

## Mitchell's Place Junior Council BYLAWS

### Article I. Purpose

It is the goal of MPJC to help provide support, assistance, and increased awareness about ASD to the Birmingham, AL community by helping raise funds to support Mitchell's Place and their ongoing quest to enable the individual with autism to reach his or her fullest potential.

### Article II. Meetings (Regular, Committee, Officer)

- Meetings will be held the second Monday of every other month starting in January and at other times as deemed necessary. There will be 6 regular meetings per year. Meetings may be canceled or rescheduled on an as needed basis. Time of meeting shall be from 6:00 to 7:00.
- Committee meetings may be called at any time by the President or event chairperson. In all cases, committee meetings shall be limited to the stated purpose.
- Officer meetings will be held 30 minutes prior to every regular meeting and at other times as deemed necessary. There will be 6 officer meetings per year. Meetings may be canceled or rescheduled on an as needed basis.
- Any officer who fails to attend 2 consecutive regular/committee/officer meetings without being excused by the President from attending, or who fails to attend 6 regular, committee, or officer meetings in any twelve (12) month period, will be considered for termination.
- Any member who fails to attend 2 regular meetings per year without being excused by the President from attending will be considered for termination.

### Article III. Membership

- *Member:* Has filled out membership application, been voted into the junior council, and signed a statement agreeing to abide by the bylaws. Must attend at least 4 regular meetings per year and serve as a member on at least one committee.
- *New Member:* Membership is open to anyone who has reached the age of 21, but has not yet reached the age of 35.
- Active members pay dues of \$25 per year. Dues must be paid upon joining MPJC.
- After committee sign up, if a member has not signed up for a committee, he or she will be assigned to a committee.
- The following constitutes cause for cancellation of membership: non-payment of dues, failure to meet membership requirements, or other causes deemed detrimental by the council.

## Article IV. Officers

1. Officers shall consist of President, Vice President, Secretary and Treasurer
  - *President:* Has overall responsibility for the operation of MPJC, presides at all regular & officer meetings, review and approves all checks and decisions, responsible for communication of all meetings, news, and other relevant information to the council, performs all other duties usually pertaining to this office. Must attend at least 5 officer meetings & 5 regular meetings per year.
  - *Vice-President:* Takes the place of the President when he or she is absent or incapacitated, serve as chair of committees-responsible for placing members and overseeing all communications associated with the committee establishment process, meet with committee chairs as necessary to provide support and ensure projects are developing and thriving. Must attend at least 5 officer meetings & 5 regular meetings per year.
  - *Secretary:* Keep minutes of all regular meetings and e-mail those minutes to President within 24 hours after the scheduled meeting, keep an up-to-date roll of all the members, keep an accurate attendance record of all meetings, maintain an up-to-date file that will include the minutes of all regular meetings, attendance record of all meetings and information sheets regarding all members and update the website/facebook as needed. Must attend at least 5 officer meetings & 5 regular meetings per year.
  - *Treasurer:* responsible for the general supervision of finances, prepare annual budget for approval by the council, receive all payments due, collect and deposit all dues and give receipts, maintain up-to-date financial records and give a financial report at each regular meeting. Must attend at least 5 officer meetings & 5 regular meetings per year. Must be a Mitchell's Place Employee.
2. Nominations for officer positions will take place in May of each year.
  - All positions will be opened during the May meeting for anyone interested to submit their name.
  - Elections will be held at the July Meeting, and approved by the selection committee which consists of the current President, Vice-President, Secretary and Treasurer.
  - Newly elected officers shall take office in September.
  - A majority of members shall be present at any regular meeting before the election of officers or amendments to the bylaws can commence. A majority vote of the members present is needed to approve amendments to the bylaws, or to elect officers.
  - Each member shall have one vote in all matters. Election meetings are mandatory.

## Article V. Dispersing Funds

- Profits from fundraising events shall be dispersed in the form of Mini Grant Request Forms to each Mitchell's Place program in the month of June, and

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# MITCHELL'S PLACE

Junior Council

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approved by the council in the month of July. The amounts gifted to each program shall be determined by the council and presiding officers.

Member (Printed Name)	Member Signature	Date Signed

I have read, understand and agree to abide by the laws set in place by and, In Witness thereof, the I have set my hands, the year, and the date below:

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Authorized by

Date