JCI SHAKOPEE
CONSTITUTION AND BYLAWS

Adopted: December 2, 1965
Last Revised: July 2026

CONSTITUTION

ARTICLE I – NAME

SECTION 1. The name of this organization shall be JCI Shakopee. This organization shall be incorporated as JCI Shakopee, Inc.

SECTION 2. The principal mailing address and any rental property of this organization shall be located in Shakopee, Minnesota.

ARTICLE II – AFFILIATION

SECTION 1. This organization shall be and hereby is a Local Organization (Chapter) member of JCI Minnesota as outlined in the JCI Minnesota bylaws.

ARTICLE III - PURPOSE

SECTION 1. To provide leadership development opportunities that empower young people to create positive change

SECTION 2. The further purpose of this organization shall be to promote civic, cultural, and educational activities and cooperate with other civic organizations in advancing programs of usefulness to the City of Shakopee, State Of Minnesota, and The United States of America.

ARTICLE IV – MEMBERSHIP

Classification: Membership in this organization will include classes as follows:

- Individual Members
- Honorary Members
- Alumni Members
- Associate Members

SECTION 1. Individual Member: Any young person meeting the qualifications as outlined in the JCI Minnesota bylaws is eligible for active membership in this organization with full privileges thereof.

SECTION 2. Honorary Member: Honorary membership may be conferred upon such a person as may be deemed worthy of such honor, upon the unanimous vote of all members of the Board of Directors and approval of the General membership. No annual dues or other contributions shall be required, and they shall not be entitled to vote or hold office.

SECTION 3. Alumni Member: shall be a person who meets the qualifications as outlined in the JCI Minnesota bylaws with the privileges and restrictions thereof.

SECTION 4. Associate Member: shall be a person who meets the qualifications as outlined in the JCI Minnesota bylaws with the privileges and restrictions thereof.

ARTICLE V – GOVERNMENT

SECTION 1. The government of this organization shall be prescribed in the Bylaws.

SECTION 2. The officers and directors of this organization shall be elected or appointed in the manner prescribed by the Bylaws and shall hold office until their successors are duly elected and qualified.

ARTICLE VI – AMENDMENT

SECTION I. The Constitution may be amended by a two-thirds (2/3) vote of the members present at any general or special meeting, provided written notice has been sent to each member at his/her last known address at least ten (10) days prior thereto.

BYLAWS

ARTICLE I – MEMBERSHIP

SECTION 1. Any person meeting the qualifications as outlined in this organization's Constitution shall be eligible for membership in this organization.

SECTION 2. All qualifications must be in writing and must be accompanied by dues in advance for the first year.

SECTION 3. The Board of Directors of the organization will have the power to remove, suspend, or censure any member based on the guidelines set forth in the policies of the chapter.

ARTICLE II – DUES

SECTION 1. The annual dues for a member of this organization shall be in the amount prescribed by JCI Minnesota, payable on the date specified by JCI Minnesota

SECTION 2. Any member whose dues are in arrears past the final day of the month in which their anniversary occurred shall cease to be a member.

SECTION 3. The President, Treasurer, and State Delegate will have their dues paid by the chapter during the year they are in office.

ARTICLE III – GOVERNMENT

SECTION 1. The governing body of the Chapter shall be the Board of Directors. The Board shall consist of up to 9 voting members:

1. Eight (8) Elected Executive Officers: President, Business Development VP, Membership Development VP, Community Development VP, State Delegate, Public Relations VP, Individual Development VP and Treasurer.
2. One (1) Chairperson of the Board

SECTION 2. General Powers and Fiduciary Duties: The Board of Directors shall have the full authority to manage the property, business, and financial affairs of the Chapter between General Membership meetings. The Board shall ensure the Chapter remains compliant with all local, state, and federal laws, and that all actions align with the Chapter's mission.

SECTION 3. Quorum: A simple majority of the filled voting seats of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

1. Vacant positions shall not be counted when calculating a quorum.
2. Non-voting Board Assistants, project chairs, or guests shall not be counted when calculating a quorum.
3. A quorum must be present at the time a vote is taken; if departures cause the meeting to lose quorum, no further official business may be transacted.
4. If sudden vacancies cause the number of remaining filled voting seats to drop to three or fewer, a quorum shall temporarily consist of two voting board members for the strict purpose of maintaining basic legal operations and processing presidential appointments for membership ratification.

