

**MARYLAND JCI SENATE**  
**CONSTITUTION & BY-LAWS**

**ARTICLE I – NAME**

The name of this organization shall be the Maryland Junior Chamber International Senate, herein referred to as the “Senate” and shall be incorporated as a non-profit organization. The organization may also be known as the Maryland JCI Senate.

**ARTICLE II - AFFILIATION**

This organization shall be and is hereby affiliated with the United States JCI Senate and is subject to its constitution and by-laws insofar as they affect and prescribe the function of this organization.

The President and Vice-President of the Maryland JCI Senate shall be members of the United States JCI Senate Board of Directors as prescribed in the United States JCI Senate by-laws. The President may appoint substitutes, as permitted, to ensure that the organization is represented at United States JCI Senate Board of Directors and Annual meetings.

This corporation shall not be affiliated with any other duly constituted Jaycee organization.

**ARTICLE III – OBJECTIVES**

The objectives of the Senate shall be the following:

- A. To encourage and enhance the Jaycee spirit and provide for social contact and fellowship among the JCI Senators of Maryland.
- B. To promote the JCI Senate program.
- C. To encourage local chapters to nominate deserving past and present Jaycees for recognition as a JCI Senator.
- D. To be non-partisan, non-profit and non-sectarian in its objectives and activities.
- E. To maintain a role of non-interference in the affairs and activities of the Jaycee organization, at any level of its structure.
- F. To assist the Maryland Jaycees and Jaycee chapters as invited, asked or requested.

## ARTICLE IV – CREED

We hereby adopt the following as our creed:

*“We believe:*

*That faith in God gives meaning and purpose to human life;*

*That the brotherhood of man 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.”*

## ARTICLE V – MEMBERSHIP

### SECTION 1 MARYLAND SENATOR

- A. Any JCI Senator residing in the state of Maryland, or any JCI Senator, regardless of residency, who received his/her Senatorship by action of a Maryland Jaycee chapter, through the Maryland JCI Senate Forgotten Senator program, or declared Maryland as their primary Senate organization, shall be considered a Maryland Senator and a member of the Senate.
- B. Membership in the Maryland JCI Senate is available to Senators from other states or countries upon payment of Maryland JCI Senate annual dues.

### SECTION 2 CLASSES OF MEMBERSHIP

- Regular Member: Any Maryland Senator who has paid current annual membership dues to the Maryland JCI Senate and is enrolled as a dues paid member in good standing.
- Life Member: Any member who has paid Life Member dues to the Maryland JCI Senate. Life membership is no longer available.
- Associate Member: Any Maryland Senator who has not paid Regular or Life Member dues to the Maryland JCI Senate.
- Supporting Member: Any Senator who has paid Maryland Senate annual dues and does not claim Maryland as their primary membership state.

### SECTION 3 VOTING MEMBER

Only Regular and Life Members shall be permitted to make a motion and vote on Maryland Senate business during regular and special meetings of the Senate.

## **ARTICLE VI – GOVERNMENT**

### **SECTION 1 BOARD OF DIRECTORS – MEMBERS**

The elected and appointed officers and the Chairman of the Board shall make up the Board of Directors of the Senate

### **SECTION 2 BOARD OF DIRECTORS – POWERS**

Subject to the will of the membership, the Board of Directors shall be the governing body of the Senate. It shall have no power to create any indebtedness and no obligation or expenditures shall be incurred beyond the amount of funds on hand. The Board cannot modify any action taken by the membership. The Board may generally do and perform any and every act that the Senate may lawfully do and perform and do all things necessary and not inconsistent with the laws of the state of Maryland and the Senate By-laws, Standing Rules, and Policies, in order to promote the objectives of the Senate. Power shall be vested in the Board of Directors to act on behalf of the membership to conduct such business as may be necessary to carry out the objectives of the Senate.

