

**Pennsylvania  
Jaycees  
By-Laws  
And  
Policies**

**Revised May 2, 2015**

## **Pennsylvania Jaycees By-Laws**

### **Article 1-Name**

By-Law 1-1 Corporation

By-Law 1-2 Registered Address

### **Articles 2- Purpose & Affiliations**

By-law 2-1 Purpose

By-Law 2-2 Character

By-Law 2-3 Creed

By-Law 2-4 U.S. Junior Chamber and Jaycees International Affiliation

### **Article 3 – Membership**

By Law 3-1 Classes of Membership

By-Law 3-2 Individual Members

By-Law 3-3 Transfer of Members

By-Law 3-4 Local Chapters

By-Law 3-5 Application for Local Chapters

By-Law 3-6 Official Rosters of Local Chapters

By-Law 3-7 Resignation of a Local

By-Law 3-8 Suspension and Forfeiture of a Local Chapter

By-Law 3-9 Termination of Local Members and/or Local.

By-Law 3-10 Escrow of Assets

By-Law 3-11 Developing Chapter

By-Law 3-12 Honorary Members

By-Law 3-13 Life Members

By-Law 3-14 Institutional Member

By-Law 3-15 Alumni Membership

### **Article 4 – Dues**

By-Law 4-1 Amount

By-Law 4-2 To Whom Payable

By-Law 4-3 Join Date

By-Law 4-4 Honorary and Life Members

## **Article 5 – Board of Directors**

By-Law 5-1 Identity of Directors

By-Law 5-2 Quorum

By-Law 5-3 Qualifications

By-Law 5-4 Meetings

By-Law 5-5 Power of Board

By-Law 5-6 Vote Limit

By-Law 5-7 Special Rule

By-Law 5-8 Special Meetings

By-Law 5-9 Mail Ballot

## **Article 6 – Officers**

By-Law 6-1 Management

By-Law 6-2 Duties

By-Law 6-3 Expected Duties of All Officers, Special Assistants, and Program Managers

By-Law 6-4 President

By-Law 6-5 Vice-Presidents

By-Law 6-6 Regional Directors

By-Law 6-7 District Directors

By-Law 6-8 Chief of Staff

By-Law 6-9 Secretary

By-Law 6-10 Treasurer

By-Law 6-11 Membership Director

By-Law 6-12 Legal Counsel

By-Law 6-13 Chairman of the Board

By-Law 6-14 Vacancies

By-Law 6-15 Removal

By-Law 6-16 Visitations – Attendance at Meetings

## **Article 7 – Executive Committee**

By-Law 7-1 Identity

By-Law 7-2 Meetings

By-Law 7-3 Duties and Powers

By-Law 7-4 Mail or Email Ballot

By-Law 7-5 Minutes

By-Law 7-6 Eligibility

## **Article 8 – Planning: Programs, Awards, and Committees**

By-Law 8-1 Finance Committee

By-Law 8-2 Future Directions Task Force Committee

By-Law 8-3 Credentials Committee

## **Article 9 – Elections**

By-Law 9-1 Date for Election Session

By-Law 9-2 Quorum

By-Law 9-3 Place

By-Law 9-4 Membership Requirements for Officers

By-Law 9-5 Qualifications

By-Law 9-6 Term of Officers

By-Law 9-7 Credentials Committee Responsibility during Elections

By-Law 9-8 Nominations

By-Law 9-9 Order of Election

By-Law 9-10 Balloting

By-Law 9-11 Regional Director Elections

By-Law 9-12 District Director Elections

By-Law 9-13 Filing Fees

## **Article 10 – Rules of Procedures – Voting for Officers**

By-Law 10-1 Number

By-Law 10-2 By Whom Cast

By-Law 10-3 Alternates

By-Law 10-4 Voting Strength

By-Law 10-5 Delinquents

By-Law 10-6 Credentials

By-Law 10-7 Forfeiture of the Voting Rights

By-Law 10-8 Correctional/Institutional Chapters

## **Article 11 – Rules of Procedure – General and Conduct**

By-Law 11-1 Rules

By-Law 11-2 Conduct of Members Rule

By-Law 11-3 Use of Words

## **Article 12 – Regions and Districts**

By-Law 12-1 Regions

By-Law 12-2 Districts

## **Article 13 – Policy**

By-Law 13-1 External Policy

By-Law 13-2 Internal Policy

## **Article 14 – Amendments**

By-Law 14-1 Notice

By-Law 14-2 How Made

By-Law 14-3 Proposals

By Law 14-4 National By-Law Changes

## **Article 15 – Miscellaneous**

By-Law 15-1 Franchises

By-Law 15-2 Contracts

## **Article 16 – Financial Management**

By-Law 16-1 Expenditures

By-Law 16-2 Dues Accounting

By-Law 16-3 Financial Accountability.

By-Law 16-4 Financial Reports/Statements

By-Law 16-5 Credit Card Accounts

By-Law 16-6 Over Expenditures

By-Law 16-7 Capital Asset Fund

By-Law 16-8 Bond

# **Pennsylvania Jaycees Policy**

## **Article 1 – Name**

## **Article 2 – Purpose & Affiliation**

Policy 2-1 State Mailings

## **Article 3 – Membership**

Policy 3-1 Life Membership

Policy 3-2 Extension Requests

## **Article 4 – Dues**

Policy 4-1 Alumni Members

## **Article 5 – Board of Directors**

Policy 5-1 Board of Directors Meeting Minutes

Policy 5-2 Place for Convention, Board of Directors Meetings/Events

Policy 5-3 Local Officer Training School

Policy 5-4 Annual Planning Meeting

## **Article 6 – Officers**

Policy 6-1 Presidential Visitations

Policy 6-2 Duties of the Treasurer:

Policy 6-3 General Job Description for All Major Emphasis Area Program Managers, Special Assistants and Appointment:

