

# GEORGIA JAYCEE HONOR CORPS BYLAWS

*Revised August 12, 2023*

## ARTICLE I

### NAME AND INSIGNIA

**Section 1:** The name of this organization shall be the Georgia Jaycee Honor Corps, formed by the Georgia Jaycees in 1958 and originally founded as the Georgia Jaycee Rebel Corps.

**Section 2:** Each individual selected to membership shall be designated a Colonel.

**Section 3:** The Corps shall present a certificate, and other Corps item(s) as designated by the staff.

## ARTICLE II

### PURPOSE

The purpose of the Honor Corps shall be:

1. To recognize outstanding contributions to the Georgia Jaycee movement; and honor individuals who have earned the distinction.
2. To support and encourage the State Organization, Local Chapters, and individual members.

## ARTICLE III

### MEMBERSHIP AND NOMINATIONS

**Section 1.** The requirements for membership shall be that the individual must have rendered outstanding contributions to the Jaycees. Regular Member or Exhausted Rooster must have been a member of the Georgia Jaycees for at least three years.

**Section 2.** All nominations must be made by a Colonel in good standing and the application approved by either the current local President (except in case of outgoing President) and one other chapter officer or the Commander and one Past Commander. (See **Policy Manual**)

**Section 3.** Each nomination must be accompanied by a check in the amount of \$150.00 made payable to the Georgia Jaycee Honor Corps. (See **Policy Manual**)

**Section 4.** Applications must receive approval of three-fourths (3/4) of the members present at any Honor Corps Business Meeting.

**Section 5.** Honorary membership shall be limited to two distinctive areas:

- A. Individuals, excluding Georgia Jaycees, who are deemed deserving of the honor by the current Board of elective officers: Commander, Active and Inactive Vice Commanders, Adjutant and Treasurer.
- B. Members of other National recognized Corps may be included upon approval of the nominee's Commander.
- C. There is no application fee for Honorary membership.
- D. Honorary members have the same privileges and responsibilities as regular members, with the exception of voting and holding office.

**Section 6.** Induction of new Colonels will be held each trimester meeting.

## **ARTICLE IV**

### **SCREENING AND APPROVALS**

**Section 1.** All nominations must be reviewed by the State Screening Committee, which shall be composed of the Inactive Vice Commander as Chairperson, Commander, Active Vice Commander, Adjutant, Treasurer, and any Past Commanders. (See **Policy Manual**)

Applications must be submitted to the Inactive Vice Commander according to timetable requirements for proper application review. (See **Policy Manual**)

**Section 2.** The only approval authority for a nomination is the Honor Corps Membership at the scheduled Business meeting. The applicants recommended by the State Screening Committee will be presented to the Membership for approval. No applicants not recommended by the State Screening Committee can be considered for membership before the body. Article III, Section 4 requires three-fourths (3/4) approval for membership into Honor Corps. (See **Policy Manual** for refund of application fee.)

## **ARTICLE V**

### **DUES**

**Section 1.** Annual dues for active members of the Corps shall be thirty dollars (\$30.00). Failure to pay dues shall not affect an individual's recognition as a Colonel, however, voting and participation in social functions shall be limited to dues paying members and Life members.

## ARTICLE VI

### OFFICERS AND ELECTIONS

**Section 1.** The officers of the Honor Corps shall be a Commander, two Vice Commanders (one Active and one Inactive), Adjutant, Treasurer, and the Immediate Past Commander.

**Section 2.** The duties and powers of the officers shall be as defined in Article X.

**Section 3.** The officers of the Honor Corps shall be nominated at a special called Honor Corps meeting at a time and location set by the Commander with the approval of the Board of Directors and presented to the membership with 30 days notice. The elections will be held at a time and location set by the Commander. Officers will be sworn in at the Third Trimester meeting at a time and location set by the Commander. No announcements or nominations shall take place prior to July 1.

**Section 4.** The officers of the Georgia Jaycee Honor Corps shall constitute the Board of Directors.

**Section 5.** The Commander may make the following, or any other appointments as necessary: Chief of Staff, Sergeant at Arms, Chaplain, Hospitality Coordinator, Parliamentarian, Webmaster, and Hospitality Chairmen. These appointments will be non-voting staff members and will be approved at the annual meeting of the Georgia Jaycee Honor Corps by a majority vote of the members present.

**Section 6.** Appointments to fill vacant offices on an interim basis will require (2/3) approval of the officers. Subsequent final approval to fill vacant offices will require 2/3 approval of the Corps at the next scheduled meeting. Should an office become vacant after elections and before the officer is sworn in, the Commander can appoint a replacement as stipulated above.

