

BY-LAWS  
OF THE  
JUNIOR CIVIC LEAGUE  
OF  
CHILLICOTHE, OHIO

**ARTICLE I**  
**“NAME”**

The Name of this organization shall be “The Junior Civic League of Chillicothe, Ohio”, hereinafter sometimes called the League.

**ARTICLE II**  
**PURPOSES**

The purposes of this organization are:

- (1) To act a charitable and educational organization
- (2) To serve actively in the civic development of Chillicothe and Ross County
- (3) To promote interest in public welfare, moral values and cultural development
- (4) To receive contributions and to perform fund-raising activities for total distribution back to community organizations. These organizations must be organized and operate exclusively for charitable purposes and have been granted tax exempt status under Title 5 of the Internal Revenue Code (or any future corresponding provisions of the United States Internal Revenue Law).

**ARTICLE III**  
**MEMBERSHIP**

Membership of the League shall consist of three classes, namely: Active, Inactive and Sustaining. Combined Active and Inactive membership shall not exceed sixty women.

Section 1. Classes of Membership

- (a) Active members are those who attend meetings in accordance with Article X, Section 1, serve on at least one standing committee or the Executive Board, actively participate in the functions of the League and are current with dues. Active members shall be women between the ages of 21 and 48.
- (b) Inactive members are those who are current with dues and are temporarily excused from Active membership at the discretion of the Executive Board. This excuse may not exceed 12 months total during membership term, or at the discretion of the Executive Board. They may not hold office, vote or present names for membership.
- (c) Sustaining members are those who have paid sustaining dues, have served on the Executive Board or chaired a committee, and have either:
  - (1) Reached the age of 48 or,
  - (2) Served six years or more as Active members in good standing.Sustaining members may not hold office, vote or present names for membership.

**ARTICLE IV**  
**ELECTION OF MEMBERS**

Section 1. Proposed Members

Proposed members shall not be over 42 years of age.

- (a) Each candidate shall be proposed by one eligible Active member and shall be endorsed by two eligible Active members. The names of each candidate shall be submitted to the Membership Secretary, together with the qualifications, on the

form provided by the League, at the September or February board meeting (whichever is appropriate).

Section 2.

Proposers

- (a) An eligible Active member shall be active for eight months prior to proposing or endorsing a new member.
- (b) Each eligible Active member may not propose more than one name and endorse two names per nomination period.
- (c) An eligible Active member may not propose or endorse a sister, sister-in-law, daughter, daughter-in-law or first cousin.

Section 3.

Proposal and Election

- (a) Proposal forms shall be made available at the business meeting, which is three meetings prior to elections.
- (b) The Membership Secretary shall present the names of those being considered for membership to the League twice. Once, one business meeting prior to the meeting for the election of new members, and again at the meeting for the election of new members. New members will be elected twice a year, in October and March.
- (c) No candidate shall be informed in any way that she is being considered for membership in the League.
- (d) A quorum must be present to vote on prospective members.
- (e) Each member shall vote for as many candidates as she feels would be effective as members. The names shall be voted upon by secret ballot. Prospective members must receive the votes of one-half of all members voting. These votes shall be counted by three tellers appointed by the President. Should there be a last place tie, which would increase the League membership over sixty, those involved in the tie will be voted upon again. In a re-vote, whichever name receives the most votes will be invited to join. The women whose names are thus accepted shall be invited to join.
- (f) After the election of new members has taken place, the "Proposal for Membership" forms shall be kept by the Membership Secretary for one year and then destroyed.
- (g) An absentee ballot may be delivered or phone to the Membership Secretary or the President before the meeting to elect new members.

**ARTICLE V**

**EXPULSION, RESIGNATION AND RE-INSTATEMENT OF MEMBERS**

Section 1. Members may be expelled for cause by unanimous vote of the Executive Board. Notification shall be made by letter. Failure to comply with the By-Laws of the League and unsatisfactory service shall be causes for expulsion. Once expelled, the member may never return to the organization.

Section 2. Members are permitted no more than three absences from regular meetings during the fiscal year. Presence at set-up and breakdown of Gala is considered equivalent to one meeting: missing one or both of these will constitute one absence.