### **SECTION 3 OFFICERS**

- A. **PRESIDENT:** The President shall be the chief executive officer of the Senate and the official representative of the Senate. He/she shall preside at all meetings of the Board of Directors and the General Membership and shall call such meetings as provided for in these Bylaws. He/she shall uphold the Constitution and By-laws of the Senate. He/she shall appoint such committees as from time to time may be necessary to conduct the business of the Senate and shall be an ex-officio member of each such committee except the Nominating and Elections Committee.
- B. **VICE-PRESIDENT:** The Vice-President shall perform the duties of the President in case of absence or disability of the President. He/she shall have the responsibility to promote the growth of the Senate membership and shall undertake any program he/she deems appropriate in this charge, subject to funding and the approval of such expenditures by the Board of Directors. He/she shall also be responsible for advising and coordination of the Directors in their duties. He/she shall oversee the fund-raising activities of the Senate, which may include a 50/50 raffle at meetings. The Vice President shall oversee the judging and administration of the MD JCI Senate Scholarship Program. He/she shall coordinate the lunch venue after Quarterly Senate meetings. In addition, he/she shall perform those duties as may be assigned to him/her by the President.
- C. **SECRETARY/CHAPLAIN:** The Secretary/Chaplain shall be the custodian of all records of the Senate. He/she shall act as recording secretary for all Board of Directors, General Membership and Special meetings. In addition, he/she shall be responsible for sending out cards and/or communicating with Senate members and their family for birthdays, condolences and special events. The Secretary/Chaplain shall also provide invocation at all meetings. In addition, the Secretary/Chaplain shall perform those duties as may be assigned to him/her by the President.
- D. **TREASURER:** The Treasurer shall keep complete and accurate accounts of receipts and disbursements of all financial transactions of the Senate. He/she shall be responsible for the

(quarterly) membership dues billings and coordinate payment of Life Member dues from the Life Member fund. He/she shall also encourage and promote membership in the Senate. The Treasurer shall also report quarterly to the Board of Directors and General Membership the financial status of the Senate. In addition, he/she shall perform those duties as may be assigned to him/her by the President.

E. **DIRECTORS:** There shall be four Directors. In addition to specific responsibilities as stated, Directors will promote membership in the Maryland Senate, shall act as advisors to Jaycee groups requesting information and/or assistance, and help in communicating with the membership as necessary. The four Director positions, with specific responsibilities, shall be as follows:

- **HOSPITALITY DIRECTOR:-** Shall be responsible for maintaining the hospitality supplies of the Senate and coordinate provision of food and drink for hospitality rooms at Jaycee/Senate functions.
- **ADMINISTRATIVE DIRECTOR** Shall be responsible for maintaining the Senate Membership Directory and publishing an updated Directory to the membership at a minimum each quarter. He/she shall also be responsible for communicating news and items of interest to the membership
- **SOCIAL DIRECTOR:** Shall be responsible for promoting and coordinating all social activities for the Maryland Senate other than those events held at hospitality rooms during official Senate events. He/she shall also be responsible for enhancing social communication among Senators including, assisting the newsletter editor in securing promotional material about future social events for inclusion in the newsletter.
- **JAYCEE LIAISON:** Shall be the primary liaison between the Maryland Jaycee Board of Directors and Program Chairs and the Senate. He/she shall coordinate all requests for assistance from the Maryland Jaycees. This includes, but is not limited to, providing judges for Jaycee competitions, and coordinating requests for financial assistance. He/she shall coordinate any U.S. JCI Senate Jaycee supported program(s) such as Return the Favor. The Jaycee Liaison shall be responsible for the collection participant information and submission of data to the National Program Manager to meet any submittal deadlines.

F. **CHAIRMAN OF THE BOARD:** The immediate Past President shall serve as Chairman of the Board and shall act as an advisor and consultant to the President. He/she shall serve as chairman of the Nominating and Elections Committee and shall be the presiding officer during the annual elections.

#### **SECTION 4 SUPPLEMENTAL BOARD OF DIRECTORS MEMBERS**

The President may appoint additional members, as needed, to the Board of Directors with approval of the Board of Directors. They may include, but are not limited to, directors to coordinate US JCI Senate Programs. Such additional members shall be recognized as non-voting members of the Board of Directors. These may include the following positions:

- **SOCIAL MEDIA DIRECTOR:** Shall be appointed by the President and shall be responsible for disseminating all social media information pertaining to the MD JCI Senate.

- NEWSLETTER EDITOR: Shall be appointed by the President and shall be responsible for publishing quarterly and special editions of the Troubadour as perceived necessary by the President and the Board of Directors.
- WEBMASTER: Shall be appointed by the President and shall be responsible for designing, updating and overseeing the management of the Senate website.

## **SECTION 5 QUALIFICATIONS**

The members of the Board of Directors shall be voting members of the Senate and shall possess the following qualifications:

- A. The President shall have served as a member of the Board of Directors for two (2) years with one being the year prior to his/her election.
- B. The Vice President shall have served as a member of the Board of Directors for one (1) year within two years of being elected as Vice President.
- C. Any other candidate for the Board of Directors must have been a Regular or Life Member of the Senate for at least six (6) months prior to the election.
- D. No member of the Board of Directors may hold or seek any Jaycee office or appointment at any level of Jaycees during their term of office.