Policy 6-4 Job Description for Individual Development Program Managers

Policy 6-5 Job Descriptions for Community Development Program Managers

Policy 6-6 Job Descriptions for Management Development Program Managers

Policy 6-7: Job Descriptions for Membership Development Program Managers

Policy 6-8: Job Descriptions for Appointments and Special Assistants

## **Article 7 – Executive Committee**

Policy 7-1 Executive Committee Meeting Minutes

Policy 7-2 Attendance

Policy 7-3 Meeting Location and Duration

Policy 7-4 Agenda

Policy 7-5 Conduct of the Executive Committee Meetings

Policy 7-6 Eligibility

## **Article 8 – Planning: Programs, Awards & Committees**

Policy 8-1 Identity of Committees

Policy 8-2 Annual Awards

Policy 8-3 State Chairman’s Planning Guide (CPG) Judging

Policy 8-4 JCI Senatorship

Policy 8-5 Statesman Awards

Policy 8-6 Ambassadorship

## **Article 9 – Elections**

Policy 9-1 Local Chapter Election

Policy 9-2 Future Officers & Elections Forum

Policy 9-3 Policy for Election of President and Vice President

## **Article 10 – Rules of Procedure – Voting for Officers**

## **Article 11 – Rules of Procedure – General and Conduct**

Policy 11-1 Use of Words

Policy 11-2 Sanctions

Policy 11-3 Smoking Policy

Policy 11-4 Personal Conduct

Policy 11-5 Harassment

## **Article 12 – Regions and Districts**

## **Article 13 – Policy**

## **Article 14 – Amendments**

Policy 14-1 Policy Amendments

## **Article 15 - Miscellaneous**

Policy 15-1 National Convention Policy

Policy 15-2 Standardized Forms

Policy 15-3 Liability

Policy 15-4 Use of State Headquarters

Policy 15-5 Employees

## **Article 16 – Financial Management**

Policy 16-1 Year End Celebration Expenditures

Policy 16-2 National Meeting/Event Expenditures

Policy 16-3 Expenditures by President

Policy 16-4 Travel Allocations

Policy 16-5 Regional Directors Expenses

Policy 16-6 District Directors Expenses

Policy 16-7 Regional and District Directors Budget

Policy 16-8 Officers, Program Managers, State Chairman Expenses

Policy 16-9 Competitive Bids

Policy 16-10 Sponsorships

Policy 16-11 Co-Sponsorships

Policy 16-12 Programming Sponsorships

Policy 16-13 Solicitations

Policy 16-14 Fund Raising Security

Policy 16-15 Booths at State Sanctioned Events

Policy 16-16 Pennsylvania Jaycees Investment Policy on Capitol Asset Fund I and II

## **Pennsylvania Jaycees By-Laws**

**(Revised May 2, 2015)**

### **Article 1-Name**

By-Law 1-1 Corporation: The name of this Corporation shall be the **United States Junior Chamber of the Pennsylvania Jaycees** or **Pennsylvania Jaycees**.

By-Law 1-2 Registered Address: The mailing address is PO Box 301, Hanover, PA 17331.

### **Articles 2- Purpose & Affiliations**

By-law 2-1 Purpose: This Corporation shall be a nonprofit corporation, organized for such educational and charitable purposes as will promote and foster the growth and development of young persons' civic organizations in Pennsylvania. This Corporation is designed to infuse in the individual membership of such organizations a spirit of genuine Americanism and civic interest, to act as a supplementary educational institution to provide the opportunity for personal development and achievement, an avenue for intelligent participation by young persons in the affairs of their community, state, and nation, and to develop true friendship and understanding among young persons of all nations.

By-Law 2-2 Character: This Corporation shall be nonpartisan, non-sectional, and nonsectarian, and shall wholly abstain from any political affiliation or endorsements of candidates for public office.

#### By-Law 2-3 Creed:

We Believe:

That Faith in God gives meaning and purpose to human life;

That the brotherhood of man transcends the sovereignty of nations;

That economic justice can best be won by free men through free enterprise;

That government should be of laws rather than of men;

That earth's great treasure lies in human personality;

And that service to humanity is the best work of life.

By-Law 2-4 U.S. Junior Chamber and Junior Chamber International Affiliation: This Corporation shall be affiliated with the United States Junior Chamber and Junior Chamber International (JCI). It shall be subject to the constitution, by-laws, and policy of those corporations in so far as they prescribe and affect classifications of those bodies and are not in conflict with the Constitution, laws and regulations of the United States and of the Commonwealth of Pennsylvania.

### **Article 3 – Membership**

#### By Law 3-1 Classes of Membership

Membership in the Corporation shall include the following classes:

- A. Individual Member;
- B. Local Chapter;
- C. Developing Chapter;
- D. Honorary Member;
- E. Life Member;
- F. Institutional Member;
- G. Alumni Member.

#### By-Law 3-2 Individual Members:

- A. All Individual Members of the United State Junior Chamber or Junior Chamber International, and who are an active member (those between the ages of 18 and 40 inclusive) of Local Chapters in good standing with this Corporation shall be considered an Individual Member of this Corporation. Such Individual members shall pay dues (which shall include a subscription to the state publication) and shall be represented through their Local Chapter.
- B. If any Individual Member shall arrive at the age of forty-one (41) after the Individual Member's anniversary date; such member shall be deemed an Individual Member until said member's next anniversary date, or in the case of an Individual Member holding office in the Corporation, a State Organization or a Local Chapter, until completion of such term of office. No Individual Member shall be permitted to hold any office if said member has reached the age of forty-one (41) prior to commencement of the term of such office, except where provided in By-Law 9-4.

By-Law 3-3 Transfer of Members: Individual Members of this Corporation shall not be transferred from any Local Chapter to any other Local Chapter by action of this Corporation, whether through the Directors, Officers, or Executive Committee, without obtaining the prior written consent of such Individual Member and until all appropriate fees are paid.

By-Law 3-4 Local Chapters: Any young person's organization of good repute existing in any community within the Commonwealth of Pennsylvania, organized for purposes similar to and consistent with those of the Corporation, and whose officers and Individual Members are young persons between the ages of eighteen (18) and forty (40) years of age, inclusive, shall be eligible for affiliation as a Local Chapter.

By-Law 3-5 Application for Local Chapters:

- A. Application for membership by a Local Chapter shall be in the form and with the requirements prescribed by the United States Junior Chamber and must be submitted to the Secretary of the Corporation and, accompanied by the charter fees, to the United States Junior Chamber.
- B. Said application, shall also be accompanied by one year's dues, which shall include the required dues for Junior Chamber International, United States Junior Chamber, and Pennsylvania Jaycees.
- C. In the event that a previously chartered Local Chapter is in existence in the same municipality from which a new charter application is received, the State Secretary shall require the submission of a letter of approval for the issuance of the requested new charter from said established Local Chapter. In the absence of such letter or approval, upon recommendation of the President, the Executive Committee shall specifically suspend such requirement. Said action by the Executive Committee shall be taken at the next regularly scheduled meeting thereof, notice having been given the chapter involved at least fifteen (15) days prior to said meeting. The absence of any written response from a representative member of said existing Local Chapter will indicate approval of the said new charter application, and no further action of the Executive Committee is required. If a response is received from the existing Local Chapter, the Executive Committee shall hear opinion of the same at the above mentioned meeting and shall thereafter vote on the new charter application with two-thirds (2/3) vote of those voting required to accept. Any Institutional new charter application shall be

exempt from the above requirements whether or not located in the municipality of an existing Local Chapter.

By-Law 3-6 Official Rosters of Local Chapters: The official rosters of Individual Members and of a Local Chapter shall be those rosters maintained by the United States Junior Chamber.

By-Law 3-7 Resignation of a Local Chapter:

- A. Any Local Chapter may withdraw its membership by notifying the Secretary in writing (signed by all current chapter officers) of such action having been taken by the membership of said Local Chapter. Revocation of the local organization charter is subject to the approval of the state president. The state president will then submit the request to the U.S. Junior Chamber, which will remove the chapter as per its policies.
- B. Each individual member shall be contacted by the executive committee to determine if they wish to continue their individual membership past their renewal date and to be transferred to another chapter.

