities but shall not vote nor hold office in this organization, except immediate past president.

#### Section 3 – Active Graduate Members

Any graduate of The Apprentice School who desires to be associated with this organization between the ages of eighteen (18) and forty (40), both inclusive, shall be eligible for active membership in this organization as provided in the Constitution. This person may participate in all activities and hold office temporarily in this organization until a current Apprentice School student decides to hold that position. Current students have priority over Alumni to hold office.

#### Section 4 – Associate Graduate Members

Any graduate of The Apprentice School over the age of forty (40), who desires to be associated with this organization, may become an associate member. This person may participate in all activities but shall not vote nor hold office in this organization, except immediate past president.

#### Section 5 – Life Members

Individuals who are or who have been members of the Apprentice School Jaycees may be conferred with Life Membership in The Virginia Jaycees Chapter in accordance with the bylaws and policies of the Life Member Association and Policies adopted pursuant to these bylaws. Life Members may neither hold office nor vote in The Virginia Jaycees Chapter or the Apprentice School Jaycees, unless the Life Member does so by virtue of active Individual Membership in the Apprentice School Jaycees.

## Section 6 - Applications

All applications for membership must be in writing accompanied by dues and sponsored by a member in good standing. The application must include but is not limited to:

- a) Name
- b) Mailing Address
- c) Phone
- d) Birthdate
- e) Email Address

## Section 7- Good Standing

All members must maintain good standing as defined by The Apprentice School Administration through the assigned faculty advisor, pay dues as outlined in Article II, ~~and~~ attend 50 percent of meetings, and scheduled chapter events. Any member not meeting these criteria will be declared as not in good standing and placed under review by the board and may have their membership terminated.

## Section 8 – Membership Roster

Each member shall send all address or contact information changes to the Membership Vice President. The Membership Vice President will then be responsible to notify the necessary parties within the chapter for contact purposes of each members information change and update the National Membership Database with those changes within ten (10) days of being notified.

## Section 9- Chapter Membership Requirements

As of December 31 of each year, the status of the Apprentice School Jaycees will be evaluated by the United States Junior Chamber of Commerce. Any chapter under twenty (20) individual members will be classified as a provisional local chapter member and not in good standings with the Virginia Jaycees Chapter.

## Article II

### **Dues:**

Local Chapters of the Virginia Jaycees chapter shall pay dues in the amount of \$10.00 for each member and \$25.00 for renewals. All such dues shall be payable annually in advance at such time as may be required by the applicable Bylaws of the United States Junior Chamber of Commerce.

### Section 1 - Active Members

The annual dues for active members, both student and graduate, shall be no less than the designated annual dues of the Virginia Jaycees Chapter and the United States Junior Chamber of Commerce.

## Section 2 - Associate Members

The dues of an associate member, both student and graduate, shall be no more than the designated annual dues of the Virginia Jaycees Chapter and the United States Junior Chamber of Commerce for active members. These dues shall also be paid upon the associate members' anniversary date.

## Section 3 - Life Members

**Life Membership Dues:** The chapter shall pay the dues of all Life Members from the time the Life Membership honor is received. The Chapter shall cease to pay the dues when the Life Member ceases to be an active member of the chapter.

## Section 4 - Delinquency and Termination of Membership:

A) Any member whose dues have not been received by the renewal date shall be delinquent and not in good standing. Notice of dues being owed shall be given to members thirty (30) days prior to renewal date. Any member delinquent for thirty (30) days shall have membership forfeited.

B) In the event of forfeiture, it shall be necessary for such former member to reapply for membership. The former member shall pay the full annual dues required for a new member including the required initiation fees, unless otherwise waived by the Board of Directors.

## Article III

### **Government:**

#### Section 1 - Board of Directors:

The control for the organization subject to the provision of Article V shall be vested in a Board of Directors consisting of the following:

- A) President of the Organization
- B) Vice Presidents of the Organization
- C) State Director of the Organization
- D) Secretary of the Organization
- E) Treasurer of the Organization
- F) Immediate Past President of the Organization/Chairman of the Board
- G) Faculty Advisor

#### Section 2 - Power of the Board:

A) The Board of Directors shall maintain general control and management of the property and business of the organization.