## **SECTION 6 VACANCIES**

- A. Vacancies on the Board of Directors shall be filled by appointment by the President with the advice and consent of the Board of Directors. Such appointees shall serve until the next regular election.
- B. If vacancy is for the office of President, the Vice President shall complete the remainder of the term of office. The two-year requirement to serve as President can be waived if the Vice President has not met that requirement.

## **SECTION 7 TERMS OF OFFICE**

Terms of elected office shall be one (1) year, effective June 1. The elected President and Vice-President may not succeed themselves. All other elected officers may succeed themselves, but not to exceed two (2) terms.

## **SECTION 8 REMOVAL FROM OFFICE**

Any officer may be removed from office as a result of failure to fulfill the duties of said office or for conduct detrimental to the best interests of the organization. Said removal must follow the following procedure:

- A. A petition stating the charge shall be filed with the Secretary and signed by a majority of the Board of Directors or by a majority of Regular and/or Life Members.

- B. The Secretary shall notify each voting member in writing at least twenty (20) days before the question will be placed on a meeting agenda.
- C. Said officer shall be provided written notice of the charge at least twenty (20) days before the question is to be placed on a meeting agenda.
- D. The petitioners shall present their case first; said officer shall be heard second and the vote shall be taken third. A two-thirds (2/3) majority of those voting shall be necessary to remove said officer from office.
- E. Should said officer be the Secretary, the Treasurer shall receive and distribute the petition. Should said officer be the President, the Vice-President shall preside during the removal proceedings. No removal proceedings shall be conducted more than once based on the same evidence.

## **ARTICLE VII – ELECTIONS**

The following outlines the procedure for election of officers at the Annual Meeting:

- A. Prior to the Annual Meeting the Nominating and Elections Committee shall prepare a slate of qualified candidates. Such slate shall be communicated to each voting member along with the Notice of Election at least fifteen (15) days prior to the election
- B. After the list of qualified candidates is reported to the membership, the floor will be open for further nominations.
- C. The elections will be held in the following order: Directors, Secretary, Treasurer, Vice President and President.
- D. All candidates must be Regular or Life Members in good standing and receive a majority of the votes cast in order to be elected.
- E. Absentee ballots and proxy votes shall not be permitted.

## **ARTICLE VIII – MEETINGS**

### **SECTION 1 ANNUAL MEETING**

The annual meeting of the membership shall be held in the month of May.

### **SECTION 2 MEMBERSHIP MEETINGS**

General membership meetings of the organization shall be held at least semi-annually.

### **SECTION 3 BOARD OF DIRECTORS MEETINGS**

The Board of Directors should meet twice per year in executive session.

### **SECTION 4 SPECIAL MEETINGS**

Special meetings may be called by a majority of the Board of Directors or the President.

### **SECTION 5 NOTICE OF MEETINGS**

All regular and life members shall receive notice of the date, time and location of all general membership or special meetings at least fifteen (15) days prior to said meeting.

## **ARTICLE IX – DUES**

### **SECTION 1 REGULAR MEMBERS**

The annual dues for Regular Members of this organization shall be twenty-five (25) dollars. Dues shall be payable annually on the first day of the member's anniversary month according to the renewal date supplied by the United States JCI Senate. New members may pay their initial dues at any time.

### **SECTION 2 LIFE MEMBER FUND**

This is a separate fund created from the dues of existing life members collected prior to May 31, 2008. A payment of \$5 per life member will be made to the MD JCI Senate treasury annually in May to cover the dues of life members paid to the US JCI Senate

### **SECTION 3 ASSOCIATE MEMBERS**

No annual dues shall be assessed to Associate Members although user fees may be applicable. Such user fees may include, but are not limited to, increased registration fees for Senate functions.

### **SECTION 4 SUPPORTING MEMBERS**

The annual dues for Supporting Members of this organization shall be equal to Regular Member Dues. Dues shall be payable annually on the first day of the member's anniversary month according to the renewal date supplied by the United States JCI Senate. New members may pay their initial dues at any time.

### **SECTION 5 UNITED STATES JCI SENATE**

Each Regular, Life and Supporting Member shall be submitted as a member of the United States JCI Senate unless the member requests, in writing, to be excluded from such membership.