SECTION 4. Board Meetings:

1. Regular Meetings: The Board of Directors shall meet monthly at a time and place designated by the President. Notice of regular meetings shall be given to all board members at least five (5) days in advance via their contact information of record.
2. Special Meetings: Special meetings of the Board may be called by the President or upon the written request of three (3) voting Board members. Notice for a special meeting must be given at least twenty-four (24) hours in advance and must state the specific purpose of the meeting.
3. Electronic Meetings: Meetings may be held in hybrid or fully digital platforms, provided the platform allows for simultaneous communication where all participating members can hear and be heard concurrently.
4. All regular and special meetings of the Board of Directors shall be open to attendance by any individual member of the chapter in good standing, though such attending members shall not have a vote.

SECTION 5. Voting and Decision Making: Each member of the Board of Directors outlined in Section 1 shall be entitled to one (1) vote. Proxy voting and cumulative voting are strictly prohibited. Unless otherwise specified in these Bylaws, a simple majority vote of the members present and voting at a meeting where a quorum is established shall be the act of the Board.

SECTION 6. Fiscal and Official Year: The official year and the fiscal year of this organization shall run concurrently from January 1st to December 31st.

SECTION 7. Financial Withdrawals: Funds of the organization shall be withdrawn from the bank or banks with which they are on deposit only by the joint signatures of the President and the Treasurer.

ARTICLE IV – ELECTIONS & APPOINTMENTS

SECTION 1. Order of Election: The Executive Officers of the Chapter shall be elected annually by the General Membership in the following order:

1. President
2. Business Development Vice President
3. Membership Development Vice President
4. Community Development Vice President.
5. Public Relations Vice President
6. Individual Development Vice President
7. State Delegate
8. Treasurer

SECTION 2. Nominations Committee:

1. A Nominations Committee shall be appointed by the president at least sixty (60) days prior to the annual election. The committee shall consist of at least three (3) non-voting members in good standing.
2. The committee shall recruit qualified candidates for all elected offices, verify that each candidate meets eligibility requirements (age, residency, and membership status), and obtain expressed consent from each nominee to serve.
3. The committee shall announce all obtained nominees to the General Membership no later than twenty (20) days prior to the annual election. This announcement shall be made via the Chapter's contact information of record.
4. The existence of a Nominations Committee does not preclude nominations from the floor. Floor nominations shall be opened and accepted for each office during the annual election meeting prior to the final vote.
    a. A floor nominee must verbally, electronically, or by a written and signed proxy accept the nomination before it becomes effective.

SECTION 3. Appointment of Directors and Assistants: Following the annual election, the President-elect may appoint a Secretary, Assistants, and Administrative Directors, subject to a majority approval by the Board of Directors. Following the annual election, the Vice Presidents-elect may appoint their own Administrative Director~~s~~, subject to a majority approval by the Board of Directors.

SECTION 4. Voting Procedures:

1. Elections shall be conducted by secret ballot.
2. Only members in good standing who are present at the annual election meeting shall be entitled to cast a vote. Proxy voting and cumulative voting are strictly prohibited.
3. A simple majority of those members present and voting shall be required for election.
4. If there is only one candidate for an office, the election may be conducted by voice vote or a motion to cast a unanimous ballot.
5. In the event that no candidate receives a majority on the first ballot, a run-off election shall be held between the two candidates receiving the highest number of votes.
6. The President shall appoint an Election Committee of at least two (2) non-voting members to distribute, collect, and count the ballots on election night.

SECTION 5. Email Absentee Balloting:

1. Any member in good standing who cannot attend the annual election meeting may cast their vote for elected officers by email.
2. Requesting a ballot:
    a. A member must request an absentee ballot by email from the Nominations Committee Chairperson or Chapter Secretary.
    b. This request must be made between fourteen (14) days and seven (7) days before the election meeting.
    c. The Nominations Committee will email the official ballot to the member's registered email address on file with the chapter.
3. Submitting and Verifying the Vote:
    a. To be counted, the completed ballot must be emailed back directly to the Nominations Committee Chairperson no later than twenty-four (24) hours before the election meeting begins.
    b. Receiving the email from the member’s registered email address serves as the official verification of that member's identity.
4. To protect the privacy of the vote, the Nominations Committee Chairperson will count and record the email ballots anonymously. The voter’s name will be checked off the master roster to ensure they only vote once, but their specific candidate choices will be kept separate and confidential so no one knows how they voted.
5. Floor Nominations:
    a. Email ballots will only list the candidates who were officially verified and announced before the ballots were sent out. Write-in votes are not allowed.
    b. If a new candidate is nominated from the floor during the meeting, or if an announced candidate drops out, previously submitted email ballots cannot be changed or reissued.
    c. If an email ballot was cast for a candidate who drops out before or during the meeting, that specific vote will automatically be counted as a blank vote. It will be tossed out of the final count, lowering the total number of votes cast and allowing the members present to reach a clean majority decision for the remaining candidates.

