

C. B. Willis Chapter

of YMCA Alumni

Constitution and Bylaws

(Updated and Approved February 19, 2025)

Article I. Name

The name of this organization shall be the C. B. Willis Chapter of YMCA Alumni. *(Formally known as the C. B. Willis Chapter of the Association of YMCA Retirees, Inc. (AYR))*

Article II. Mission/Purpose

Section 1. YMCA Alumni Mission Statement. The Mission of YMCA Alumni is to provide opportunities for members to Connect, Travel and Serve while nurturing worldwide Christian Fellowship.

Section 2. C. B. Willis Chapter Purpose. The Purpose of the chapter shall be to:

1. To enable members to promote a nurturing worldwide Christian fellowship that provides educational, social and charitable opportunities.
2. Conduct communications and opportunities for fellowship among members.
3. Raise funds to support YMCA and other not for profit programs that benefit youth and families.
4. Provide support to members and spouses in need.
5. Provide volunteerism among the membership.
6. Publish a periodic newsletter that keeps the membership informed.

Section 3. Not-For-Profit Status. The C. B. Willis Chapter is organized as a not-for-profit organization exclusively for charitable and educational purposes within the meaning of 501(c)3 of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended.

Article III. Membership

Section 1. Chapter Membership. Membership in the chapter shall be open to:

1. Any persons and spouses of persons retired from YMCA employment.
2. Surviving spouses of persons retired from YMCA employment.

Section 2. Life Membership. Members who have reached the age of 85 are not required to pay chapter membership fees and are designated as Life Members.

Section 3. Associate Membership. Associate Membership in the chapter shall be open to persons who have been actively involved in the YMCA.

Section 4. YMCA Alumni Membership. Chapter Members and Life Members are required to become members of YMCA Alumni.

Section 5. Participation. Chapter Members and Life Members shall have full rights to participate in all chapter activities, vote and hold office. Associate Members shall have the right to participate in all chapter activities and vote. Associate Members may not hold office.

Section 5. Membership Fees.

1. Chapter Membership Fee. The annual chapter membership fee shall be set by a vote of the chapter membership. Additional operating contributions will be requested at the time of membership solicitation.
2. YMCA Alumni Membership Fee. YMCA Alumni membership fees are set by YMCA Alumni.

Article IV. Officers

Section 1. Officers and Duties. The officers and duties of the chapter shall consist of:

1. President. The President shall preside over all meetings of the chapter, appoint all committees and is an ex-officio member of all committees.
2. Vice-President. The Vice-President shall act in the absence of the President. Should the President be unable to complete the elected term the Vice-President shall assume the President's role and responsibilities.
3. Treasurer. The Treasurer shall maintain the chapter's funds, receive and issue payments, and provide financial reports to the organization as needed.
4. Secretary. The Secretary shall record, provide and maintain the records of the chapter.

Section 2. Terms, Nominations, Election of Officers.

1. Terms. The Officers shall be elected at the Annual Meeting conducted in October for a three year term beginning January 1 and concluding December 31.
 - a. Newly elected officers shall serve as Officers Elect from the period of January to April of the first year of their term and assume their full responsibilities at the April Planning Meeting.
 - b. Officers whose terms are ending shall serve as Officers in Transition from the period of January to April retaining their responsibilities for chapter events.
 - c. Newly elected officers shall have the final authority concerning issues of question while serving as Officers Elect.
2. Nominating Committee. A Nominating Committee shall be appointed by the President at least one month prior to the Annual Meeting of the chapter and will present a slate of officers of consenting members. Nomination of consenting members may be made from the floor at the election.
3. Election. The officers shall be elected by vote of the members present at the Annual Meeting.

Section 3. Voting. All members have the right to vote on all actions affecting the chapter. The members present at a called meeting constitute a quorum. Should a vote be solicited from the entire membership by mail or electronic device those responding within a designated time period shall constitute a quorum.

Article V. Financial Policy

The fiscal policies of the chapter shall be:

1. The fiscal year shall begin January 1 and conclude December 31.
2. The Treasurers shall be the custodian and receive all funds.

3. The Treasurer shall choose the bank of deposit subject to the approval of the President.
4. The Treasurer shall make all payments by check only.
5. The Treasurer shall receive all membership fees and contributions and maintain an accurate membership roster.
6. The Treasurer shall maintain financial records of all funds received and expended to conform to the reporting requirements of YMCA Alumni.
7. The Treasurer shall prepare a budget presentation for the Annual Meeting.
8. The President Elect shall appoint a person to audit the chapter's financial records at the close of the officers' terms to insure the records are in proper order and report at the Annual Planning Meeting.

Article VI. Membership Policy

The membership policies of this organization shall be:

1. A combined YMCA Alumni and chapter membership campaign shall be conducted annually by the Membership Chairman.
2. YMCA Alumni and chapter membership application forms may be separate or combined for ease of processing.
3. A statement indicating YMCA Alumni membership requirement for all chapter members shall be featured within all chapter membership applications.
4. A statement shall be included on all YMCA Alumni and chapter membership application forms indicating financial assistance is available for any YMCA Alumni or chapter member should the fees be a burden.
5. YMCA Alumni and chapter membership payments/contributions must be received by checks made payable to the designated organization for ease of processing. Combined payments shall be returned to the sender.
6. YMCA Alumni membership applications/payments received by the chapter must include chapter membership or shall be returned to the sender requiring the inclusion of chapter membership for processing.
7. YMCA Alumni membership is the responsibility of YMCA Alumni. A place to indicate YMCA Alumni membership shall be part of all chapter membership applications. The chapter member is individually responsible for fulfilling the YMCA Alumni membership requirement for chapter membership.

Article VII. Meetings and Events

Section 1. Annual Chapter Meeting. The Annual Meeting of the chapter shall be held in October of each year.

Section 2. Annual Planning Meeting. The Annual Planning Meeting shall be held in April of each year.

Section 3. Chapter Meetings and Events. The chapter shall hold at least four statewide meetings/events for the membership. The program year shall run from October through April. Special meetings/events may be held at any time when called for by the President.

Article VIII. Committees and Appointments

The chapter shall establish the following committees and appointments:

Section 1. Executive Committee. The Executive Committee shall be composed of the elected officers and the Past President. The President may also appoint "At Large" members. The Executive Committee shall represent the chapter on organizational issues.

Section 2. Standing and Ad-Hoc Committees. The President may appoint standing and ad-hoc committees as deemed needed and appropriate. Committee terms conclude with the officers' terms.

Section 3. Appointments. The President may appoint members to perform specific responsibilities.

1. Membership. Membership shall conduct an annual membership solicitation, and direct all membership fees and contributions to the Treasurer for maintenance of a membership roster.
2. Newsletter Editor. The Newsletter Editor shall be responsible for publishing the chapter's newsletter. The newsletter will be published a minimum of four and maximum of six times yearly.
3. Emergency Assistance Fund Representative (EAF). The EAF Representative shall be responsible for the solicitation of the chapter members' contributions to EAF, and the identification, confirmation and requesting EAF grants for those members who may be facing an untoward financial crisis.
4. World Service Representative. The World Service Representative shall be responsible for the solicitation of the chapter members' contribution to World Service.
5. Hospitality. Hospitality shall arrange and maintain name tags for each member and guest, ensure the new members and guests are recognized, welcomed and integrated into the fellowship of the event.
6. Archivist. Archives shall maintain the historical archives and records of the chapter in good order.

Article IX. Amendments

This constitution and bylaws can be amended by a two-thirds vote of the membership at a called meeting or through mail or electronic devices.