B) All the funds of the organization shall be deposited into such accounts as designated by the Board of Directors. All funds deposited therein shall be withdrawn by check signed by one (1) of the following:

- 1. Treasurer
- 2. President
- 3. Board member designated by the Board.

C) The Faculty Advisor advises the President and the Executive Council on financial matters and oversees the spending of and charging to the annual budget. The Faculty Advisor(s) supports the leadership development of the Executive Council and has authorization to sign contracts that the Executive Council members negotiate for events. The Faculty Advisor will serve as counsel to the Board of Directors to ensure the objectives, goals, and reputation of The Apprentice School is upheld.

#### Section 3 - Vacancies:

If an incapacity or vacancy occurs in the office of President, whether by resignation or otherwise, it shall be filled as follows:

- A) The Management Development Vice President shall assume the office and fulfill the balance of the term.
- B) Should the Management Development Vice President be unwilling or unable to fill the office of President, then the Individual Development Vice President shall assume the office and fulfill the balance of the term.
- C) Should the Management Development Vice President and the Individual Development Vice President be unwilling or unable to fill the office of President, then the Community Development Vice President shall assume the office and fulfill the balance of the term.
- D) Should the Management Development Vice President, the Individual Development Vice President and the Community Development Vice President be unwilling or unable to fill the office of President, then the Membership Vice President shall assume the office and fulfill the balance of the term.
- E) Should the Management Development Vice President, the Individual Development Vice President, Community Development Vice President, and Membership Vice President be unwilling or unable to fill the office of President, then the Chairman of the Board shall assume the office and fulfill the balance of the term.
- F) If an incapacity or vacancy occurs in the office of any Vice President, whether by resignation or otherwise, the President shall designate a successor subject to the approval of the Board of Directors, which successor shall assume the office and fulfill the balance of the term
- G) Should any vacancy occur in the Board of Directors by virtue of the resignation or other withdrawal of a President or State Director of a Local Chapter, the vacancy shall be filled by the Local Chapter. If such a vacancy remains unfilled for a period of sixty (60) days, the Regional Director for that Region shall appoint an Individual Member of that Chapter to fill the vacancy until such time as the Local Chapter fills the vacancy.

#### Section 4 – Removal of Officers:

- A) Appointed officers may be removed by the President subject to approval by a simple majority vote of the Executive Committee; provided, however, that removal of the Executive Vice President shall be subject to the terms of said officer's contract of employment.

## Article IV

### **Election and Term of Office:**

#### Section 1 – Term of Office

The Board of Directors to be elected during the month of November and shall serve one calendar year from the time of installment to that office. Installation of Officers typically occurs during the first meeting of the new calendar year, as discussed in Section 3 below. If the election or term of office of State Officials of the Virginia Jaycees Chapter shall change, then this organization's election date and/or term of office may be changed to coincide with that of the Virginia Jaycees. The Board may consist but is not limited to the following members and shall be elected in this order:

- 1) President
- 2) Business/Management Vice President
- 3) Community Development Vice President
- 4) Individual Development Vice President
- 5) International Development Vice President
- 6) Membership Vice President
- 7) State Director
- 8) Secretary
- 9) Treasurer
- 10) The outgoing President assumes the position of Chairman of the Board.

#### Section 2 - Nominations:

A) Not less than thirty (30) days prior to the annual election, the president shall appoint, with the approval of the Board of Directors, a Nominating Committee of not less than three (3) members.

B) The nominating committee shall, not less than ten (10) days prior to the annual election, decide upon and make recommendations to the members in writing, names of candidates for election.

C) No member of the Nominating Committee shall be eligible for any office by action of the Nominating Committee.

D) The Nominating Committee shall propose members in good standing to fulfill each expiring office to serve for one (1) year.

