

**Jack and Jill of America, Inc.
Alexandria –Mt. Vernon Chapter**

Teen Bylaws

Article I. Name

The name of this organization shall be the Alexandria-Mt. Vernon Teens of the Alexandria-Mt. Vernon Chapter of Jack and Jill of America, Inc.

Article II. Purpose

The purpose of this organization is to bring together the teens of Alexandria-Mt. Vernon Chapter on a monthly basis in order to provide a constructive exchange on education, cultural, civic, recreational and social levels and to promote the projects of the national and regional organization as they pertain to the teens group.

Article III. Membership

Any teenage, age 13 years old and above who is in good standing and actively participates in the local chapter. Teens who are members of this group and participate in Teen activities are governed by these bylaws.

Section 1. Active teens shall attend a minimum of five (5) meetings, and five (5) group and teen service project activities.

Section 2. Active teens shall be financial in accordance with Article VI – Finance.

Article IV. Officers

Section 1. The elected teen officers shall be the President, Vice President, Recording Secretary, and Treasurer.

Section 2. The Teen Executive Board shall appoint a Corresponding Secretary, Parliamentarian, Editor, Chaplain and Sergeant-at-Arms.

Section 3. The term of office shall be one year. Officers shall serve no more than two consecutive terms in the same office.

Section 4. Candidates for office must meet the following eligibility requirements.

- a. All candidates shall be active and financial members of the chapter.
- b. All candidates shall meet the attendance requirements in accordance with Article III, Section 1.
- c. Candidates for President and Vice President must have attended one (1) cluster and one(1) teen conference.

Article V. Duties of Elected and Appointed Officers

A. President

- Shall preside at all meetings
- Shall assure that an agenda is available at all meeting
- Shall enforce the bylaws of the Alexandria-Mt. Vernon Teen Group
- Shall serve as ex-officio member of all committees except the Nominating Committee
- Shall act as a delegate for the Teen Regional Conference
- Shall represent the Chapter at Cluster meetings and Teen Summits.

- B. Vice President
Shall act as President in the absence of the President at meetings, clusters, conferences and other regional/national meetings
Shall act as an alternate for the Teen Regional Conference
Shall publish the annual Teen Program Booklet
- C. Recording Secretary
Shall conduct the roll call at meetings
Shall record the minutes of all chapter and teen executive board meetings
Shall maintain accurate and complete files of all written reports and correspondence submitted by officers and committees.
Shall prepare agenda at the direction of the President
Shall act as the President in the absence of both President and Vice President
- D. Treasurer
Shall collect all teen dues no later than October meeting
Shall maintain financial ledger of all monies collected
Shall issue receipts and provide a report of all monies to Executive Board, Teen Advisor, and Chapter Financial Secretary.
Shall give all monies to the Chapter Financial Secretary along with receipt
Shall chair the Budget committee and prepare budget for presentation each March for the upcoming program year.
- E. Corresponding Secretary
Shall read all correspondence at business meetings
Shall issue all meeting notices and be responsible for all communications necessary for informing the membership
Shall help the recording secretary with duties and service in the absence of the Recording Secretary.
- F. Parliamentarian
Shall assist the President in maintaining parliamentary procedures during the business meetings.
Shall acquaint members with parliamentary procedures and the chapter bylaws.
Shall chair the bylaws committee.
- G. Editor
Shall write articles for publication in chapter newsletter and Teen Regional Newsletter
Shall submit written articles to chapter Editor for submission to Up –the-Hill, regional and national publications , and local newspapers.
Shall take photographs at teen events.
- H. Sergeant-at-Arms
Shall assist the President in maintaining order during business meetings.
Shall collect any fines as set by the membership.
- I. Chaplain
Shall present inspirational reading at beginning of each meeting.

Article VI. Finance

Section 1. Teens shall pay dues no later than the October meeting. The amount of dues will be established at the May meeting (after the budget is approved in April).

Section 2. Chapter and Regional dues as well as all assessments must be paid in order to be financial and in good standing. All teens must be financial to register for the teen conference and be eligible for office.

Section 3. A member who fails to pay dues cannot participate in chapter teen activities.

Section 4. A teen who attends boarding school must pay chapter and regional dues and all assessments.

Article VII. Elections

Section 1 The Nominating Committee shall present nominations of officers at the March meeting. Officers shall be voted on at the April meeting and installed on or before May 31st.

Section 2. Each candidate must be active, financial, and in good standing.

Section 3. Each member who is present shall cast one(1) vote by secret ballot.

Section 4. Officers shall be elected by a majority of the members present and voting. Majority means more than half present and voting.

Article VIII. Conferences/Clusters

Section 1. The President and Vice President shall represent the Chapter as delegate and alternate at the annual teen conference. In the instance that the President and Vice President are unable to attend the next elected officer will represent the chapter.

Section 2. In order to attend the Teen Conference, a teen must be active, financial and in good standing and met the attendance requirements of five (5) meetings and five(5) group activities, and participated in the service project.

Article IX. Standing Committees

Section 1. The standing committees are as follows:

- Community Service Project Committee
- Fundraising Committee
- Nominating Committee
- Bylaws Committee
- Tee Shirt Committee
- Budget Committee

Section 2. Duties of the Standing Committee

- a. Community Service Project Committee shall plan and coordinate the service project for the teen group.
- b. Fundraising Committee shall plan and coordinate the fundraising project(s) one year in advance of the fundraiser. Voting on the fundraiser shall be held at the April general meeting prior to the fundraiser.
- c. Nominating Committee shall develop and present a slate of candidates for elected offices at the March meeting and conduct the election at the April meeting.
- d. Bylaws Committee shall publish and maintain chapter bylaws and prepare amendments for ratification as needed. The Parliamentarian will chair the bylaws committee.
- e. Tee Shirt Committee shall submit a recommended tee-shirt for the Teen Conference at the January meeting for voting and shall oversee the production and receipts of chapter tee shirts prior to the Teen Conference.
- f. Budget Committee shall prepare and submit to membership a proposed budget for the upcoming year no later than the March meeting.

Article X. Meetings

Section 1. General Meetings

- a. There shall be nine(9) general meetings per year with the last meeting in June serving as the meeting graduation party for the end of the year, where graduating teens will be honored and new teens welcomed.
- b. The first business meeting is to be held in September and each month thereafter.
- c. A special meeting of the general body may be called at the order of the President or the Executive Board. Members must be informed in writing of the agenda for all special meetings. This notification must be received at least five days prior to the meeting.
- d. A quorum shall consist of one-third (1/3) of the entire membership, a majority vote of the members present at that time shall be necessary except where otherwise stated in these bylaws.

Section 2. Executive Board

- a. The Executive Board shall consist of the elected and appointed officers and chairpersons of standing committees.
- b. The Executive Board shall meet regularly prior to the general meeting.
- c. All meetings of the Executive Board shall be open to the general membership.

Section 3. Duties of the Executive Board

- a. Pan general meeting agenda.
- b. Receive all committee plans and suggestions and make specific recommendations to the membership.
- c. Receive and review written officer/committee reports prior to general meetings.
- d. Empowered to act for the organization in case of an emergency.

Article XI. Amendments

The bylaws may be amended by submitting an amendment in writing to the Executive Board. After review of the Executive Board, amendments= will be presented to the membership at least 30 days prior to voting on the proposed amendment.

- a. An amendment must receive two-thirds (2/3) vote of the membership present and voting after 30 days notification to the membership of consideration to amend.
- b. Amendments must be by secret ballot.

Article XII. Parliamentary Authority.

The parliamentary authority for this organization shall be the Roberts Rules of Order newly revised edition.