



JCI MINNESOTA POLICIES

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JCI MINNESOTA
1405 LILAC DRIVE NORTH, SUITE 125
GOLDEN VALLEY, MN 55422
www.jcimn.org

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POLICY 1. CORPORATION STRUCTURE

SECTION 1.1 CHAPTERS

All Chapters shall be known as JCI/Junior Chamber Chapters and/or Jaycees. Individual Members shall be known as Jaycees and/or JCI/Junior Chamber Members.

SECTION 1.2 DISTRICTS & REGIONS

- A. The Corporation and its Chapters may be divided into Districts, Regions, or other designated areas with the number of Chapters or other reasonable criteria determining boundaries. Such divisions shall be made by the Executive Committee subject to ratification of the Board of Directors.
- B. The Executive Committee shall encourage each District that reaches a membership of eight (8) Chapters to reassign or divide into two (2) separate Districts within a Region. Such divisions shall be subject to the approval of the Board of Directors.
- C. The number of Regions and Districts shall be determined by the Executive Committee, subject to ratification by the Board of Directors. The determination of these Regions and Districts shall be made based on number of chapters and geographical considerations.
- D. The Region shall meet at least once prior to each meeting of the Board of Directors at pre-arranged dates or at the call of the Regional Director with reasonable notice. The Region may consider matters relating to it and shall serve to disseminate information from the Corporation to their Chapters. The Region may adopt rules not inconsistent with the Articles, Bylaws, and Policies of the Corporation.
- E. Each fall there shall be an annual caucus at which time the Regional and District Directors shall be elected subject to confirmation at the Fall All State Convention. The Regional Director may appoint a Secretary and Treasurer for the Region.

POLICY 2. PURPOSE

SECTION 2.1 PRIMARY FUNCTION

The primary function of the Corporation shall be to create and foster growth of Chapters with similar purposes throughout the state. Emphasis shall be placed upon the leadership development of the Individual Member.

SECTION 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 publish the Gopher newsletter.
- D. To conduct a vigorous public relations program designed to enhance the value of the name of the Corporation and increase the Corporation's prestige.
- E. To handle all publicity related to the activities of the Corporation and its officers.

SECTION 2.3 NON-DISCRIMINATION

In order to ensure that membership in the Corporation and in each Chapter is open to, and encouraged for all young persons, regardless of race, gender, creed, disability, color, or sexual orientation, all activities conducted and all facilities used in any matter of the Corporation, or any of its affiliates, must be open to all Individual Members and does not discriminate against any individuals in any manner.

SECTION 2.4 AREAS OF OPPORTUNITY

The Corporation shall provide four (4) areas of opportunity for Individual Member development:

- Business Areas of Opportunity
- Community Areas of Opportunity
- Individual Areas of Opportunity
- International Areas of Opportunity

SECTION 2.5 PROHIBITION AGAINST HAZING

Neither the Corporation, Chapters, Individual Members, nor any other person or organization affiliated with the Corporation shall at any time or under any circumstances engage in or condone any practice of hazing. This includes conduct in which any person recklessly or intentionally endangers the health or safety of 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 the Corporation, regardless of whether the Individual Member or perspective Individual Member so endangered or injured participated voluntarily in the relevant activity.

SECTION 2.6 GOPHER NEWSLETTER

The official publication of the Corporation shall be known as the Gopher. The Gopher shall be written, edited, published and distributed by the editor, under the direction of the Public Relations Vice President and Executive Director, with the advice and consent of the Executive Cabinet.

- A. The purpose of the Gopher newsletter is to (1) promote the Corporation's programs, projects, and to further the movement; (2) publish articles of interest for individuals of Jaycee age; (3) to publish information promoting Chapter's programs and projects.
- B. The Gopher shall be financed by the Corporation and is included in the amount of annual dues paid and collected by the Corporation.
- C. Opinions expressed in the newsletter do not necessarily represent the official attitude or policy of the Corporation.
- D. The Gopher shall be sent to all Individual Members, Honorary Members, Life Members, Sustaining Members, Alumni Members, and Associate Members who submit their contact information to the Corporation.

POLICY 3. MEMBERSHIP

SECTION 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) Chapter to another, the Secretary or President of the receiving Chapter shall submit a request in writing to the Corporation. The Corporation shall advise the receiving Chapter as to

the membership anniversary period of said transferring member. The Corporation shall also notify the remitting Chapter that such transfer has been affected.

- B. Should the receiving Chapter accept the transferring Individual Member, said Chapter shall honor the membership of said transferring Individual Member until the Individual Member's next anniversary period.
- C. In the administration of the dues billing system, the Corporation shall establish one (1) At-Large Chapter. In the event that a Chapter ceases to exist, all Individual Members whose anniversary period does not coincide with the period of revocation of the charter of the Chapter which he/she is a member shall be transferred into the At-Large Chapter for the remainder of time until his/her next anniversary period.
- D. As an alternative to at-large status, an Individual Member of a Chapter whose charter is being revoked may opt to transfer their membership to another 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.
- F. Prior to the expiration of the anniversary period for Individual Members in at-large status, said Individual Member may opt to transfer their membership to a Chapter pursuant to the provisions relating to the transfer of membership elsewhere herein.
- G. Individual Members of the At-Large Chapter shall be included in the total current membership.

SECTION 3.2 INSTITUTIONAL CHAPTERS

The term "Institutional Chapter" shall be defined as those Chapters that exist (1) in a facility in which persons are confined for penal or correctional reasons after trial and conviction of a criminal offense; or (2) in a program where the majority of members are regularly engaged in a mental health rehabilitative program or confined for medical reasons; or (3) other type of facility or program defined by the U.S. Census Bureau as "institutional."

SECTION 3.3 SUSTAINING MEMBERS

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

- A. Unsolicited donations of monies and/or materials may be accepted by the Executive Director at their discretion, provided that, if the use of the gift as directed or required by the donor is restricted, the Executive Director shall first secure the approval of the Executive Committee.
- B. Donations may be solicited only by the Executive Director, or by designated staff, or those persons designated in advance by the President of the Corporation in writing. Tentative solicitations on projects are permissible, subject to the control of the President of the Corporation; provided however, the Corporation is advised of all such solicitations at least fifteen (15) days in advance. The Corporation shall notify a Chapter in advance before making solicitations of donations within that area, recurring contracts excepted.
- C. Commercial benefit to the donor of donated monies and/or materials shall be kept to a minimum. Programs and projects benefiting from donated monies and/or materials shall be known and publicized as being primarily sponsored by the Corporation.

- D. Prior to any solicitation of Sustaining Members and/or sponsorships, the President of the Corporation or designee shall review any planned solicitations with the President of the Chapter.

SECTION 3.4 ALUMNI MEMBERS

- A. An Alumnus Member's dues, as specified in Policy 4.F shall be paid directly to the Corporation. The Corporation shall keep Alumni membership rosters and make such rosters available to the Foundation.
- B. The Alumni Program shall be led by an individual appointed by the President of the Corporation.