## **ARTICLE X – BUDGET**

**SECTION 1** A proposed annual budget shall be presented to the membership for approval at the first membership meeting after June 1. This budget shall balance projected income and expenditures for the year.

**SECTION 2** Both the Fiscal Year and the Senate year of the organization shall commence on June 1 of each year and terminate on May 31 of the next year. All requests for reimbursement must be submitted to the Treasurer for the prior fiscal year by July 1<sup>st</sup> to be considered for payment.

**SECTION 3** Changes to the budget shall require a majority vote of the membership.

## **ARTICLE XI – COMMITTEES**

### **SECTION 1 STANDING COMMITTEES**

All Standing Committees, except the Nominating and Elections Committee, shall be appointed by the President. Additional Standing Committees may be established by amendment of the By-laws.

- A. Nominating and Elections Committee: This committee shall have as its chairman the Chairman of the Board and its duty shall be to select the slate of candidates for the next year's elections. In addition to the Chairman of the Board, two past presidents shall be members of the committee. The Chairman of the Board may appoint other members as may be necessary.
- B. By-laws Committee: This committee shall have the responsibility for examining the By-laws from time to time at the direction of the Board of Directors for the purposes of recommending changes to the By-laws to benefit the Senate.
- C. Review Committee: This committee shall consist of five Past Presidents of the Maryland JCI Senate with appointments made by the President. At the request of the President of the Maryland Jaycees, this committee shall have the responsibility of reviewing applications of prospective JCI Senators in an advisory capacity only to ensure that all questions have been properly answered and the fees have been remitted. The committee shall assist in tracking the application through the several approval steps to insure the Senatorship is returned in a timely manner. The Senate President shall then advise the President of the Maryland Jaycees as to the recommendation of the committee. Under no circumstances shall the recommendation of the committee be deemed to be an approval or disapproval of the application. It shall serve purely as a guidance and recommendation to the President of the Maryland Jaycees. The final decision for approval or denial of a JCI Senate application is solely up to the discretion of the President of the Maryland Jaycees.

### **SECTION 2 SPECIAL COMMITTEES**

The membership or the Board of Directors shall approve the creation of Special Committees as may be necessary to fulfill the expressed objectives of the Senate. Such Special Committees shall exercise powers as shall be conferred upon them by the membership or the Board of Directors.

## **ARTICLE XII – RULES OF ORDER**

### **SECTION 1 RULES OF ORDER**

The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of all meetings of the organization in matters not specifically provided for in the By-laws.

### **SECTION 2 STANDING RULES**

The operating policies and practices of the Senate shall be outlined in numbered Standing Rules, attached to these By-laws as Appendix A. These Standing Rules may be proposed or amended at any membership meeting or Board meeting with a majority vote of those members present and voting, provided they are not in conflict with these By-laws.



### **ARTICLE XIII – OBLIGATING THE ORGANIZATION**

No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate this organization except by authorization of the Board of Directors.

### **ARTICLE XIV – SUBSIDIARY ORGANIZATIONS**

The Senate, with approval of the Board of Directors, has the power to establish subsidiary organizations. These organizations may have their own Constitution and By-laws, so long as they do not conflict with the Senate By-laws and the laws of the state of Maryland.

### **ARTICLE XV – SEVERABILITY**

If a Court of competent jurisdiction declares any provisions of these By-laws to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of these By-laws shall continue to be separately and fully effective.

### **ARTICLE XVI – AMENDMENT**

#### **SECTION 1 PROCEDURES**

These By-laws may be amended by two-thirds (2/3) majority of the voting members present at any regular or special meeting provided that all regular and life members shall receive notice of the proposed amendment at least ten (10) days prior to the date of such meeting.

#### **SECTION 2 EFFECTIVE DATE**

These By-Laws shall take effect immediately upon a vote of the membership.

(Approved: August 9, 1997)

(Amended: August 21, 1999)

(Amended: August 13, 2005)

(Amended: March 1, 2008)

(Amended: November 7, 2009)

(Amended: January 24, 2015)

(Amended: May 11, 2019)

## APPENDIX A STANDING RULES

### Article 1 Mid Atlantic Institute

- The Maryland Senate recognizes that the JCI Senate states in Region II & III comprise the Mid Atlantic Institute (MAI)
- Region III is comprised of the District of Columbia, Maryland, Virginia, and West Virginia
- Region II is comprised of Delaware, New Jersey, New York, and Pennsylvania
- The Mid Atlantic Institute will hold an annual end of year meeting in the March / April timeframe. The purpose of the meeting is to conduct an end of year Region Caucus as well as a joint MAI Region meeting for the election of the announced NVP candidate from each region
- The Regions will alternate hosting and chairing the annual MAI meeting.

