



NATIONAL POLICIES

Revised and Adopted

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TABLE OF CONTENTS

Policy I Name

1-1 Local Chapters

Policy II Purpose

2-1 Primary Function
2-2 Other Functions
2-3 Non-Discrimination
2-4 Areas of Opportunity
2-5 Prohibition against Hazing
2-6 Training and Accreditation
2-7 Code of Ethics and Conduct

Policy III Membership

3-1 Transfer of Individual Members
3-2 Minimum Regular Chapter Membership
3-3 Institutional Local Chapters
3-4 Life Members
3-5 Sustaining Members
3-6 Alumnus and Foundation Members
3-7 Additional Memberships
3-8 Extensions
3-9 State Organization Reporting Requirements
3-10 Temporary Assignment of Local Chapters
3-11 Drop Requests / Revocation
3-12 Annual Local Officer Training
3-13 Violation of Age Requirements
3-14 Local Business Chapters

Policy IV Governing Bodies

Policy V Board of Directors

5-1 Duties of Board of Directors
5-2 Right to Vote
5-3 Code of Ethics

Policy VI Executive Committee

6-1 Joint Executive Committee Meeting

Policy VII Elections

7-1 Publication of Election Rules
7-2 Financial Status of Candidates State
7-3 Formal Announcements – Elected Officers
7-4 Filing Fees
7-5 Campaign Expense – Vice President
7-6 Damage and Payment Deposit
7-7 Affidavit of Campaign Expenses
7-8 Order of Election
7-9 Candidates for Vice President – Highest Majority
7-10 Candidate Withdrawal
7-11 Caucuses
7-12 Campaign Rules
7-13 Definitions

Policy VIII President

8-1 Oath
8-2 Presidential Visits
8-3 Presidential Annual Report
8-4 Honorary Appointments
8-5 Personal Representatives
8-6 Policy Representatives
8-7 Officers-Elect
8-8 Immediate Past President

Policy IX Deputy National President

9-1 Oath
9-2 Deputy National President Annual Report

Policy X Staff Management Position

10-1 Administrative Responsibilities
10-2 Vacancy Procedure

Policy XI Vice Presidents

11-1 Oath of Office
11-2 National Vice Presidents-Elect
11-3 Hospitality to Officers
11-4 National Vice Presidents
11-5 Purpose of Visit
11-6 Reports

Policy XII Appointed Officers

12-1 Licensure
12-2 Chief of Staff
12-3 Directors

Policy XIII Planning

13-1 Special Committees, Appointments
13-2 Reporting Requirements
13-3 Training Task Force
13-4 Technology Advisory Committee
13-5 Long Range Strategic Planning Committee
13-6 Designation of Programs
13-7 External Programs
13-8 General Communications
13-9 USJC Materials And Services
13-10 Profit-Making Activities
13-11 Awards Committee
13-12 U.S. Junior Chamber Awards Program
13-13 External Awards
13-14 Bid Awarding, Bid Qualifications & Performance Bond
13-15 Special Memorial Awards
13-16 Rules for Awards
13-17 Ambassador Honor Program

Policy XIV Dues

14-1 Time of Payment
14-2 Substitutions – Institutional Local Chapters
14-3 Dues Billing / Collecting
14-4 Dues for Additional Members

Policy XV Finance

15-1 Investment of Contingency Fund
15-2 Purpose of Contingency Reserve Fund
15-3 Accrual Accounting
15-4 Budget Revision
15-5 Program Fund Allocations
15-6 Solicitation Policy and Accounting by Affiliated Trusts and Foundations
15-7 Capital Expenditure Budget, Replacement and Improvement Fund
15-8 Outside Production
15-9 Deposit and Investment of Corporation Funds
15-10 Audit Committee
15-11 Financial Annual Reports
15-12 Credit
15-13 Dishonored Bank Drafts
15-14 Late Fees
15-15 Travel Expenses
15-16 Travel Expense Limits and Allocations
15-17 President Expenses
15-18 Reimbursement of Expenses
15-19 Per Diem Reimbursement to Committees
15-20 Conflict of Interest Policy
15-21 Financial Reports for National or Regional Gatherings of Members

Policy XVI Rules of Procedure, Voting

16-1 Roll Call
16-2 Credentials
16-3 Voting
16-4 Lay on the Table
16-5 Committee of the Whole
16-6 Privileges

Policy XVII Annual Meeting

17-1 Annual Meeting Procedure
17-2 Code of Conduct
17-3 Selection
17-4 Letter of Intent to Bid
17-5 Bidding Procedure
17-6 Conduct of Bid Activities
17-7 Statement of Rules and Regulations
17-8 Voting on Site Selection
17-9 Guarantee of Room Accommodations and Facilities
17-10 Annual Meeting Contract
17-11 Facilities Requirements
17-12 Program
17-13 Budget
17-14 Registration, Room Reservations
17-15 Prohibition Regarding Souvenir Program
17-16 Raffles
17-17 Displays
17-18 Concessions

Policy XVIII Special Meetings and Training Sessions

18-1 JCI USA Leadership Training Event

Policy XIX Policy

19-1 Publication of Results of Referendum

Policy XX Emergencies

20-1 Executive Committee

Policy XXI Amendments

21-1 Amendment of Suspension of Internal Policy

Policy XXII Indemnification

Policy XXIII Headquarters and Employees

23-1 Headquarters

23-2 Staff

23-3 Political Activities

23-4 Employees Handbook

23-5 Document Retention Policy

23-6 Whistleblower Policy

Policy XXIV Junior Chamber International (JCI)

24-1 Membership in Junior Chamber International

24-2 Delegates to World Congress

24-3 Authority of Delegates

24-4 JCI Advisory Committee

24-5 Financial Support of U.S. Jaycees for Expenses of World Congress

24-6 Endorsement of Junior Chamber International Candidates & Sites

24-7 International Directors

24-8 JCI Activities

24-9 JCI Senator Award Processing

24-10 JCI Seminar

24-11 U.S. JCI Senate Reporting

24-12 Senator Revocation

POLICY I - NAME

Policy 1-1 Local Chapters

All Local Chapters shall be known as Jaycees and/or Junior Chamber/Chamber Chapters, and Individual Junior Chamber Members shall be known as Jaycees and/or Junior Chamber members.

POLICY II - PURPOSE

Policy 2-1 Primary Function

The primary function of this Corporation shall be to create and foster the growth of member organizations with similar purposes throughout the nation and the world. The development of strong State Organizations shall be encouraged as a means for developing strong Local Chapters. Emphasis shall be placed upon the leadership development of the Individual Member.

Policy 2-2 Other Functions

Other functions of the Corporation shall be:

- A. To promote the exchange of ideas and to serve as a clearinghouse for project information.
- B. To maintain an inquiry service for inquiries.
- C. To conduct a vigorous public relations program designed to enhance the value of the name of the Corporation and Jaycees and increase the Corporation's prestige.
- D. To handle all publicity related to the activities of the Corporation and its officers.

Policy 2-3 Non-Discrimination

In order to ensure that membership in the Corporation and in each of its State Organizations and Local Chapters is open to, and encouraged for all young persons, regardless of race, color, gender, religion, culture, ethnicity, national heritage or disability, all activities conducted and all facilities used in any manner by this Corporation, or any of its affiliates, must be open to all Jaycees, regardless of their respective race, color, gender, religion, culture, ethnicity, national heritage or disability. All facilities used for nationally sponsored Jaycee purposes must be facilities, which do not discriminate with regard to race, color, gender, religion, culture, ethnicity, national heritage or disability at any time. It is recommended that all facilities used for any state or local Jaycee purpose be facilities, which do not discriminate against any individuals in any manner.

Policy 2-4 Areas of Opportunity

The Corporation shall provide four (4) areas of opportunity for member development as follows:

- A. Individual Areas of Opportunity.
- B. Community Areas of Opportunity.
- C. International Areas of Opportunity.
- D. Business Areas of Opportunity.

Policy 2-5 Prohibition against Hazing

Neither this Corporation, State Organizations, Local Chapters, Individual Members, nor any other person or organization affiliated with this Corporation shall at any time or under any circumstances engage in or condone any practice of hazing, such as conduct in which any person recklessly or intentionally endangers the health or safety of an Individual Member or prospective Individual Member or inflicts bodily injury on an Individual Member or prospective Individual Member in connection with or for the purpose of initiation, admission into, or membership in or affiliation with or as a condition for continued membership in or affiliation with this Corporation, a State Organization, Local Chapter, or any other organization affiliated with this Corporation, regardless of whether the Individual Member or respective Individual Member so endangered or injured participated voluntarily in the relevant activity.

Policy 2-6 Training and Accreditation.

Toward fulfillment of the leadership development of individual members of the Corporation, quality training and continuing education shall be provided to empower young people to create positive change.

- A. Learning events shall be planned collectively by the Corporation's staff, Board of Directors, and Training Task Force Committee. Affiliate organizations of the Corporation are responsible for designing and implementing their own learning events but are authorized to utilize the resources of the Corporation.
 1. The Corporation's President shall have final approval of all content offered by the Corporation. It is the responsibility of the Training Task Force Chair and Committee to ensure that content meets all guidelines outlined by the Corporation's by-laws and policies. It is the responsibility of Corporation's staff to make all physical arrangements for the national learning events and ensure all of the needs of trainers and attendees are met.
 2. At the first quarter of each calendar year, the Training Task Force Committee, under the direction of the Training Task Force Chair, shall complete a Self-Audit to ensure that all International Association of Continuing Education and Training (IACET) Standards and their elements are being met utilizing the IACET Self-Audit Checklist.
 3. Responsibility for ensuring compliance with the IACET standard shall be shared by the Staff management position, the President, and the Training Task Force Chair.

4. Learner participation shall be measured in clock hours, deducting lunch, breaks, and other disruptions in instruction, with actual instruction time converted to Continuing Education Units (CEU) credit to participants. Session duration shall be in hours, subtracting time spent in meals and breaks, with the resulting total divided by ten (rounded to the nearest tenths place) to equal CEUs awarded.
- B. The Training Task Force shall complete an annual review of training documentation to ensure content accuracy and make any required updates by the end of the first quarter of the calendar year, with the bi-annual obligation to ensure that all documentation is reviewed.
1. The Corporation's staff shall maintain all learning asset records and reports, including copies of documentation for all online and in-person learning events.
 2. Each learning event shall be reviewed to ensure that needs for the learning event are met from registration to completion, with all required resources evaluated by the Training Task Force Committee in collaboration with the trainer to confirm the overall design of the training event, the content of sessions, and the individual needs of presenters.
 3. The Corporation's staff and Training Task Force shall collaborate with select trainers with documented expertise in their content area to develop the best training opportunities for individual members. Trainers shall be chosen based on their ability to provide useful, relevant and up-to-date materials for their session. Course standards for both in-class sessions and online presentations such as length, agenda, and learning objectives shall be clearly communicated with trainers.
 4. In addition to contracted audio visual services, the Corporation shall maintain sufficient audio visual equipment, with the Corporation's staff bearing the responsibility to check all training equipment prior to each event to ensure that all equipment is in working order, and that for each event audio visual contracts shall include an on-site technical expert to support instructors for the duration of each event.
 5. The Training Task Force Committee shall verify that presenter credentials reflect a minimum of a Bachelor's Degree and/or experience in an area related to the topic and experience in conducting adult learning. Verification shall be recorded in the presenter database for each event.
 6. The Corporations will ensure an appropriate learning environment, instructional and learning resources for instructors, learners and staff. Participants shall have the ability to pre-register online or register on-site. A registration area shall be cordoned for every learning event to address any questions or needs of participants or trainers.
 7. If a training event or session requires participants to attend with specific equipment, those requirements shall be disclosed in promotional materials and attendees shall be individually informed at least one week prior to the event, regarding specific details of the technology requirement.
 8. Participants shall be provided information about the learning event via registration materials that detail content, schedule, and registration process as well as any special requirements. These materials must include contact information for the national headquarters by phone or email. The Corporation's staff and volunteers are available to participants to attend to needs prior to, during, or after each training event.
- C. The corporation shall regularly assess member training needs. At each training session, participants complete an evaluation form that includes a section about training opportunities participants would like to see offered. The information collected shall be used to identify training needs and to plan subsequent training.
1. Annual training needs assessments shall identify the most crucial issues facing individual members, training interests, and shall also identify opportunities in which the Corporation can address these needs, with said assessment goals and processes set forth on forms designed by the Training Task Force Committee.
 2. The Training Task Force Committee shall continually seek topics that can provide necessary development opportunities for the membership. Evaluation results shall be compiled after each learning event and reviewed by the President, the Corporation's staff and the Training Task Force Committee to determine future training needs.
 3. The Training Task Force Committee shall use mapping tools to analyze and determine the learning outcomes identified, with the end results reported to the President, Board of Directors and Strategic Planning Committee for use in building the yearly Plan of Action and the updating the organization's strategic plan.
 4. Presenters are required to submit a Session for Participants form setting forth all learning event proposals. The Training Task Force will utilize the information from the form to ensure that the proposed training comports with the strategic plan or the learning needs identified in the needs assessment.

5. The Corporation's staff will use the information from the Session for Participants for to promote the course to membership, including course marketing materials with logistical information and detailed descriptions of content that incorporates session objectives.
 6. At the start of the event, participants shall receive a CEU application that details the evaluation of learning. The requirements for CEUs and post-test requirements must be reviewed at the start of the event, along with all learning objectives, both of which shall be presented to participants as part of the session evaluation form.
- D. Every training opportunity shall have defined learning objectives for what participants are expected to learn by the end of the course, and it is recommended but not mandatory that learning outcomes for trainings should be developed using Bloom's taxonomy.
1. In addition to training content developed by the Corporation, trainers with documented expertise in their content area and proven training experience shall be solicited. Trainers may also be recommended by other training providers or chosen for their expertise in a particular topic area. Identified trainers shall have their specific credentials submitted for verification and submitted training event forms shall be examined to determine eligibility for IACET CEUs.
 2. Trainers should develop their objectives for their session as part of their planning process, but for each learning event the individual session objectives shall be conveyed within the session description, and at the start of each session, objectives shall be reviewed and presented to participants as part of the session evaluation form.
 3. Potential instructors shall be required to submit the following information to the Corporation: (1) expertise in the area of instruction, (2) when and where the training has been offered previously, and (3) the intended methods of instruction.
 4. All training shall be reviewed by the Training Task Force Committee, which shall be comprised of at least one member who has a background in education or training.
- E. Mandatory competencies for instructors.
1. The nine measures of competency for instructors shall be defined as follows:
 - a. Competency 1: Effective Communication – Clarity in speech that is appropriate for the setting, effective use of verbal and non-verbal language, and excellent listening skills.
 - b. Competency 2: Continual Development of Skills and Knowledge Base – Trainers are expected to use well-researched materials utilizing the latest updates in the field.
 - c. Competency 3: Comply with Established Standards – Instructors must be able to train a diverse body of learners and comply with all established ethical and legal standards.
 - d. Competency 4: Professionalism- Instructors shall maintain highest standards of professionalism.
 - e. Competency 5: Plan Instructional Methods and Materials – Content must be organized in a logical manner to support learning outcomes. The instructor must demonstrate the approach to instruction, consideration of learning styles, the needs of adult learners and lessons based on a sound foundation of learning outcomes.
 - f. Competency 6: Preparation for Instruction – Instructors must have familiarity with their presentation, the technology they will use and the participants they will address.
 - g. Competency 7: Motivation of Learners – All training material should be relevant to the learner, ensuring that goals and objectives are clear from the beginning. The instruction should foster a positive attitude toward learning and the course material.
 - h. Competency 8: Effective Presentation Skills – Instructors must involve learners in the presentations, be adaptable, and use a variety of ways to get participation.
 - i. Competency 9: Promote Transfer of Knowledge - When possible, the course should allow participants to practice in the class, and then discuss how they will apply the knowledge.
 2. Presenter credentials shall be reviewed as a part of CEU Eligibility Verification process, with alignment of the instructor competencies used to determine the Instructor's Adult Training Experience, which shall be recorded for each event. Instructor Competencies shall be reviewed as part of the submission review process that evaluates credentials and discusses expertise with presenter.