SECTION 3.5 CHAPTER ORGANIZATION REPORTING REQUIREMENTS

- A. Chapters are required to submit a plan of action and copy of Bylaws and Policies to the Corporation no later than March 1 of each year covering that administrative year. This plan shall be sufficiently comprehensive to enable delivery of an adequate level of service to the Chapter.
- B. Chapters are required to submit a final report of the prior year's activities by January 7. The final report shall be sufficiently comprehensive to enable review of service delivered.

SECTION 3.6 VIOLATION OF AGE REQUIREMENTS

It may be good cause for the revocation of a charter of a Chapter or the termination of an Individual Member's membership, or any officer thereof, who knowingly allows an Individual Member to remain on the roster of a Chapter 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 Local or State officer may require proof of age at any time.

SECTION 3.7 EXTENSIONS

- A. Any Chapter or group of Individual Members wishing to extend a new Chapter must submit written notification of their intent to the State President, Executive Director, Membership Vice President, and the Regional and District Director responsible for the area the proposed new Chapter shall be located.
- B. Said notice shall include the name of the chairperson(s), their Chapter, and the location to be extended. This notice shall remain in effect for thirty (30) days from the date received. An extension of time may be requested and may be granted at the discretion of President of the Corporation.
- C. Upon receipt of the application for extension, the Membership Vice President shall confer with the Regional and District Directors to determine the proper assignment of the new Chapter.
- D. The extending Chapter or Extension Chair(s) shall maintain a working relationship with the new Chapter for a period of one (1) year from the date of the extension. This shall include attendance at regular meetings on a quarterly basis as well as any other assistance a new Chapter may need.

SECTION 3.8 INVOLUNTARY DISASSOCIATION/SUSPENSION

- A. Revocation of a charter of any Chapter or termination of a membership for any Individual Member per Bylaw 3.11 shall be in accordance with these Policies. If it appears that any Chapter

or Individual Member of any Chapter is failing to adhere to the principles, purposes, and rules of the Corporation, such as, but not limited to, failure to pay dues, participation in illegal activities, or other conduct inconsistent with or tending to bring the Corporation or the JCI ("Jaycee") name or movement into disrepute, the President of the Corporation may require the accused Chapter or Individual Member to appear before the Executive Committee to determine what, if any, action is appropriate. The accused Chapter or Individual Member shall be given twenty (20) days written notice of charges to be brought, and a full hearing shall be convened, at which the accused Chapter or Individual Member shall be given the opportunity to defend against the accusations. Action of suspension, removal (temporary or permanent) or censure of the accused shall be by two-thirds (2/3) vote of the Executive Committee. No member of the accused Chapter may vote in these proceedings.

- B. Notwithstanding Policy 3.8A above, if it appears that any Individual Member of a Chapter is failing to adhere to the principles, purposes, and rules of the Corporation such as, but not limited to failure to pay dues, participation in illegal activities, or other conduct inconsistent with or tending to bring the Corporation or the JCI ("Jaycee") name or movement into disrepute, the Chapter President may require the accused member to appear before the Chapter Board of Directors to determine what, if any action is appropriate. The accused Individual Member shall be given twenty (20) days written notice of charges to be brought, and a full hearing shall be convened, at which the accused Individual Member shall be given the opportunity to defend against the accusations. Action of suspension, removal or censure of the accused shall be by two-thirds (2/3) vote of the Chapter's Board of Directors present, assuming a quorum. The accused Individual Member may not vote in these proceedings. Appeal from the Chapter's decision may be taken to the State Executive Committee, whose decision, by majority vote, shall be final.

POLICY 4. MEMBERSHIP DUES

- A. All dues payable to the Corporation by Chapters for their Individual Members shall be payable upon receipt by the Chapter of the Individual Member's application for membership and each year thereafter in the membership period of said Individual Member's application anniversary.
- B. It shall be the responsibility of the Chapter to use the JCI USA Membership System to maintain all membership reporting and follow all rules set forth by JCI USA.
- C. Any Individual Member whose dues for the next year's membership are not paid to the Corporation by the last day of said Individual Member's anniversary period shall be dropped from the membership rolls of the Corporation and Chapter. If said Individual Member who is to be dropped pursuant to this provision wishes to remain an Individual Member after the conclusion of their anniversary period, the Individual Member must be added as a new Individual Member.
- D. The Executive Committee shall determine the manner of billing and collection of dues.
- E. Dues payable for regular Individual Members are as follows:
 - 1. JCI USA dues as outlined in the JCI USA Policies. Any dues increase enacted by JCI USA shall automatically pass on to the Individual Member's dues.
 - 2. Corporation dues shall be ninety (\$90.00) dollars inclusive of all dues specified in Policy 4.E1.

- F. Dues payable for Associate or Alumni Members with the Corporation shall be forty (\$40.00) dollars payable by June 30th of the current year.

POLICY 5. GOVERNMENT

SECTION 5.1 DUTIES OF THE 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 Chapter President or Chapter State Delegate is incapacitated or otherwise unable to attend a meeting of the Board of Directors, said Chapter President and/or Chapter State Delegate shall appoint in writing a proxy from the Chapter, subject to approval by the President of the Corporation. Said proxy shall have all the accorded rights as the Chapter President and/or Chapter State Delegate for the specific time period stated in the recommendation.
- C. Each member of the Board of Directors is a representative of the Corporation and are responsible for the promotion of all Corporation programs and policies within their respective Chapters.

SECTION 5.2 EXECUTIVE CABINET

Members of the Executive Cabinet are as follows:

President
Administrative Vice President
Community Development Vice President
Individual Development Vice President
Management Development Vice President
Membership Vice President
Public Relations Vice President
Immediate Past President
Executive Director

The Executive Cabinet shall be responsible for the development of an annual Plan of Action encompassing the objectives for the year. Said plan shall be distributed to the Board of Directors no later than Annual Convention.

SECTION 5.3 RIGHT TO VOTE

A Chapter shall forfeit the right to vote at meetings of the Board of Directors if said Chapter is not current in its financial obligations (“good standing”) to the Corporation, unless said Chapter has prior approval of the Executive Director and President of the Corporation.

SECTION 5.4 CODE OF ETHICS

Members of the Board of Directors of the Corporation shall be committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board. Board members shall pledge to accept this code as a minimum guideline for ethical conduct, including, but not limited to:

- A. Faithfully abide by the Articles of Incorporation, Bylaws, and Policies of the Corporation.
- B. Exercise reasonable care, good faith, and due diligence in organizational affairs.