**Section 7.**

- A. All elections will be conducted by secret ballot if there is more than one qualified candidate seeking said office.
- B. A candidate shall be declared elected if the candidate receives a majority of the votes cast. In the event that there are more than 2 qualified candidates seeking said office, and no candidate receives a majority of the votes cast, then the 2 candidates receiving the highest number of votes shall remain as candidates and a new ballot shall be held as to those two candidates only.
- C. Only those members present and in good standing shall be entitled to vote at said election. Each such member shall be entitled to one vote and there shall be no absentee or proxy ballots allowed.
- D. The elections committee shall consist of the three immediate Past Commanders (*depending upon availability*) with the Immediate Past Commander serving as Chair. The elections committee will be responsible for handling all aspects of the elections including seeking

qualified candidates, qualification of candidates, conducting the election, counting votes, and any other election related procedures as deemed necessary by the Commander. The elections committee will be the final authority to certify the election.

**Section 8. Qualifications of officer candidates.**

- A. The Commander must have served or is serving as either the Treasurer or Adjutant **and** either the Active or Inactive Vice Commander.
- B. The Vice Commanders must have served or is serving as either the Treasurer or the Adjutant.
- C. The Adjutant must have served or is serving in at least one appointed office in the Honor Corps or another of the Georgia Jaycee Auxiliaries. Expertise with newsletters and/or web design is desirable.
- D. The Treasurer must have served or is serving in at least one appointed office in the Honor Corps or another of the Georgia Jaycee Auxiliaries and must have had either experience as a Treasurer or accounting experience.
- E. In the event that no candidate announces and has the appropriate experience, a panel of the past three (*available*) immediate Past Commanders is the only authority that can waive the minimum requirements of office.

**ARTICLE VII**

**MEETINGS**

**Section 1.** The Honor Corps shall meet three (3) times a year at times and locations approved by the Commander and the Board of Directors.

**Section 2.** The Honor Corps shall hold such additional meetings as are approved by the Corps, called by the Commander, or by a majority of officers of the Corps.

**ARTICLE VIII**

**RULES OF ORDER**

**Section 1.** Roberts Rules of Order Revised shall govern all deliberations of the Honor Corps.

## ARTICLE IX

### AMENDMENTS

**Section 1.** The Bylaws may be amended at any meeting of the Honor Corps by a two-thirds (2/3) vote of the members present, provided notice of the meeting and amendment was given to each active Colonel at least ten (10) days prior to the meeting. Notification can be made via the *Dispatch* or by web provided a postcard is mailed to each active member indicating that the changes can be viewed on the web. Bylaw changes will become effective immediately upon approval of the body.

**Section 2.** A Policy Manual will be maintained by the Adjutant. It shall consist of all motions and policies of the Honor Corps. The manual will govern all activities not covered by our Bylaws and shall be considered binding. Any portion of the Policy Manual may be changed by a motion duly passed by this body at any regular or called meeting.

## ARTICLE X

### DUTIES OF THE OFFICERS

#### DUTIES OF THE COMMANDER:

1. To preside at all meetings of the organization
2. To serve as ex-officio member of all committees and the Georgia Rebel Corps Foundation
3. To coordinate the activities of the Honor Corps with the Georgia Jaycees and serve as official spokesman of the Corps on the State and National Level
4. To induct new Colonels and Honorary Colonels
5. To promote and publicize the Georgia Jaycee Honor Corps
6. To conduct a Planning session and Officers Training

#### DUTIES OF THE ACTIVE VICE COMMANDER:

1. To oversee any approved Ways and Means projects
2. To handle the ordering and selling of Honor Corps products and the displaying of Corps products at all state and National Corps functions as deemed necessary by the Commander, excluding the Cocktail Party
3. To assume the duties of the Commander when absent. Should the Commander's position become vacant, the Active Vice Commander will assume all responsibilities until the Immediate Past Commander can arrange for the Board of Directors to replace the Commander
4. To plan and implement the Humanitarian Assistance Award Program through Local Presidents by submitting rules and application forms to the State President for distribution to the local chapters
5. To promote and publicize the Georgia Jaycee Honor Corps
6. To be present, as much as possible, in the Hospitality Room to assist in any way possible
7. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE INACTIVE VICE COMMANDER:**

1. To establish and conduct the State Screening Committee to pass on the induction of new Colonels into the Corps
2. To keep and process new applications and return rejected ones
3. To keep the current roster and all Corps Colonel records (the Book)
4. To assume the duties of the Active Vice Commander when absent. In the absence of the Active Vice Commander and the Commander, the Inactive Vice Commander will assume the responsibilities of the Commander
5. To promote and publicize the Georgia Jaycee Honor Corps
6. To be present, as much as possible, in the Hospitality Room to assist in any way possible
7. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE ADJUTANT:**

1. To be responsible for the Honor Corps newsletter (*Dispatch*)
2. To keep minutes of all business meetings
3. To supervise the maintenance and publishing of all mailing lists, in a timely manner
4. To work in conjunction with the webmaster to promote and maintain the Corps' website
5. To assist the Commander in any way possible
6. To promote and publicize the Georgia Jaycee Honor Corps
7. To be present, as much as possible, in the Hospitality Room to assist in any way possible
8. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE TREASURER:**

