

SAMPLE CONSTITUTION  
JAPANESE AMERICAN CITIZENS LEAGUE

BY - LAWS

ARTICLE I - MEMBERS

Section 1. Any person who is a citizen of the United States of America and who is over the age of 21 years and who shall agree to abide by the Constitution and By-Laws of this Chapter and who shall have been approved by the Cabinet shall become a member of this organization in good standing and will be authorized to have his name on the roster of membership of the \_\_\_\_\_ Chapter of the Japanese American Citizens League.

Section 2. Any member who desires to withdraw or resign from membership from this organization may do so by serving a written notice upon the President or any other officer of this organization and provided they have paid their dues in full up to that time. Such notice will automatically release them as a member of this Chapter.

Section 3. Any membership dues, assessments, initiation fee or other charges shall be determined by the members at any general or special meeting of the members.

ARTICLE II - MEMBERSHIP MEETINGS

Section 1. General meeting of members: The Annual General Meeting of the members shall be held during the month of \_\_\_\_\_ the time and place to be designated by the Cabinet. Additional meetings of the members during the year may be held at any time upon the call of the Cabinet or by resolution of the members at a membership meeting and may be designated as a general meeting.

Section 2. Notice: At least two week's written notice by mail to each member in good standing shall be given before any general or special meeting of the members of this organization can be held. Publication of such notices in the Pacific Citizen shall be deemed sufficient notice.

Section 3. Quorum. Fifteen or more members in good standing shall constitute a quorum to do business at any general or special meeting of the members and the act of the majority of the members present at such meeting shall be the act of the members of this chapter.

ARTICLE III - CABINET MEETING

Section 1. Cabinet: The Cabinet shall meet at least once every three months, but whenever practical to meet once a month at such time and place as may be designed by the Cabinet or by the President.

Section 2. Special meetings of the Cabinet may be held at any time upon the call of the President or upon the call of at least three members of the Cabinet provided, however, that at least three days' notice is given.

ARTICLE IV - ELECTIONS

Section 1. The election of the Board of Directors shall be held annually in the month of November of each year by mail ballot.

Section 2. A Nomination Committee of five members shall be elected by the attending membership in the \_\_\_\_\_ Annual General Meeting. The committee shall compile a list of at least twice the number of vacancies existing. The personal approval of his willingness to be a candidate must be received for each nominee.

Section 3. The president shall appoint with the approval of the Board three Judges, who shall not be nominees for election nor members of the Board, to inspect and to count the mail ballots. The Judges shall submit to the current President the names of the candidates receiving the highest number of votes a duly elected to the Board of Directors.

Section 4. Vacancies: In the event of any vacancy for any reason whatsoever, the Board of Directors shall appoint a member in good standing of the Chapter to complete such unexpired term.

Section 5. The tenure of office of the Board of Directors shall commence when the current Secretary of the Chapter shall certify the results of the mail ballot to National Headquarters. Such certification of results by the Secretary shall be within five days after the balloting has been completed. A record of the number of votes each candidate receives shall be kept by the Secretary. One-half of the Board of Directors shall serve a two-year term and the other one-half of the Board shall serve one year. The "two-year" term and the other one-half of the Board shall serve one year. The "two" and "one" terms shall be maintained for each succeeding year. In the first year of the existence of this Chapter, one-half of the Board shall serve one year, one-half shall serve two years, said term of office to be determined by lot among the newly elected Board of Directors. Commencing from the second year, members of the Board of Directors shall be elected annually as provided above to serve a term of two years.



ARTICLE V - BOARD OF DIRECTORS

Section 1. The executive and legislative powers of this organization shall be vested in the Board of Directors.

Section 2. The Board of Directors shall be composed of \_\_\_\_\_ elected members of the Chapter plus the two immediate Past Presidents of the Chapter.

ARTICLE VI - CABINET OFFICERS

Section 1. The Cabinet of the Chapter shall consist of the following: President; Executive Vice President; Recording Secretary; Corresponding Secretary; and Treasurer.

Section 2. The Quorum necessary to conduct the business of the Board of Directors shall be five (5) members of the Board.

ARTICLE VII - COMMITTEES

The Cabinet and the Board or the members at a general or special meeting may create such committees as they deem fit.

ARTICLE VIII - DUTIES OF CABINET AND OTHER OFFICERS

Section 1. The President shall be the principal executive officer of this Chapter and shall in general supervise and control all the business and affairs of this Chapter, shall preside at all meetings of the Cabinet and of the members and shall have such other duties as are usually delegated to the President.

Section 2. The Executive Vice President shall perform the duties of the President in the absence of the President or in the event of his inability or refusal to act, and when so acting, shall have all the powers and be subject to all the restrictions upon the President, and shall have other duties as may be delegated to him by the Board or the members.

Section 3. The Recording Secretary shall keep the minutes of the meetings of the Board and of the members and shall be the official custodian of all records and documents of this Chapter and shall perform such other duties as are usually performed by the Secretary except such duties as may be delegated to the Corresponding Secretary.

Section 4. The Corresponding Secretary shall be in charge of all correspondence, preparing and mailing notices of meetings and shall perform such other duties as may be delegated to this office by the Board or the members.

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Section 5. The Treasurer shall be the financial officer of this Chapter, shall have charge of all the monies and finances, and shall make such financial reports as may be required by the Cabinet and shall perform such other duties as may be delegated by the Board of, or members.

Section 6. The duties of all elected and appointed officers and committee chairmen may be changed or modified by the Board of Directors, the Cabinet or the members.

#### ARTICLE IX - AMENDMENTS TO CONSTITUTION OR BY-LAWS

Any provision of the Constitution or by-Laws of this Chapter may be amended at any general or special meeting of this Chapter. Before voting on any amendment, a notice to all members, together with a copy of the amendment, shall be mailed to each member, together with a notification of the time and place when said amendment will be voted upon. A three-fourths majority vote of members present at such meeting will be sufficient to pass any amendment.

#### ARTICLE X - RULES OF PROCEDURE

Unless otherwise specifically provided by the Constitution or By-Laws, the meetings of this Chapter shall be conducted under and regulated by Roberts' Rules of Order as amended.