- C. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest and/or information that would have significance in board decision-making.
- D. Remain accountable for prudent fiscal management to the members of the Corporation, the board, nonprofit sector, and where applicable, to governing and funding bodies.
- E. Maintain a professional level of courtesy, respect, and objectivity in all Corporation activities.
- F. Strive to uphold the Bylaws and Policies of the Corporation and assist other members of the board in upholding the highest standards of conduct.
- G. Exercise the powers invested in the good of all members of the Corporation rather than for his/her personal benefit, or that of the Chapter they represent.
- H. Ensure the right of all Individual Members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the area represented.
- I. Ensure the right of all members to appropriate and effective services without discrimination on the basis of the Corporation's volunteer or staff make-up in respect to race, sex, creed, disability, color, or sexual orientation in accordance with all applicable legal and regulatory requirements.
- J. Respect the confidentiality of sensitive information known due to board service.
- K. Respect the diversity of opinions as expressed or acted upon the board, committees and membership, and formally register dissent as appropriate.
- L. Promote collaboration, cooperation and partnership among all Individual Members of the Corporation.

POLICY 6. STATE MEETINGS, CONVENTIONS, AND STATE EVENTS

SECTION 6.1 PARTICIPATION

- A. All meetings and functions of the Corporation are open to attendance by all Individual Members of the Corporation, with the exception of closed session of the Corporation provided such session is a committee in the whole and the final adoption of the report of the committee of the whole shall not be in closed session.
- B. Representatives of Chapters, representatives of non-member organizations requested to attend meetings of the governing bodies, and duly invited guests are entitled to privileges of the floor at meetings of the governing bodies and may take part in all discussions on the same basis as delegates of Chapters but shall not have the privilege of voting, making nominations, or seconding motions, except however, those proxy delegates who are serving in the place of accredited delegates.

SECTION 6.2 FUTURE SITES

It shall be the responsibility of the Executive Director of the Corporation to secure future state event sites.

SECTION 6.3 MANPOWER

- A. Each convention of the Corporation shall have Chapters and/or affiliate organizations provide manpower. Responsibilities of those providing manpower include, but are not limited to, registration, door monitoring, checking of badges, and other duties outlined in the manpower contract.
- B. Manpower Chapters and/or affiliate organizations shall be selected via a bid process. Any Chapter and/or affiliate organization in good standing may submit a bid to the Corporation outlining manpower abilities and the fee they would charge for services rendered. Bids shall be reviewed by the Administrative Vice President and Executive Director to determine if the bid meets the requirements. The bid shall be awarded by a majority vote of the Executive Committee.
- C. A written contract drafted by the Corporation outlining all responsibilities of the Chapter and/or affiliate organization providing manpower and the Corporation shall be signed by the President of the Chapter and/or affiliate organization and the President of the Corporation.

SECTION 6.4 CONVENTION REGISTRATIONS

- A. All Individual Members, their guests, and Junior Jaycees attending State Conventions must register and be provided a name badge, which shall be required to attend any and all events. Individual Members' children under the age of eighteen (18) who are not members of a Junior Jaycee Chapter are excluded from the name badge requirement.
- B. Registration shall be available in four (4) tiers: Early, On-Time, Late and Day Of. Each tier shall increase by a minimum of ten dollars (\$10.00) from the previous tier.
- C. All registration forms shall contain the following registration selections:
 - 1. Early (Full / Luncheon / Banquet)
 - 2. On-Time (Full / Luncheon / Banquet)
 - 3. Late (Full / Luncheon / Banquet)
 - 4. Day of (Full / Luncheon / Banquet)
 - 5. Senate (Early/On-Time or Late/Day of)
 - 6. Friday Night ONLY
 - 7. Board of Directors ONLY
 - 8. Trainings ONLY
 - 9. Junior Jaycees (Full / Friday Night Only / Trainings Only)
 - 10. Alumni (Early / On-Time / Late / Day of)
 - 11. Kids Convention (Optional)
- D. Refunds on registrations shall be allowed if written notice is received seven (7) days prior to the first day of said convention.
- E. Voting delegates at Fall All State Convention must be registered for one of the following options: Full, Luncheon or Banquet. At Fall All State Convention all registrations shall close at noon on Election Day.
- F. On-site registrations shall be handled by the Conventions Program Manager.

- G. Registration forms for the following convention shall be made available at each convention.
- H. The following shall receive full registration and lodging at no charge:
 - 1. President (including spouse and children) – 3 nights / 1 room suite
 - 2. Immediate Past President (including spouse and children at Annual Convention only) – 3 nights / 1 room – must attend meetings
 - 3. Executive Director – 3 nights / 1 room
 - 4. Guests of the Corporation – 1-3 nights / 1 room
- I. The following shall receive full registration at no charge:
 - 1. Conventions Program Manager (Spring All State, Fall All State, and Annual during their term)
 - 2. State Vice Presidents

SECTION 6.5 STATEWIDE EVENTS

A. CHAPTER HOSTED STATE EVENTS

- 1. Chapter hosted State Events may be, but are not limited to, the following: State Bowling, State Softball, State Volleyball, State Trap Shoot, State Golf, State Trivia, etc.
- 2. Chapters shall submit a bid, including, but not limited to, a bid deposit of one hundred dollars (\$100.00), the date(s) and location(s) of event, registration fees, publicity plans, and proposed budget. The budget must include all income (registrations, advertising, sponsorships, donations, and any appropriations from the Chapter, etc.) and expenses (cost of meals, entertainment, meeting room fees, production costs, rental of fields or equipment, etc.).
- 3. Bids and bid deposits are due at least thirty (30) days prior to the date of the State Meeting where the bid is to be submitted. If a Chapter's bid is not selected the bid deposit shall be returned to said Chapter.
- 4. A Project Management Guide (PMG), including a complete budget, shall be submitted to the State Office no later than thirty (30) days after the event. Upon approval of the PMG by the President of the Corporation, the bid deposit shall be returned to the host Chapter.
- 5. Participation in Chapter Hosted State Events shall be limited to Individual Members and Associate/Alumni Members in good standing. Membership must be verified using the most current roster available at the time of the event as provided by the State Membership Vice President. Participants may join the Corporation on the day of the event provided an application is completed and dues are paid in full.
- 6. The President of the Corporation, Immediate Past President, State Vice Presidents, and Executive Director shall not be required to pay any registration or entry fees to any Chapter Hosted state events.

B. JUNIOR CHAMBER LEADERSHIP ACADEMY (JCLA)

- 1. Junior Chamber Leadership Academy (JCLA) is an annual training opportunity for incoming Chapter officers and Individual Members to learn how to be effective leaders within their Chapter and community.

2. It shall be the responsibility of the Corporation to promote and conduct this training between November 1 and December 31.