Section 3. If a conflict arises and a member misses or anticipates missing more than three meetings, the Executive Board must be contacted in a timely manner. The Board will have the following options:

- (a) Member goes on inactive status.
- (b) Member resigns in good standing.
- (c) Member goes sustaining in accordance with Article III, Section I, (c), (2).

Failure to contact the Board will result in expulsion.

Section 4. Written or telephone excuses to a Board member are required for non-participation in all meetings and projects or the League and must be received before the meeting or project to be missed.

Section 5. Requests for change of status shall be made in writing, signed by the member and delivered to the Corresponding Secretary for the consideration of the Board at its next meeting.

Section 6. Member who wish to be reinstated to the League must contact the Executive Board. Only members resigning in good standing may be reinstated to any class of membership at any time by a unanimous vote of the Executive Board.

## **ARTICLE VI** **EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the Officers of the League as defined in Article VII.

Section 2. The Executive Board shall have general charge and control of the affairs, funds and property of the League. Further, the Executive Board shall enforce the By-Laws.

Section 3. All vacancies arising among officers, except those of the President and Vice President shall be appointed by the Board until expiration of the respective term of the office vacated.

Section 4. All vacancies arising in the office of Vice President shall be resolved by a special election in accordance with Article IX.

Section 5. In the event that both the President and the Vice President are unable to fulfill their duties, then the Parliamentarian will serve as President until a special election can be held in accordance with Article IX.

## **ARTICLE VII** **OFFICERS AND DUTIES**

Officers of the League shall consist of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Advisor, Membership Secretary and Parliamentarian.

Section 1. The President shall be the Chief Executive Officer of the League and shall be an ex-officio member of all standing and special committees. Upon retirement from the office, she shall serve as Parliamentarian during the next term. She shall preside at all general meetings and at the meetings of the Executive Board. She shall keep a card file of the activities of each member. She shall help the Vice President, Treasurer and Financial Advisor prepare the annual budget.

Section 2. The Vice President shall assist the President and shall assume all duties of the President in her absence and will be promoted to the office of President should the President fail to serve her term. She shall present lessons on parliamentary procedure when needed. She shall prepare the annual budget. She shall automatically become the presidential nominee for the following year.

Section 3. The Recording Secretary shall keep the minutes of the meetings of the League and the Executive Board. She shall mail minutes to Active and Inactive members prior to the following meeting. At the end of the fiscal year, she shall compile a newsletter containing a list of the League's community contributions and activities and send to sustaining members.

Section 4. The Corresponding Secretary shall conduct the general correspondence of the League and perform such other duties as may be required of her by the Executive Board. She shall keep a current list of the names and addresses of all members and their classifications. She shall submit meeting notices and club notes to the media on a monthly basis.

Section 5. The Treasurer shall receive all moneys (except Gala Proceeds), pay bills approved by the Executive Board and maintain proper financial records. She shall present a financial report to the club each business meeting. She shall serve as an advisor in the disbursement of all League funds (except Gala Proceeds). She shall notify the members who are delinquent in paying their dues after the sixty-day period from the beginning of the fiscal year. She shall prepare the annual budget.

Section 6. The Financial Advisor shall be the past Treasurer. She shall be responsible for preparation of the annual budget. She shall be responsible for any necessary income tax forms to be filed. She shall be responsible for the year-end review of the League's financial records. All requests for community contributions shall be reviewed by the Financial Advisor and presented to the membership at time of voting. She will also maintain a history of financial contributions to organizations to be presented to membership as requested.

Section 7. The Membership Secretary shall compile and maintain a scrapbook of all League activities for the year. She shall serve as a contact person for new members and the League. She shall enforce the proposal and endorsement of new members. She shall send letters on invitation to the newly elected members. She shall explain the obligations involved in membership to all new members. She shall distribute nametags and notebooks. She shall be the chairperson of the orientation committee.