By-Law 3-8 Suspension and Forfeiture of a Local Chapter:

- A. Any Local Chapter which remains indebted to this Corporation for a period of twenty (20) days after having received official notification by certified mail or in a personal meeting resulting in an official chapter signature, shall be delinquent, not in good standing and suspended from all State and National services (including awards and voting privileges).
- B. Any Local Chapter falling below 10 regular members and remaining there for 90 days is subject to automatic forfeiture of its charter and suspension of state and national services.

By-Law 3-9 Termination of Local Members and/or Local Chapters:

- A. The Board of Directors, after giving thirty (30) days written notice and by a four-fifths (4/5) vote of those Directors present, may recommend to the President of the United States Junior Chamber to revoke the charter of any Local Chapter or may terminate the membership of any Individual Member. Such action shall be only on good cause shown. The Secretary shall, upon such action, notify the President of the United States Junior Chamber.
- B. The membership of any Local Chapter shall be automatically terminated upon the termination of its membership in the United States Junior Chamber. The President, or his

designee, shall notify the Executive Committee of such termination at the meeting immediately following the receipt of notice from the United States Junior Chamber.

By-Law 3-10 Escrow of Assets: At such time as a Local Chapter's membership falls below ten (10) Local Members, the President may appoint a person as Trustee of the assets of that Local Chapter who shall supervise all expenditures and receipts of that Local Chapter. At such time as a Local Chapter has its charter revoked by the United States Junior Chamber, the President of the Pennsylvania Jaycees shall appoint a person as Trustee of the assets of that Local Chapter, who shall first pay the legal debts of the Local Chapter and then apply the remaining balance, if any, to the benefit of any State Jaycee Foundation or such other non-profit organization preferable in that chapter's local community.

By-Law 3-11 Developing Chapter: Any extension with at least 10 potential members, may apply for developing chapter status. A developing chapter may be authorized pursuant to the Corporation's Policies and Procedures. In order to qualify as a Developing Chapter, a non-refundable deposit shall be remitted to the Corporation plus the new Individual Member administrative fee per Developing Chapter Member. Upon the Developing Chapter reaching the required membership to qualify as a Local Chapter, the deposit shall be applied toward the Charter Fee. The first six billing cycles begins when the Developing Chapter applies for Developing Chapter status with the Executive Director of the Corporation. All Developing Chapters must recruit the remaining 10 members and submit paperwork and fees necessary, within 90 days, to complete the application for Local Chapter and receive their charter.

By-Law 3-12 Honorary Members:

- A. Honorary Membership may be conferred, upon prior recommendation of the Board of Directors in regular session, on any person or persons by two-thirds (2/3) vote of the delegates at any scheduled Board of Director's Meeting of the Corporation.
- B. Honorary Members shall not vote in the Corporation nor hold office, except in an honorary capacity.

By-Law 3-13 Life Members:

- A. Past Presidents of the Corporation who have faithfully fulfilled the duties of their office shall be granted life membership, but they shall not vote nor hold office in this Corporation unless otherwise qualified.

B. Life membership shall be evidenced by an appropriate certification.

By-Law 3-14 Institutional Member: An institutional member is a member of an institutional chapter. An institutional chapter is a local chapter where all members are inmates of a correctional facility.

By-Law 3-15 Alumni Membership: Any individual who is 41 years of age or older and who is not eligible to be an Individual Member, or who has been an Individual Member in the past, may obtain an Alumni membership in the Pennsylvania Jaycees. These members shall be known as members of the Governor's Club. An Alumni member shall not be permitted to chair a program or a project nor shall an Alumni member hold any elected or appointed office. An Alumni member may compete in any Pennsylvania Jaycee sponsored sporting events.

## **Article 4 – Dues**

### By-Law 4-1 Amount:

- A. Dues shall be payable by each Local Chapter of this Corporation annually at the rates established by the Board of Directors at the Annual Planning Meeting each year as determined by classes of membership.
- B. The National Initiation New Member Fee shall be paid by the Individual Member or Chapter.
- C. National and JCI International annual dues shall be paid in addition to the State Dues by all Individual Members of this Corporation at the current rate as set forth in the United States Junior Chamber By-Laws.
- D. Renewals paid after national due date shall incur a late fee that shall be paid by the Individual Member or Chapter.

### By-Law 4-2 To Whom Payable:

- A. State, National, and International Annual dues for all Individual Members shall be payable to the Pennsylvania Jaycees, by Local Chapter Organizations dependent on the monthly dues billing published by the United States Junior Chamber, with additions, corrections, and/or deletions noted by the Local Chapter Organizations.
- B. National and International dues received for Individual Members shall be processed and submitted to the United States Jaycees by the Pennsylvania Jaycees.

- C. All monies for dues collected from Local Chapters by the Pennsylvania Jaycees or its officers shall be processed immediately.

By-Law 4-3 Join Date: The dues of each Local Chapter shall begin on the date that the charter in the United States Junior Chamber is issued. The Local Chapter must send dues for each Individual Member and the charter fee to the Pennsylvania Jaycees with a list of Individual Members. The National dues and charter fees will be submitted to the United States Junior Chamber by the Pennsylvania Jaycees.

By-Law 4-4 Honorary and Life Members: Honorary and life members granted by the Pennsylvania Jaycees shall pay no dues to the Corporation.

## **Article 5 – Board of Directors**

By-Law 5-1 Identity of Directors: The control of the Corporation shall be vested in a Board of Directors, which shall consist of the following members:

- A. The President of the Corporation
- B. All Vice-Presidents of the Corporation
- C. The Treasurer of the Corporation
- D. The Regional Directors
- E. The District Directors
- F. The Secretary of the Corporation
- G. The Legal Counsel of the Corporation provided the Legal Counsel is a member of a Local Chapter.
- H. All Past Presidents of the Corporation under the age of forty-one (41) years (at the start of the year).
- I. All elected members of the previous year who are members in good standing of a Local Chapter.
- J. Two representatives of each Local Chapter one of whom shall be the Local President and the other the State Director, selected, as the Local Chapter shall prescribe. In the absence of either, two Individual Members of the same Local Chapter shall be permitted as substitutes, provided they shall properly identify themselves as duly appointed substitutes.
- K. Representatives must be present and registered to vote.

L. Each member shall only have one vote, regardless of the categories that they may fill above.

By-Law 5-2 Quorum: At any meeting of the Board of Directors, a quorum shall consist of representatives of not less than one-fourth (1/4) of the Local Chapters in good standing except as noted in Bylaw 9-2-A excluding institutional chapters.

By-Law 5-3 Qualifications: No paid employee of a Local Chapter or of this Corporation shall be eligible to hold an elected office, to be a Director of this Corporation, or to serve as a delegate at a National or State Convention.

By-Law 5-4 Meetings:

- A. Regular Meetings of the Board of Directors shall be held as scheduled at the State Meeting Weekends and at the Annual Planning Session each year unless the meeting date is temporarily changed by a two-thirds (2/3) vote of the Executive Committee voting at a meeting. "Weekend" is hereby defined as Friday through Sunday Morning.
- B. The location of the Regular Board of Directors Meetings, shall be determined by the executive committee.
- C. The Host Organization of a regular State Meeting shall submit to the Treasurer of the Corporation within ninety (90) days after the close of such meeting or convention, a detailed report of all receipts and expenditures incident to holding the meeting or convention. The report of the Host Organization shall be reviewed and a report thereof made by the Treasurer to the Board of Directors of the Corporation at the next meeting of the Board of Directors.
- D. The Annual Planning Board of Directors Meeting shall be the "Planning and Budget Session" for the following administrative year. Location shall be determined by the executive committee. The Annual Planning Board of Directors Meeting shall include the adoption of the Year of Planned Action and Budget.