3. At the end of the learning events, instructors shall be evaluated by individual participants in the areas of content integration into practical use, the presenter's level of knowledge of the material and the effective delivery of the course, and such evaluation shall also include a separate evaluation by a room monitor who shall assess the instructor's knowledge level, how closely the content matched the description, organization of content, consistency of instructional methods with learning outcomes, the degree to which methods accommodated various learning styles, and the level of interaction.
 4. The Corporation shall disseminate the Non-Discrimination Policy with staff, board members, members and presenters, so as to promote an environment of open communication among our members.
 5. The Corporation shall disclose the Proprietary Interest of instructors, with the admonition that any materials, publications, processes, or related works for the design and delivery of continuing education and training developed by the presenter without the assistance of the Corporation, shall be owned by the presenter. The presenter shall provide the Corporation with a non-exclusive license for the materials under reasonable terms for use and distribution.
- F. To ensure that educational content logically supports the learning objectives, the Corporation shall establish guidelines for Instructional Design and Materials Evaluation, Instructional Method Evaluation to provide a framework for communicating and evaluating proposed course instructional methods, and Learning Design Planning forms which shall be completed by instructors and shall provide the framework for instructors to convey their content in a way that demonstrates a logical flow, instructional strategies, and learner demonstrations. All of the foregoing forms shall be designed by the Training Task Force Committee, along with a Presenters Guide that allows the trainer to demonstrate how the learning outcomes will be communicated to participants throughout the course.
- G. Learning shall be measured through successful completion of the CEU Application Post-Test with at least 85% accuracy. Tests are reviewed and verified before CEUs are awarded. Post-Test questions shall be designed by Instructors to evaluate participant learning and to complement participant objective measures that are incorporated into the learning experience. Instructors shall discuss the learning outcomes for their courses at the beginning of the course, provide opportunities throughout the course for learners to ask questions and provide feedback. Each course will also reserve a minimum of 10 minutes at the end of the instructional session for questions and answers related to the learning outcomes of the session, and in addition instructors will provide their contact information so that learners can contact the instructors for any follow-up questions after the completion of the course or session.
- H. Before the start of the learning event, each participant will receive Application for Certificate of Participation/IACET. At the end of each session, instructors will review the learning outcomes through a "Question & Answer" discussion. Instructors are required to verify not only attainment of knowledge but also attendance. After the event, all IACET CEU applications are reviewed for accuracy and awarded the proper CEU total based on attendance and successful completion of the CEU Application Post-Test. Participants who did not complete all the requirements to earn a CEU will receive a certificate of participation.
1. All participants are required to register for the event. Session sign-in sheets shall be used to verify each participant's attendance. Room monitors shall ensure the accuracy of participant sign in sheets. Participants will receive CEUs only for the sessions in which they participated and only if they attend the entire session.
 2. Registration records, CEU applications, and session sign-in sheets shall be maintained by course and calendar year. A computer database shall be maintained for course completion and CEU information, and it shall be the responsibility of the Corporation's staff to enter records into the master database within ten days of receipt.
 3. At the completion of the event and/or conference, participants shall have the opportunity to complete a CEU application for the sessions he or she attended. Participant details are maintained in an electronic database for use in generating CEU certificates. Participants may request a report of all CEU credits completed by contacting national headquarters.
 4. The Corporation shall maintain a computer database that includes participant contact information, event information, and continuing education unit information and any physical CEU application forms shall be locked in a secure area. CEU certificates to be emailed or mailed, based on the method requested, within 45 days of the meeting.
 5. Individuals shall be informed of their satisfactory completion of the CEU application by receiving his or her CEU certificate. Learners shall be notified by email within 45 days of the end of the course, with said notice to include a confirmation of the class and any CEUs earned or any remedy available if CEUs are not earned. If a participant fails to meet the requirements of the application, a certificate of participation will be awarded.
 6. All records pertaining to CEUs shall be retained for a period of seven years and all electronic information shall be backed up quarterly. Upon written request with a signature from the applicant, CEU records will be released and forwarded within a period of 7 to 14 days, depending on the urgency of the request.

- I. The Corporation shall use a standard evaluation form for individual sessions that assesses the quality of the information, the level of preparation and knowledge of the presenters, and the overall quality of the session.
 1. Participants shall be given the opportunity to identify what they liked most and least about the session and identify areas of interest for future training. The evaluation shall address the individual objectives and learning methods for each session, allowing the Training Task Force to measure the effectiveness of the session in implementing appropriate teaching strategies and meeting the objectives identified for the session.
 2. Other forms used to collect program evaluation data include a Room Monitor Report and Presenter Feedback Form. Program review information shall be compiled for each learning event, aggregating and condensing information for use by instructors in future planning and make continuous improvements in the training events offered.
 3. Information about trainer evaluations regarding preparation and expertise shall be used to determine whether or not those trainers will be used for future training events, including consideration of whether presenter has previously worked with the U.S Jaycees, or a state or local chapter thereof, along with any previous evaluations thereof, will be reviewed prior to finalizing plans with the trainer. Other evaluation data related to conference planning, conference management, facilities and other data is reviewed after each event to plan for future adjustments.
 4. Participants shall be asked what changes they plan to make in their work, volunteer, or personal life as a result of their learning experience, so that the Training Task Force Committee may compile, review, and monitor the impact of the professional development offered.

2-7 Code of Ethics and Conduct

Code of Conduct: The officers, appointees, individual members, affiliates, and employees of this organization are expected to adhere to high standards of ethical conduct. Although it is impossible to describe all conduct that is addressed, this policy requires the following:

- A. Dedication to JCI USA's mission, vision and declaration of principles and recognition that the chief function of JCI USA at all times is to serve the best interests of our membership.
- B. The responsible and prudent management of JCI USA funds and property.
- C. Conduct yourself professionally and be respectful of others. Harassment and exclusionary behavior is not acceptable.
- D. Principles of integrity and professionalism should be observed by all members, affiliates, and staff. Defamatory or discriminatory language/ communication including that via social media are not condoned.
- E. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interests between personal and professional relationships.
- F. Full, fair accurate and timely disclosure of relevant facts in all reports and documents dealing with matters of program service, governance and business administration.
- G. Compliance with all applicable governmental laws, rules and regulations.
- H. Treatment of all persons with respect, equality, equity and fairness.
- I. Respect and protection of confidential and/or privileged information to which we have access to throughout the course of our duties.
- J. Prompt internal reporting of code violations are expected. Retaliation against anyone who reports code violations are unacceptable.
- K. Personal accountability for the high standard of ethics and integrity for the JCI USA organization. It is asked that all members, affiliated persons, and staff are guided by letter and spirit of this Code.

POLICY III MEMBERSHIP

Policy 3-1 Transfer of Individual Members

- A. In the event an Individual Member of the Corporation in good standing wishes to transfer from one (1) Local Chapter to another, the secretary or president of the receiving Local Chapter shall submit a request in writing to the Corporation, through the State Organization. The Corporation shall advise the receiving Local Chapter as to the anniversary membership date of said transferring member. The Corporation shall also notify the remitting Local Chapter that such transfer has been affected.
- B. Should the receiving State Organization and Local Chapter accept the transferring Individual Member, said State Organization and Local Chapter shall honor the membership of said transferring Individual Member until the Individual Member's next anniversary date. Thereupon, in addition, the Local Chapter accepting transfer of the Individual Member shall pay an administrative fee of Five Dollars (\$5.00) for such transfer, except as excluded in the case of a Developing Chapter as explained under Police 3-8(B)(7).
- C. In the administration of the dues billing system for State Organizations, the Corporation shall establish one (1) at-large chapter for each state. Other than for purposes of the administration of the dues billing system, this at-large chapter shall not be included in the number of Local Chapters of that state of which it is a part for any purpose other than this section. In the event that a Local Chapter ceases to exist, all Individual Members whose anniversary dues date does not coincide with the date of revocation of the charter of the Local Chapter of which he/she is a member shall be transferred into the at-large chapter or other Local Chapter for the remainder of the period of his/her current anniversary dues period.
- D. As an alternative to at-large status, an Individual Member of a Local Chapter whose charter is being terminated may opt to transfer their membership to another Local Chapter pursuant to the provisions relating to transfer of membership elsewhere herein.
- E. No Individual Member shall be renewed as a member of the at-large chapter. The Individual Member may be transferred from the at-large status to an active chapter where transfer fees are applicable, except as excluded in the case of a Developing Chapter as explained under Policy 3-8(B)(7).
- F. Prior to the expiration of the anniversary dues period for Individual Members in at-large status, said Individual Member may opt to transfer their membership to a Local Chapter pursuant to the provisions relating to transfer of membership elsewhere herein.
- G. Individual Members of the at-large status chapter shall be included in that state's total current membership.
- H. The Local Chapter accepting the transfer of initial charter members from a first year Local Chapter (prior to the first annual renewal billing) will be assessed dues in the amount of Twenty Dollars and Fifty Cents (\$20.50) in addition to the administrative fee of Five Dollars (\$5.00) and any additional fee that the State Organization may assess. The administrative fee will not be assessed in the case of a Developing Chapter as explained under Police 3-8(B)(7).
- I. The Local Chapter accepting the transfer of a member from a Collegiate Chapter will be assessed dues in the amount of Twenty Dollars and Fifty Cents (\$20.50) in addition to the administrative fee of Five Dollars (\$5.00) and any additional fee that the State Organization may assess. The administrative fee will not be assessed in the case of a Developing Chapter as explained under Policy 3-8(B)(7).

Policy 3-2 Minimum Regular Chapter Membership

Each regular Local Chapter shall be required:

- A. Membership of not less than ten (10) Individual Members;
- B. Keep Chapter and Individual Members data current, including having an operational phone number, operational email, a physical address in the membership database of the organization for each Chapter and each Individual Member;
- C. Update or renew liability insurance, update or renew Articles of Incorporation as required by relevant state agencies, file IRS form 990;

In the event that a Local Chapter fails to meet the requirements above, the Charter of said Local Chapter shall be reclassified as a "provisional" Local Chapter. The Vice President of Chapter Relations, or their designee(s), shall work with Provisional Local Chapters to remedy areas of deficiency. Any Provisional Local Chapter that has maintained that status for ninety (90) consecutive days from the date of notification will have their charter revoked and the members will be transferred into the State's at-large chapter. The National President may, at his or her discretion, grant an extension of up to 90 days if a request is submitted in writing with a plan of action. No chapter may be granted more than 1 extension within a 12-month period.

Policy 3-3 Institutional Local Chapters

The term "Institutional Local Chapter" shall be defined as those Local Chapters that exist:

- A. In a facility in which persons are confined for penal or correctional reasons after trial and conviction of a criminal offense; or
- B. In a program the majority of whose members are regularly engaged in a mental health rehabilitative program or confined for medical reasons; or,
- C. Other type of facility or program defined by the U.S. Census Bureau as "Institutional".

Policy 3-4 Life Members

Life Membership shall be conferred upon past Presidents of the Corporation via the favorable disposition of a Resolution of Commendation.

Policy 3-5 Sustaining Members

Requirements for Sustaining Membership shall be established from time to time by the Executive Committee.

- A. Unsolicited donations of money and/or materials may be accepted by the Staff management position at his/her discretion, provided that, if the use of the gift as directed or required by the donor is restricted, the Staff management position shall first secure the approval of the Executive Committee.
- B. Donations may be solicited only by the Staff management position, or by designated staff, or those persons designated in advance by the President in writing. Tentative solicitations on projects are permissible, subject to the control of the President; provided however, that the Corporation is advised of all such solicitations at least fifteen (15) days in advance. The Corporation shall notify any State Organization in advance before making solicitations of donations within that state, recurring contracts excepted.
- C. Commercial benefit to the donor of donated money and/or materials shall be kept to a minimum. Programs and projects benefiting from donated money and/or materials shall be known and publicized as being primarily sponsored by this Corporation.
- D. Prior to any solicitation of Sustaining Members and/or sponsorships, the President or designee shall review any planned solicitations with the President of the State Organization Member.

Policy 3-6 Alumnus and Foundation Members

- A. An Alumnus Member as described in section 3.9 of the Bylaws, may participate in Alumni activities as may be prescribed and approved from time to time by the Executive Committee or Board of Directors of the Corporation.
- B. An Alumnus Member's contribution shall be determined annually by The Corporation and shall be paid directly to the Corporation, which shall keep Alumni membership rosters and make such rosters available to the Foundation.
- C. The Alumni Program shall be led by an individual appointed by the president of the Corporation.

Policy 3-7 Additional Memberships

Additional Memberships shall be permitted pursuant to Section 3-1of the Bylaws of the Corporation, provided however, that such members shall not be included in calculations of voting strength for reporting purposes to JCI, or for purposes of incentives and awards.

Regular individual members may join Local Chapters other than the initial or primary local organization provided all other Corporation requirements for local membership are fulfilled. Members shall retain voting privileges only in the primary, or initial, Local Chapter.

Policy 3-8 Extensions

- A. Extension and maintenance of Local Chapters are functions of the State Organizations.
- B. The Corporation shall furnish aids for use in the extension by Local Chapters and State Organizations.
 - 1. Applicants for affiliation as a Developing Chapter shall file with the Staff management position of the Corporation, a written application. The application must include, but is not limited to:
 - a. Name of the Developing Chapter and temporary mailing address.

- b. A complete roster of the applicant's membership, reflecting a minimum number of ten (10) Individual Members as defined by Section 3.2 and meeting the Membership Requirements in Section 3.11, who are not presently Individual Members of the Corporation, which shall include but not limited to:
 - i. Name
 - ii. Mailing Address
 - iii. Home and Business or Cell Phone Number
 - iv. Birth Date (month and year)
 - v. Gender
 - vi. Email Address
 - c. Acceptance of terms and conditions for affiliation indicated by notarized signatures of an applicant member and by notarized signature of the extending chairperson or sponsor.
 - d. Approval of the applicant by the State Organization to a designated representative of the State Organization who shall be responsible for providing State Organization services and act as a liaison between the applicant, the State Organization and the Corporation during the development process.
2. Term of length for Developing Chapters:
 - a. A Developing Chapter, with a minimum of ten (10) Individual Members, shall have no longer than ninety (90) days to recruit an additional ten (10) Individual Members and submit the remaining applications, documents and fees for acceptance as a Local Chapter in compliance with Section 3.3.
 3. Rights and Privileges of Developing Chapters:
 - a. Developing Chapters shall have no voting rights of privileges with the Corporation while under the Developing Chapter status.
 - b. Developing Chapters shall have the right and privilege to have their voice heard during applicable meetings, conferences and events as pertaining to the rights and privileges of an Individual Member in good standing.
 - c. Pursuant to Policy 3-7, Developing Chapters shall not be included in calculations of voting strength or for the purposes of incentives and awards unless such incentive or award is specifically related to Developing Chapters only.
 4. State Organizations shall have the exclusive right to accept or decline the application of Developing Chapters at the State Organizational level in as much as the Developing Chapter is a tool pursuant to this policy.
 5. License to utilize the trademarks, service marks and collective membership marks of the Corporation shall be granted in compliance with Section 3.3 (G) with the addition of the maximum number of days to be no more than ninety (90), at which time the license will be revoked unless the Developing Chapter has fulfilled the requirements under Section 3.3 to apply for affiliation as a Local Chapter.
 6. Once all requirements as stated in Section 3.3 have been fulfilled and received by the Staff management position of the Corporation, the Developing Chapter License shall end and the Chapter shall be issued a Local Chapter Charter and be entitled to all rights and responsibilities of a Local Chapter in Good Standing.
 7. In the event that a Developing Chapter fails to meet the requirements of a Local Chapter under Section 3.3, the Individual Members of the Developing Chapter shall revert to the status of At Large members of the original approving state organization with which it applied for affiliation under Policy 3-8(B)(1)(d) until such time as the Individual Member chooses a Local Chapter in which to transfer his or her membership. There shall be no transfer fee for said transfer as required under Policy 3-1.
- C. An appropriate administrative kit or file containing selected manuals, pamphlets and brochures shall be provided to each newly chartered Local Chapter or State Organization.