E) Additional names of members in good standing may be placed in nomination at the time of balloting by nominations received from the floor and duly seconded.

#### Section 3 - Elections:

A) Election for each office shall be by secret ballot.

B) A majority of the votes cast shall be necessary to elect any member to office. For the individual offices, the candidates with the highest number of votes shall compete in a run-off ballot if no candidate gains a majority in the first lot.

C) Officers and Directors shall take office on the first meeting of January, unless otherwise changed to coincide with the Virginia Jaycees Chapter.



## **Article V**

### **Meetings;**

#### Section 1 - Board of Directors:

A) All newly elected Apprentice Jaycees are required to attend the December Board of Directors meeting. Discussion of unfinished business will be carried over to the new fiscal year. Thereafter the Board of Directors will meet monthly. A copy of the Bylaws will be made available to all members of the Apprentice Jaycees to be handed out upon request.

B) Special meetings of the Board of Directors shall be called by the president or at the request of 2/3's members of the board.

C) Notice of all such meetings shall be sent by mail, e-mail, telephone or by person, at least one (1) day in advance of such meetings.

D) Fifty-one (51) percent of the Board of Directors shall constitute a quorum.

E) The Secretary shall keep a full and complete record of The Board of Directors and its proceedings, which shall be open to the members at any time.

#### Section 2 - Membership Meetings:

A) The organization shall hold a business meeting at least once a month. Twenty five (25) percent of the active membership shall constitute a quorum. A meeting date may be changed or a meeting may be eliminated by a two-thirds (2/3) vote of the Board of Directors.

B) Special meetings of the organization shall be called by the President at the request of 2/3's members of the Board of Directors or at the request of thirty (30) percent of the active membership.

C) Notice of all such special meetings will be sent by mail, e-mail, telephone or by person at least three (3) business days in advance of the meeting.

#### Section 3 - Terms of Session:

The calendar year of this organization herein referred to as a "term" shall be from January 1st to December 31st, unless otherwise changed by the vote of the members to coincide with the Virginia Jaycees and/or United States Junior Chamber of Commerce. This shall constitute a session of this organization.

#### Section 4 - Rules:

The current edition of the Robert's Rules of Order shall serve as a guideline for governing the order of business procedures at all meetings of this organization and the Board of Directors, except as otherwise provided in these By-Laws.

## **Article VI**

### **Duties:**

#### Section 1 - Officers:

The duties and power of each officer shall be those as are, general usage, indicated by title of such office, except as otherwise provided by the membership by these By-Laws.

#### Section 2 - President

A) The President shall preside at all meetings of the organization and the Board of Directors. In the event of his absence the line of command (as outlined in Article VI, Section 7) shall be followed.

B) The President shall be an Ex-Officio member of regular and special committees.

C) Subject to the approval of the Board of Directors, The President shall annually appoint the standing and special committee of the organization.

D) The President may require Board Members and Committee Chairs to make regular or special reports at such time as the President may prescribe.

E) The President shall be responsible for the affairs of the organization, and with the assistance of the other officers, shall execute and administer the policies of this organization as established by the Board of Directors and the membership.

F) The President shall serve in the State Board of Directors and shall represent the organization at all meetings of such board.

#### Section 3 – Vice President:

The Vice Presidents will assume the responsibility for disseminating communications concerning important activities to the general membership.

A) Business/Management Vice President will supervise business and networking opportunities and serve as the Public Relations Liaison, supervise the publication of the Chapter Newsletter, maintain the Articles of Incorporation and Chapter By-laws, and oversee the general management of the chapter.

B) Community Development Vice President will supervise the work of the Chairmen and committees for community service projects

C) Individual Development Vice President will be responsible for the Individual Development Programs set forth in the current Officers and Directors Guide

D) International Development Vice President will be responsible for the International Development Programs set forth in the current Officers and Directors Guide

E) Membership Vice President will supervise the retention, activation, and recruitment of members

#### Section 4 - State Director:

A) The State Director shall serve on the State Board of Directors and shall represent the organization at all meetings of such Board.