C. **TEN OUTSTANDING YOUNG MINNESOTANS (TOYM)**

1. The Ten Outstanding Young Minnesotans (TOYM) program is designed to give special recognition to young Minnesotans who have made outstanding contributions to their professions, communities, or the general welfare of the State of Minnesota. In determining the recipients of this recognition, the judges shall give particular consideration to each nominee's record of adherence to the tenants of, and principles embodied, in the Jaycee Creed.
2. Any Individual Member, Chapter, person, corporation, or association of persons may nominate candidates for these awards.
3. Only young Minnesotans 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.
4. The President of the Corporation may at his/her discretion select and honor one (1) Minnesota business in conjunction with the Ten Outstanding Young Minnesotans program. The purpose of the award shall be to honor a corporation or business enterprise for outstanding support to Minnesota's youth and/or exemplify the embodiment of the Jaycee Creed at the corporate level.
5. There shall be a TOYM application fee of Twenty-five dollars (\$25.00) per submission and a One Hundred Twenty-five Dollars (\$125.00) honoree fee. For more information see TOYM Chapter Guide, provided on state website.

SECTION 6.6 STATE SANCTIONED PROJECTS

- A. A Chapter may submit a project for consideration, by the Executive Committee, as a state sanctioned project.
- B. Projects shall be submitted to the President of the Corporation not less than thirty (30) days prior to Fall All State Convention. Submissions must include a detailed Plan of Action, including budget information.
- C. Projects shall be reviewed by the Executive Committee prior to Fall All State Convention. No more than four (4) projects shall be sanctioned at any time.
- D. Projects shall be no more than one (1) year in duration, shall be of an informational nature (no fundraisers) and shall have an immediate and direct impact on the Corporation and its Individual Members.

POLICY 7. OFFICERS AND DUTIES

SECTION 7.1 PRESIDENT

- A. The President shall terminate the year’s activities with a written annual report and recommendations. This report shall be submitted to the Executive Director and distributed to the Executive Committee.
- B. 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.

SECTION 7.2 OFFICERS-ELECT

- A. An oath of office shall be administered to the President-elect by the Immediate Past President at Annual Convention. Said oath shall be found in Appendix A.
- B. The current President of the Corporation and Vice Presidents are expected to provide special insight and access to the President-elect and Vice Presidents-elect concerning issues of training and corporate operations. The President-elect shall be an ex-officio member of all committees until they formally take office.
- C. The President-elect shall hold all planning/training meetings prior to December 31 at such locations that are convenient and appropriate. These meetings are for the purpose of orientation and planning, and attendance is mandatory for all incoming State Staff members.
- D. The President-elect shall preside over all business meetings of the Annual Convention and have complete decision-making authority of the office of President as defined in Bylaw 7.1.
- E. The President-elect serves under the authority of the current President of the Corporation and is considered an active member of the current administration.

SECTION 7.3 JOB REQUIREMENTS AND DESCRIPTIONS

The Corporation shall maintain a comprehensive guide of job requirements and descriptions for every State Staff position. This guide shall be updated on a yearly basis and maintained by the Executive Director. Said guide shall be found in Appendix B.

POLICY 8. ELECTIONS

SECTION 8.1 ELECTED OFFICERS

Elected officers of the Corporation are as follows:

- President
- Community Development Vice President
- Individual Development Vice President
- Management Development Vice President
- Public Relations Vice President
- Regional Directors
- District Directors

SECTION 8.2 ELIGIBILITY AND QUALIFICATIONS

- A. All candidates for the offices of President, Community Development Vice President, Individual Development Vice President, Management Development Vice President, and Public Relations Vice

President must appear before the Nominations Committee no earlier than Spring All State Convention and no later than fourteen (14) days prior to Fall All State Convention to be interviewed and screened as to the eligibility and qualification for the office sought. No candidate may announce their candidacy until certified by this committee.

- B. Each Presidential candidate shall sign and agree to the Strategic Plan Agreement and ensure the submission of the following letters of evaluation to the Nominations Committee Chair:

GROUP A (All required)

1. From the State President when the candidate held office of State Vice President
2. From the State President when the candidate held office of Regional or District Director
3. From the Chapter President of the candidate's Home Chapter

GROUP B (Minimum of 2 from different categories)

1. From the Chapter President of a Chapter in the candidate's Region or District, excluding Home Chapter
2. From the State President when the candidate held the office of Chapter President
3. From a State Vice President when the candidate held office of State Vice President
4. From any Individual Member or Alumnus/Associate Member of the Corporation

- C. Each elected Vice Presidential candidate shall sign and agree to the Strategic Plan Agreement and ensure the submission of the following letters of evaluation to the Nominations Committee Chair:

GROUP A (All required)

1. From the State President when candidate held the office of Regional or District Director
2. From the Chapter President of the candidate's Home Chapter

GROUP B (Minimum of 2 from different categories)

1. From the Chapter President of a Chapter in the candidate's Region or District, excluding Home Chapter
2. From a State Vice President of when the candidate held the office of State Program Manager
3. From the State President when the candidate held the office of Chapter President
 - a. From any Individual Member or Alumnus/Associate Member of the Corporation

- D. The content and administration of evaluations shall be determined by the Nominations Committee.
- E. The Nominations Committee Chair shall notify the candidate of their certification status no later than seven (7) days after the receipt of the final document.
- F. The candidate may appeal the decision of the Nominations Committee by providing written notice to the State President and Vice Presidents at least fourteen (14) days prior to the election. The State President and Vice Presidents may allow the candidate to announce their candidacy without being certified, however, the candidate shall not be considered an eligible candidate until the Nominations Committee report is overruled per Bylaw 11.4.

SECTION 8.3 FILING NOTICES AND FEES

- A. Candidates shall file notice and fee as follows:
 - 1. State President – Two Hundred Dollars (\$200.00). The fee and notice shall be filed with the Elections Committee Chair prior to announcing candidacy.
 - 2. State Elected Vice Presidents – One Hundred Dollars (\$100.00). The fee and notice shall be filed with the Elections Committee Chair prior to announcing candidacy.
 - 3. Regional Director – No filing fee. Notice shall be mailed or emailed to the Regional Elections Committee Chair prior to announcing candidacy.
 - 4. District Director – No filing fee. Notice shall be mailed or emailed to the Regional Elections Committee Chair prior to announcing candidacy.
- B. The filing fee shall be returned in the event a candidate does not declare candidacy.

