

## By-Laws

Revised December 1, 2008

### 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 but shall not vote nor hold office in this organization, except immediate past president.

##### 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 - Applications

All applications for membership must be in writing accompanied by dues and sponsored by a member in good standing.

##### Section 6- 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.

### Article II

#### Dues:

##### 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 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 and the United States Junior Chamber of Commerce for active members. These dues shall also be paid upon the associate members' anniversary date.

Section3 - 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 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:

Vacancies on the Board of Directors will be filled by the appointment by the President subject to the approval of 2/3's of the Board of Directors.

**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 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, must be done in person.
- B) After each ballot is cast for the respective office the vote shall be counted and the results announced before the balloting for the next office. After said announcement the floor may be opened for nominations before the ballot for the next office is cast.
- C) 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.
- D) Officers and Directors shall take office on the first meeting of January, unless otherwise changed to coincide with the Virginia Jaycees.

## Article V

### Meetings:

Section 1 - Board of Directors:

- A) The Board of Directors shall meet and organize immediately after the election of officers. It shall also meet once a month prior to the first monthly meeting and at such other times and places as may be decided.

- 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 anytime.

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 - 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 4 - Vice Presidents

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 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 anytime.
- 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.
- 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:

- 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.