Policy 3-9 State Organization Reporting Requirements

- A. State Organizations are required to submit a plan of action and copy of Constitution & Bylaws no later than March 1st of each year covering that administrative year. This plan shall be sufficiently comprehensive to enable delivery of an adequate level of service to Local Chapters.
- B. State Organizations are required to submit a final report of the prior year's activities by February 15th. The final report shall be sufficiently comprehensive to enable review of service delivered.

Policy 3-10 Temporary Assignment of Local Chapter

Temporary assignment of a Local Chapter of a revoked State Organization, pursuant to Section 3.4.F of the Bylaws of the Corporation, shall be placed in trust under the Corporation.

Policy 3-11 Drop Requests/Revocation

- A. The charter of a Local Chapter ending the administrative year on December 31 with zero members shall be automatically revoked January 1.
- B. All Local Chapter drop requests not covered by this policy shall be handled as a revocation, covered under Section 3 –10 of the Bylaws of the Corporation.

Policy 3-12 Annual Local Officer Training

Each State Organization shall conduct a Local Officer Training School annually. Following the said training school, the State Organization shall forward the agenda and any materials used in the Local Officer Training School to the President of the Corporation, or a person designated by the President.

Policy 3-13 Violation of Age Requirements

It may be good cause for the revocation of a charter if a State Organization Member or a Local Organization Member, or any officer thereof, knowingly allows an Individual Member to remain on the roster of a Local Organization Member despite knowing or having reason to believe that the Individual Member does not meet the age requirements for membership as set forth in the Bylaws of the Corporation. Any National, State or Local officer may require proof of age of any member at any time.

Policy 3-14 Local Business Chapters

- A. The term "Local Business Chapter" shall be defined as those local chapters that are:
 1. chartered or existing in large communities with a population of at least 100,000, and;
 2. chartered or existing with a minimum of 75 charter members, and;
 3. affiliated with a minimum of 3 sponsoring entities located within the metropolitan community.
- B. Local Business Chapters subject to all the local chapter requirements and fees as defined generally by Section 3.3 of The United States Junior Chamber Amended and Restated Bylaws.
- C. Local Business Chapters shall be assessed additional training fees, at a rate recommended by the National President and approved by the National Executive Committee, to be collected by the State Organization and paid directly to the Corporation, for the express purpose of supporting dedicated, national chapter training for its initial 24 month existence; The assessed training fees charged shall be deposited into a dedicated USJC corporate account intended to support the newly chartered Local Business Chapters. The assessed training fees shall be assessed one-time administrative fees in the following manner:
 1. No more than One Hundred dollars (\$100.00) that shall be payable to the Corporation for its general operating expenses, and;
 2. No more than Fifty dollars (\$50.00) that shall be payable to the State Organization for its general operating expenses.
- D. Training Agreements. All training agreements shall be between the Corporation and the newly chartered Local Business Chapters. State organizations shall not be parties to the training agreements and shall incur no obligation to provide said dedicated, national chapter training should the Corporation fail to meet its obligations to these newly chartered Local Business Chapters.
- E. Local Business Chapter JCI Dues: JCI individual membership dues shall be submitted for each member. The Corporation shall determine the dues and fees submission process for Local Business Chapter Members.
- F. Annual Budget Approval: The USJC Metro Director shall submit a proposed budget annually to the USJC Finance Committee for consideration in accordance with the bylaws.

POLICY IV - GOVERNING BODIES

POLICY V – BOARD OF DIRECTORS

Policy 5-1 Duties of Board of Directors

- A. Each member of the Board of Directors is expected to attend all meetings of the Board of Directors.
- B. In the event any State President is incapacitated or otherwise unable to attend a meeting of the Board of Directors, then such State President shall appoint in writing an alternate from the state organization subject to written approval by the President of the Corporation. Said alternate shall have all the accorded rights as a State President on the Board of Directors for the specific time period stated in the recommendation.
- C. Each member of the Board of Directors is the representative of the State Organization Member in The U.S. Junior Chamber structure. The board members are representatives of the Corporation to the Local Chapters in their respective states. As representatives of the Corporation, the board members are responsible for the promotion of all Corporation programs and policies within their respective states.

Policy 5-2 Right to Vote

A State Organization shall forfeit the right to vote at meetings of the Board of Directors if such state is in arrears in excess of One Thousand Dollars (\$1,000.00) owed to the Corporation as of the day of such Board of Directors meeting unless such states have prior approval of the Staff management position and the National President.

Policy 5-3 Code of Ethics USJC Code of Ethics

Goal: To establish a set of principles and practices of the United States Junior Chamber Board of Directors that will set parameters and provide guidance and direction for board conduct and decision-making.

Code: Members of the Board of Directors of the United States Junior Chamber are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of the United States Junior Chamber. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of United States Junior Chamber.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to Junior Chamber members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all United States Junior Chamber activities.
7. Strive to uphold those practices and assist other United States Junior Chamber members of the board in upholding the highest standards of conduct.

Personal Gain

8. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the nonprofit they represent.

Equal Opportunity

9. Ensure the right of all Junior Chamber members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented. Ensure the right of all Junior Chamber members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

10. Respect the confidentiality of sensitive information known due to board service.

Collaboration and Cooperation

11. Respect the diversity of opinions as expressed or acted upon by the United States Junior Chamber board, committees and membership, and formally register dissent as appropriate.
12. Promote collaboration, cooperation, and partnership among Junior Chamber members.

POLICY VI- EXECUTIVE COMMITTEE

Policy 6-1 Joint Executive Committee Meeting

Each year there shall be a joint meeting of the Executive Committee-Elect and the Executive Committee. This meeting shall be held within 15 days of completion of the election of officers as determined by the President and President-Elect.

POLICY VII – ELECTIONS

Policy 7-1 Publication of Election Rules

All election Bylaws and Policies and Procedures affecting delegates will be distributed to the Executive Committee, Board of Directors and State Presidents via written notice at least twenty-one (21) days prior to the Annual Meeting. For the purposes of this Policy, written notification may be satisfied by posting such election Bylaws, Policies and Procedures to the Corporation's website by the required date of notice.

Policy 7-2 Financial Status of Candidates State

The Elections Committee shall not recommend the candidacy of any individual if that individual's State Organization is not current in its financial obligations with the Corporation.

Policy 7-3 Formal Announcements – Elected Officers

Formal announcements of President and Deputy National President candidates may be made 120 days prior to the Annual Meeting. Formal announcements of National Vice President candidates may be made 90 days prior to the Annual Meeting.

Policy 7-4 Filing Fees

The filing fees for candidates for national office shall be Seven Hundred Fifty Dollars (\$750.00) in the case of National Presidential candidates, Three Hundred Seventy-Five Dollars (\$375.00) in the case of Deputy National Presidential Candidates and One Hundred Fifty Dollars (\$150.00) in the case of National Vice Presidential candidates.

Policy 7-5 Campaign Expense - Vice President

No National Vice Presidential candidate, organization or other persons in behalf of the candidate may spend more than Five Thousand Dollars (\$5,000.00). For this purpose, donated material shall be valued at its fair market value, and all travel expenses shall be included. The Five Thousand Dollars (\$5,000.00) limitation shall not include the cost of shipping materials to the convention site.

Policy 7-6 Damage and Payment Deposit

Each candidate for the office of National President shall deposit the sum of Five Hundred Dollars (\$500.00), each candidate for the office of Deputy National President shall deposit the sum of Two Hundred Fifty Dollars (\$250.00) and each candidate for the office of National Vice President shall deposit the sum of two hundred dollars (\$200.00) for any damage to hotel or convention center and/or outstanding hotel room bills. All deposits shall be made with the Corporation at the time of filing under Section 7-1 of the Bylaws of the Corporation and shall be in addition to the filing fees required by Policy 7-4. All deposits shall be returned to candidates within thirty days (30) after the Annual Meeting of the Corporation and after the deduction of the cost of any damages or unpaid expenses of the candidate.

Policy 7-7 Affidavit of Campaign Expenses

Each National Presidential candidate and National Vice Presidential candidate will submit a sworn affidavit of campaign expenses including all donations including materials.

Policy 7-8 Order of Election

A Credentials Committee report shall be the first order of business at the Annual Business Session of the Corporation.

Policy 7-9 Candidates for Vice President – Highest Majority

In the event more than eight (8) Vice Presidential candidates receive a majority vote, those eight (8) receiving the highest number of votes shall be deemed elected.

Policy 7-10 Candidate Withdrawal

A National Presidential candidate may withdraw only after a ballot is officially closed and before the commencement of the roll call for the next ballot. This policy shall be applicable only when there is more than one (1) candidate for the office of National President. The presiding officer shall cause the next ballot to begin within fifteen (15) minutes unless tallying makes this impossible. If a candidate withdraws, one (1) hour is allowed from the time of the drop for the presiding officer to begin the next ballot.

Policy 7-11 Caucuses

- A. Only State Organizations may request candidates to appear before caucuses. Candidates may appear before said caucuses only between the hours of 9:00 A.M. and 1:00 A.M. The Elections Committee shall disqualify any candidate who violates this rule.
- B. It shall be the policy of this Corporation to encourage maximum attendance at all official events of the Annual Meeting and, therefore, caucuses will not be held during times other than those specified in Subsection A above.

Policy 7-12 Campaign Rules

- A. Use of fireworks and/or firearms are prohibited during the campaign.
- B. Candidate's curfew will be set by the Elections Committee at the first meeting of the Elections Committee. Candidates shall observe the established curfews by being in their hotel rooms during curfew hours.
- C. Each candidate must provide for the cleanup of their campaign materials after caucuses and elections. Failure to adequately comply shall result in forfeiture of their damage deposit.
- D. During National Vice President Introductions, each candidate will have one minute introduction by his or her State President/representative and then two minutes to address the members. After all candidates have spoken there will be a question and answer forum facilitated by the Elections Chairperson with questions submitted by members and vetted by the Election Chairperson. Each candidate will answer two questions and have one minute per question.
- E. Presidential Introductions. Each candidate for President will be allowed twelve (12) minutes for a presidential introduction and candidate promotion consistent with Election Rules.
- F. During introductions for presidential candidates, each candidate or National President shall be introduced by his or her State President/representative and then the candidate will be allowed to address the group. After introduction, the sitting National President will facilitate a forum during which time past National Presidents, including the Immediate Past President, will ask questions vetted by the Election Chairperson. Each candidate will be allotted two minutes to answer each question.
- G. Signs and posters are not allowed outside the convention center or on major flows to the convention center. Such signs and posters are allowed in designated areas only.
- H. A copy of all audiovisual materials shall be filed for the Elections Committee review by a time set by the Elections Committee at its first meeting.
- I. State delegates must be certified and obtain a full U.S Junior Chamber Annual Meeting registration in order to be counted in the voting strength calculations.

Policy 7-13 Definitions

- A. The word "person" means any natural person, male or female.
- B. The word "association" means any firm, corporation, association or group of individuals.
- C. The word "candidate" means any candidate for election to any elective office of The U. S. Junior Chamber, which is to be filled by the vote of the legally qualified Individual Members of The U.S. Junior Chamber.
- D. The word "expenditure" means any gift, loan, sale, transfer or other disbursement or promise of money or anything of value, directly or indirectly, to promote, aid or participate in the success or defeat of any candidate submitted for vote at any election or to engage in political propaganda in connection with any election except as hereinafter provided.

POLICY VIII – PRESIDENT

Policy 8-1 Oath

The following oath of office shall be administered to the President-elect by the Immediate Past President:

"I do solemnly swear (or affirm) that I will faithfully execute the office of the President of The United States Junior Chamber and will, to the best of my ability, serve as a living example of this organization's philosophy and beliefs, and I will uphold the bylaws and policies of this organization, (Jaycee Creed) . . . so help me God."

During the ceremony, the President-elect's left hand will rest on the Bible, and the right hand shall be raised. At the conclusion of the ceremony, the retiring President shall present the Bible to the new President.

Policy 8-2 Presidential Visits

Every State Organization shall be visited by the President at least once every two (2) years.

Policy 8-3 Presidential Annual Report

The President shall terminate the year's activities with a written annual report and recommendations. This report shall be submitted to the Staff management position and distributed to the Board of Directors.

Policy 8-4 Honorary Appointments

The President may accept such honorary appointments of civic, business and social nature as may be tendered so long as the purposes do not conflict with general Junior Chamber objectives.

Policy 8-5 Personal Representative

The President may appoint representatives in foreign countries or on such domestic occasions within the United States as may from time to time be desirable.

Policy 8-6 Policy Representative

The President may appoint a representative or representatives who are qualified to present the policy stands of The U.S. Junior Chamber whenever there is a request or an occasion to do so, and the content of that presentation shall be submitted to, and approved by, the Executive Committee in advance. The order of National Presidential Candidate Nominations and National Vice Presidents' presentations, respectively, shall be randomly chosen by the Elections Committee at its first meeting.

Policy 8-7 Officers-Elect

The current National President is expected to provide special insight and access to the President-elect, concerning issues of training and corporate operations. The President-elect shall be an ex-officio member of all committees and shall serve as chairperson or appoint a chairperson of all planning committees for the coming year and shall have the authority to appoint all co-chairmen as necessary. This excludes the Bylaws and Policy Committee and the Finance Committee, and other committees whose chairs are specifically provided for in the Bylaws and Policies of the U.S. Junior Chamber.

The President-elect shall have such planning/training meetings prior to December 31 at such locations as are convenient and appropriate, not to exceed three (3) such meetings. These meetings are for the purpose of orientation and planning. All additional meetings shall be with the approval of the current National President. The President-elect shall be allocated up to Five Thousand Dollars (\$5,000.00) for planning expenses as a prepaid expense for the following year.

The current President shall have the authority to select all training and training programs at the Annual Meeting, provided they do not conflict with the regular Annual Meeting agenda. These programs shall be limited to the budgetary recommendations of the current fiscal year.

The immediate Past President shall preside at the Year-end Meeting and have complete decision-making authority over that area as long as within budgetary constraints, the current National President shall preside over all business meetings of the Corporation during their term of office and shall have complete decision-making authority over all other items, outside of Year End Awards, at the Annual Meeting

The President-elect serves under the authority of the current National President and is considered an active member of the current administration. The President-elect is expected to work on the current administration's plans and agenda except where spelled out by these policies or directed by the National President. The position of President-elect is one of training, and is directed by the current National President. The President-elect is expected to develop and implement the national training plans for the new year during the month of December.