Section 8. The Parliamentarian shall be the authority on rules of order. She shall be the past President of the League or shall be appointed by the Executive Board. She shall present the slate of officers to the general members to be voted upon. Should the President or Vice President fail to serve her full term, the Parliamentarian shall assume the temporary duties of that office until a special election can be held.

## **ARTICLE VIII ELECTION OF OFFICERS**

Section 1. Nominations

- (a) Nominations from the eligible Active Members shall be submitted to the Parliamentarian by the third Tuesday in February. Nominations must include the member's name and the office(s) to be considered.
- (b) Eligible Active Members shall be active for one year prior to being nominated for an office.

Section 2. The Parliamentarian must contact each nominee for approval of her nomination.

Section 3. The slate of officers, which shall consist of all accepted nominations received by the Parliamentarian, will be mailed in the form of a ballot, with the February minutes.

Section 4. The completed ballots shall be collected at the March general meeting. A signed absentee ballot may be delivered to the Parliamentarian prior to the March meeting by those unable to attend the meeting. The votes shall be counted by the Parliamentarian, President and Vice President. The candidate receiving the greatest number of votes shall be elected. Results of the election will be announced in the March minutes. In event of a tie, a re-vote will be taken at the April general meeting.

Section 5. A quorum of Active members must be present for the election of officers.

Section 6. Term of Office.

- (a) The terms of officers shall be one year.
- (b) The term of office shall coincide with the fiscal year.

## **ARTICLE IX SPECIAL ELECTIONS**

Section 1. All vacancies arising in the office of President or Vice President under special circumstances as stated in Article VI, Section 4 or President and Vice President positions as stated in Article VI, Section V, shall be submitted to the Parliamentarian prior to the next general meeting following the resignation(s).

Section 2. The Parliamentarian must contact each nominee for approval of her nomination.

Section 3. The completed ballots shall be collected at the following general meeting. A signed absentee ballot may be delivered to the Parliamentarian prior to that meeting. The votes shall be counted by three tellers appointed by the President. The candidate receiving the greatest number of votes shall be elected. Results will be announced and the candidate will assume the responsibilities of the office immediately. In the event of a tie, a re-vote will be taken immediately.

Section 4. A quorum of members must be present for the special election.

## **ARTICLE X MEETINGS**

Section 1. The League shall meet once each month for the transaction of business during the year, except for July and December.

Section 2. Additional general meeting may be held at the discretion of the Executive Board.

Section 3. At all meetings, Robert's Rules of Order shall be the parliamentary authority for all matters not specifically covered by the bylaws or by any special rules of procedure adopted by the League.

Section 4. A quorum of League shall consist of one-half of its Active members.

Section 5. A general meeting cannot be conducted unless a quorum is present.

Section 6. In order for a motion to carry, an affirmative vote by a majority of the Active members present is required. The only exception to this is stated in Article XV of the Bylaws.

## **ARTICLE XI FEES AND DUES**

Section 1. All classes of members shall pay their dues by the June general business meeting to avoid a penalty. Members paying dues after the June meeting shall pay a \$10.00 penalty. Members who have not paid their dues by the September general business meeting shall be liable for expulsion without reinstatement.

Section 2. Dues for members shall be as follows:

|                    |   |
|--------------------|---|
| Active members     | Thirty (\$30.00) per year   |
| Inactive members   | Thirty (\$30.00) per year   |
| Sustaining members | Forty (\$40.00) upon submission of the request letter for sustaining status to the Board. |

Section 3. Dues for members joining in October shall be fifteen dollars (\$15.00) for the remainder of that fiscal year; thereafter, their dues shall be the same as all Active members.

## **ARTICLE XII COMMITTEES AND DUTIES OF THE COMMITTEES**

Section 1. The standing committees shall be those which represent the vital League activities and administration.

Section 2. Chairman of these committees shall be appointed by the President. It is recommended the Christmas Tree Gala chair be an eligible, active member for a period of one year prior to the appointment.

Section 3. Duties of the Standing Committees

- (a) Ways and Means. It shall be the duty of the ways and means committee to present ideas for moneymaking projects to the League and to oversee the completion of these projects. Fundraising activities must be discussed with the Executive Board and approved through majority vote by general membership.
- (b) Social. It shall be the duty of the social committee to arrange the social affairs of the League.