SECTION 8.4 EXPENDITURES

- A. Expenditures are defined as the true market value of 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 election or defeat of any candidate or to engage in political propaganda in connection with any election.
- B. Expenditures shall include, but are not limited to, the following items, which shall be listed at true market value:
 - 1. The cost of preparing and distributing materials advocating the candidacy of any person.
 - 2. The cost of soliciting support for any candidate.
 - 3. The cost of convention or entertainment expenditures in promotion of the candidacy of any person(s) room(s) used for hospitality and/or campaign headquarters.
 - 4. The cost of promoting and advertising fundraising events and/or programs, excluding the cost of goods, materials or food sold as part of said event or program.
- C. Expenditures shall not include the following items:
 - 1. Candidates sleeping room at a convention/caucus headquarters hotel.
 - 2. Travel to caucuses, attendance at State Executive Committee meetings, assigned standing committee meetings and/or assigned Chapters.
 - 3. Telephone charges incurred promoting the candidate.
 - 4. Direct expenses, such as gas, lodging and meals, incurred by the candidate and/or representatives in visitations within the candidates designated Home Region.
 - 5. The value of labor volunteered by any Individual Member and/or said Individual Member's immediate family when reporting the value of goods, preparations and/or distributions.
- D. No candidate, persons, or associations on the candidate's behalf shall expend more than the following amounts, whether in monies or in value, of campaign expenses:

President - Four Thousand Dollars (\$4,000.00)
 Elected Vice President – Two Thousand Dollars (\$2,000.00)
 Regional Directors – Two Hundred Fifty Dollars (\$250.00)
 District Directors – One Hundred Dollars (\$100.00)

SECTION 8.5 REPORTING

- A. Each candidate shall file a signed, sworn statement of expenditures valued at cash or true market value for campaigning expenses with the appropriate Elections Committee Chair within the stated time frame.
- B. A copy of all campaign communications and any other campaign materials produced for general distribution shall be included with the expenditures statement.
- C. Such statements must be received before a candidate shall be certified as eligible for election.
- D. Candidates shall submit these reports to the appropriate Elections Committee Chair as follows:
 - 1. President – Twelve Noon (12:00pm) on the Friday of Fall All State Convention.
 - 2. Vice Presidents – Twelve Noon (12:00pm) on the Friday of Fall All State Convention.
 - 3. Regional Directors – prior to the start of the Regional Caucus.
 - 4. District Directors – prior to the start of the District Caucus.

SECTION 8.6 ADDITIONAL REQUIREMENTS AND PROHIBITIONS

- A. Formal announcements of Presidential, Vice Presidential, Regional Director, and District Director candidates shall not be made until July 1.
- B. No candidate or persons/associations working on behalf of a candidate shall deface the walls, surfaces, or cause any damage to public property in the promotion of the candidate .
- C. No candidate shall enlist nor accept the aid of any person who is not an Individual Member of the Corporation to promote their candidacy by personal communication with Individual Members of the Corporation. This shall not be interpreted to prohibit nor should it discourage candidates from seeking or obtaining written verification of employer, family, or other organizational support.
- D. No candidate for President or Vice President shall be outside their assigned room at Fall All State Convention, nor shall any unsolicited or unwelcome promoting of any candidate be conducted at Fall All State Convention between 1:00am and 6:00am Saturday. This rule shall not be interpreted to prohibit any individual from wearing promotional material during this time.
- E. Visitations by candidates for any campaigning purpose(s) shall be limited to:

President and Vice Presidents

- 1. Chapter visitations only upon request of the Chapter’s written invitation to do so
- 2. Regional/Area Caucuses
- 3. Fall All State Convention

Regional and District Directors

- 1. Chapter visitations within the candidate’s designated Home Region and only upon request of the Chapter’s written invitation to do so
- 2. Regional/Area Caucuses within the candidate’s designated Home Region

- F. All candidates shall have no outstanding balance for any financial transactions with the Corporation (if any), or have made arrangements to do so which are acceptable to the President of the Corporation, Administrative Vice President, and Executive Director, prior to announcing or engaging in candidacy for any office.
- G. The appropriate Elections Committee Chair shall designate the allowable time(s) for hanging of campaign signs and placing other candidate promotional material. Any time or place not so designated shall be prohibited. The Elections Committee Chair shall not limit the time available to a candidate or their campaign for setting up within the confines of an authorized “hospitality room” at a Caucus or Fall All State Convention.
- H. Hanging of campaign signs and the placing of other candidate promotional material shall be (1) sixty (60) minutes prior to the start of the Regional/Area Caucuses and (2) between 6:00am and 8:00am the day of the elections at Fall All State Convention, unless otherwise designated by the appropriate Elections Committee Chair.
- I. All challenges to the election, filed in writing and received by the State Elections Committee Chair by Twelve Noon (12:00pm) on the Friday of Fall All State Convention, shall be considered by the State Elections Committee. All appeals of Region or District Elections Committee decisions, filed in writing and received by the State Elections Committee Chair at least seven (7) days prior to the Fall All State Convention shall be considered by the State Elections Committee.

SECTION 8.7 AREA CAUCUSES

It shall be the responsibility of the Administrative Vice President and the Executive Director to organize and execute a minimum of one (1) Area Caucus in the state. The purpose of these caucuses shall be to give Individual Members and Chapters the opportunity to meet and learn about candidates for state offices. Said caucuses shall be held between July 15 and eighteen (18) days prior to the Fall All State Convention.

SECTION 8.8 ELECTION PROCEDURES

A. TIME, PLACE AND LOCATION OF ELECTIONS

1. The election of the President shall be at Fall All State Convention and shall follow confirmation of the Regional and District Directors by the Executive Committee and Board of Directors, and the election of the Vice Presidents by the Board of Directors. The current President of the Corporation shall preside over the election.
2. The election for Elected Vice Presidents shall be at Fall All State Convention and shall follow confirmation of the Regional and District Directors by the Executive Committee and Board of Directors. Balloting for the Vice Presidents shall precede the Presidential election. The current President of the Corporation shall officially convene at the regular meeting of the Board of Directors, however, the only items of business shall be the confirmation of Regional and District Directors and the nomination and election of the Vice Presidents.
3. The elections for Regional and District Directors shall be at Regional Caucuses or meetings held after July 15 and before Fall All State Convention. The current Regional Directors are responsible for picking the date time, and location and submitting for approval by the President of the Corporation. The current Regional Director shall give reasonable notice of

the Regional Caucus or meeting to all Chapters in the Region and shall preside over the election.

B. CREDENTIALS

1. An adequate credentials system shall be used for certifying delegates and proxy delegates. Once the certification of delegates begins, the credentials system shall not be changed.
2. Final deadline for registrations of official delegates shall be Twelve Noon (12:00 pm) on the Saturday of Fall All State Convention. Only Chapters whose accounts with the Corporation are paid in full and whose delegates and proxy delegates are properly credentialed shall be permitted to vote.
3. Any Chapter having an unpaid account with the Corporation shall be notified of the nature and amount thereof by written notice, no later than August 15.

C. ORDER OF PRESENTATIONS AND BALLOTING

1. Reports by the Nominations Committee and the Elections Committee shall precede candidate nominations.
2. Nominations, seconding, and candidate presentations shall be completed for each candidate prior to the next candidate's nomination.
3. The order of presentation for each position shall be determined by a random method.
4. Balloting shall proceed after all presentations for a particular position have been heard, at the time and place previously stated.
5. Candidate presentations shall proceed in the following order: District Director, Regional Director, Vice Presidents, and President.
6. The order in which Chapters cast their votes shall be determined by the draw of the lot during balloting.