The President-elect shall have no supervisory authority with either the volunteer staff or the paid staff.

The President-elect shall not make direct work assignments or requests to paid staff. This excludes normal Executive Committee member items and issues related to stated policy. The President-elect should inform the current National President when working with paid staff and must coordinate their efforts through the current Staff management position.

Policy 8-8 Immediate Past President

In addition to those duties described in the Bylaws, the Immediate Past President shall Chair the annual Elections of Officers of the Corporation. The Immediate Past President shall also be the Corporation's liaison to the United State Junior Chamber International Senate.

POLICY IX – DEPUTY NATIONAL PRESIDENT

Policy 9-1 Oath

The following oath of office shall be administered to the Deputy National President-elect by the President-elect:

"I do solemnly swear (or affirm) that I will faithfully execute the office of the Deputy National President of The United States Junior Chamber and will, to the best of my ability, serve as a living example of this organization's philosophy and beliefs, and I will uphold the bylaws and policies of this organization, so help me God."

Policy 9-2 Presidential Annual Report

The Deputy National President shall terminate the year's activities with a written annual report and recommendations. This report shall be submitted to the Executive Committee and distributed to the Board of Directors by the staff management position.

POLICY X – STAFF MANAGEMENT POSITION

Policy 10-1 Administrative Responsibilities

- A. The Staff management position shall be charged with the responsibility of maintaining fiscal operations within the prescribed budget adopted annually by the Board of Directors (subject to changes as may be duly adopted in accordance with the provisions of the Bylaws).
- B. Travel of staff members shall be at the discretion of the Staff management position, with the approval of the President, and travel of the Staff management position shall be at the discretion of the President. Such travel will be approved in advance and shall be subject to budgetary constraints. Payment for such travel shall be calculated and made in accordance with established financial policies and procedures.
- C. The staff management position shall be responsible for, and shall, within budgetary limits, directly control all personnel of this Corporation, including all hiring, appraisals, disciplinary actions and terminations, subject to the requirements set in Article X of these Bylaws, Section 10.5.

The staff management position shall establish the salaries of all Corporation employees within the limits set by the Executive Committee. The staff management position shall ensure that appropriate personnel policies are promulgated and revised as necessary, which conform to all applicable federal and state employment laws. It shall be the policy of this organization to prohibit discrimination in employment within this Corporation based on race, color, gender, age, religion, culture, ethnicity, national heritage or disability.

- D. The Staff management position shall have power to enter into any contract authorized by the existing budget at the time of the contract or authorized by a duly constituted governing body of the Corporation, and shall be the sole person authorized to do so. All contracts shall be reviewed by the President, Treasurer and Legal Counsel at least 48 hours prior to signature.

All contracts entered into by this Corporation in excess of Ten Thousand Dollars (\$10,000.00), including multiple contracts with the same vendor, shall be approved by the Executive Committee with notice to the Board of Directors.

- E. The Staff management position shall maintain all continuous or permanent rules, regulations, operating and office procedures, forms (Annual Meeting contracts, etc.) adopted by this Corporation. The current Articles of Incorporation, current Bylaws, current Policies, last five years of Approved Budgets, and last five years of Audited Financial Statements of the Corporation shall be available for inspection by any Individual Member of this Corporation during the regular business hours of the National Service Center. Nothing in this Policy is intended to prohibit the Corporation, in its discretion, from making any and all additional business records and documents of the Corporation as open as possible to its Individual Members, to the maximum extent possible without causing impairment of the business necessities of the Corporation and without causing disruption to the day-to-day operations of the Corporation.

Policy 10-2 Vacancy Procedure

- A. In the event of a vacancy of the Staff management position, the President shall form the search committee according to Bylaw 10.1 within 30 days of vacancy.
- B. The Executive Committee shall allocate funding from the salary of the vacant Staff management position to the search committee within 30 days of formation of the search committee.

POLICY XI – VICE PRESIDENTS

Policy 11-1 Oath of Office

The following Oath of Office shall be administered to the Vice Presidents by the current President:

"I do solemnly swear (or affirm) that I will faithfully execute the office of Vice President of The United States Junior Chamber and will, to the best of my ability, serve as a living example of the organization's philosophy and beliefs embodied in the Jaycee Creed and will uphold the bylaws and policies of this organization, so help me God."

Policy 11-2 National Vice Presidents-Elect

National Vice Presidents-elect shall not be considered members of the USJC Executive Committee. The role of the National Vice President-Elect is to fulfill the responsibilities of their elected/appointed offices and to assist the current administration where directed by the current National President. The National Vice President-elects will refer all corporation business matters or volunteer matters to the current National President, except for those directly related to the current elected/appointed responsibilities.

Policy 11-3 Hospitality to Officers

Each State Organization Member may expect visits from United States Junior Chamber staff and officers. Local and State Organization Members are expected to extend to both U.S Junior Chamber and State Organization Member officers the courtesy of hospitality within the state or locality as the case may be.

Policy 11-4 National Vice Presidents

National Vice Presidents shall be elected at-large. After being elected, each Vice President shall be assigned a role by the NP. Each role may be responsible for an area of focus encompassing National Programs, projects, initiatives, or committees, including, but not limited to:

- A. Chapter Relations – Programs providing enhancement to the chapter experience (including, subject to the direction of the NP, but not limited to, overseeing the following programs: CLC, Peace is Possible, Shoot for Success, JCY);
- B. Member Relations – Programs design providing enhancement to the member experience (including, subject to the direction of the NP, but not limited to, overseeing the following programs: Passport, Legacy, Correspondence);
- C. Advancement – Programs providing advancement to our organization financially or otherwise (including, subject to the direction of the NP, but not limited to, overseeing the following programs: TOYA, External Sponsors, Convention Sponsors);
- D. Partnerships – External Partners providing opportunities to promote our mission (including, subject to the direction of the NP, but not limited to, overseeing the following programs: LLS, NBN, UNICEF, HOBY);
- E. Impact – Programs providing enhancement to the professional skills development of our members (including, subject to the direction of the NP, but not limited to, overseeing the following programs: Awards Committee, Senatorship promotion, Ambassadorship Promotion, Competitions);
- F. Marketing/Communications – Projects/Programs providing enhancement to the overall marketing of the organization (including, subject to the direction of the NP, but not limited to, overseeing the following programs: Annual Communications Calendar, Communications Committee, Technology Advisory Committee).

As well as other general assignments, National Programs, Initiatives, and committees as determined at the discretion of the NP. The Vice Presidents shall report administratively to the Chief of Staff.

Policy 11-5 Purpose of Visit

During visits to each State Organization, each Vice President shall conduct a discussion session with the State Organization Executive Committee and Board of Directors on the functions of the Corporation, its facilities, services, programs, etc., and shall make a survey of the condition of the State Organization and make oral and written recommendations to the State President for the improvement of its programs, organizational structure, operation and finance.

Policy 11-6 Reports

All Vice Presidents shall provide a quarterly written report to the Executive Committee detailing the status of their assigned State Organization. Additional Reports shall be at the discretion of the President.

POLICY XII – APPOINTED OFFICERS

Policy 12-1 Licensure

Before being appointed, any potential Treasurer or Legal Counsel must provide current licensure information to the President of the Corporation, which shall include the dates of licensure in all states where a license has ever been held, the associated license number or member number, a verification of current licensure, and case names for any civil or criminal action relevant to his licensure.

Policy 12-2 Chief of Staff

The Chief of Staff shall be appointed by the NP, and subject to the approval of the Board of Directors, and serve as a nonvoting member of the Executive Committee, and shall work with the President, Deputy National President and Staff management position to oversee the operations of the organization, with oversight and administrative support over all officers, including processing travel requests from states.

The Chief of Staff shall serve as chair of all national training conferences and events, including, but not limited to, managing participant relations and onsite logistics.

The Chief of Staff shall serve as Chair of the meetings of the Corporation, and set the order of business in consultation with NP.

Policy 12-3 Directors

There shall be three Directors, each of whom will be appointed by the NP, and subject to the approval of the Board of Directors. Each Director will be a non-voting member of the Executive Committee. The Directors will report the DNP, unless otherwise directed by the NP. Each role may include the following duties, as directed the NP:

- A. Leadership Development
 - 1. State President Liaison
 - 2. Oversee the Training Task Force
- B. Chapter Development
 - 1. Responsible for promotion and cultivation of Extensions
 - 2. Chair the Chapter Development Committee
- C. Member Development
 - 1. Responsible for Tracking and Reporting of Membership Numbers
 - 2. Chair the Membership Committee

POLICY XIII – PLANNING

Policy 13-1 Special Committees, Appointments

The President shall appoint, subject to the advice and consent of the Executive Committee, such program chairmen, sub-chairmen, event director and/or directors as the President shall deem necessary and appropriate for the implementation of a particular program. The President shall appoint one (1) member of the Executive Committee to serve as a non-voting member of any such special committees. Said appointee shall act as liaison back to the Executive Committee. Fifteen (15) days prior to each meeting of the Executive Committee other than the organizational meeting, all program chairmen and sub-chairmen shall report in writing concerning their particular program areas, to the President, with copies to each member of the Executive Committee. Any external action program that has a Corporation event shall be assigned to the Vice President responsible for the State Organization in which the event is to be held.

Policy 13-2 Reporting Requirements

The Executive Committee shall be responsible for the development of an annual plan of action encompassing the objectives from the annual emphasis areas or objectives. This plan shall be distributed no later than January 31. Concomitant with the responsibility to develop an annual plan of action, the Finance Committee and the Executive Committee shall separately and at regularly convened meeting of each committee review the completed Internal Revenue Service Form 990 before it is timely filed with the Internal Revenue Service by the national treasurer.

Policy 13-3 Training Task Force

- A. A nine (9) member Training Task Force Committee shall develop and implement a comprehensive training program for the Corporation. The Training Task Force Committee shall act as an advisor to the President and Staff management position. Conversely, the Training Task Force Chairperson shall be kept fully and completely informed as to the training plans and desires of the Corporation.
- B. Membership on the Training Task Force Committee shall be limited to those with no other significant responsibilities to the Corporation. All Training Task Force appointees shall satisfy the membership requirements as defined elsewhere herein, at the time of their appointment. The Committee is comprised of the Immediate Past President, who shall serve while he or she is Immediate Past President, and six (6) other members, three (3) of whom shall be appointed by the President each year, subject to approval of the Executive Committee, for a term of two (2) years each. An Individual Member may serve only one two (2) year term. When a vacancy is created for any reason including, but not limited to resignation, the President shall appoint an individual member of the Corporation to complete the unexpired term.
- C. The Training Task Force Committee must submit a budget request to the Staff management position by August 1st, for the subsequent fiscal year. Budgeted operations may include the cost of program development and administration.
- D. The Executive Committee, by a two-thirds (2/3) vote of those casting votes, may remove any Training Task Force Committee Member from office for good cause shown; provided however, that such committee member is given written notice by certified mail not less than thirty (30) days prior to the date such removal is to be considered and after an opportunity to be heard by the Executive Committee has been provided. A Training Task Force member who files for a state or national office shall automatically be removed from the Training Task Force Committee.

Policy 13-4 Technology Advisory Committee

The committee shall be composed of four (4) volunteer members. In January each year the President will appoint two (2) members in good standing of this Corporation to a two (2) year term. When a vacancy is created for any reason including, but not limited to resignation, the President shall appoint an individual member of the Corporation to complete the unexpired term. The President shall appoint one (1) member of the Executive Committee to serve as a non-voting member of the special committee and act as liaison to the Executive Committee. It shall be the function of the Technology Advisory Committee to make recommendations to staff and elected leadership on critical trends and issues related to technology. Special attention will be given to communication technology such as a PC/Mac network, computer system, fax, website, social media platforms, hardware, software, legal issues, member services, and other issues vital to modern association management needs. Travel, lodging, meals, and other related expenses incurred as a result of serving on this committee will be the responsibility of the appointed committee members and shall not create an obligation for the Corporation.

Policy 13-5 Long Range Strategic Planning Committee

The Long Range Strategic Planning Committee shall be chaired by the Deputy National President. The committee shall be composed of twelve (12) additional volunteer members. In January each year the President will appoint three (3) members in good standing of this Corporation to a three (3) year term. Additionally, each year, the immediate Past President of the Corporation will be appointed to the Committee for a three (3) year term. When appointing individuals to this committee there will be three appointed from each of the following age groups: 18 – 27; 28 – 34; 35 – 41; to represent all age groups within the Corporation. When a vacancy is created

for any reason including, but not limited to resignation, the President shall appoint an individual member of the Corporation to complete the unexpired term.

It shall be the function of the Long Range Strategic Planning Committee to make recommendations to staff and elected leadership on providing long term stability, corporate sponsors, and continuity for the Corporation in the community. Travel, lodging, meals, and other related expenses incurred as a result of serving on this committee will be the responsibility of the appointed committee members and shall not create an obligation for the Corporation. Subject to the approval of the executive committee this committee may seek outside sources for funding.

Policy 13-6 Designation of Programs

All programs and projects of the Corporation shall be designated:

- A. Any program that receives the designation of active status program of the Corporation from external sources must meet all the financial obligations of the program including salary, fringe benefits, programmatic materials, travel expenses, and the like. A contract will be signed between the external agency and the Corporation to ensure these developments.
- B. Any program that receives the designation of external status program of the Corporation from external sources must meet financial obligations for the promotion of the program including programmatic materials, promotional and advertising costs, and the like. A contract will be signed between the external agency and the Corporation to ensure these developments.
- C. If a program receives the designation as library status from the Corporation, the program sponsor must agree to supply the Corporation with enough of its materials to be made available to any chapter in the country who so desires to order it. Promotion of library status programs to Jaycees is the responsibility of the program sponsor.
- D. Any of the national external programs shall be reviewed annually by the Corporation for effectiveness of purpose and must be approved by the Board of Directors by a two-thirds (2/3) vote.

Policy 13-7 External Programs

External programs promoted and sponsored by the Corporation shall be in the form of a service to Local Chapters and to assist them in selecting well rounded, suitable Junior Chamber programs and projects. A listing of these programs, with a brief description of each, shall be distributed each year by the Corporation. The U.S. Junior Chamber programs may be carried out provided they are adopted and approved by a duly constituted governing body. All national external programs which are subject in any way to raising funds through the support of Local Chapters shall be approved by the Board of Directors.

Policy 13-8 General Communications

- A. Planned project material and related information conforming to the policies, rules, etc., of the Corporation will be distributed in scheduled quarterly written notices.
- B. Written notices shall be made so as to ensure delivery to all persons and groups concerned in time to permit adequate advance planning by such groups when a time element is involved in the use of the material.
- C. Extra copies of program material published by the Corporation shall be available upon payment of a reasonable charge as determined by the Staff management position.
- D. Each incoming State Organization President shall receive literature of programming, membership and promotional materials the Corporation produces and promotes.

Policy 13-9 USJC Materials and Services

The Corporation may, from time to time, furnish State Organizations or Local Chapters with materials or services, which are intended to be distributed or used at the local level. The receiving party shall forward such material or services to the appropriate Local Chapter(s) and Individual Members.

Except for the actual cost of postage, a separate fee may not be charged for such materials or services, nor may the receipt of such materials or services be conditioned upon the purchase of any other materials or services, without the prior written permission of the President or the Staff management position.

Policy 13-10 Profit-Making Activities

This Corporation shall not engage in any ways and means project through external programming activities unless such project shall receive an affirmative vote of three-fourths (3/4) of the Board of Directors and the favorable opinion of the Corporation's tax counsel or external auditors that such ways and means project shall not adversely affect the Internal Revenue's tax ruling of this Corporation.