1. To handle receipt and disbursement of all Honor Corps funds and keep proper records
2. To maintain dues records and send out dues bills
3. To serve as ex-officio member of the Georgia Jaycee Rebel Corps Foundation
4. To be present, or properly represented, in the Hospitality Room at times set by the Commander to collect dues and ribbon money
5. To assist the Commander in any way possible
6. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE IMMEDIATE PAST COMMANDER:**

1. To advise the Commander
2. To serve as Chairperson of the Election Board
3. To serve as Chairperson of the Long Range Planning Committee
4. To serve as a member of the Georgia Jaycee Rebel Corps Foundation
5. To promote and publicize the Georgia Jaycee Honor Corps
6. To assume other duties as assigned

#### **DUTIES OF THE CHIEF OF STAFF:**

1. To type and provide copies of an agenda at all Honor Corps business meetings
2. To assist the Commander whenever possible
3. To assist the Hospitality Chairperson and Hospitality Coordinator whenever possible
4. To promote and publicize the Georgia Jaycee Honor Corps
5. To assume other duties as assigned by the Commander

#### **DUTIES OF THE SERGEANT AT ARMS:**

1. To be present in the Hospitality Room and Cocktail Party to strictly enforce the policies and Bylaws of the Georgia Jaycees Honor Corps
2. To act as High Sheriff at Corps Business Meetings
3. To assist the Commander whenever possible
4. To assist Hospitality Chairman whenever possible
5. To promote and publicize the Honor Corps
6. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE CHAPLAIN:**

1. To be responsible for the prayer, benediction, and/or inspirational message, as deemed necessary, at any and all Honor Corps meetings
2. To send appropriate condolences, congratulations, etc., as provided for in the policies
3. To assist the Commander in any way possible
4. To promote and publicize the Honor Corps
5. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE HOSPITALITY CHAIRMAN**

1. To obtain all beverages and foods for the Hospitality Room
2. To serve as host of the Hospitality Room and Cocktail Party, in the absence of the Commander
3. To assist the Commander in any way possible
4. To promote and publicize the Honor Corps
5. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE HOSPITALITY COORDINATOR:**

1. To arrange all facilities for the hospitality room and a room for the Hospitality Chairman
2. To assist in arranging the location for the Cocktail Party
3. To arrange for corsages/floral arrangement for the Cocktail Party, as deemed necessary by the Commander
4. To assist the Commander in any way possible
5. To promote and publicize the Honor Corps
6. To assume other responsibilities as deemed necessary by the Commander

## **DUTIES OF THE PARLIAMENTARIAN:**

1. To maintain the Constitution, Bylaws and Policy Manual for the Corps
2. To assist the Commander in any way possible
3. To promote and publicize the Honor Corps
4. To assume other responsibilities as deemed necessary by the Commander

## **DUTIES OF THE WEBMASTER:**

1. To design, develop, monitor, maintain and promote the Corps website
2. To assist the Commander in any way possible
3. To promote and publicize the Honor Corps
4. To assume other responsibilities as deemed necessary by the Commander

## **ARTICLE XI**

### **GEORGIA JAYCEE REBEL CORPS FOUNDATION**

The Georgia Jaycee Honor Corps shall establish or cause to be established a Georgia Jaycee Rebel Corps Foundation for the purpose of inducting Honor Corps Colonels into a Lifetime Membership status and other purposes as determined by the foundation.

The foundation, a separate corporate entity within the state of Georgia shall be governed by its own set of bylaws and policies which includes; but are not limited to, its make-up and duties, life membership requirements, and distribution of fees.

## **ARTICLE XII**

### **STANDING COMMITTEES**

**Section 1.** There shall be an on-going Long Range Planning Committee charged with constant reviewing of the Policies and Bylaws of the Corps. This committee shall have the authority to propose to the Commander, the Corps staff, and the Corps body changes in policy, written or observed, and in the Bylaws. The Commander and Staff and the full body of membership shall have full authority to accept or reject any proposals.

The committee shall be comprised of ten members, as follows:

- A.** Immediate Past Commander as Chair
- B.** Two Past Commanders as Vice Chairs (one each appointed by Commander and Chair)
- C.** Corps Treasurer, changed yearly by elections
- D.** Corps Parliamentarian, changed yearly by appointment by Commander
- E.** Two at-large members initially appointed by the Chair



- F. Two at-large members initially appointed by the Commander
- G. A representative of the Rebel Corps Foundation Board

The four at-large members shall have two-year terms, staggered such that two members are replaced yearly; the Commander and the Chair shall each appoint one of these.

**Section 2.** There shall be within the Corps a Finance Committee. This committee will be charged with reviewing any and all proposals that require expenditures in excess of \$250.00 that are not on the approved yearly budget. Any such proposed expenditures must go through the Finance Committee and Corps body. The committee shall make recommendations regarding such expenditures to the Commander and the Board of Directors.

This committee will be appointed by the Commander and will be a three-person committee consisting of: The current Corps Treasurer, a Past Commander who has served as a Corps Treasurer, and a member at large. Each appointed member will serve a two-year term, staggered such that one member is replaced yearly.