By-Law 5-5 Power of Board: The Board of Directors shall have the general control and management of the property and business and affairs of the Corporation and may exercise all such powers of the Corporation and do all lawful acts and things as are not, by stature or by the Articles of Incorporation or by these By-Laws, directed or required to be exercised and done by the members.

By-Law 5-6 Vote Limit: All action of the Board of Directors shall be by majority vote of those voting unless otherwise set forth. No Individual Member may have more than one vote as a director, no matter in how many ways he is eligible as a director.

By-Law 5-7 Special Rule: At any Board of Directors Meeting of this Corporation, no delegate or qualified alternate shall speak longer than ten (10) minutes upon any one question without leave of the Board of Directors nor longer than twenty (20) minutes without unanimous consent.

By-Law 5-8 Special Meetings:

- A. Special Meetings of the Board of Directors shall be at the call of the President or upon the written request of one-fourth (1/4) of the Local Chapters.
- B. The President shall call a special meeting for such purposes and within such time and place as shall be set forth in the written request.
- C. Notice of all special meetings shall be sent by the Secretary to each Local Chapter and each director at least thirty (30) days prior to said special meeting.

By-Law 5-9 Mail Ballot:

- A. The Board of Directors may be polled by mail or email on any question, except removal of an Individual Organization Member, removal of an officer, or the termination of a Local Chapter, by the President or the Secretary, which poll shall constitute official action by the Board. Each such poll, shall set a date for return of all votes to be counted and the return date shall be no earlier than twenty (20) days from the date of the poll.
- B. At least one-fourth (1/4) of the Directors and at least one-third (1/3) of the Local Chapters must cast either a negative, positive, or blank vote before such poll shall be effective.
- C. The results of an mail ballot must be recorded in the minutes of the next Board of Director's Meeting.

**Article 6 – Officers**

By-Law 6-1 Management:

- A. The affairs for this Corporation shall be run by a President who is elected for a term of one (1) year.

- B. This Corporation shall also elect, for a term of one (1) year, concurrent with the President's term, up to four (4) Vice-Presidents.
- C. Each region of this Corporation shall annually elect a Regional Director and each district within a region shall annually elect a District Director.
- D. The President shall appoint, subject to the approval of the Executive Committee, a Secretary, a Legal Counsel, a Chief of Staff, a Treasurer and a Membership Director for a term of one (1) year.

By-Law 6-2 Duties: The duties and powers of the officers of this Corporation shall be such as are by general usage indicated by the title of the respective office, except as may be otherwise specified in these By-Laws.

By-Law 6-3 Expected Duties of All Officers, Special Assistants, and Program Managers:

- A. Promote Current Programming
- B. Publish article in every state mailer/newsletter
- C. Visit chapters in the State
- D. Call chapters to follow up on their needs
- E. Update chapters by email/postal mail
- F. Promote Board Meetings
- G. Talk with all chapters at Board Meetings
- H. Report to the Board of Directors
- I. Attend the following meetings, training sessions, and functions unless excused by the President:
  - a. All Board of Director's Meetings
  - b. All State Board Meetings
  - c. All Executive Committee Meetings
  - d. The State Planning Sessions
  - e. The Executive Committee Retreat
  - f. Local Officers Training School (LOTS)
  - g. The Eastern Institute Meeting
  - h. The National Jaycee Meetings
- J. Submit plan for the year at the beginning of the year (i.e. C.P.G. for your office) by the Blue Chip deadline
- K. Review and promote nationally sponsored updates and materials

- L. Complete duties of position listed in By-Laws and Policies and perform such other duties as the President may direct.

By-Law 6-4 President:

- A. The Corporation shall have a President who shall be elected by a majority of the votes cast at the Election Session.
- B. The President shall preside at all meetings of the Corporation and shall be an ex-officio member of all regular and special committees. He shall perform such other duties and exercise such other powers as are usually incident to such office.
- C. Subject to the approval of the Executive Committee, he shall annually appoint the standing and special committees of the Corporation.

By-Law 6-5 Vice-Presidents:

- A. This Corporation shall have up to four (4) elected Vice Presidents each of who shall be elected by a majority of the votes cast at the Election Session and report directly to the President.
  - a. Each Vice President will serve statewide and shall contribute to the programming, enrollment, and growth of Local Chapters and this Corporation.
  - b. Upon election and interview with the newly elected President, the Vice Presidents will be assigned to specific Emphasis areas as defined in the Year of Planned Action.
  - c. Each Vice-President will be assigned, by the President, special focus to the Local Chapters, District Directors, and Regional Directors. These assignments may change on a quarterly basis.
- B. All Program Managers, State Chairman, or Special Assistants, whose programs are assigned to a specific Vice President, shall report directly to that Vice President.

By-Law 6-6 Regional Directors:

- A. The Corporation shall have one (1) Regional Director for each Region established by the Executive Committee.
- B. Each Regional Director will report directly to the President, and shall:
  - a. Serve as a member of the Pennsylvania Jaycees Executive Committee.
  - b. Supervise the District Directors within the Region.
  - c. Develop a Regional Membership Recruitment Program.
  - d. Assist in all Chapter extensions within the Region.

- e. Visit each Chapter within the Region at a Local Chapter activity.
- f. Publish a monthly Regional Newsletter.
- g. Serve as a speaker and install local officers.
- h. Work with the under twenty (20) Chapters as often as necessary.
- i. Conduct four (4) Regional Meetings.
- j. Attend two (2) District Meetings in each District in the region per year.
- k. Conduct a Quarterly Regional Director to District Director Meeting.

By-Law 6-7 District Directors:

- A. The Corporation shall have one (1) District Director for each District established by the Executive Committee.
- B. Each District Director will report directly to the Regional Director and shall:
  - a. Serve as a member of the Pennsylvania Jaycees Executive Committee.
  - b. Serve as a member of the Pennsylvania Jaycees and the Local Chapters within the District.
  - c. Serve as the liaison between the Pennsylvania Jaycees and the Local Chapters within the District.
  - d. Assist in all Chapter extensions within the District.
  - e. Visit each Chapter quarterly within the District at a Local Chapter activity.
  - f. Publish a monthly District Newsletter.
  - g. Conduct a Board of Directors orientation for each chapter during the first quarter.
  - h. Work with the under twenty (20) Chapters as often as necessary.
  - i. Attend all Regional Meetings.
  - j. Conduct four (4) District Director to President Meetings.
  - k. Coordinate and promote a District Individual Development Seminar.
  - l. Conduct four (4) District Meetings.