SECTION 6. Terms of Office: All elected and appointed officers shall take office on January 1st and serve for a term of one (1) year, or until their successors are duly elected or appointed. No member may hold the same elected office for more than two (2) consecutive terms.

1. Any person elected or appointed to fill a vacancy of less than one-half (1/2) of an unexpired term shall be fully eligible for re-election to the same office, and such partial service shall not be considered as the first year of holding said office under the consecutive term limit rule

SECTION 7. Filling Vacancies:

1. President: In the event of a vacancy in the office of President, the Business Development Vice President shall automatically assume the office for the remainder of the term.
2. Other Elected Offices: Vacancies shall be filled by appointment and ratified by the General Membership at the next regularly scheduled meeting following the vacancy.
3. Appointed Offices: Vacancies shall be filled by the President, subject to Board approval, for the remainder of the term.
4. Chairperson of the Board: In the event of a vacancy in the office of Chairperson of the Board, the President may nominate a former president who is still an active member to fill the role for the remainder of the term, subject to a majority approval by the Board of Directors.

ARTICLE V – MEETINGS

SECTION 1. The annual election meeting of the organization shall be held at the General membership meeting in September each year.

1. Written or electronic notice of such meeting shall be sent to each member at the member’s last known address at least ten (10) days prior thereto.

SECTION 2. The organization shall hold regular meetings on the third Thursday of each month and/or such other dates as may be set.

1. Notice of location of the meeting shall be given to the membership 10 days in advance.
2. Meetings shall not change venue within the 10 days leading up to the meeting, unless in an emergency situation, where it would be unsafe for the members to convene at that location e.g. inclement weather.

SECTION 3. In an emergency or for other sufficient reason, the President may submit, by mail or email, any proper question between meetings to every voting member in good standing for decision.

SECTION 4. Special meetings of the membership may be called by the President with the approval of the Board of Directors or by a single petition of twenty-five (25) percent of the membership.

SECTION 5. If a donation request exceeding $3,000 is presented to the chapter and is not already included as a pre-approved budget line item, it must first be reviewed and voted on by the board of directors.

1. If the board approves the request, the general membership must be notified of the board's recommendation at least six days prior to the general assembly.

ARTICLE VI - DUTIES OF OFFICES

SECTION 1. Elected Executive Officers :

1. **President:** Shall be the Chief Executive Officer of the Chapter. Duties include: supervising the organization's affairs and activities; preparing a Plan of Action and an annual budget for Board and membership approval to be presented no later than the first regular meeting in March; and co-casting the Chapter's votes at state meetings alongside the State Delegate.
2. **Business Development Vice President:** Shall be the first successor to the President. Duties include: working with the President on the administrative, financial, and strategic affairs of the organization; connecting monthly with their assigned team; and overseeing all activities and projects under their portfolio, including Program Management Guides, ways and means, and socials. Duties may be enlarged at the will of the President.
3. **Membership Development Vice President:** Duties include: working with the President on membership activation and retention affairs; connecting monthly with their assigned team; overseeing all projects listed under their portfolio; and managing the issuance of notices for membership dues payable and the collection of said dues. Duties may be enlarged at the will of the President.
4. **Community Development Vice President:** Duties include: working with the President on all community involvement concerns; connecting monthly with their assigned team; and overseeing and taking responsibility for all projects listed under their portfolio. Duties may be enlarged at the will of the President.
5. **Public Relations Vice President:** Duties include: working with the President on all chapter public relations and portfolio projects; acting as the primary contact for media promotions (newspaper, radio, TV) to promote JCI Shakopee; and managing the website, social media, and photography for all chapter projects. Duties may be enlarged at the will of the President.
6. **Individual Development Vice President:** Duties include: working with the President on all individual development programs. The Individual Development Vice President shall oversee all training and be responsible for all projects listed under their area. The duties

of the Individual Development Vice President may be enlarged at the will of the President.

7. **State Delegate:** Duties include: acting as the official liaison officer between JCI Shakopee and other local chapters, district, regional, state, and national organizations; sharing the Chapter's official state-level voting power alongside the President; and maintaining membership interest in broader JCI activities. Duties may be enlarged at the will of the President.
8. **Treasurer:** Shall be the primary fiduciary officer. Duties include: maintaining the finances of the organization; disbursing funds at the direction of the Board of Directors and/or the general membership; publishing four (4) quarterly statements regarding the financial condition of the organization; and furnishing a good and sufficient bond at the expense of the organization.
    a. Expenditures in excess of one hundred dollars ($100.00) on a non-approved project must be approved by a majority of the general membership present at a given meeting.
    b. Duties may be enlarged at the will of the President.