Policy 13-11 Awards Committee

There shall be an Awards Committee for the Corporation. This committee shall consist of six (6) Individual Members appointed by the President in January of each year, to two (2) year terms on a rotating basis. Following the initial formation of the committee, no President, other than for purposes of filling vacancies, shall appoint more than three (3) members. A Chair shall be selected by the President from among the existing committee members. In the event a member of the Awards Committee shall announce plans to run for State or National office, he/she will automatically be removed from the Awards Committee.

Policy 13-12 U.S. Junior Chamber Awards Program

- A. The program shall be designed to give recognition to Members of the Corporation for outstanding work done during the year in various Junior Chamber fields.
- B. The costs in connection with the actual presentation of awards, including the publication of The U.S. Junior Chamber Awards Manual, a per diem reimbursement for the Awards Committee during the Annual Meeting, and the trophies shall be a part of the annual budget of the Corporation.
- C. The period of consideration for all awards, unless otherwise specified in the policies of this Corporation, shall be from January 1 to December 31.
- D. No State Organization or its Local Chapters shall be eligible to receive any single project or programming awards unless such State Organization provides at least one (1) judge to serve on The U.S. Junior Chamber Awards Committee for the judging of such awards, or pay a Five Hundred Dollar (\$500.00) proxy fee.
- E. No State Organization or its Local Chapters shall be eligible to compete in any individual competitions unless such State Organization provides at least one (1) judge to serve on the Awards Committee judging such awards. (The project/programming judge and the individual competitions judge may be the same person.) If the state cannot provide one (1) judge, with consent of the Staff management position and the Awards Committee Chairman, they may arrange for a specific substitute judge from another state, or pay a Five Hundred Dollar (\$500.00) proxy fee. If no such arrangements are made, competitors will be disqualified.
- F. No State Organization or its Local Chapters shall be eligible to receive any memorial awards, single project or programming awards, unless such State Organization is in good standing and has no outstanding accounts receivable from the previous year, as of the date set by the Executive Committee.

Policy 13-13 External Awards

- A. The Ten Outstanding Young Americans (TOYA) program is designed to give special recognition to young Americans who have made outstanding contributions to their professions, jobs or the general welfare of the nation. In determining the recipients of this recognition, the judges shall give particular consideration to each nominee's record of adherence to the tenets of, and principles embodied, in the Jaycee Creed. The awards and recognition herein provided shall be presented at a Ten Outstanding Young Americans Awards Congress to be held each year. The TOYA Congress shall be coordinated by the staff of the Corporation.
 1. Any person, firm, corporation or association of persons may nominate candidates for these awards.
 2. Only young Americans shall be eligible, who have attained the age of eighteen (18) and have not exceeded their forty-first (41st) birthday on January 1 of the year in which the award is to be given.
 3. The Board of Directors may provide for selecting and honoring an outstanding American business in conjunction with the Ten Outstanding Young Americans Program. The purpose of the award shall be to honor a corporation or business enterprise for outstanding support to America's youth and/or exemplifying the embodiment of the Jaycee Creed at the corporate level.
 4. The President of the Corporation may at his/her discretion, select up to three (3) corporate honorees per year.

Policy 13-14 Bid Awarding, Bid Qualifications & Performance Bond

- A. All Corporation events shall be awarded on a bid basis. Regulations and deadline dates for such bids shall be established by the Executive Committee. In the event that the obtaining of a sponsor for a bid event, is contingent upon the prospective sponsor selecting the site for said event, the Executive Committee may, by a two-thirds (2/3) vote, select the site of such event without the necessity of accepting bids. Such election, by two-thirds (2/3) majority of the Executive Committee, shall be made prior to any solicitation by the Corporation. The procedures in this Policy 13-13 shall not apply to Annual Meetings. Bidding procedures for Annual Meetings are contained in Article XVI of these Policies.
- B. At least sixty (60) days prior to the bid solicitation deadline as established by the Executive Committee, Chapters desiring to bid for any of the events enumerated in Policy 13-13, shall submit a formal letter of intent to the Staff management position.

- C. Bids for the right to host events shall be accompanied by a bid bond of Five Hundred Dollars (\$500.00), at the discretion of the Executive Committee. The amount and specific type and form of the bond shall be fixed by the Executive Committee, and said bond shall secure the obligation of the host Local Chapter selected to enter into a contract with this Corporation conforming in all respects to its bids, the bylaws and policy in effect at the date of acceptance of the bid, and to all other terms and conditions established by the Executive Committee prior to acceptance of the bid.
- D. The contract referred to in Paragraph C. above shall when executed, contain a provision that the sum deposited as bid bond, plus such additional amount as the Executive Committee may require, shall be deemed security for the full and faithful performance of the contract by the host Local Chapter and by any special corporation which is established by the host Local Chapter and which becomes a party to the contract.
- E. This Corporation shall pay no interest to host Local Chapters on money deposited pursuant to section C and D above.
- F. No gift or gifts exceeding Ten Dollars (\$10.00) in value shall be given to any member of the Executive Committee by any Local Chapter in connection with any bid, and violation of this rule is sufficient grounds for disqualifying any bid by action of the Executive Committee.
- G. Host Local Chapters for all national events shall be fully responsible for all host Local Chapter financial obligations as provided in the contract between this Corporation and the host Local Chapter.
- H. Any Local Chapter bidding for a U.S. Junior Chamber event shall provide in its bid sufficient financial assistance to cover all reasonable costs of one (1) person for a site inspection trip, not to exceed Four Hundred Dollars (\$400.00), so that the bid may be certified.

Policy 13-15 Special Memorial Awards

Refer to JCI USA Awards Manual for Special Memorial Award information

Policy 13-16 Rules for Awards

Refer to JCI USA Awards Manual for Award Rules.

Policy 13-17 Ambassador Honor Program

The Ambassador Honor Program shall honor those Individual Members who have served the Corporation with the highest distinction and greatest contribution. An application for Ambassadorship on behalf of an Individual Member, past or present, Junior Chamber Alumnus or Individual Member of the Jaycee Women/Jayceettes may be made by any State Organization or by any Local Chapter, upon approval of the State Organization. The Individual Member must have a record of outstanding contribution to the Jaycee movement, have been an Individual Member of the Junior Chamber, Alumnus member of the Junior Chamber or member of the Jaycee Women/Jayceettes in good standing for not less than four (4) years and have served for not less than one (1) year on either the board of directors of a Local Chapter or as an elected or appointed officer of a State Organization. The application shall be submitted to the Corporation together with One Hundred Fifty Dollars (\$150.00) for the approval of the President. Each member whose application is so approved shall become an Ambassador of The U.S. Junior Chamber. An Ambassador shall not be exempt from the payment of dues as an Individual Member and the Ambassador honor shall be subject to suspension or revocation by the President of the Corporation for conduct not in the best interests of the Junior Chamber movement.

POLICY XIV - DUES

Policy 14-1 Time of Payment

- A. Dues monies, schedule of dues submissions and monthly membership transactions, to include but not limited to, adds, renewals, transfers and substitutions, must be submitted to JCI USA by State or Local Organizations, or by individual members.
- B. All such dues submissions must be submitted no later than the last day of the month except as said deadline may be affected by Section 18-6 of the Bylaws.
- C. Upon receipt of dues monies from the State Organization, under the direction of the Staff management position shall cause a report to be submitted to the State Organization regarding the dues submissions and monthly membership. In the event that the State Organization is on probationary status or no State Organization exists, the report shall be submitted to the Local Chapter.
- D. If a State's accounts receivable is 90 days past due, the state becomes non-financial and their charter may be reclassified as provisional, unless the state accepts and executes a payment plan. The United States Jaycees will then work directly with the local chapters within that state. If dues are still not paid after an additional 90 days, the state's charter may be revoked and appropriate legal action may be taken on the state organization, at the discretion of the Executive Board.

Policy 14-2 Substitution – Institutional Local Chapters

Substitution of members for institutional chapters only, as defined in Policy 3-5 shall be permitted on a year-round basis at the discretion of the State Organization President.

Policy 14-3 Dues Billing/Collecting

The Executive Committee shall determine the manner of billing and collecting dues, if any.

Any state association or local chapter sixty (60) days in arrears in payment of any month's dues to National as of September 1, 2012 or beyond will be notified and lose access rights to the national membership database until its balance is brought current or payment arrangements are agreed upon.

Policy 14-4 Dues for Additional Members

Dues to The U.S. Junior Chamber for additional memberships held by a Local Member shall be the fees assessed according to Bylaw 14.2

POLICY XV - FINANCE

Policy 15-1 Investment of Contingency Fund

- A. The Contingency Reserve Fund shall be retained in cash or invested on the following basis:
1. Investments recommended by the Investment Committee in:
 - a. Any bonds or other obligations of the United States of America, which as to principal and interest constitute direct obligations of the United States of America,
 - b. Obligations of the Federal Intermediate Credit Banks,
 - c. Obligations of Federal Banks for Cooperatives,
 - d. Obligations of Federal Land Banks,
 - e. Obligations of Federal Home Loan Banks,
 - f. Certificates of deposit of banks or trust companies, including the trustee, organized under the law of Canada or the United States of America or any province or state thereof, which have combined capital and surplus of at least Twenty-Five Million Dollars (\$25,000,000) of the United States of America,
 - g. Commercial paper rated prime by the National Credit Office, Inc., New York, New York, or its successor,
 - h. Corporate bonds of companies that have at least AA credit ratings,
 - i. Blue Chip stocks which have a long history of paying dividends.
 - j. With unanimous approval of the investment committee and approval of the finance committee, the Corporation may invest up to 50% of contingency reserves in mutual fund investments that have a principal preservation investment strategy, long-term capital appreciation or are based on a major index of the stock market.
 2. Pursuant to a revocable trust agreement with a commercial bank or trust company selected by the Investment Committee on terms and conditions recommended by the Investment Committee and subject to prior approval of the Executive Committee. Said commercial bank or trust company shall be restricted to investments identified herein.
 - a. Any trust agreements for investment of the Reserve Funds shall be revocable pursuant to its terms upon majority vote of the Executive Committee.
 3. The Investment Committee herein above referred to shall consist of the President, Staff management position and Treasurer.
 4. Blue Chip. A blue-chip stock is the stock of a large, well established and financially sound company that has operated for many years. A blue-chip stock typically has a market capitalization in the billions, is generally the market leader or among the top three companies in its sector, and is more often than not a household name.
- B. It shall be the policy of the Corporation to use temporary bank loans for working capital as needed. The President and Staff management position are authorized to borrow funds not exceeding twelve and one-half percent (12-1/2%) of the budget income for the year in the form of loans not exceeding ninety (90) days.

Policy 15-2 Purpose of Contingency Reserve Fund

The Contingency Reserve Fund shall be used in the event of an emergency that would curtail the normal income of the organization.

Policy 15-3 Accrual Accounting

All accounting records of the Corporation shall be maintained on an accrual accounting basis.

Policy 15-4 Budget Revision

- A. The Executive Committee, pursuant to a three-fourths (3/4) vote, shall have the authority to increase the budget allocation for any program approved by the Board of Directors, implementation of external policy or general administrative account of this Corporation to the extent of any additional sponsored funds or other income actually received but not anticipated at the time of the adoption of the budget by the Board of Directors.
- B. If income is less than the amount budgeted, the Executive Committee, by a majority vote, may adjust the budget downward at any time.

- C. The Executive Committee may, pursuant to a three-fourths (3/4) vote, adjust the allocations within the limits of the total budget, notwithstanding an increase or decrease in the projected income budgeted.
- D. The Staff management position may reallocate budgeted funds within any program so long as the purpose and intent of the budget is fulfilled.
- E. Within the approved budget of the Corporation, the Staff management position may reallocate funds among any line items within the same operating division of the Corporation, so long as the budgetary intent of the Board of Directors, as established within the adopted budget, is maintained.

Policy 15-5 Program Fund Allocations

- A. Should it be found that any unencumbered funds will remain unused in the program category to which it was originally allocated; the Executive Committee shall be empowered to reallocate such funds to another program category. Such transferred funds may be used solely for programming within the established divisions of the program categories. However, such funds may not be used for any project or program, which has been disapproved by the Board of Directors.
- B. Allocations within a program category shall be subject to the decision of the Executive Committee.
- C. All existing or secured external sponsorship funds shall be allocated by the Executive Committee.
- D. All Corporation events approved by the Board of Directors subject to sponsorship funds shall be implemented the following year, provided sponsorship funds are committed at least four (4) months prior to the event.

Policy 15-6 Solicitation Policy and Accounting by Affiliated Trusts and Foundations

- A. No money may be solicited in the name of the Corporation by any individual for any purpose unless prior approval is granted by the Executive Committee. The funds so solicited shall be paid into the treasury of the Corporation or a special fund established for the purpose of operating a specific program. Monies can be received by the Corporation that are designated by the sponsor for designated State Organization(s) or Local Chapter(s).
- B. Any foundation or trust fund organization or entity, which employs the name of The U.S. Junior Chamber or The United States Jaycees, must have the official endorsement by resolution of the Board of Directors. It is further provided that a report as to operations and expenditures be submitted to the Board of Directors for approval.
- C. The Corporation shall not solicit or accept any financial support, direct or indirect, the grant or use of which is contingent upon the endorsement or sale of any materials, products or services by Jaycees or Junior Chamber organizations or upon Junior Chamber endorsement of any organizations or institution or any legislation or other governmental act or policy. However, the Corporation shall not be prohibited from using in its projects or programs, government materials, services and facilities, if such items may be used generally by the public or by comparable independent private organization. Furthermore, the Corporation may solicit or accept financial or other assistance from any independent and privately controlled foundation or body, which normally receives and uses for its general purposes, governmental funds or from any governmental source or body, but only upon the prior official approval by a two-thirds (2/3) vote of the Executive Committee, so long as:
 - 1. Such assistance is received by the Corporation from the general resources of such body and not from funds held by the body for use in furtherance of specific governmental projects or programs;
 - 2. The granting of such assistance to the Corporation is in no way contingent upon governmental action of any kind whether legislative, administrative or other, and;
 - 3. Use of such assistance by the Corporation will in no way jeopardize or affect the complete independence of Jaycees and Junior Chamber organizations from the direction and control of governmental acts or policy.
- D. The Corporation may solicit and accept government financial support, direct or indirect, consistent with the purposes, tax-exempt status and functions as defined in Article 2. Any such solicitation must be approved by the Executive Committee.

Policy 15-7 Capital Expenditure Budget, Replacement and Improvement Fund

The annual budget shall contain cash appropriations equal to the current year's budgeted depreciation on fixed assets of the Corporation.

The Executive Committee shall adopt a budget for Capital Expenditures. All Capital Expenditures shall be made from the "Capital Expenditures Account". The Staff management position may authorize the purchase of new equipment provided for in the Capital Expenditures budget, which does not exceed the value of Ten Thousand Dollars (\$10,000.00) per item. The purchase of any item of value exceeding Ten Thousand Dollars (\$10,000) shall have the prior approval of the Executive Committee, and with notice to the Board of Directors. The funds in the "Capital Expenditure Account" shall not be expended for general or administrative expenses.

Policy 15-8 Outside Production

The Staff management position, by prior written approval of the President, may authorize expenditure of Corporation funds for production costs outside the headquarters only if the Staff management position deems such outside expenditures to be more efficient or economical.