D. PRESENTATION AND TIME LIMITS FOR PRESIDENTIAL CANDIDATES

1. *Regional/Area Caucuses* – Nominations and seconding shall be no more than one (1) minute each per candidate. Demonstration/Candidate Presentation shall be no more than three (3) minutes per candidate.
2. *Fall All State Convention Friday Night Candidates Forum* – Presidential candidates shall be allowed five (5) minutes each for a presentation. After all Presidential candidates' presentations, a question and answer session of up to thirty (30) minutes shall occur.
3. *Fall All State Convention Elections* – Nominations and seconding shall be no more than five (5) minutes each per candidate. Candidate Presentations shall be no more than ten (10) minutes per candidate.

E. PRESENTATION AND TIME LIMITS FOR VICE PRESIDENTIAL CANDIDATES

1. *Regional and District Caucuses* – Nominations and seconding shall be no more than one (1) minute each per each candidate. Demonstration/Candidate Presentation shall be no more than three (3) minutes per candidate.
2. *Fall All State Convention Friday Night Candidates Forum* – Vice Presidential candidates shall be allowed three (3) minutes each for a presentation. After all Vice Presidential candidates' presentations, a question and answer session of up to fifteen (15) minutes per position shall occur.
3. *Fall All State Convention Elections* – Nominations shall be no more than two (2) minutes per candidate. Seconding shall be no more than one (1) minute per candidate. Demonstration/Candidate Presentations shall be no more than four (4) minutes per candidate.

F. PRESENTATION AND TIME LIMITS FOR REGIONAL AND DISTRICT DIRECTOR CANDIDATES

1. All Regional and District Director elections shall take place at Regional Caucuses.
2. Nominations and seconding shall be no more than one (1) minute each per each candidate. Demonstration/Candidate Presentation shall be no more than three (3) minutes per candidate.

SECTION 8.9 MAJORITY VOTE REQUIRED

A majority vote is fifty percent (50%) plus one vote cast in a ballot. If any candidate for office does not receive a majority of the votes, the balloting shall continue until a majority is received. However, after a second ballot has been taken, the name of the candidate receiving the least votes on the preceding ballot for that office shall be dropped from consideration and only the remaining candidates may be considered.

SECTION 8.10 BALLOTING

Balloting shall begin no later than five (5) minutes after the last candidate presentation. At that time, the doors shall be locked and no one shall be allowed in the room. After the last ballot is cast and the ballot is officially closed, the doors may be opened. Should another ballot be required, the same procedure shall be followed with voting commencing after a fifteen (15) minute intermission. A delegate who did not vote on the first ballot shall be allowed to vote in any ensuing ballot provided they are properly credentialed. Should space permit, a spectator section of non-credentialed delegates may be set up.

SECTION 8.11 CANDIDATE WITHDRAWAL

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

SECTION 8.12 ELECTIONS COMMITTEES

- A. Each Regional Director shall appoint three (3) Individual Members to their Regional Elections Committee before the last day of Spring All State Convention and shall submit the Individual Member's names to the State Elections Committee Chair. Each Individual Member should be from different Districts with one person of the committee serving as chair.

- B. No member of the Elections Committee shall be from a Chapter which has a candidate for State President and/or State Vice President nor shall any member endorse or campaign on behalf of any candidate for state office.
- C. Anything submitted to the Regional or State Elections Committee must be received by its chair to be considered received.
- D. Regional and State Elections Committees are responsible for designating the times and places for hanging candidate promotional materials and reviewing campaign materials and expenditures of all candidates.
- E. The State Elections Committee Chair and Executive Director shall each year be responsible for incorporating current election rules, together with the appropriate sections of the Bylaws and Policies, into a State Elections Manual. The manual shall be made available each year to candidates, campaign managers, elections administrators, and others deemed appropriate.

SECTION 8.13 REGIONAL ELECTIONS

- A. Each Region shall hold an annual caucus after July 15 and prior to the Fall All State Convention. The specific time and location is to be determined by the Regional Director and be communicated to the President of the Corporation, District Directors, Chapter Presidents and all other interested parties no later than July 1.
- B. New Regional and District Directors shall be elected from the members in the Region and shall hold office for one year or until his/her successor is ratified.
- C. Host Chapters shall be responsible for providing all facilities necessary for the Regional Caucus.
- D. Each Chapter may cast one (1) vote for each Chapter member present up to a maximum of ten (10) votes.

POLICY 9. FINANCE

SECTION 9.1 NON-SUFFICIENT FUNDS

Any checks or other forms of payment received by the Corporation, which are not honored for any cause, shall be assessed a service fee of thirty-five dollars (\$35.00). Upon two (2) occurrences in one (1) fiscal year the Corporation may impose restrictions concerning payments, to include, but not limited to, payment by certified check, money order, wire transfer, or other guaranteed form of payment.

SECTION 9.2 REIMBURSEMENT OF EXPENSES

- A. 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 of reimbursement shall be submitted within thirty (30) days of the date the expense.
- 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 of the Corporation as established by the budget shall cover expenses and services of such officers of the Corporation during their term of office.

SECTION 9.3 CONTRACTS

- A. It shall be the policy of the Corporation not to enter into any agreement, which shall financially obligate its Chapters, except by written contract clearly stating the terms thereof.
- B. All contracts shall require the signature of the Executive Director and the President of the Corporation. No contract shall be signed without prior review by the Finance Committee and Legal Counsel.
- C. Any contract calling for expenditures not previously approved in the budget shall require the signature of the State Treasurer.

SECTION 9.4 LOANS

- A. The Corporation may borrow such sums as are needed to finance its operations on a short-term basis. Any such loans may be renewed for one additional period. Any such loan or renewal shall require the majority affirmative vote of at least five (5) members, whichever is more, of the Finance Committee and the Executive Committee at a regular meeting or special meeting called for that purpose.
- B. Long-term loans shall be approved by a majority vote of the Board of Directors at a regular or special meeting called for that purpose.

SECTION 9.5 INSURANCE

The Corporation shall provide liability insurance for its Chapters, provided the cost of the policy fits within the budget parameters of the Corporation. If said insurance policy does not fit within the budget parameters then the Corporation shall levy a cost-sharing fee to be determined by the Finance Committee and approved by the Executive Committee. This shall be a general liability policy approved by the Finance Committee.

- A. There shall be an Insurance Committee formed who shall assist the Executive Director in the review process of the insurance policies and submit their recommendations to the Finance Committee. The Committee shall consist of the Administrative Vice President, and two (2) at-large Individual Member appointments.
- B. The Executive Director shall be responsible for creating an Insurance Handbook that shall explain the details of coverage, non-covered events, and the process to add events or riders. This handbook shall be made available to Individual Members.
- C. The Executive Director shall work with the agency of record to offer training programs at State Conventions of the Corporation while the current insurance agent shall be asked to participate in said training seminars.
- D. The Corporation may provide liquor liability (“DRAMShop”) insurance for its Chapters at a cost-sharing fee determined by the Insurance Committee and approved by the Finance and Executive Committees.