B) The State Director shall act as co-host, with the President, when the chapter is visited by a State or National Officer.

C) The State Director shall promote and prepare award entries for the State and National meetings and shall promote attendance of membership at such meetings.

#### Section 5 - Secretary

A) The Secretary shall keep a full and complete record of all proceedings of the organization, which record shall be open to the inspection of the members at any time.

B) The Secretary shall have charge of records of all meetings of the organization during their term of office.

C) The Secretary shall keep a full and accurate record of attendance at all membership, Board of Directors, and Executive Committee meetings. This account shall be recorded and made part of the minutes of said meetings.

D) In the absence of the Secretary the President shall appoint an individual to act as such to keep an accurate record of the meeting.

#### Section 6 - Treasurer

A) The Treasurer shall be responsible for the billing and collection of all dues and for supervising the billing and collection of accounts receivable with the respective Vice President.

B) The Treasurer shall be custodian of all funds of the organization. The Treasurer shall keep the books of record showing all itemized receipt expenditures and shall prepare a statement of financial condition for each meeting of the Board of Directors and the membership. Such records and statements shall clearly differentiate between internal, external and administrative income and expenses. The Treasurer will provide financial reports of the organization standings at all Apprentice Jaycee meetings.

C) The annual report of the Treasurer shall consist of the following:

- 1) Listing of all funds received
- 2) From whom funds were received
- 3) For what purpose funds were received
- 4) Expenditures of every kind

Treasurer's books of record shall be audited before an annual report is given at the end of a session.

#### Section 7 - Line of Succession:

A) The order of officers will be as such: President, Business/Management Vice President, Community Development Vice President, Individual Development Vice President, International Development Vice President, and Membership Vice President.

### **Article VII**

#### **Committee:**

##### Section 1 - Standing and Special

The Board of Directors shall determine the necessary committees required to carry out the aims and purposes of the organization.

##### Section 2 - Appointments

All committee chairmen and members shall be appointed by the President, subject to the approval of the Board Directors.

##### Section 3 - Services

A) All committees shall function until discharged by the President or as herein provided in these By- Laws.

B) All committees in effect on January 1st of each year shall continue to function for an additional thirty (30) days unless discharged prior to that time or extended by the newly elected President.

##### Section 4 - Power

All committees shall exercise only those powers specifically vested in them by the Board of Directors.

**Article VIII**

**Delegation:**

Section 1 - Authorized Delegates of the Virginia Jaycees Chapter:

- A) Delegate: President
- B) Delegates: President/State Director
- C) Delegates: President/State Director/Past President
- D) Delegates: President/State Director/Past President/Past State Director

Any delegate in excess of four (4) shall be appointed by the President subject to the approval of the Board of Directors.

**Article IX**

**Amendments:**

Section 1 – Notice:

A) Written notice that amendments to these By-Laws are proposed shall be given to each member at least five (5) days in advance of the meeting where such action will be presented.

B) The time and place of the meeting shall accompany the notification of such proposed amendment.

Section 2 - Meetings:

These By-Laws may be amended by a two-thirds (2/3) affirmative vote of the active members of Quorum present at any meeting of this organization provided Section 1 requirements have been complied with. Article 3 Section 1.G – The Board of Directors has been amended to include the Faculty Advisor.

Accepted and approved on March 26, 2015 by:

- Linda McMillian- Faculty Advisor
- Sean Brady- Faculty Co- Advisor
- Sarah Gentry- Faculty Co- Advisor
- Glenn Skinner- President
- Aleshia Jackson- Business Management VP
- LaShonda Pearson- Secretary
- Thatania Taylor- Treasurer

- Tamieka Williams- Chairman of the Board
- Sin Yi – Community Development VP
- Nathaniel Henry- Membership VP
- Devonna Fehr- Director of Fun
- Elisha Davis- Individual Development VP
- Melanie Cruz – International VP

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