- (c) Project Service. It shall be the duty of the project service committee to direct the work of the League in various civic activities other than moneymaking projects. The coordination of League Representatives to other organizations (example Bookworm summer reading program) shall also be the duty of this committee. League representatives may be volunteers from the League not just members of the project service committee.
- (d) Gala. It shall be the gala committee to plan and oversee the primary fundraising event of the fiscal year. All League members shall be a member of one of the gala subcommittees.
- (e) By-Laws. It shall be the duty of the by-laws administrator to review the by-laws and create a committee as needed. She will also maintain the updated history of the Junior Civic League for all members.

Section 4. Special Committees may be formed as needed to facilitate the work of the League and shall diband upon completion of the project. Chairmen of these committees shall be appointed by the President.

Section 5. It shall be the duty of the outgoing chairmen at the end of their fiscal year to fully inform, in writing, the President and incoming committee chairmen of the annual activities and respective duties of their committees. This yearly written review will be kept in a committee chair folder to be passed to the next chair.

Section 6. Members shall not serve two consecutive years on the same committee unless advancing to the chairman position. Upon approval of Executive Board and Gala Chair(s) (for gala activities), a member may, upon written request, chair a committee two years consecutively.

### **ARTICLE XIII FISCAL RESPONSIBILITIES**

Section 1. The fiscal year shall be from May 1 through April 30.

Section 2. Financial records

- (a) The books and accounts of the League shall be kept in accordance with sound accounting practices. The League shall maintain a Gala Account and a General Operating account. At the end of the fiscal year, a year-end review of the League's financial records shall be prepared by the Financial Advisor and made available for the inspection by the League.
- (b) All moneys generated from the Gala shall be deposited in to the Gala account. All other moneys received by the League shall be deposited in to the General Operating account. No part of the any moneys raised by the League shall benefit any individual member of the League.

Section 3. Dissolution

- (a) In the event of a dissolution of the Junior Civic League, the Executive Board, or someone appointed by the Executive Board, shall be responsible for winding up the affairs of the League in accordance with the Ohio Revised Code Section 1702, et seq. In winding up the Leagues affairs, all assets shall be applied first to satisfy all known obligations of the League, including debts, liabilities and contractual agreements, so far as feasible. Thereafter, any remaining assets shall be applied so far as disbursements to such organizations which must be organized and operate exclusively for charitable purposes and have been granted tax-exempt status under Title 5 of the Internal Revenue Code (or any future corresponding provision of the United States Internal Revenue law). Thereafter, any remaining assets shall be applied as may be directed by the Ross County Court of Common Pleas.

### **ARTICLE XIV PROCEEDS DISBURSEMENT**

Section 1. A fundraising Gala is held once per fiscal year. Its proceeds are distributed through grants to community organizations that are organized and operate exclusively for charitable purposes and have been granted tax exempt status under Title 5 of the Internal Revenue Code (or any future corresponding provision of the Internal Revenue Law). Any community organization may submit a grant

application to the League for consideration. The Gala Treasurer's responsibilities include receiving and distributing all Gala funds. Gala proceeds are distributed using the following grant proceed disbursement policy.

- (a) August 1—grant application period opens.
- (b) September 1—grant application period closes.
- (c) September general meeting Gala proceed applicants list is presented to general membership. This list includes applicant's name, dollar amount requested, and description of project. Any comments regarding this list shall be submitted in writing, to the proceeds chairperson within one week.
- (d) October general meeting—an Executive Board approved proceeds package shall be presented to the general membership for discussion and vote.
- (e) November—Gala is held and proceeds are deposited into Gala account. All but \$6,000.00 must be disbursed by the next Gala. The \$6,000.00 withheld will be used to fund annual commitments. Actual disbursement of this amount will be determined by the Executive Committee. Remaining funds will be disbursed by the Gala Treasurer with Gala Proceeds Committee and the Executive Board approval.