By-Law 6-8 Chief of Staff:

- A. The Corporation shall have a Chief of Staff who shall be appointed by the President with the approval of the Executive Committee.
- B. The Chief of Staff shall be in charge of, and responsible for, the following:
  - a. Will oversee and coordinate the activities of the special assistant as follows:
    - i. Facilities Manager
    - ii. Executive & Chapter Certifications

- iii. Photographer
  - iv. ONTO
  - v. State Store
  - vi. Any other special assistants as assigned or deemed necessary, by the President.
- b. Coordinate the ordering and preparing of statewide awards and additional items relating to the award presentations and have them present at all awards ceremonies.
    - i. Parade board
    - ii. Parade board buttons
    - iii. Reception invitations
    - iv. Toast invitations/postcards
    - v. Awards
  - c. Update permanent plaques at the order of the President.
  - d. Verify chapter attendance at board meetings –
    - i. Collect completed forum cards at each Board Meeting and forward information to Certifications Special Assistant
  - e. Coordinate the ordering and distribution Executive committee shirts.
  - f. Order state officer name badges.
  - g. Order any special badges/pins as needed (statesman, etc.)
  - h. Order Registration Cards for each Board Meeting (to give to hosting chapter, along with badge holders and wrist bands)
  - i. Order and assemble Past President's Clock for Year End Banquet
  - j. Prepare all "Where As's" Plaques for Hosting chapters, etc. for each Board Meeting
  - k. Prepare all Statesman Plaques
  - l. Prepare all Life Membership Plaques.
  - m. Act as a liaison with the host chapter at all State Meetings
  - n. Coordinate state sports tournaments
- C. The Chief of Staff shall report directly to the President, and shall perform such other duties as the President may direct.

By-Law 6-9 Secretary:

- A. The Corporation shall have a Secretary who shall be appointed by the President with the approval of the Executive Committee.

- B. The Secretary shall include the text of all approved changes to By-Laws and Policy in the Corporations published minutes.
- C. Coordinate and prepare the Forum Agenda and Luncheon Agenda (where applicable) for all statewide meetings.
- D. The Secretary shall be responsible for the agendas and minutes of all meetings by the executive committee and board of directors by deadlines given in bylaws and policies.
- E. The Secretary (along with the President) shall mail all notices to the Executive Committee and Board of Directors.
- F. The Secretary shall report directly to the President, and shall perform such other duties as the President may direct.
- G. The Secretary shall maintain standardized forms as listed in Policy 15-2.
- H. Assemble State Directory (for distribution at January/February Board Meeting)
- I. Will oversee and coordinate the activities of the special assistant(s) for State Wide Communications.

By-Law 6-10 Treasurer:

- A. The Corporation shall have a Treasurer who shall be appointed by the President with the approval of the Executive Committee.
- B. The Treasurer shall be the Chairman of the Finance Committee of the Corporation and shall report directly to the President.
- C. The Treasurer shall:
  - a. Be responsible for all bookkeeping (including balancing the checkbook monthly) and for the disbursement of Corporation funds.
  - b. Prepare a current budget report for presentation at each Executive Committee Meeting. Said report shall itemize in detail all bills paid by him since the last meeting.
  - c. Prepare a quarterly financial report for the presentation to the Executive Committee and the Board of Directors. Said report shall itemize, in detail, all income and disbursements, occurring since the closing date of the previous report.
  - d. Oversee all deposits, withdrawals, and transfers of the Corporation funds.
  - e. Prepare a year-end financial statement for the audit.
  - f. Shall oversee the Membership Director.
  - g. Shall monitor the capitol asset funds and report quarterly to the Executive Committee.
  - h. Perform such other duties as the President or the Board of Directors may require.

Bylaw 6-11 Membership Director:

- A. The Membership Director shall be appointed by the President with the approval of the Executive Committee.
- B. The Membership Director shall be a member of the Finance Committee.
- C. The Membership Director shall be responsible for Dues Accounting.
- D. The Membership Director shall be responsible for monthly membership invoicing and chapter contacts.
- E. The Membership Director shall be responsible for monthly reports to the Executive Committee and quarterly reports to the Board of Directors.
- F. The Membership Director shall perform such other duties as the President or the Board of Directors may require.

By-Law 6-12 Legal Counsel:

- A. The Corporation shall have a Legal Counsel who shall be appointed by the President with the approval of the Executive Committee.
- B. The Legal Counsel shall be the general legal counsel of the Corporation. He shall protect the Jaycee name to the best of his ability.
- C. The Legal Counsel shall review the by-laws annually.

By-Law 6-13 Chairman of the Board: The immediate past president of the corporation shall be known as the "Chairman of the Board" of the Pennsylvania Jaycees.

By-Law 6-14 Vacancies:

- A. A vacancy in any elected office shall be filled by the Board of Directors by appointment.
- B. Appointments to fill vacancies shall be held as soon as possible after the vacancy shall occur.
- C. The Executive Committee shall identify one candidate for each vacancy to be filled.
- D. A majority vote of the Directors shall fill any vacancy.
- E. Any candidate must meet the qualifications as to age, offices held, etc. as required in regular elections, to fill said vacancy.
- F. The President may fill any vacancy in any office temporarily until the next meeting of the Board of Directors unless such vacancy shall occur within three (3) weeks before the meeting of the Board of Directors.

- G. In the event of the death, resignation or other disability of the President, the Chairman of the Board shall succeed to the office of the President for a period no longer than ninety (90), during which a special election will be held by the Board of Directors to elect one (1) of the elected Vice Presidents to complete the un-expired term of the President.
- H. All District Directors, Regional Directors, and State Vice Presidents who are appointed to serve a full term, have paid their filing fees, and who have been endorsed by the Board of Directors shall be deemed to have fulfilled all the requirements of Elected District Director, Elected Regional Director, or Elected Vice President as to credentials for nominations and elections.

By-Law 6-15 Removal: An officer of the Corporation may be removed for just cause after a hearing before the Board of Directors upon the two-thirds (2/3) vote of all Directors.

By-Law 6-16 Visitations – Attendance at Meetings:

- A. Should any state officer fail to comply with the visitation and attendance requirements of these By-Laws, the Executive Committee shall have the power to remove said officer from office on cause shown and after a hearing. In any event, the person so removed from office shall have no rights to run for office the following year. Visitations not reported in due form, within thirty (30) days after the date of said visit, shall not be credited.
- B. All members of the Executive Committee shall attend all meetings of the Board of Directors and of the Executive Committee. All state officers shall attend all Board of Directors Meetings.
- C. Any state officer who fails to attend a Board of Directors Meeting or an Executive Committee Meeting without receiving an excused absence from the President prior to, or within fourteen (14) days after said absence, may be suspended from said office by majority vote of the Executive Committee after a hearing.

## **Article 7 – Executive Committee**

By-Law 7-1 Identity: There shall be an Executive Committee, which shall consist of the following individuals:

- A. The President
- B. All Vice-Presidents

- C. The Regional Directors
- D. The District Directors
- E. The Chairman of the Board (Immediate Past President)
- F. The next Immediate Past President provided that the next Immediate Past President has not attained the age of forty-one (41) years (at the start of the year).
- G. The Chief of Staff
- H. The Secretary
- I. The Legal Counsel, provided that the Legal Counsel is a member of a Local Chapter.
- J. The Treasurer
- K. The Membership Director

By-Law 7-2 Meetings: The Executive Committee shall meet at such times and places as it shall be determined, upon call of the President, or upon call by a majority of the members.