- E. Only Individual Members and Alumni/Associate Members of the Corporation in good standing shall be covered under the liquor liability insurance.

SECTION 9.6 SOLICITATION

- A. No money may be solicited in the name of the Corporation by any Individual Member 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.
- B. 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 the Corporation or upon Corporation endorsement of any organization 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 organizations. 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 shall in no way jeopardize or affect the complete independence of Junior Chamber organizations from the direction and control of governmental acts or policy.
- C. The Corporation may solicit and accept governmental financial support, direct or indirect, consistent with the purposes, tax-exempt status, and functions in Policy 2. Any solicitation must be approved by the Executive Committee.

SECTION 9.7 AFFILIATED TRUSTS AND FOUNDATIONS

Any foundation or trust fund organization or entity, which employs the name of the Corporation, shall 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.

SECTION 9.8 DEPOSIT AND INVESTMENT OF CORPORATION FUNDS

All monies of the 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 certificates of deposit.

SECTION 9.9 FINANCIAL ANNUAL REPORTS

A copy of the Annual Report, including the financial statements of the Corporation, shall be made available to the Board of Directors upon completion.

SECTION 9.10 PRESIDENTIAL EXPENSES

- A. The budget of the Corporation shall include an amount of money for the travel expenses and other expenses of the President of the Corporation. This does not include travel expenses for the President's spouse/partner or children while traveling to official events. The President of the Corporation shall have his/her travel in the best interests of the Corporation.
- B. All expenses incurred by the President shall not exceed budgetary limitations.

SECTION 9.11 CONFLICT OF INTEREST POLICY

The Corporation shall maintain a Conflict of Interest Policy. This guide shall be reviewed on a yearly basis and maintained by the Executive Director. Said Policy shall be found in Appendix C.

POLICY 10. NATIONAL CONVENTION

SECTION 10.1 ATTENDANCE AT NATIONAL MEETINGS

The President of the Corporation shall attend all meetings of JCI USA. The Immediate Past President shall attend the National Meeting (year-end) of JCI USA. Their registrations shall be reimbursed and they shall receive a travel allowance as approved in the budget.

SECTION 10.2 ADDITIONAL EVENT ATTENDANCE

The President of the Corporation shall attend the following additional meetings, receiving a travel allowance for each meeting, as approved in the budget.

- A. JCI USA National Summit
- B. The World Congress of Jaycees International JCI World Congress
- C. Mid-America Institute Meeting

The President of the Corporation may attend meetings of other state organizations and receive travel allowances as approved in the budget.

SECTION 10.3 ASSIGNMENT OF STATE VOTES

The President of the Corporation shall advise the delegates of their convention voting privileges. One (1) state vote shall be delegated to each of the ten (10) most senior officers present in the order stated in Bylaw 12.

SECTION 10.4 CAUCUS CHAIRPERSON

The Caucus Chairperson shall be appointed by the President of the Corporation from the state officers set forth in Bylaw 12. They shall be responsible for arranging and housing all official caucuses of the Minnesota delegates to vote.

SECTION 10.5 CAUCUSES

- A. There shall be at least one (1) general caucus of the Minnesota delegation to be called by the President of the Corporation. The Caucus Chairperson shall give prompt notice of the caucus(es). It shall be the obligation of all Minnesota delegates to attend said caucus(es).
- B. Each delegate shall have one vote at the caucus(es). The vote of each delegate shall be equal and shall be weighted bearing a direct percentage relationship to the number of delegates registered versus the number of votes allocated to the state by the National Credentials Committee.

- C. A caucus may be called during voting by ten percent (10%) of the accredited Minnesota delegates. This call shall be honored by the remaining delegates. Such a caucus shall not be called once a ballot has started, unless the state vote has been cast. If a caucus is in progress when the state is called upon to vote, the President of the Corporation shall cast the vote in the manner last determined by caucus unless a majority of the voting delegates approve a pass.

SECTION 10.6 NATIONAL CONVENTION ONTO COMMITTEE

- A. All Individual Members and Alumni/Associate Members of the Corporation and their guests attending the JCI USA National Conventions are expected to purchase the JCI Minnesota ONTO Package. Those who have not purchased said Package shall not be allowed to participate in state sponsored functions, such as hospitality.
- B. The Administrative Vice President shall coordinate and supervise the activities of the ONTO Committee until expiration of their term of office. Thereafter, the new Immediate Past President of the Corporation shall assume responsibility for the ONTO Committee through the filing of the final report to the Executive Committee.
- C. The ONTO Committee Chairperson(s) shall be appointed by the President of the Corporation with recommendation of the Administrative Vice President and the immediate past ONTO Committee Chairperson(s).
- D. The ONTO Committee Chairperson(s) shall submit a final report, including the final budget, to the Executive Committee at the State Meeting immediately following the JCI USA National Conventions. The budget shall include the cost of full packages for the President of the Corporation, Immediate Past President (National Meeting year end only) and the ONTO Committee Chairperson(s).
- E. ONTO Committee Chairperson(s) travel expenses shall be reimbursed as the budget allows.
- F. Any registrant may cancel their ONTO Package registration by sending a notice to the ONTO Committee Chairperson(s). Cancellations received thirty (30) days prior to the first day of the Convention shall receive a full refund of all amounts paid towards their ONTO Package. Refunds shall be paid within thirty (30) days of receipt of the cancellation.

POLICY 11. AWARDS

SECTION 11.1 AWARDS PROGRAM

- A. The awards program shall be designed to give recognition to Individual Members and Chapters of the Corporation for outstanding work during the year in various programming areas.
- B. The cost in connection with the actual presentation of awards and the awards themselves shall be part of the annual budget of the Corporation.
- C. The period of consideration of all awards, unless otherwise specified, shall be from January 1 to December 31.

- D. No Chapter shall be eligible to receive any memorial awards, single project, or programming awards, unless said Chapter is in good standing. No Individual Member shall be eligible to receive any individual awards unless Individual Member is in good standing.