SECTION 2. Appointed Administrative Officers

1. **Secretary:** Shall be the primary record-keeper. Duties include: maintaining a permanent record of the minutes of all Board and membership meetings, and making said minutes available at the next scheduled meeting. Duties may be enlarged at the will of the President.
2. **Business Development Director:** Duties include: working with the Business Development Vice President on the administrative affairs of the organization, and overseeing all projects listed under their portfolio. Duties may be enlarged at the will of the President or the Business Development Vice President.
3. **Public Relations Director:** Duties include: working with the Public Relations Vice President on all chapter public relations and portfolio projects; acting as a contact for media promotions (newspaper, radio, TV) to promote JCI Shakopee; and managing the website, social media, and photography for all chapter projects. Duties may be enlarged at the will of the President or the Public Relations Vice President.
4. **Individual Development Director:** Duties include: working with the Individual Development Vice President on all individual development programs, and helping with all projects listed under their portfolio. Duties may be enlarged at the will of the President or the Individual Development Vice President.
5. **Community Development Director:** working with the Community Development Vice President on all Community Development programs, and helping with all projects listed under their portfolio. Duties may be enlarged at the will of the President or the Individual Development Vice President.
6. **Membership Development Director:** working with the Membership Development Vice President on all Membership Development programs, socials, recruitment activities, and membership renewal. Duties may be enlarged at the will of the President or the Individual Development Vice President.

SECTION 3. Board Assistants

1. The President may appoint additional non-voting positions to serve as advisory resources to the Board, subject to the approval of the Board of Directors.
2. Examples of these positions include, but are not limited to: Parliamentarian, Personal Advisor, Chaplain, Alumni Coordinator, and Junior Jaycee Coordinator.

SECTION 4. Chairperson of the Board (Voting):

1. The immediate Past President shall serve as the Chairperson of the Board, and shall be a voting member of the Board of Directors, charged with providing insight, guidance, and mentorship to the Board of Directors and the chapter as a natural extension of their presidential service.
2. In the event that the immediate Past President is unable or unwilling to serve, the President may nominate a former president who is still an active member to fill this role, subject to approval by the Board of Directors. If no candidate is approved, the position shall remain vacant.

SECTION 5. Succession of Authority:

1. In the event of the President's absence or inability to serve, the order of succession for presiding over meetings or assuming executive duties shall be:
    a. Business Development Vice President
    b. Membership Development Vice President
    c. Community Development Vice President
    d. Public Relations Vice President
    e. Individual Development Vice President
    f. State Delegate
    g. Treasurer

ARTICLE VII – COMMITTEES

SECTION 1. The Board of Directors shall determine the committees deemed necessary and define the purposes of said committees.

SECTION 2. All Committee Chairpersons shall appoint a Co-Chairperson and Committee members as required to complete the projects. These appointments may be subject to the approval of the Board of Directors.

SECTION 3. The President and appropriate Vice President and Director shall be ex-officio members of all committees. The President and their guest will also be guests at all JCI Shakopee functions.

SECTION 4. A Committee Chairperson may take such reasonable and proper action as is deemed necessary to accomplish their purpose, but shall not exceed authority duly granted to them by the

Board of Directors. The Committee Chairperson shall present to the Board of Directors, then to the membership, their plan of action and budget for approval prior to taking any irrevocable action.

ARTICLE VIII - RULES OF ORDER

SECTION 1. *Robert's Rules of Order* shall govern the proceedings of all meetings of the organization except as provided in the by-laws.

SECTION 2. Quorums: Ten (10) percent of members of the membership, minimum of five (5), maximum of fifteen (15) shall constitute a quorum at any meeting of the chapter for transaction of business. At meetings of the Board of Directors, a simple majority of the filled voting seats shall constitute a quorum.

ARTICLE IX – POLICY AMENDMENT

SECTION 1. The policies may be modified by a majority vote of the members present at any general or special meeting, provided written notice has been sent to each member at their last known contact information at least ten (10) days prior thereto.

ARTICLE X – BYLAW AMENDMENT

SECTION 1. The bylaws may be modified by a two-thirds (2/3) vote of the members present at any general or special meeting, provided written notice has been sent to each member at their last known contact information at least ten (10) days prior thereto.