

## CHAPTER POLICIES FOR THE SOUTH SAINT PAUL JAYCEES

### POLICY I – PURPOSE OF POLICY MANUAL

The Policy Manual of JCI South Saint Paul (the Organization) shall serve as a directive to which the chapter shall adhere in conducting the business, activities and affairs of the chapter. It shall be an extension and enlargement of the purposes and intent of the Articles of Incorporation and Bylaws of the chapter.

### POLICY II – PROJECT MANGEMENT

- A. Approval of Projects. All new projects, activities, events, programs and representation of each committee must be approved by the General Membership and shall include a budget if necessary.
- B. Solicitation Approval. No committee or individual shall be permitted to engage in any type of solicitation among the membership or community at large for money, prizes or other things of value, either monetary or in-kind, unless such solicitation is first approved by the Board of Directors.

### POLICY III – FINANCES

- A. Budget. By the end of the second business meeting, a budget of operating revenue and expenses for that fiscal year shall be established. The Chapter budget must be approved by the General Membership. It may be revised during the year only through Board of Directors approval.
- B. Payment of Receipts. Receipts submitted to the Treasurer should be accompanied by an Expense Report. The Organization and its officers are not responsible for any overdraft/non-sufficient funds fees incurred by the member due to lack of payment on receipts not submitted properly or in a timely manner.

### POLICY IV – AWARDS

- A. Jaycee of the Quarter. Exclusive of members of the Board of Directors, any active member in good standing is eligible to receive the Jaycee of the Quarter Award if the person was chair of a project which was substantially completed within one month of the quarter for which the person is selected, or demonstrated exceptional service to the chapter within said quarter. The selection of the recipient of this award shall be made by the Board of Directors.
  - 1. After nominations have been received, the Board of Directors shall determine whether the candidates meet the qualifications specified. Even though candidates for the award meet the minimum required qualifications, the Board of Directors may decide not to confer the award for the specific quarter or to postpone the decision. If no selection is made for a specific quarter, the Board of Directors may not retroactively award that honor.
  - 2. The recipient of the award shall receive the following in recognition of having received the award: A Certificate of Honor, recognition in the official publication, and a recognition letter sent to the recipient's supervisor.
- B. Statesman, Ambassador, Senator. The Organization will incur the cost of submission, excluding lifetime membership fees, for Statesman, Ambassador, and Senator Awards as approved by the Board of Directors.

### POLICY V – DUES

- A. Refund of Dues. No refund of dues shall be made to members terminating their membership during the fiscal year.
- B. Payment of Dues. It shall be the member's responsibility to pay their dues in full to the chapter during their quarter of renewal. On time dues will be paid according to ARTICLE V of the

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bylaws. An additional fee of no more than \$10.00 (all inclusive of JCI Minnesota, JCI United States, and JCI) may apply to late payment of annual dues.

- C. Payment Plans. Payment plans for the amount of your dues can be made available by talking to the Treasurer and Membership Development Vice President. A contractual agreement will be drawn up between the member requesting the payment plan and the chapter. The agreement will include terms including but not limited to: dates and amounts of agreed upon payments and the signatures of the member, Treasurer and Membership Development Vice President; all three (3) signatures must be present to be valid. In the circumstances that the member requesting the payment plan is either the Treasurer or Membership Development Vice President, the President's signature can be substituted.
- D. Any member who has not paid their annual dues by their next renewal date will cease to be a member.

### POLICY VI – VOTING PROCEDURES

Elections. Members may apply for an absentee ballot to be approved by the Board of Directions. Applications for absentee ballots must be submitted at least one (1) week prior to elections.

### POLICY VII – JAYCEE CONVENTIONS AND MEETINGS

State. To ensure the most capable representation of our Chapter at the State Conventions of JCI Minnesota, expenses may be paid for the President and State Delegate or proxy appointed by the Board of Directors pursuant to the following formula: "Early bird" registration fee as levied by the State.

- 1. Chapter paid presentation shall attend the Board of Directors meeting, elections, and luncheons and a minimum combination of two (2) trainings or competitions.

### POLICY VIII – MEMBER RECRUITMENT INCENTIVE

Chapter members in good standing will be issued a \$10.00 credit toward their dues for the following year for each new member they bring into the chapter. This recruitment incentive will not apply to new members signed at discounted rates. Credits are to be tracked by the Treasurer and applied during the member's month of renewal. Credits in excess of the amount of dues cannot be paid out to the member. However, if the member receiving the credits wishes, they may transfer excess credits to another member for use toward their dues.

### POLICY IX – ALCOHOL/SUBSTANCE/BEHAVIOR POLICY

It shall be the policy of JCI South Saint Paul for each public function (that is, a function where non-members are invited), that the chair in charge of that function will include in his/her PMG whether or not alcohol consumption is allowed and provide guidelines and/or restrictions related to the use of alcohol during the event by members and volunteers. Volunteering members should be notified prior to event. These guidelines will also be in line with the laws for alcohol consumption as enforced by the State of Minnesota.

### POLICY X – CHANGES OF POLICY

Amendments. This Policy Manual or any portion thereof may be amended by a vote of two-thirds (2/3) of those members present at any business meeting provided that notice of such proposed change shall be provided to each member at least ten (10) days prior to the meeting.

AS AMENDED: 09/14/2017