By-Law 7-3 Duties and Powers:

- A. The Executive Committee, in addition to the powers and authorities expressly conferred upon it by these By-Laws, may exercise such powers of the Corporation, not limited to the Board of Directors.
- B. The Executive Committee shall have no power to formulate the external policy of the Corporation.
- C. The Executive Committee shall have power over the fiscal affairs of the Corporation under the limitations of the budget, except as such power may be specifically delegated by the Board of Directors. It shall at all times be subject to limitations upon its powers imposed by the Board of Directors.
- D. The Executive Committee will establish, according to policy, the goals of the corporation, and present them to the Board of Directors at the Annual Planning and Budget Session, as the Year of Planned Action (YOPA) for their approval.

By-Law 7-4 Mail or Email Ballot: The Executive Committee may be polled by mail on any question, except removal of an Individual Member or Officer, or the termination of a Local Chapter, by the President or the Secretary, which poll shall constitute official action by the Executive Committee. Each such poll, when mailed, shall set a date for return of all votes to be counted and the return date shall be no earlier than twenty (20) days from the date of the poll. The poll may be conducted by email. However, if an answer (vote) is not received by email from an executive committee

member, the President or the Secretary must contact the member by phone for their response. The results of an email ballot must be recorded in the minutes of the next Executive Committee Meeting.

By-Law 7-5 Minutes: The Secretary shall take minutes of the proceedings of each Executive Committee Meeting. Minutes shall include the names of absent members and whether their absence was excused; all items of business transacted; the items assigned for further action; the parties responsible, and the date to which the items are postponed. These minutes shall be reproduced and distributed to the Executive Committee, and to any other member of the Board of Directors upon request.

By-Law 7-6 Eligibility: No Local President shall serve as a member of the Executive committee.

## **Article 8 – Planning: Programs, Awards, and Committees**

By-Law 8-1 Finance Committee: The Finance Committee shall be chaired by the treasurer. The Finance Committee shall consist of additional members in accordance with Policy 5-1-C. The Finance Committee shall:

- A. Review quarterly, all expenses of the Corporation and its officers as provided by the written report from the Treasurer and report quarterly to the Executive Committee and the Board of Directors.
- B. Monthly, or as needed, issue number vouchers authorizing the disbursement of funds in accordance with these By-Laws, the annual budget, or as may be authorized by the Board of Directors of this Corporation.
- C. Study the financial condition of the Corporation throughout the year, advise the President on financial matters, and recommend necessary changes to the budget to Board of Directors or Executive Committee.
- D. Propose at the Annual Planning Board of Directors Meeting, the annual membership dues for the following year for each membership class.
- E. Propose at the Annual Planning Board of Directors Meeting, a budget for the following year, which may be amended at any time by the Board of Directors or Executive Committee.

- F. Setup sub-committees as deemed necessary and perform such other duties as the President or the Board of Directors may require.

By-Law 8-2 Future Directions Task Force Committee:

- A. The future directions Task Force Committee shall consist of:
- a. One (1) member at large from each region. Each of these members to serve two (2) year staggered terms. Terms expire in odd numbered years for odd numbered regions, and even numbered years for even numbered regions.
  - b. All regional directors.
  - c. All Past Presidents of current Jaycee age are eligible. Each past president shall give written notice to the chairman of the committee within 10 days of the Election meeting if they choose not to be an active member of the committee for the current year. Their membership is to cease at the completion of the year in which they reach the age of exhausting, or cease to be a member of the Pennsylvania Jaycees in good standing.
  - d. The state president shall fill any vacancies of this Task Force with the approval of the Executive Committee.
- B. The Chairman of the Board shall serve as chairman of the Task Force Committee, with full voting privileges, regardless of age.

By-Law 8-3 Credentials Committee:

- A. There shall be a Credentials Committee of at least three (3) Individual Members of the Corporation who shall be appointed by the President. The Chairman of the Board shall serve as Chairman of the Credential Committee.
- B. The Directors shall be requested to submit the names of Individual Members who have attended no less than one prior Elections Sessions and who are Individual Members of Local Chapters in good standing. No person shall serve on the Credentials Committee who is a member of a Local Chapter from which a candidate for President is being proposed. Due consideration shall be given to geographical distribution of the members of the Credentials Committee.
- C. Refer to Bylaw 9-7 for Credential Committee responsibilities during elections.

## **Article 9 – Elections**

By-Law 9-1 Date for Election Session: The membership of this Corporation shall meet annually during a Board of Directors Meeting held the first weekend in November to hold its Election Session.

By-Law 9-2 Quorum:

- A. At the Election Session a quorum shall consist of delegates and/or alternates representing one-third (1/3) of the Local Chapters in good standing excluding institutional chapters.
- B. The Election Session shall convene at the call of the President, but not prior to 10:00 AM, on the day scheduled for the Election Session, with the morning session being given over to nominations and the elections as herein provided.
- C. A recess in the Board of Directors Meeting may be declared by the President, at the conclusion of the Election Session, and then reconvened at the call of the President.

By-Law 9-3 Place: The place at which the next Election Session shall be held shall be determined in accordance with the Bid Specification Manual.

By-Law 9-4 Membership Requirements for Officers: Individual Members of the Corporation, who shall not have reached forty-one (41) years of age on or before the commencement of the term of office, shall be eligible to hold office in the Corporation or Local Chapter provided, however, that other requirements for office are also met. The Chairman of the Board of the Corporation shall be able to serve even if he has attained the age of forty-one (41) on or before the commencement of his term of office (refer to By-Law 3-2B).

By-Law 9-5 Qualifications:

- A. President – He shall be an Individual Member of the Corporation who has either: served a full term as elected State Officer and as a local chapter president, or who has served two (2) full terms as an executive committee member as defined in Bylaw 7-1 and local chapter president, or who has served three (3) full terms as an executive committee member as defined in Bylaw 7-1. He shall not have served a full term as President in this Corporation.
- B. Up to four (4) Vice-Presidents shall be elected at the November Board Meeting. Each shall be an Individual Member of the corporation who has either: served at least one full term as an executive committee member and local chapter president as defined in Bylaw 7-1, or

who has served two (2) full terms as an executive committee member as defined in Bylaw 7- Candidates for the office of one of the elected vice presidents shall be eligible to be elected if they have previously been elected as a Vice-President.

- C. Every Regional Director shall have been a local chapter President or served two (2) years on the local board of directors.
- D. Every District Director shall have been a local chapter President or served two (2) years on the local board of directors.
- E. Every Program Manager or Special Assistant shall have been a local member for at least two (2) years.

By-Law 9-6 Term of Officers: All officers shall serve a term of one (1) year, effective January 1.