Policy 15-9 Deposit and Investment of Corporation Funds

All money of this Corporation shall be deposited in an approved, legally established bank account and processed through this account. The Corporation shall, wherever possible, invest any idle funds available in excess of the normal day-to-day requirements in U.S. government insured savings deposits or U.S. Treasury deposits. With unanimous approval of the investment committee and approval of the finance committee, the Corporation may invest up to 50% of non-contingency reserves in mutual fund investments that have a principal preservation investment strategy, long-term capital appreciation or are based on a major index of the stock market, Corporate Bonds with companies that have at least AA credit ratings and/or Blue Chip stocks which have a long history of paying dividends.

Policy 15-10 Audit Committee

There shall be an Audit Committee, which shall consist of: Immediate Past Immediate Past President, Immediate Past Treasurer and the current Treasurer. The duties of the Audit Committee will be to:

- A. Review, interview (if necessary) and recommend the independent certified public accountants to be employed for the purpose of conducting the annual independent audit of the accounts of the Corporation.
- B. Review the annual audited statements and management letter prepared by the Corporation's independent certified public accountants prior to their submission to the Finance Committee.
- C. Review and recommend the audit fee for such annual independent audit.
- D. Examine and consider such other matters in relation to the internal and external audit procedures of the Corporation's accounts as the committee may, in its own discretion, determine to be desirable.
- E. Be available to and assist the Director of Finance if circumstances prevent this staff officer from reporting to the Staff management position or President.
- F. Review, at least quarterly, the financial statements and expenses to determine if further analysis or any action is necessary.

Policy 15-11 Financial Annual Reports

A copy of the Annual Report, including the audited financial statements of the corporation, shall be made available to all Local Chapters annually and given to the Board of Directors upon completion. In addition thereto, the national treasurer shall within 20 calendar days after the expiration of the dues billing cycle defined in Policy 15-3 prepare four interim quarterly reports of the financial statements of the corporation to reflect the income and expenses of the preceding quarter, and said interim quarterly reports shall be made available to all Local Chapters and the Board of Directors upon completion.

Policy 15-12 Credit

Any member or entity sixty (60) days in arrears with the Corporation shall not be entitled to credit privileges.

Policy 15-13 Dishonored Bank Drafts

- A. Any checks or other forms of payment received by the Corporation, which are not honored for any cause, will be assessed a service fee of not more than Thirty-Five Dollars (\$35.00) or actual costs. Upon receipt of a dishonored payment instrument, the Corporation shall immediately discontinue any credit privileges for any entity or individual until such time as payment is made in full. Upon two (2) occurrences in one (1) fiscal year, the Corporation's chief financial officer may impose restrictions concerning payments, to include, but not be limited to, payment by certified check, money order, wire transfer or other guaranteed form of payment.
- B. The Corporation's chief financial officer is authorized to pursue collection efforts for any dishonored checks.

Policy 15-14 Late Fees

Full payment for current monthly membership dues must be postmarked on or before the 20th day of the month. Dues payments for the current month with a postmark date past the 20th day of the month will be assessed a five percent (5%) late fee, including checks returned for insufficient funds. This five percent (5%) late fee may be appealed to the President and approved by the Finance Committee

Policy 15-15 Travel Expenses

Payment of travel expenses of officers and other personnel authorized to travel on behalf of this Corporation shall be in accordance with the prescribed internal Policies of this Corporation.

Policy 15-16 Travel Expense Limits and Allocations

- A. Executive Committee Meetings
 - 1. Subject to the limitations of the budget, all members of the Executive Committee, with the exception of the President and Staff management position, shall be allocated round trip air fare and hotel accommodations while in actual attendance at meetings of the Executive Committee and U.S. Junior Chamber events held in conjunction therewith.
 - 2. The Executive Committee shall budget and set aside an amount of money sufficient to cover the expenses provided for hereinabove for each Executive Committee meeting to be held during the year. The fund shall constitute, in effect, a travel pool for that meeting.
- B. Vice Presidents' travel to assigned states
 - 1. The Executive Committee shall budget an amount of money for each Vice President to travel to their assigned states during the year. Expenses reimbursed under this provision shall be those authorized by Policy 15-16 and shall be subject to the requirements of Policy 15-20.
- C. Special Executive Committee Travel
 - 1. The Finance Committee may budget an amount of money for travel by members of the Executive Committee at the direction of the President. On special assignment not involving Executive Committee meetings or, in the case of Vice Presidents state visitations, expenses reimbursed under this provision shall be those authorized by Policy 15-16 and shall be subject to the requirements of Policy 15-20.

Policy 15-17 President's Expenses

- A. The Executive Committee shall budget an amount of money for the travel expenses and other expenses of the President. It shall also provide for travel expenses of the President's spouse while traveling with the President on the following official events United States Leadership Academy, Annual Meeting, Conference of the Americas, and JCI World Congress. The President shall have his/ her travel in the best interests of the Corporation.
- B. All funds the President has direct discretion over shall be included in his/her budgeted account structure, and all funds shall be spent in the best interests of the Corporation.
- C. During the President's tenure of office, suitable housing to accommodate the President will be provided at the Corporation's expense, while on official business of the Corporation.
- D. All expenses incurred by the President should not exceed budgetary limitations.

Policy 15-18 Reimbursement of Expenses

- A. Reimbursement shall be made only upon receipt of expense statements on a standard form. Receipts shall be attached to verify all expenses.
- B. All statements for reimbursement must be submitted within fifteen (15) days of the date the individual returns home. Exceptions may be made where the individual is a member of the Executive Committee and where the expenditure is to be charged against the officer's travel budget. Statements to be charged against portfolios must adhere to the fifteen (15) day limit in all cases.
- C. No reimbursement shall be made on any statements received by the Corporation more than ten (10) days after the close of the fiscal year.
- D. The maximum expense allotment available to officers as established by the budget, shall cover expenses and services of such officers of the Corporation during their term of office.
- E. Should the Corporation receive funds for travel by officers of the Corporation, which are not included in the annual budget, such funds shall be paid into the general fund and shall be distributed from there to the officer or officers making the travel and pro-rated on the shortest AAA mileage to the place of travel. Such payments to such officers shall be in addition to payments made under the annual budget and this Article.
- F. Reimbursements to officers and other personnel authorized to travel on behalf of this Corporation shall be made only for sums actually expended but in no event, to exceed budgetary limitations.
- G. Those members eligible for reimbursement for travel will be reimbursed, if driving, for gas receipts only. There will be no per mileage reimbursement.

Policy 15-19 Per Diem Reimbursement to Committees

- A. Members of the Credentials Committee, Elections Committee and the Awards Committee may, at the discretion of the Finance Committee and within budgetary limitations, be paid a per diem expense in an amount not to exceed Twenty-Five Dollars (\$25.00) per day for a maximum of three (3) days, for attendance of meetings of the committees. The chairmen of the Credentials, Elections and Awards Committees, may, at the discretion of the Finance Committee and within budgetary limitations, be permitted a maximum of five (5) days' per diem.
- B. Where a committee member serves on more than one (1) committee on the same day, such committee member shall receive per diem only for services on one (1) committee.

Policy 15-20 Conflict of Interest Policy

1. Purpose

The purpose of the Conflicts of Interest policy is to ensure that the deliberations and decisions of the United States Junior Chamber are made in the interests of the Junior Chamber community as a whole, and to protect the interests of the United States Junior Chamber when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an Interested Director, Officer or Person (as defined below). An Interested Director, Officer or Person may not use his or her position with respect to the United States Junior Chamber, or confidential corporate information obtained by him or her relating to the United States Junior Chamber, in order to achieve a financial benefit for himself or herself or for a third person, including another nonprofit or charitable organization. This policy is intended to supplement but not replace any applicable laws governing conflicts of interest in nonprofit and charitable corporations.

2. Definitions

2.1 Compensation. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

2.2 Family. The "family" of any individual shall include only his or her spouse; his or her siblings and their spouses; his or her ancestors; and his or her descendants and their spouses.

2.3 Financial Interest. A person has a "financial interest" if the person has, directly or indirectly, through business, investment or family:

- (a) An existing or potential ownership or investment interest in any entity with which the United States Junior Chamber has a transaction, contract, or other arrangement, or
- (b) A compensation arrangement, with the United States Junior Chamber or with any entity or individual with which the United States Junior Chamber has a transaction, contract, or other arrangement, or
- (c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the United States Junior Chamber is negotiating a transaction, contract, or other arrangement, or
- (d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of the United States Junior Chamber.
- (e) A compensation arrangement under this policy shall not include:
 - (i) Ownership of less than 10% of the outstanding stock of a publicly traded entity, nor
 - (ii) Ordinary employment or a relationship as independent contractor, unless the individual is an officer or director of the entity.

2.4 Interested Director. "Interested Director" shall mean any Director of the Corporation who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the United States Junior Chamber has a transaction, contract, or other arrangement.

2.5 Interested Officer. "Interested Officer" shall mean any Officer who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the United States Junior Chamber has a transaction, contract, or other arrangement. For purposes of this policy, the President of the United States Junior Chamber shall be treated as an Officer.

2.6 Interested Person. "Interested Person" shall mean either:

- (a) Any person currently being compensated by the United States Junior Chamber for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise, or

(b) Any person whose family member, as defined in Section 2.2, is currently being compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise.

3. Committee on Conflicts of Interest

3.1 To administer and monitor compliance with this Policy, the Board shall create a ("Conflicts Committee"), to consist of at least two Directors named by the Board.

3.2 The Conflicts Committee shall require a statement from each Director and Officer not less frequently than once a year setting forth all business and other affiliations, which relate in any way to the business and other activities of the United States Junior Chamber.

4. Duty to Abstain

4.1 No Director shall vote on any matter in which he or she has a material and direct financial interest that will be affected by the outcome of the vote.

4.2 In the event of such an abstention, the abstaining Director shall state the reason for the abstention, which shall be noted in the minutes of the Board of Directors.

5. Disclosure by Directors and Officers

5.1 When requested by the Conflicts Committee (not less frequently than once a year), each Director and Officer shall promptly submit a statement to the Committee setting forth all business and other affiliations, which relate in any way to the business and other affiliations of the United States Junior Chamber.

5.2 With respect to any particular matter then pending before the United States Junior Chamber, each Director and Officer shall disclose to the Conflicts Committee any matter that could reasonably be considered to make the Director or Officer an "Interested Director" or "Interested Officer," as defined above.

5.3 With respect to any particular matter then pending before the United States Junior Chamber, each Director and Officer shall disclose to the Conflicts Committee any relationship or other factor that could reasonably be considered to cause the Director or Officer to be considered to be an "Interested Person," as defined above.

5.4 For purposes of this section, Officers of the United States Junior Chamber need not disclose compensation and other benefits paid to the Officer by the United States Junior Chamber pursuant to Board resolution.

6. Disclosure by Supporting Organization

Members of or participants in Supporting Organization councils must disclose conflicts of interest or other financial interests in matters within the scope of the Supporting Organization in the manner required by the Bylaws of the Supporting Organization.

7. Procedures in Connection with Proposed Transactions and Arrangements

7.1 Scope. This section applies to any proposed transaction, contract, or arrangement in which a Director, Officer, or Interested Person has a material financial interest.

7.2 Duty to Disclose. In connection with any actual or possible conflicts of interest, an Interested Director or Interested Officer must disclose the existence and nature of his or her material financial interest to the Conflicts Committee prior to the consideration of the proposed transaction, contract, or arrangement by the Board or any Committee of the Board.

7.3 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest, the disinterested members of the Conflicts Committee shall determine whether a conflict of interest exists. Neither the Board nor any Committee of the Board shall vote upon any proposed transaction, contract, or arrangement in connection with which an actual or possible conflict of interest has been disclosed by an Interested Director until such time as the Conflicts Committee has addressed the actual or possible conflict of interest. For matters pending before the full Board of Directors, a referral to the Conflicts Committee will not be required where the Interested Director fully discloses to the Board his or her financial interest and abstains from participation in the Board's consideration of the proposed transaction, contract, or arrangement.

7.4 Procedures for Addressing a Conflict of Interest

7.4.1 Where a matter has been referred to the Conflicts Committee and the Conflicts Committee has concluded that a conflict of interest exists, the Immediate Past President or Committee of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction, contract, or arrangement.

7.4.2 After exercising due diligence, the Board or Committee shall determine whether the United States Junior Chamber can obtain a more advantageous transaction, contract, or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

7.4.3 If a more advantageous transaction, contract, or other arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or Committee shall determine by a majority vote of the disinterested Directors whether the transaction, contract, or arrangement is in the United States Junior Chamber's best interest and for its own benefit and whether it is fair and reasonable to the United States Junior Chamber, and shall make its decision as to whether to enter into the transaction, contract, or arrangement in conformity with such determination.

8. Violations of the Conflicts of Interest Policy

8.1 If the Conflicts Committee has reasonable cause to believe that a Director or Officer has failed to disclose an actual or possible conflict of interest, it shall inform the Director or Officer of the basis for such belief and afford the Director or Officer an opportunity to explain the alleged failure to disclose.

8.2 If, after hearing the response of the Director or Officer and making such further investigation as may be warranted in the circumstances, the Conflicts Committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall recommend to the Board of Directors appropriate disciplinary and corrective action.

8.3 The violation of this conflicts of interest policy is a serious matter and may constitute "cause" for removal or termination of a Director or Officer, or the termination of any contractual relationship the Corporation may have with an Interested Person or other party.

9. Records of Proceedings

9.1 The minutes of the Conflicts Committee shall contain:

(a) The names of Directors and Officers found to have a material financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the decision of the Conflicts Committee as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the actual or potential conflict of interest; the content of the discussion; and a record of any votes taken in connection therewith.

9.2 In connection with a conflict of interest, the minutes of the Board or other Committee of the Board shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion, including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection therewith.

10. Compensation Committees

A member of any Committee of the Board the jurisdiction of which includes compensation matters and who receives compensation from the United States Junior Chamber for services is precluded from voting on matters pertaining to that member's compensation.

11. Annual Statements

Each Director and Officer shall annually sign a statement which affirms that such person:

(a) Has received a copy of the conflicts of interest policy;

(b) Has read and understands the policy;

(c) Has agreed to comply with the policy; and

(d) Understands that the United States Junior Chamber is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

12. Periodic Reviews

The Conflicts Committee shall periodically consider whether and how this Conflicts of Interest Policy should be revised or amended to better meet its objectives. In connection with any periodic review conducted by the United States Junior Chamber to ensure that it operates in a manner consistent with its charitable purposes, the Conflicts Committee shall report on the matters referred to it and their resolution.

**United States Junior Chamber
Conflict of Interest
Affirmation of Compliance**

I have received and carefully read the Conflict of Interest Policy for board members and staff with significant decision making authority of USJC and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that USJC is a nonprofit organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes without personal inurement (other than by salary) by board members or staff.

Except as otherwise indicated in the Disclosure Questionnaire and attachments below, I hereby state that I do not have any conflict of interest, financial or otherwise that may be seen as competing with the interests of USJC, nor does any relative or associate have such a potential conflict of interest. Nor shall any relative or associate benefit from any action, policy or transaction made by USJC in a manner that has not been previously disclosed.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose in writing the circumstances to the EVP and/or the President of the Board of Directors of USJC.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (Please print)

Signature

Date

Annual Review and Reaffirmation

Signature

Date

Signature

Date

Signature

Date

United States Junior Chamber – Conflict of Interest Disclosure Questionnaire

Please complete the questionnaire below, indicating any potential conflicts of interest. If you answer "yes" to any of the questions, please provide a written description of the details of the specific action, policy or transaction in the space allowed. Attach additional sheets as needed.

