

YOUNG WOMEN'S CHRISTIAN ASSOCIATION JUNIOR BOARD BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Junior Board of the Young Women's Christian Association (YW) of Bristol, TN/VA.

ARTICLE II. OBJECTIVES

To empower young women through leadership, service and building skills. To build awareness and support of the YW in the younger segment of the adult population of the Bristol community by planning one annual event to promote awareness of and raise funds for the YW. To enhance and support the mission of the YWCA Board of Directors.

YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

ARTICLE III. POLICY

This Junior Board shall be self-governing, non-sectarian, and non-partisan.

ARTICLE IV. MEMBERSHIP

Section 1.

The membership shall be by invitation after approval by the Executive Committee of the YWCA Junior Board.

Section 2.

The membership shall consist of no more than 16 women who have the potential to make outstanding civic, educational, cultural and religious contributions to the community. Members must be between the ages of 22-40 when invited to join the Junior Board.

Section 3.

Each member shall serve a two year term with the opportunity for election to the YWCA Board of Directors once this term is completed. No member of the Junior Board of Directors may serve more than two consecutive terms, or four years.

Section 4.

Proposals for new members must be voted on and accepted by the majority of those present at the September Junior Board meeting. Proposals for new members shall be given to the chairman of the YW Board of Directors to be voted on at the next October Board of Directors Meeting and announced at the Annual Meeting. When a vacancy

occurs, the Executive Committee of the YW Junior Board of Directors shall select an eligible person from the list of prospective members.

Section 5.

All members shall be required to participate in the Junior Board annual event and to pay the YWCA annual membership dues.

Section 6.

New members shall be received into membership at the annual meeting or when vacancies occur and the time is deemed necessary by the Executive Committee of the Junior Board.

ARTICLE V. DUES

The annual YWCA membership shall be payable by the first quarter of each year.

ARTICLE VI. FISCAL YEAR

The fiscal year will begin in January.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1.

The officers of the Junior Board and each committee head shall constitute the Executive Committee. The YW staff liaison and Executive Director serve as ex-officio members and are to be invited to all Executive Committee meetings.

Section 2.

The Executive Committee shall have general supervision of all activities of the Junior Board. The Committee shall meet at the call of the President.

ARTICLE VIII. OFFICERS

Section 1.

The elected officers of the Junior Board shall be President, Vice-President, Secretary and Treasurer. Each officer shall serve a one year term. No member shall hold the same office for more than two consecutive terms, or two years.

Section 2.

The duties of the officers shall be such as their respective title implies and as specified by these Bylaws. All officers shall keep a permanent record of their work and, upon retiring from office, shall deliver to the incoming President, or their successor, all property belonging to the Junior Board.

Section 3.

The President shall preside at all meetings of the Junior Board and the Executive Committee. The President shall call special meetings, shall fill vacancies in office, and shall serve as a member of the Board of Directors of the Young Women's Christian Association (YWCA).

Section 4.

The Vice-President shall perform the duties of the President in her absence and, in the event of the President's inability to serve, shall become President for the unexpired term. The Vice-President shall also be President-elect and shall become President after serving a one year term as Vice-President.

Section 5.

The Secretary, or her designee, shall keep all minutes and records of the Junior Board and of the Executive Committee. Copies of all minutes are to be given to the President of the YWCA Board of Directors and the Executive Director of the YWCA. She shall preserve a permanent file of all minutes and records of the Junior Board and its officers, to be transferred to her successor on completion of the term of office. The Secretary shall conduct all correspondence of the Junior Board and preserve a permanent file of all correspondence of value.

Section 6.

The Treasurer shall account for all money raised through Junior Board special events/fundraisers and report on their designated expenditures.

ARTICLE IX. COMMITTEES

The chairman of each committee shall:

- Invite the President, Vice-President, YW staff liaison, and YW Executive Director to attend committee meetings as ex-officio members;
- All committee minutes are to be given to the Executive Director and President of the YWCA Board of Directors.
- Report in writing to the President and the Executive Director the activities of the committee upon completion of their term and give a copy to her successor together with other committee records.

ARTICLE X. NOMINATING & ELECTIONS

Officers shall be elected by ballot from a slate of officers proposed by the Officer Nominating Committee. A majority of members present and voting shall elect the new officers. New officers shall be installed at the January meeting, shall assume the duties of their office immediately following the meeting.

ARTICLE XI. MEETINGS

Section 1.

There shall be at least nine regular monthly meetings of the Junior Board during the fiscal year, determined by vote of the majority of members present and voting.

Section 2.

Special meetings may be called by the President. Notice of such meetings shall be sent to all members at least fourteen (14) days prior to the special meeting. The call for a special meeting must state the business to be transacted.

Section 3.

The YW Staff Liaison and the Executive Director serve as ex-officio members and are to be invited to all monthly Junior Board meetings.

Section 4:

Members shall notify the President or the YWCA staff liaison of their inability to attend a scheduled meeting at least 24 hours prior to the date of the meeting. Any member of the Junior Board of Directors who is absent from three consecutive meetings shall be contacted by the President or Vice President to determine interest in continued membership on the board.

ARTICLE XII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XII. AMENDMENTS

Section 1.

The Bylaws may be amended at any regular voting meeting by a two-thirds majority of members present and voting.

Section 2.

The proposed amendment must be in the hands of the members at least 14 days in advance of the meeting or must be presented at the regular meeting preceding the meeting at which the proposed change is to be voted.

Section 3.

The by-laws of the Junior Board must be reviewed by the Junior Board Executive Committee every three years.

Section 4

Copies of adopted by-laws are to be given to the President of the YWCA Board of Directors as well as the Executive Director of the YWCA upon revision.

DATE ADOPTED: June 1, 1999

REVISED: February 20, 2003

REVISED: February 18, 2008

REVISED: November 9, 2009