By-Law 9-7 Credentials Committee Responsibility during Elections:

- A. A Credentials Committee shall be determined as per the By-Laws describing the Credentials Committee
- B. The Credentials Committee or State President's designee(s) shall be required to interview candidates at the State Board Meeting following their announcements. At such interview, candidates must be informed fully of their responsibilities, of visitations required, meeting attendance, reports, reimbursement, time factors, and possible out-of-pocket expenses.
- C. Not less than ninety (90) days before each Election Session, the Secretary shall send notice to all Local Chapters that not later than thirty (30) days before the opening of the Election Session, such Local Chapters shall file at State Headquarters, a written recommendation for such of their Individual Members as they propose for elected office on a form with such information included as the Credentials Committee requires.
- D. Throughout the State Meeting including the Election Session, the Credentials Committee shall maintain convenient Headquarters where all written information in regard to nominees shall be on file and available for inspection to any delegate or alternate.
- E. Copies of the candidate(s) nomination form(s) shall be sent by the Secretary to all Directors no later than twelve (12) days before the opening of the Election Session.
- F. At the Election Session, the Credentials Committee shall report its nominations for each office in order of election, prior to the nominations from the floor, and elections for such office. The Credentials Committee nominations, and nominations from the floor, shall be restricted to those candidates who qualify as herein before provided.

- G. The Credentials Committee may nominate a slate or it may nominate more than one person for each office or any office. It should consider the individual qualifications of each candidate (in addition to the qualifications provided by these By-Laws) and nominate accordingly.
- H. The Credentials Committee may choose not to nominate an individual if their conduct, or the conduct of their campaign workers is determined to be inappropriate or in violation of the rights or property of others.
- I. The Credentials Committee is responsible for establishing procedures for all other issues relating to elections.

By-Law 9-8 Nominations:

- A. Nominations from the floor may be offered, subject to the provisions contained in these By-Laws, after the report of the Credentials Committee, for the office to be filled.
- B. Any candidate for a higher office shall be eligible for nomination from the floor for any lower office without any further action, provided that he shall first have withdrawn and abandoned his candidacy for the higher office. Such potential candidates shall not be considered for the purpose of closing nominations. Candidates shall be nominated in the same order as they are to be elected in accordance with By-Law 9-9.
- C. In the event that less than two (2) candidates for the office of President and five (5) candidates for the office of Vice-President shall be submitted thirty (30) days before opening of the Election Meeting, then for the office for which there is deficiency of candidates, the provisions for the time of filing shall be waived and proposals for such office or offices may be accepted by the Credentials Committee at such Election Meeting up to 8:00 PM on the day before the Election Session.
- D. Should there still remain a deficiency of candidates (as to number required by subsection C hereof), the nominations shall be closed except for those offices which do not even have one candidate for each office to be filled at 8:00 PM aforesaid. Nominations from the floor, provided they are accompanied by the proper written form herein above shall be accepted for those offices which do not even have one candidate for each office to be filled.
- E. A candidate filling subsequent to the initial filing deadline may mail his nomination to the Secretary so as to arrive, at the candidate's risk, 7 days prior to the Election Session, or shall deliver his nomination to the Secretary or Chairman of the Credentials Committee personally.

- F. Each candidate must be endorsed by the Local Chapter of which he is an Individual Member.

By-Law 9-9 Order of Election:

- A. Elections shall be held in the following order:
  - a. Vice Presidents
  - b. President
- B. All officers, once elected, shall not be eligible for election to any other office at the Election Session/Meeting at which elected.
- C. A candidate for the office of Vice President or President shall be eligible to run only for the position for which he has filed. No candidate shall be permitted to change his candidacy to another office upon losing his bid for the original office filed for.

By-Law 9-10 Balloting:

- A. On each ballot, balloting shall be in random order by Chapter. Chapters failing to respond to the first ballot shall not be called on subsequent ballots until the delegation makes its presence known to the Chairman of the Credentials Committee.
- B. Each Chapter shall be allowed to pass only once in each ballot. A pass on the second roll call shall be considered as a waiver of all rights to vote on that particular ballot.
- C. Any one may challenge a vote prior to the announcement of the second vote immediately following the vote to be challenged on the grounds that the delegates or alternates are not present or qualified.
- D. Only a delegate or alternate of the Chapter concerned may challenge the vote of the Chapter as to accuracy and then only prior to the announcement of the second vote immediately following the vote to be challenged.
- E. During the election for President, a candidate receiving the lowest number of votes for two ballots, in which none of the other candidates has received a majority, shall be dropped from the ballot. This will continue until only two candidates are remaining.
- F. In the event that more than four (4) Vice-Presidential candidates receive a majority vote, those four (4) receiving the highest number of votes shall be deemed elected.

By-Law 9-11 Regional Director Elections:

- A. The Regional Director in each Region shall be elected annually from the region they are to represent at a Regional Election Meeting to be held no later than the State Meeting which

includes the Election Session. The Regional Director shall give at least thirty (30) days written notice to all Chapters within their Region, and the State Office of the time, date, and place of said meeting as approved by the Credentials committee.

- B. The candidate in each Region, receiving a majority of the votes cast by the certified delegates present at such Regional Election Meeting, shall be the elected Regional Director for that Region.
- C. In the event that no candidate receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken with the candidate receiving the lowest dropped from the consideration on each subsequent ballot, until one candidate receives a majority of the votes cast.
- D. Each Local Chapter in good standing within a Region shall be entitled to the number of delegates and votes at the Regional Election Meeting specified in By-Law 10-1 and said votes shall be cast in accordance with the provisions of Article 10 of these By-Laws except that voting strength will be determined by the chapter's membership figures on the last day of the month prior to the election. All such Regional Elections shall be held under the supervision of the Credential Committee to be appointed by the President of this Corporation. Rules and Regulations for the conduct of regional elections shall be promulgated from time to time by the Executive Committee of this Corporation. Each regional election shall be conducted by the Credentials Committee, which shall certify the results of each regional election to the Board of Directors at the next Convention.

#### By-Law 9-12 District Directors Elections:

- A. A District Election shall be held at the Regional Election Meeting. At such election, voting for the District Director for that District shall be conducted and supervised by the Credentials Committee. The District Director shall be elected by a majority of the votes cast at the meeting. Such votes shall be cast in the manner specified in Article 10 of the By-Laws, except that each Chapter shall be entitled to a maximum of five (5) voting delegates. The Credentials Committee shall certify the results of the election to the Board of Directors at the next Board of Directors Meeting.

#### By-Law 9-13 Filing Fees:

- A. A filing fee shall be paid for each candidate for an elected Office. This fee shall accompany the candidate's Local Chapter's endorsement.
- B. The filing fee shall be as follows:

- a. For the office of President \$100.00
  - b. For the office of Vice President \$ 50.00
  - c. For the office of Regional Director \$ 10.00
  - d. For the office of District Director \$ 5.00
- C. The filing fee for an officer shall be submitted prior to the Individual's Announcement for an office.
- D. The filing fee will be required for those individuals elected and appointed to the positions of President, Vice-President, Regional Director and District Director.