Financial Interests - A conflict may exist where an interested party, directly or indirectly benefits or profits as a result of a decision, policy or transaction made by USJC.

During the past 12 months (for each yes response, please describe on a separate page.):

1. Has USJC proposed to contract or contracted to purchase or lease goods, services, or property from you or from any of your relatives or associates?

Yes No

2. Has USJC offered employment to you (not applicable to existing staff) or to any of your relatives or associates?

Yes No

3. Have you, or any of your relatives or associates, been provided with a gift, gratuity or favor of a substantial nature from a person or entity that does business or seeks to do business with USJC?

Yes No

4. Have you or any of your relatives or associates been gratuitously provided use of the facilities, property, or services of USJC?

Yes No

5. Have you, a relative or an associate in a position to benefit financially from an action, policy or transaction made by USJC?

Yes No

Other Interests - A conflict may also exist where an interested party obtains a non-financial benefit or-advantage that he/she would not have obtained absent his/her relationship with USJC, or where his/her duty or responsibility owed to USJC conflicts with a duty or responsibility owed to some other organization.

Please indicate if at anytime during the past twelve months (for each yes response, please describe on a separate page.):

1. Did you obtain preferential treatment, promotion, recognition or a non-salaried appointment as a consequence of your association with USJC for yourself or for any of your relatives or associates?

Yes No

2. Did you make use of confidential information obtained from USJC for your own benefit or for the benefit of a relative, associate, or other organization?

Yes No

3. Did you take advantage of an opportunity or enable a relative, associate or other organization to take advantage of an opportunity that you had reason to believe would be of interest to USJC?

Yes No

4. Have you, a relative or an associate in a position to benefit in a non-financial way from an action, policy or transaction made by USJC?

Yes No

Name

Signature

Date

Policy 15-21 Financial Reports for National or Regional Gatherings of Members

- A. The Staff management position shall closely supervise the entire plan, budget and operation of all nationwide and regional gatherings of members of the Corporation, including but not limited to the national convention, the annual meeting of the Corporation, Leadership Training University, the National Summit, and any other nationwide or regional gatherings of members at the expense of the Corporation.
- B. In conformance with the supervisory duties set forth in sub-section A, the Staff management position shall prepare monthly reports to the Finance Committee, setting forth
 1. all expenditures paid to date,
 2. all invoices received for expenditures not yet paid, and
 3. confirmation that there are no known expenditures that will exceed the budget adopted for the nationwide or regional gathering reported therein.

Upon receipt of the foregoing reports, the Finance Committee shall independently evaluate the reports and transmit its evaluation and recommendations to the Executive Committee.

- C. In addition to the foregoing monthly reports, the Staff management position shall notify the Executive Committee in writing if or when any expenditures have exceeded or will exceed the budget referenced in sub-section B above, with said notice specifying any steps taken to mitigate the excess of the expenditures reported therein.

POLICY XVI RULES OF PROCEDURE, VOTING

Policy 16-1 Roll Call

The order in which State Organizations shall cast their votes in elections of officers of the Corporation shall be determined by the draw of lot during the balloting. Roll Call votes for purposes other than elections shall be conducted in alphabetical order.

Policy 16-2 Credentials

- A. At the Annual Meeting there shall be a Credentials Committee of five (5) Individual Members, who shall be appointed by the President with the approval of the Executive Committee.
- B. An adequate credentials system shall be used for certifying delegates and alternate delegates at the Annual Meeting. Once the certification of delegates begins, the credentials system shall not be changed.
- C. Final deadline for registration of official delegates to the Annual Meeting shall be 12:00 noon; and for payment of account balances and certifying official delegates shall be 4:00 PM on the day immediately prior to the date set for the commencement of official business at the Annual Meeting, notice of which date shall be given concurrently with the notice required by Section 20.1(A) of the Bylaws of the Corporation. Only State Organizations whose accounts with this Corporation as of April 30, prior to Annual Meeting are paid in full and whose delegates and alternate delegates are properly accredited will be permitted to vote. Account balances paid on site at the Annual Meeting must be paid by credit card, certified check, or money order.
- D. The President of any State Organization having an unpaid account with this Corporation shall be notified of the nature and amount thereof by written notice and telephone, not less than ten (10) days prior to the date set for the closing of the delegate accrediting process at the Annual Meeting.
- E. Each State Organization eligible to vote at the Annual Meeting shall present to the duly chosen Credentials Committee a complete list of delegates and alternates by name before any such delegates or alternates shall be seated.
- F. The list shall be presented on a form to be determined by the Credentials Committee and made available to the president or delegation chairman of the State Organization not later than the first meeting day of the Corporation's Annual Meeting.

Policy 16-3 Voting

- A. Any delegate, or alternate voting in place of a delegate, shall have a right to challenge the vote of his/her State Organization Member, as announced by said state president or duly appointed substitute announcing said vote.
- B. If a challenge is made by duly qualified delegate or alternate, as set forth in Subsection A. above, the challenge shall be referred to the Credentials and/or Elections Committee for investigation and resolution. A decision of the Credentials or Elections Committees with regard to any challenge may be appealed to the Executive Committee whose ruling shall be final.
- C. All challenges shall be void unless made prior to the announcement or pass on the vote of two (2) other State Organization Members in roll call. A pass or vote shall not be complete until it has been repeated by the Chair. Challenge for the last two (2) State Organization Members must be made immediately prior to the repetition by the Chair of the last vote.
- D. In balloting for Vice President, once a State Organization Member has cast its vote and opportunity for challenge has passed, said State Organization Member cannot thereafter change or correct its vote.
- E. Before announcing the final tabulation of a completed ballot for President, the presiding officer shall provide an opportunity for any State Organization Member to alter its vote two (2) times. No State Organization Member may change its vote until the completion of the roll call; however, the provisions of this Section (E) do not apply to the balloting for Vice President.

Policy 16-4 Lay on the Table

At any meeting of the Corporation or its constituent parts, a two-thirds (2/3) majority vote of the duly qualified delegates shall be necessary in order to carry a motion to lay on the table.

Policy 16-5 Committee of the Whole

All meetings and functions of the Corporation are open to attendance by all Individual Members of the Corporation, except that any body of the Corporation may hold a closed session provided that such session is a committee of the whole, and the final adoption of the report of the committee of the whole shall not be in closed session.

Policy 16-6 Privileges

Alternates of State Organizations, representatives of non-member organizations requested to be represented at the Annual Meeting, and duly invited guests are entitled to the privileges of the floor at the Annual Meeting and to take part in all discussions on the same basis as delegates of State Organizations but shall not have the privilege of voting, making nominations, or making or seconding motions, except however, those alternate delegates who are serving in the place of accredited delegates.

POLICY XVII - ANNUAL MEETING

Policy 17-1 Annual Meeting Procedure

- A. The bylaws and policies and procedures of the Corporation shall govern all Annual Meeting procedures insofar as they are applicable.
- B. All matters of business, except resolutions presented by member organizations to the Annual Meeting, must first be presented to the Board of Directors for approval by a majority of the members of the Board of Directors.
- C. Business of the Annual Meeting shall be conducted only during actual business sessions designated and planned as such.
- D. The agenda of the Annual Meeting shall be drawn by the President of the Corporation with the advice of the Executive Committee. Once approved by a majority vote of the Board of Directors, the agenda, shall be binding on said Business Session, unless changed by a majority vote of the delegates at said Annual Meeting.

Policy 17-2 Code of Conduct

- A. All Members at the Annual Meeting shall conduct themselves so as to avoid bringing discredit to the organization or endangering or inconveniencing other Individual Members or the public.
- B. The following acts by such Individual Members are strictly prohibited:
 1. Damaging or defacing property;
 2. Discharge of firearms;
 3. Use of fireworks;
 4. Dropping or throwing any objects, including liquids, near or onto other persons;
 5. Any act in violation of local, state, or federal laws; and
 6. The distribution of obscene or pornographic literature.
- C. A committee composed of the President, Immediate Past President, and General Legal Counsel shall be the sole and final judge of when a violation of Articles XV or XVI of the Bylaws or Policy and Procedures has occurred.
- D. Each violation of Articles XV or XVI of the Bylaws by an Individual Member of the Corporation shall be penalized by the loss of one (1) vote by the State Organization Member of which he/she is a part.

Policy 17-3 Selection

A bidding city or organization must provide written notice to the President of the State Organization Member of the state wherein the bidding city or organization is located, and/or the President(s) of one (1) or more Local Organization Members. Written endorsements will be included in the city or organization's bid books.

Policy 17-4 Letter of Intent to Bid

Cities or organizations located within the designated geographic area for the Annual Meeting may exhibit interest through responding to a request for proposal prepared and distributed by the National Service Center. Cities or organizations desiring to bid for Annual Meeting shall submit a letter of intent to the Staff management position by Certified Mail postmarked no later than midnight April 30, preceding the annual planning meeting at which said bid shall be awarded. Standardized bid requirements shall be developed and implemented by the National Service Center staff. All correspondence with the bidding city shall be copied through the state president of that state. Bidding cities or organizations which do not send in the required information, will not be visited by the Site Inspection Committee and accordingly, those bids will not be considered. Said inspection shall be conducted at the direction of the Executive Committee and shall be concluded by October 15, preceding the annual planning meeting at which said bid shall be awarded.

Policy 17-5 Bidding Procedure

The National Headquarters will send written notice of bidding criteria and a bidding questionnaire and Annual Meeting specifications to all appropriate eligible cities and organizations in the designated "Area" (see Section 16.1 of the Bylaws of the Corporation) by January 1, preceding the annual planning meeting at which said bid shall be awarded. The bidding criteria shall include, without limitation, suitability of facilities, transportation, venues and recreational opportunities. Bidding cities and organizations then must answer each question and provide all information requested on the bidding cities questionnaire and guide. All correspondence with the bidding cities shall be copied through the State President or National Director of that state. The questionnaire shall, among other issues, determine the extent of financial support the city and local businesses will provide in defraying expenses of the Annual Meeting. Specifications shall include any mandatory requirements for participation by a bidding city or organization. Six (6) copies of this completed form must be sent to the Staff management position, postmarked no later than midnight March 30, and received no

later than midnight April 15, preceding the Year-End Meeting at which said bid shall be awarded. Bidding cities are then required to furnish six (6) copies of their bid books to The U.S. Junior Chamber, postmarked no later than midnight April 30, and received at The U.S. Junior Chamber Headquarters no later than midnight May 15, preceding the annual planning meeting at which said bid shall be awarded.

Policy 17-6 Conduct of Bid Activities

Promotional activities of the bidding cities and organizations shall be limited as follows:

- A. The Executive Committee, at or prior to Annual Meeting each year, shall specify the rules and procedures governing hospitality activities of bidding cities and the Local Organization Member(s). All correspondence with the bidding city shall be copied through the State President or National Director of that state.
- B. All bidding cities and organizations shall host the Site Inspection Team at no cost to The U.S. Junior Chamber, which shall visit the city proposed as the Annual Meeting site for the purpose of verifying the accuracy of the facts presented in the bidding questionnaire (to include facilities for housing, caucuses, business meetings, elections and meals). An agenda shall be sent to the Staff management position at least seven (7) days prior to the arrival of the Site Inspection Team.
- C. Bidding cities and organizations shall arrange for an inspection of all facilities by the Site Inspection Team within a maximum time of forty-eight (48) hours.
- D. Based upon cost to delegates and other relevant factors, the Site Inspection Team shall make a recommendation as to the site selection and shall report to the Executive Committee and Board of Directors in such manner and at such time as determined by the President.
- E. Additional rules on bidding procedures may be promulgated by the President, subject to the approval of the Executive Committee.
- F. The Site Inspection Team shall be composed of the Staff management position, or his designee, and up to two (2) additional persons appointed by the Staff management position.

Policy 17-7 Statement of Rules and Regulations

Bidding cities and organizations shall submit to the Executive Committee a written statement of any state or local rules, regulations or laws then in effect, or which will become effective before the Annual Meeting, which is the subject of the bid, which are more restrictive than the rules of the Annual Meeting conduct specified in the Corporation Bylaws.

Policy 17-8 Voting on Site Selection

The selection of the Annual Meeting site shall be accomplished by a roll call ballot of the Board of Directors, and the numerical results shall be announced to the body assembled. Should the site selected be other than that as recommended by the Site Selection Committee, a two-thirds (2/3) vote shall be required.

Policy 17-9 Guarantee of Room Accommodations and Facilities

- A. No bid shall be received unless the bidding city or organization can guarantee accommodations during the week specified in its bid at the rates required by the Corporation. The bidding city or organization shall not change the time specified in said bid for the Annual Meeting without the approval and consent of the Executive Committee.
- B. Annual Meeting sites shall be awarded, only upon the guarantee of the bidding city or organization, that meeting and housing facilities are adequate, available, and that the rates for housing are reasonable and will be established by agreement with local housing facility owners.

Policy 17-10 Annual Meeting Contract

The Annual Meeting is the responsibility of this Corporation and shall be operated by the Corporation with the support of the Local Chapter representing the city in which the Annual Meeting is to be held. Upon the awarding of the bid by the Board of Directors, a written contract may be executed by the Local Chapter and the Corporation, which contract shall incorporate by reference, the formal bid book of the bidding city or organization. Copies of the contract shall be available for inspection by the Board of Directors.

Policy 17-11 Facilities Requirements

In order to be qualified to be awarded the bid, the bidding city or organization shall have written evidence of confirmed facilities, including but not limited to the following:

- A. An air-conditioned facility capable of seating the projected number of delegates based on the prior five-year (5) attendance average, geographical location, economic factors, and such other attendance indicators as may be appropriate. Delegate arena or auditorium seating must provide aisle width sufficient for parades and demonstrations and for the construction of a stage area sufficient to conduct convention activities.

- B. An enclosed facility with adequate floor space based on projected attendance, adjacent to the arena or auditorium specified above, suitable for the serving and eating of meals.
- C. An adequate number of first-class hotel and motel rooms within reasonable proximity of the convention center, based on anticipated need.
- D. A minimum of four (4) auxiliary meeting rooms in close proximity to each other, (either within the same facility or, if not in the same facility, within a reasonable walking distance of each other) capable of seating a combined total of fifty percent (50%) of anticipated delegates, shall be used for state caucuses.

Policy 17-12 Program

- A. The formulation of program content and the securing of speakers at the Annual Meeting shall be the responsibility of the Corporation.
- B. All scheduled meals and events shall be carried out on time as originally scheduled. Meetings will be recessed to accomplish this purpose. In the event it is necessary to recess the election session, the meeting will reconvene no later than midnight of the same day.

Policy 17-13 Budget

- A. Any contract between the Local Organization Member hosting the Annual Meeting contract and this Corporation shall establish the amount of the revenues of the Annual Meeting to which the Corporation shall be entitled.
- B. All expenditures for the account of this Corporation at the Annual Meeting shall be authorized by the Staff management position.
- C. The Local Chapter hosting the Annual Meeting shall conform to any local items of expense in the budget as provided for in the Annual Meeting contract, and as approved by the Executive Committee in accordance with Section 16-4 of the Bylaws.