Section 2. Gala Grants Proceeds Committee

- (a) Shall be comprised of 5-8 eligible, active members, including the Proceeds Chair.
- (b) Executive Board members cannot serve on the committee.
- (c) League President and Gala chairman have the option to attend.
- (d) Committee member who has close ties with an applicant must abstain from discussing and voting on that applicant. If a member has to abstain from a vote for any reason and a tie occurs, the Gala chairman will cast the deciding vote. If the Gala chairman has a conflict, she will appoint a replacement that will cast the deciding vote.
- (e) League members cannot write or submit recommendations for a grant application.
- (f) Voting for proceed recipients will be done by using the Numeric Voting Form. Copies of this document shall be maintained on file with the League's Financial Advisor.

Section 3. Gala Grant Determination Guidelines

- (a) The League shall fund charitable organizations that can demonstrate they have planned their projects with respect to their community's overall needs.
- (b) When the grant proceeds committee reviews the completed grant applications, they need to remember that JCL's field of interest includes assisting community organizations who are involved in areas of:
  - (1) Health and Welfare
  - (2) Youth
  - (3) Education
  - (4) Cultural
  - (5) Community Service
- (c) The numeric voting form is comprised of the following criteria:
  - (1) Community
    - i. Does this project reach a broad segment of the community?
    - ii. Does this project assist those citizens whose needs are not met by existing services?
    - iii. Does this project yield substantial benefits to the community for the resources invested?
    - iv. Does this project encourage self-help activities on the part of disadvantaged or disabled individuals?
  - (2) Funding
    - i. Will funding this project encourage matching gifts of additional funding from other donors such as the general public or government?
    - ii. Without JCL funding, will this project succeed?
    - iii. Will JCL funding help the organization enhance or improve self-efficiency or efficiency?

- (3) Overall
  - i. How well does this project fit into JCL's field of interest?
- (d) The Grants proceed committee should develop a list of accepted applications to be accepted by the Executive Board and then presented and voted on by the general membership. Final dollar amounts for the grant recipients shall not be determined until after a net income figure has been calculated.

Section 4. Gala Grant Package

The grant package shall consist of a Grant Application, Grant Agreement and Final Report outline. The Grant Application includes a Financial Data Form and is to be completed by every applicant. The Grant Agreement is a legal and binding contract and is to be signed by both the approved Grantee and the President of the League. Copies of these three documents shall be maintained on file with the League's Financial Advisor.

Section 5. Community Contributions Fund

Community Contributions Fund is funded by the projects of the League. The dollar amount in this fund, therefore, varies from one fiscal year to the next.

- (a) All requests shall have the Executive Board approval before being presented to the general membership.
- (b) All requests will include all appropriate information on the Community Funds Requests Form to be presented to the general membership. If requests do not include the necessary information the financial advisor will notify the organization of its delinquencies and hold the application for vote until those delinquencies are met or three months expire. After three months the application can be destroyed.
- (c) All requests shall meet the criteria of Article XIV, Section 3, excluding (d).
- (d) Requests \$200.00 and under may be presented, discussed and voted on at the same general business meeting.
- (e) Requests over \$200.00 must have readings and discussions at two consecutive meetings before voting on by the general membership.
- (f) Exception: Emergency requests that are not accompanied by a grant application will be considered for funding by the League as determined by the Executive Board.

Section 6. Disbursement of Funds

Funds shall be disbursed to the recipient upon proof that all funds from all sources are available to complete the project.

**ARTICLE XV  
REVISIONS OF THE BY-LAWS**

Any suggested revisions of the By-Laws must be read at two consecutive general meetings. The revisions shall then be adopted if passed by a quorum of Active members present at the second reading. If passed, it shall take effect immediately.

Article IV, Section 2 revised 2/12/02

Article VIII, Sections 1, 3 and 4 revised 8/13/02

Article III, Section 1; Article XI, Section 1; and Article XIV, Sections 3 and 5 revised 2/11/03

Article IV, Section 3; Article V, Section 2; Article VII, Sections 4, 6 and 7; Article XII, Sections c, d and e;

Article XIV, Section 5(b) revised 6/8/04

Article V, Section 2; Article XII, Sections 3(a) and 6 revised 6/13/06