SECTION 11.2 KEY AWARDS

- A. The Executive Committee shall convene annually to determine those individuals who shall receive Key Awards. Key Award submissions shall be completed on the state website prior to judging.
- B. All Regional Directors and Vice Presidents shall have one (1) vote each. If not in attendance the vote shall be forfeited. A secret ballot may be requested by any member at key judging. A vote of two-thirds (2/3) is required to enact a secret ballot.
- C. Keys shall be awarded in the following areas:
1. Chapter State Delegates
 2. Chapter Presidents
 3. District Directors
 4. Regional Directors
 5. State Program Managers
 6. State Vice Presidents
- D. Keys shall be distributed in the following numbers:
1. Chapter State Delegates shall receive keys up to twenty-five percent (25%) of the number of Chapter State Delegates. Five (5) keys may be gold, ten (10) may be silver, and the remainder bronze.
 2. Chapter Presidents shall receive keys up to twenty-five percent (25%) of the number of Chapter Presidents. Five (5) keys may be gold, ten (10) may be silver, and the remainder bronze.
 3. District Directors will shall receive keys up to twenty-five percent (25%) of the number of District Directors. Four (4) keys may be gold.
 4. Regional Directors shall receive keys up to fifty percent (50%) of the number of Regional Directors. Two (2) keys may be gold.
 5. State Program Managers shall receive keys up to fifty percent (50%) of the total number of State Program Managers. Three (3) keys may be gold, six (6) may be silver, and the remainder bronze.
 6. State Vice Presidents' key awards shall be presented at the discretion of the President. Two (2) keys may be gold.
- E. The outgoing President, at their discretion, may present two (2) gold keys, two (2) silver keys, and two (2) bronze keys to whomever has made an outstanding contribution to the Corporation.
- F. Keys that are not distributed in any given area shall be added to the pool.

- G. Chapters, Districts, and Regions must have met Civic Leadership Certification (CLC) criteria by year end to be eligible for Gold Key Awards.

SECTION 11.3 YEAR-END AWARDS

The following Year-End Awards shall be presented at Annual Convention:

- A. **New Jaycee of the Year**
Winner chosen from New Jaycee of the Trimester winners by the President of the Corporation.
- B. **Jaycee of the Year**
Winner chosen from Jaycee of the Trimester winners by the President of the Corporation.
- C. **Program Manager of the Year**
Winner chosen by the President of the Corporation.
- D. **Jim Jurek Memorial Award** – Outstanding Minnesota Statesman
Winner chosen by the Minnesota Statesman organization.
- E. **Greg Ritter Memorial Award** – Outstanding Minnesota JCI Senator
Winner chosen by the Minnesota Senate organization.
- F. **Duane Reese Memorial Award** – Community Project of the Year
Winner chosen from overall Gold Community Development projects each trimester by the President of the Corporation.
- G. **Danny Schroeder Memorial Award** – Alumnus of the Year
Winner chosen from Alumnus of the Trimester winners by the President of the Corporation. Alumnus status shall be verified.
- H. **Frank Vadnais Memorial Award** – Outstanding Region Unity
Winner chosen by the President of the Corporation.
- I. **Sheridan Adams Memorial Award** – Outstanding State Vice President
Winner chosen by the President of the Corporation.
- J. **Tres Goetting Memorial Award** – Outstanding Chapter State Delegate
Winner chosen from Gold and/or Silver Key State Delegates by the President of the Corporation.
- K. **Charles Kulp Jr. Memorial Award** – Top Chapter Presidents
Up to six (6) winners chosen from Gold and/or Silver Key Chapter Presidents by the President of the Corporation.
- L. **Les Farrington Memorial Award** – Outstanding Chapter President
Winner chosen from Charles Kulp Jr Memorial winners by the President of the Corporation.
- M. **Henry Giessenbier Jr. Memorial Award** – Outstanding Overall Chapter Programming
Winner chosen from Chapters who met the Civic Leadership Certification (CLC) criteria by the President of the Corporation.

SECTION 11.4 AWARDS MANUAL

The Corporation shall have an Awards Manual available to Individual Members and Chapters at all times. Rules for internal awards of all types are subject to the approval of the Executive Committee.

SECTION 11.5 MINNESOTA STATESMAN

The Minnesota Statesman Program shall honor those Individual Members who have served the Corporation with the highest distinction. The Individual Member must have a record of outstanding contribution to the Junior Chamber movement and be a member of the Corporation a minimum of three (3) years. The application and associated fees shall be submitted directly to the Statesman President.

POLICY 12. PRIORITY PROGRAMS AND SUSTAINED PARTNERSHIPS

SECTION 12.1 STANDARD PRIORITY PROGRAMS

- A. Each year the Board of Directors shall select one (1) Priority Program for the Corporation. This commitment shall run for a total of two (2) years.
- B. All proposals for Priority Programs must be submitted not less than forty-five (45) days prior to review by the screening committee. The screening committee shall convene not less than ninety (90) days prior to Fall All State Convention for the purpose of reviewing all proposals for Priority Programs. Priority Programs shall be selected at Fall All State Convention.
- C. The screening committee shall consist of the President of the Corporation, Community Development Vice President, and two (2) Individual Members, appointed at-large, by the Community Development Vice President.
- D. The screening committee shall provide a report to the Executive Committee, not less than forty-five (45) days prior to Fall All State Convention with recommendations on all proposals submitted.

SECTION 12.2 SUSTAINED PARTNERSHIPS

- A. Standard Priority Programs that have been a State Priority Program for six (6) or more years shall be eligible to be moved to a Sustained Partnership status. Moves to Sustained Partnership status shall be approved by the Board of Directors at Fall All State Convention of the Priority Program renewal year.
- B. No more than two (2) Sustained Partnerships shall be allowed at any one time.
- C. Sustained Partnership commitment shall run for a total of four (4) years.
- D. Proposals need to be submitted for continuation as a Sustained Partner not less than forty-five (45) days prior to review by the screening committee.
- E. The screening committee shall convene not less than fifteen (15) days prior to Fall All State Convention for the purposes of reviewing all proposals for Sustained Partnerships.
- F. The screening committee shall consist of the President of the Corporation, Community Development Vice President, and two (2) Individual Members, appointed at-large, by the State Community Development Vice President.

- G. The screening committee shall provide a report to the Executive Committee at Fall All State Convention with recommendations on all proposals submitted.

POLICY 13. EXTERNAL POLICY

- A. All resolutions which commit the organization to a position of general or public interest must be adopted by a two-thirds (2/3) vote of the Board of Directors and shall remain in effect for a period of three (3) years from the date of adoption unless earlier revoked or amended. A copy of any resolution shall be sent to each member of the Board of Directors.
- B. Prior to consideration of external resolutions by the Board of Directors the following shall be observed:
 - 1. A written notice of the proposed resolution and plan of action, along with a list of the proponents, shall be communicated to the Board of Directors and the Executive Committee at least sixty (60) days prior to the meeting at which it is to be considered.
 - 2. All current external policy resolutions must be publicized once each administrative year in the State Publication.
 - 3. The President of the Corporation shall appoint a screening committee to review each resolution prior to submission to the Executive Committee. A report of the pros and cons of each resolution shall be made by the screening committee to the Executive Committee and the Board of Directors.
 - 4. The Executive Committee shall review each resolution and a report shall be made to the Executive Committee on the pros and cons of each resolution by the proponents of the resolution and the programming staff. The Executive Committee shall vote on each resolution and the results of the vote shall be announced to the Board of Directors. Any action taken on such external resolution of the Corporation shall be authorized in a plan of action passed with the resolution or supplemental authorization.

POLICY 14. APPENDICES

The attached Appendices are for reference only and are not subject to the Policy approval process of the Corporation.