Policy 17-14 Registration, Room Reservations

- A. Annual Meeting registration shall be handled by the party financially responsible for the Meeting. The local host organization shall provide manpower, supplies and facilities for on-site registration as delineated in the Annual Meeting contract. All advance registration forms and monies from the various state organizations, be they group registrations from onto chairmen or single registrations from individuals, shall be prepared and addressed in the name of the Corporation.
- B. The Staff management position shall closely supervise the entire plans, budget and operation of the Annual Meeting.
- C. There shall be no refunding of registration fees.
- D. Should a person who has registered misplace a ticket for a particular event, that person shall be required to pay the unit price for admission to such event. That person shall receive a receipt for any money paid and, upon presentation of the misplaced ticket and the receipt, shall receive a refund of the money so paid, providing application is made for refund before the close of the Annual Meeting.
- E. All room reservations shall be made through the Corporation or authorized agent. Failure to comply may result in a loss of one (1) vote per individual violation.

Policy 17-15 Prohibition Regarding Souvenir Program

The host city and/or organization and/or Local Organization Member and/or State Organization Member for an Annual Meeting shall not contract with any outside group or agency or individual for the solicitation of advertising and/or sponsorship in connection with the conduct of the Annual Meeting without the express written consent of the Executive Committee.

Policy 17-16 Raffles

- A. No raffles or similar moneymaking endeavors shall be permitted at any Annual Meeting, except those sponsored by the Corporation as may be approved by the Executive Committee and consistent with applicable local and state laws. The penalty for each violation of this provision shall be the loss of one (1) vote for each Individual Member engaged in such violation by the State Organization Member with which such Individual Member is affiliated. Each occurrence shall be a separate violation.
- B. A committee composed of the President, Immediate Past President and General Legal Counsel shall be the sole and final judge of when a violation of Section (A) of this policy has occurred.

Policy 17-17 Displays

- A. Booths and display areas at the Annual Meeting shall be located, whenever feasible, in such an area as can be securely locked and guarded when not open to the delegates or the public. These booths and display areas shall be open to the public only at designated times.
- B. No sales or orders for sales of any kind shall be made at the Annual Meeting with the exception of sales items provided by the United States Junior Chamber Products department, and those connected with exhibit booth space rented.
- C. The penalty for each violation of Section B of this policy shall be the loss of one (1) vote for each Individual Member engaged in such violation by the State Organization Member with which such Individual Member is affiliated. Each occurrence shall be a separate violation.
- D. A committee composed of the President, Immediate Past President and General Legal Counsel shall be the sole and final judge of when a violation of Section (B) of this policy has occurred.

Policy 17-18 Concessions

All concessions for the Annual Meeting shall be operated only by the National Service Center, an approved Local Chapter or State Organization, or contracted to a participating outside vendor with the approval of the Executive Committee. There will be no alcoholic beverages sold or served during the Annual Meeting business sessions in the Annual Meeting hall.

POLICY XVIII - SPECIAL MEETINGS AND TRAINING SESSIONS

Policy 18-1 JCI USA Leadership Training Event

- A. This Corporation shall annually conduct a JCI USA Leadership Training Event (similar to past events including but not limited to: Local Presidents' Summit, Leadership Training University, North American Academy) that shall be designed to instill organizational and individual leadership and management skills to the JCI USA Members, Leadership, and Guests.
- B. The staff management position, in collaboration with the National President, Deputy National President, and President-elect (once elected) will have responsibility for the planning, execution, and oversight of the Leadership Training Event.

POLICY XIX POLICY

Policy 19-1 Publication of Results of Referendum

- A. The results of each referendum shall be published on the JCI USA website.

POLICY XX EMERGENCIES

Policy 20-1 Executive Committee

Upon declaration of an emergency as provided in Section 20-1 of the Bylaws of the Corporation, the President shall immediately call a meeting of the Executive Committee for the purposes of evaluating the effect the emergency will have on the Corporation and to formulate a plan of action providing for any changes in projects, programs, budget, committee or headquarters services necessitated by the emergency. Such plan of action shall be implemented by such procedure as determined by the Executive Committee.

POLICY XXI AMENDMENTS

Policy 21-1 Amendment or Suspension of Internal Policy

Internal policy may be amended or temporarily suspended in accordance with the provisions of Section 19.5 of the Bylaws of the Corporation.

POLICY XXII INDEMNIFICATION

POLICY XXIII HEADQUARTERS AND EMPLOYEES

Policy 23-1 Headquarters

The primary function of the National Service Center shall be that of servicing the Local Chapters, the State Organizations and the Individual Members of this Corporation, so that they might best carry out the purposes and policies of the Corporation.

Policy 23-2 Staff

The U.S. Junior Chamber National Service Center shall not direct, control or formulate the policies of the Corporation. It shall coordinate activities and shall administer programs under the direction of and under such supervision and guidance as imposed by the bylaws and established policies.

Policy 23-3 Political Activities

No salaried employee of this Corporation shall engage or participate, directly or indirectly, in political activities of State Organizations. A salaried employee of this Corporation may hold any office of a Local Chapter, provided the employee is not by virtue of such Local Chapter office, an officer or director of a State Organization of the Corporation and provided further, that in all events in holding and serving in such Local Chapter office, the employee shall not participate in the political activities enumerated and prohibited herein. The Staff management position is charged with the duty of determining whether any activity of a salaried employee serving in a Local Chapter office infringes upon the intent of this policy.

Policy 23-4 Employees Handbook

The National Service Center's internal Employees Handbook (personnel policies and procedures) shall be annually reviewed by the Executive Committee and any changes to the manual shall be approved by majority vote of the Executive Committee.

Policy 23-5 Document Retention Policy

<u>Type of Document</u>	<u>Minimum Requirement</u>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Policy 23-6 Whistleblower Policy

General

The United States Junior Chamber Code of Ethics and Conduct ("Code") requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees, and others, to raise serious concerns within the United States Junior Chamber prior to seeking resolution outside the United States Junior Chamber.

Reporting Violations

The Code addresses the United States Junior Chamber open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management whom you are comfortable in approaching. The Staff management position is required to report suspected violations of the Code of Conduct to the United States Junior Chamber's National President and National Legal Counsel, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the United States Junior Chamber's Compliance Officer directly.

Compliance Officer

The United States Junior Chamber's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Staff management position and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Compliance Officer for the United States Junior Chamber shall be the current National Legal Counsel.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

POLICY XXIV - JUNIOR CHAMBER INTERNATIONAL (JCI)

Policy 24-1 Membership in Junior Chamber International

The U.S. Junior Chamber is an active member of Junior Chamber International (JCI) as a National Organization Member. Local Chapters of the Corporation become active members of JCI as Local Chapters of JCI upon payment of annual dues as specified by the bylaws of JCI.

Individual active membership may be obtained by individuals who are members or who have been members in good standing of the Corporation who are not more than forty-one (41) years of age upon the payment of annual dues as specified by the bylaws of JCI.

Policy 24-2 Delegates to World Congress

- A. The official U.S. Junior Chamber delegates at the Annual Congress of Junior Chamber International shall be the President, Immediate Past President, ranking United States members of Junior Chamber International Executive Committee, all members of the Executive Committee in attendance and such other Individual Members in attendance as the President may appoint.
- B. Vacancies set forth in Policy 24-2 (A) shall be filled by the appointment of the President from anyone in attendance at the Congress.

Policy 24-3 Authority of Delegates

- A. The official delegates are authorized to act for the Corporation at an international meeting. This includes authority to support candidates for offices in JCI, to act upon resolutions, to vote on convention sites and make decisions on other items of convention business not in contradiction to policies, rules, actions, etc., of the Corporation; provided that the official delegates are not authorized to vote in favor of a JCI dues increase, levy or assessment of funds from Local Chapters, Individual Members or National Organization Members unless such increase in dues, levy or assessment shall have been first approved by a majority vote of The U.S. Junior Chamber Board of Directors.
- B. Determination of candidates and sites to be supported and endorsed by the Corporation shall be made as follows: The JCI Advisor shall meet and recommend to the entire U.S. Junior Chamber delegation present at the caucus, and The U.S. Junior Chamber delegation shall take a secret ballot to be turned over to the President. Whether to publicize the result of The U.S. Junior Chamber endorsement shall be determined by the President.
- C. The U.S. Junior Chamber delegation will hold an organizational meeting after arrival at the Congress. Sub-committees under the Executive Committee members may be formed to make recommendations on the candidates for the International Vice Presidential positions. Caucuses may be held for the purpose of discussing bids by cities seeking to host the future Congress, candidates for JCI staff positions and candidates for President.

Policy 24-4 JCI Advisory Committee

There shall be a JCI Advisory Committee consisting of five (5) individuals to consult with and advise The U.S. Junior Chamber on all JCI matters. Such individuals shall serve three (3) year terms to commence at the Executive Board Meeting of The U.S. Junior Chamber at the Year-end Meeting. The President shall appoint such individuals (and shall fill any vacancies caused by resignation or inability to serve) with the approval of the Executive Committee. A chairman shall be selected by the President from among the five (5) members of the committee and shall represent the President in the area of international politics.

The U.S. Junior Chamber budget may provide a provision for direct travel, registration, and hotel for one (1) representative from the JCI Advisory Committee to the Area B Conference, Area C Conference, and up to three (3) representatives to World Congress.

Policy 24-5 Financial Support of U. S. Jaycees for Expenses of World Congress

- A. It is recommended to the Executive Committee that The United States Junior Chamber budget shall each year contain a provision to cover the following:
 1. Direct World Congress travel, registration and hotel for the voting members of the Executive Committee.
 2. Provision in the Executive Committee travel pool to allow the Staff management position to participate in said travel pool budget for the World Congress.
 3. Gifts to heads of delegations.
- B. The Staff management position shall be responsible for The U.S. Junior Chamber World Congress travel program.

Policy 24-6 Endorsement of Junior Chamber International Candidates & Sites

- A. The Executive Committee is authorized to promulgate such rules or make such site inspections as they may determine proper before endorsing or designating any Local Chapter as a host for Junior Chamber International events, conferences or conventions. No Local Chapter shall submit a bid for such activity without the prior approval of the Executive Committee. The Local Chapter hosting any Junior Chamber International event, conference or convention must submit a detailed budget to the Executive Vice Director twelve (12) months prior to the date of the event. In addition, a written report must be submitted to the Staff management position eighteen (18) months, twelve (12) months, six (6) months, and three (3) months prior to the date of the event. Not later than five (5) months following the event, the chapter shall submit to the Staff management position a final report and an audited financial statement, which shall include balance sheets, statement of income and expenses, compared with the authorized budget.
- B. A maximum of three (3) candidates for the office of Vice President and none or one (1) candidate for each of the other offices will be submitted by the Corporation. The candidates must be approved by a simple majority vote of the Executive Committee. Written notice of intent shall be sent by any prospective candidate for JCI office to the Staff management position, postmarked not later than July 1 of the year in which the candidate shall stand for election, and written notice of the intent shall be sent by any prospective bidding Local Chapter for hosting a JCI World Congress to the President, postmarked not later than February 1 of the year in which the bid would be considered by JCI.

A non-refundable filing fee of Two Hundred and Fifty Dollars (\$250.00) for JCI Vice President, Five Hundred Dollars (\$500.00) for JCI Executive Vice President, and One Thousand Dollars (\$1,000) for JCI President must be submitted to the Corporation. Filing fees to JCI are extra. The JCI Advisory Committee shall review sites and/or candidates and report their recommendations to the Executive Committee.
- C. No Individual Member shall serve in an appointive position for Junior Chamber International without approval of the President.
- D. All JCI events hosted by Local Chapters must provide for a portion of any proceeds to be allocated to the national organization for the support of services to all members, with preference given to International Affairs Programs. All contracts for such events must be authorized and executed by the national organization, at the discretion of the Executive Committee. All proceeds for JCI events sponsored by Local Chapters must conform to accounting procedures as directed by the National Service Center, including but not limited to, procurement, depository for revenues, income disbursements and all other fiscal activities.

Policy 24-7 International Directors

State Organizations are encouraged to establish the office of International Director within the state framework.

Policy 24-8 JCI Activities

- A. All representatives of this Corporation on bodies of Junior Chamber International shall transmit immediately to the President all proposals for JCI action brought to their attention. Such proposals shall be referred, if practical, by the President to the appropriate planning committee or Executive Committee of this Corporation for advice and/or action.
- B. The U.S. Junior Chamber representatives on the JCI Commissions shall be appointed on a calendar year basis.
- C. It shall be the responsibility of the President of the Corporation to encourage attendance at all Junior Chamber International official conferences by representatives of the Corporation. The Immediate Past President will attend in place of the President when necessary, and if not available, the President may appoint a personal representative.

Policy 24-9 JCI Senator Award Processing

An award known as "Junior Chamber International (JCI) Senatorship" granting life membership in Junior Chamber International and in the Junior Chamber International Senate, may be awarded to Individual Members or past members as a means of honoring them for rendering outstanding service to Junior Chamber. The awarding of such status shall not exempt the member from paying regular dues to the state, national, or international organizations.

Approval:

The application shall only be approved by the President of the Local Chapter, the President of the State Organization, the President of the National Organization Member, and the President of the international organization, and no other approval shall be required or permitted.

Form:

All applications submitted must be on the application form approved and distributed by Junior Chamber International.

Fees:

The application shall be accompanied with two (2) checks; one made payable to Junior Chamber International for the amount established by JCI and a second check made payable to the Corporation for Seventy-Five Dollars (\$75.00), which is to be used for World Congress and Area Conference promotional activities. Annual fees to the national organization shall be paid at a rate determined by the Board of Directors.

Criteria:

Senatorships for current or past Individual Members shall be restricted to members of at least five (5) years standing for services rendered at any level of this organization. Alumnus members with at least three (3) years of service as an Individual Member and at least two (2) additional years of service as an Alumnus Member shall also be eligible. There shall be no other criteria imposed by any group other than the Local Chapter.

Policy 24-10 JCI Seminars

A JCI informational seminar should be conducted at all levels of training at Leadership Academy and TOYA.

Policy 24-11 U.S. JCI Senate Reporting

- A. To avoid areas of conflict, the U.S. JCI Senate shall submit to The United States Junior Chamber Board of Directors by November 1, an annual plan of action encompassing planned programs, projects or activities and an annual budget for the coming year. The Corporation shall communicate in writing (which may include electronic means) to the U.S. JCI Senate, any items felt to be in conflict with The U. S. Junior Chamber programs, projects or activities no later than thirty (30) days following presentation by the U.S. JCI Senate organization. The U.S. JCI Senate will review these concerns and present their position to the Board of Directors at the Year-End Board of Directors Meeting in the event such items of perceived conflict cannot be resolved by the presidents and/or designees of each organization prior to the Year-end Board of Directors Meeting. In addition, for purposes of avoiding areas of conflict, the Corporation shall annually forward a copy of its Year-End Status Report to the U.S. JCI Senate.
- B. Contracts to be entered into by the U.S. JCI Senate, and not otherwise scheduled in the annual plan of action, shall be submitted to the Corporation prior to execution to avoid potential areas of conflict with Corporation programs, projects or activities.
- C. The U.S. JCI Senate Board of Directors and/or Executive Committee shall not take any action, initiate, or engage in Corporation programs, projects or activities whatsoever, except those in which the Corporation has requested assistance.
- D. U.S. Junior Chamber Bylaws and Policies and Procedures, and corresponding U.S. JCI Senate Bylaws and Policies and Procedures, represent the complete understanding of cooperation between the Corporation and the U.S. JCI Senate. It is recommended that the Bylaws and Policies and Procedures of both organizations not be changed or amended with regard to the other, which would have the effect of placing the operation of either organization in conflict with the other.

Policy 24-12 JCI Senator Revocation

JCI Senator status may be revoked upon the recommendation of the President with the concurrence of the Executive Committee for misconduct, malfeasance, misfeasance, conduct unbecoming a Senator, or conduct contrary to the best interests of the Corporation.