### Article 2 National Vice President – Region III

- The Region III typical line of succession of candidates for the office of Region III NVP rotates in the following order: Maryland (2016-17), West Virginia (2017-18), Virginia (2018-19)
- If any state does not wish to put forth a candidate, the next state in line has the option to fill that candidacy.
- The Maryland Senate Past Presidents are each given the opportunity to run for Region III NVP in order of their terms of office.

### Article 3 Oath of Office

- All in attendance shall rise during swearing in ceremony.
- During the ceremony the individual's right hand shall be raised.
- The following oath of office shall be administered to the newly elected officers and directors:

“I do solemnly swear that I will faithfully execute the office of (*say your office*) of the Maryland JCI Senate, and will, to the best of my ability, serve as a living example of this organization's philosophies and beliefs, and that I will uphold the Constitution, Bylaws and Policies of this organization so help me God.”

Congratulations and welcome will be extended.

### Article 4 Maryland Senate Insignia

- The official Maryland JCI Senate insignia(s) shall be the Maryland Senate Shield and the Troubadour



## **Article 5 New Members**

- New dues paying members shall be introduced at the subsequent Maryland Senate meeting and announced in the Senate Newsletter.
- New members shall be provided the following:
  - A current list of Maryland Senate officers
  - A copy of the Maryland Senate Constitution and By-Laws
  - A copy of the current budget

## **Article 6 Maryland JCI Senate Scholarship Program**

- The Maryland JCI Senate Foundation, Inc is organized exclusively for educational, charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- The Maryland JCI Senate Foundation provides financial support for the Maryland JCI Senate scholarship program

## **Article 7 Projects / Chairmanships**

- Each project that incurs expenses over \$500 shall have an approved budget and written plan prior to implementation.
- Project Chairmen shall make periodic project status reports to the Senate Vice President for tracking purposes.
- Project Chairmen shall keep receipts and financial records for reimbursement. These shall be submitted to the Senate Treasurer in accordance with standard accounting procedures as established by the Treasurer.
- Upon project completion a written project summary to include quantifiable financial material and manpower information for future reference shall be submitted to the Secretary

## **Article 8 Senate Products**

- Each Maryland Senator is encouraged to purchase an official Maryland JCI Senate shirt(s). The shirt is to promote unity and association with the Maryland Senate at local events and projects as well as National US JCI Senate meetings and events,
- Other Maryland JCI Senate items such as golf shirts, hats, scarves, etc. may also be made available for purchase.
- A products chairman shall serve at the will of the Board of Directors

## **Article 9 Presidents Advisory Board**

The Presidents Advisory Board shall be comprised of those past Maryland JCI Senate Presidents who attend a membership or special meeting of the Maryland JCI Senate. The role of this committee is to advise and make recommendations to the President of the Maryland JCI Senate and the Board of Directors on matters pertaining to the operations of the Maryland JCI Senate. Those matters or issues may originate from any Maryland Senator. The chair of this committee is the immediate Past President of the Maryland JCI Senate.

## **Article 10 Life Member Fund Administration**

- The President shall appoint three (3) current Life Members to a Standing Life Member Dues Committee. The committee shall be appointed to an initial Five (5) year term.
- The committee members shall each become the signatories to the Life Member CD Fund account.
- The responsibility of the Committee is to request a Life Member dues billing from the Maryland Senate Treasurer upon notification of the upcoming CD maturity. Upon receipt of the dues billing they must have the invoiced amount transferred from the CD to the Maryland Senate within the ten (10) calendar days after the CD's maturity.
- The CD account balance as of its last maturity date of May 6, 2018 was \$9,866.30. The CD is a 12-month vehicle currently held at M&T Bank.
- The bank typically sends a letter to the designated signatory a month prior to the maturity date. A withdrawal for life member dues billing must be made within the ten (10) calendar days after the maturity date. This is typically a transfer from the CD account to the Maryland JCI Senate operating account.
- The Life Member Dues Committee shall provide the Maryland JCI Senate Treasurer the new account balance based on the bank's renewal letter. This should then become part of the Treasurers report to the membership.

Standing Rules:

Added & Approved: (May 11, 2019)