## **Article 10 – Rules of Procedures – Voting for Officers**

By-Law 10-1 Number: Each Local Chapter in good standing shall be entitled to the number of delegates and votes at all Election Session, and Regional Election Meetings as indicated in the following schedule, except as otherwise noted in By-Law 10-8 and 10-9 below:

10 through 19 members	1 delegates and 1 vote
20 through 29 members	2 delegates and 2 votes
30 through 39 members	3 delegates and 3 votes
40 through 49 members	4 delegates and 4 votes
50 through 59 members	5 delegates and 5 votes
60 through 69 members	6 delegates and 6 votes
70 through 79 members	7 delegates and 7 votes
80 through 89 members	8 delegates and 8 votes
90 through 99 members	9 delegates and 9 votes

(100 members and over as per above schedule, one (1) vote for each additional full complement of 10 members).

By-Law 10-2 By Whom Cast: Such votes shall be cast by Individual Members of this Corporation who are members of the Local Chapter, which they represent. An Individual Member shall be entitled to represent no more than one Local Chapter.

By-Law 10-3 Alternates: Alternate delegates from the same Local Chapter may be recognized and seated upon presentation of the proper credentials, provided such alternates qualify in the same manner as delegates.

By-Law 10-4 Voting Strength: The number of Voting Delegates and votes at the Election Session shall be determined by the Chapter's September reconciled membership figures. However, a chapter must remain "in good standing" (financially, membership wise, etc.) to remain eligible to vote at the Election Session.

By-Law 10-5 Delinquents: No Local Chapter owing monies due and payable for more than twenty (20) days from the official notification by certified mail or in a personal meeting resulting with an official chapter signature, to this Corporation shall be entitled to a vote at either the Election Meeting, Regional Election Meeting, or any Board of Directors Meeting.

By-Law 10-6 Credentials: Delegates and Alternates from Local Chapters shall be properly accredited by said Local Chapter, and shall submit certification thereof to the nominating/credentials chairman before participation in any Election Meeting/Session. Proxies shall not be recognized except as hereinafter provided in By-Law 10-8. All Chapters shall pay a delegate fee of one dollar (\$1.00) to this Corporation for each certified delegate allowed to vote at the Election Session, and Regional Election Meeting. There shall be no charge for alternate delegates.

By-Law 10-7 Forfeiture of the Voting Rights:

- A. The voting right of a Local Chapter at a Convention shall be removed by a majority vote of the Credentials Committee where an Individual Member, Individual Members, or guest of Individual member(s) of said Local Chapter are found responsible by said Credentials Committee for intentionally destroying or mutilating private or public property. The Credentials Committee shall also have the power to require full restitution for all damages as a condition prior to restoration of the Local Chapter's voting rights. Any such findings by the Credentials Committee shall be subject to an appeal to the Executive Committee.
- B. Where the intentional destruction or mutilation of private or public property occurs after, or is discovered after, the State Meeting including the Election Session, said voting rights of the Local Chapter shall be suspended by a majority vote of the Executive Committee at its next regular session. It shall be the duty of the Credentials Committee to report such violations with its recommendations to said Executive Committee for action. The Executive Committee shall also have the power to require full restitution for all damages.

#### By-Law 10-8 Correctional/Institutional Chapters:

- A. In the event that the Institutional policy restricts the number of Individual Members attending an Election Session or a Regional Election Meeting, the Chapter will be permitted to vote a proxy in the following manner:
  - a. The Chairman of the Credentials Committee will be permitted to cast two (2) votes of the Local Chapter.
  - b. Each additional Individual Member in attendance will add one vote for that member's Local Chapter, up to the maximum chapter voting strength.
  - c. A proxy statement, signed by the Local Chapter Board of Directors and attested to by the Chapter Institutional Coordinator, must be received by the Chairman of the Credentials Committee not later than seven (7) days prior to the election.
- B. Correctional/Institutional Chapters are exempt from fees for each vote cast in the Election Meeting and Regional Election Meetings.

### **Article 11 – Rules of Procedure – General and Conduct**

#### By-Law 11-1 Rules:

- A. The Board of Directors shall adopt rules, not inconsistent with the provisions of these By-Laws, to provide for the orderly conduct of all meetings of the Corporation and its elective or appointive subdivisions. A record shall be maintained by the Secretary of all rules adopted by the Board of Directors.
- B. In the absence of specific rules, Roberts Rules of Order, Revised, shall govern the deliberation of this Corporation.

#### By-Law 11-2 Conduct of Members Rule:

- A. Members at Pennsylvania Jaycees Sponsored Events 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 also prohibited:
  - a. Damaging or defacing property.
  - b. Firing of arms inside any building.
  - c. Firing of arms any place in such a manner as to endanger any person.
  - d. Use of fireworks near any person.
  - e. Dropping or throwing any objects, including liquids, near or onto other persons.

- f. Any act in violation of local, state or federal laws.
  - g. The distribution of obscene or pornographic literature.
- C. A Committee composed of the President, Chairman of the Board, and general Legal Counsel shall be the sole and final judge of when a violation of sections (A) and (B) of this bylaw has occurred.
- D. Each violation of sections (A) or (B) of this bylaw by an Individual Member of this Corporation shall be penalized by the loss of all right considered a member in good standing, until the next scheduled meeting of the Board of Directors. At this time, the penalty is concluded or continued by two-thirds (2/3) vote of this body.

By-Law 11-3 Use of Words: In these By-Laws, the use of words of the masculine gender shall include the feminine gender as appropriate, and the use of words of the neuter gender shall include the feminine or masculine gender, or both, as appropriate.

## **Article 12 – Regions and Districts**

### By-Law 12-1 Regions:

- A. Regions shall be established by the Executive Committee at the August State Board Meeting after receiving recommendations from the Regional Director. Regions shall be determined by considering both numbers of Chapters and geographical definition. They shall be numbered for reference purposes. Announcement of the decision of the Executive Committee establishing regions shall be made by regular mail within seven (7) days after such decision.

### By-Law 12-2 Districts:

- A. Districts shall be established by the Executive Committee by the August Board Meeting after receiving recommendations from the District Director and Regional Director. Districts shall consist of no less than three (3) Local Chapters, which are as geographically contiguous as is feasible. Districts shall be distinguished by Chapter names and not by geographical definitions, but shall be numbered solely for reference purposes. Announcement of the decision of the Executive Committee establishing Districts shall be made by regular mail within seven (7) days after such decision.

## Article 13 – Policy

### By-Law 13-1 External Policy:

- A. External Policy shall mean resolutions or other official statements by or on behalf of the Pennsylvania Jaycees respecting matters of public interest or concern, which are nationwide or statewide in character, timely and of special importance or significance to young persons of Jaycee age.
- B. No external policy or resolution, statement or pronouncement declaratory thereof shall be made or pronounced by, or on behalf of, the Pennsylvania Jaycees unless adopted pursuant to the provisions hereinafter set forth.
- C. The external policies of this Corporation may be declared only in the following manner:
  - a. At least thirty (30) days written notice of such proposed external policies shall be given by the Secretary to the Local Chapters and all members of the Board of Directors, except as provided for in subsection E hereunder. The proposed external policy shall be set out verbatim in said notice.
  - b. Said external policy shall become effective when adopted by two-thirds (2/3) vote of the Board of Directors voting at a meeting of the Board of Directors.
  - c. To be considered at the Conventions, or a Board of Directors Meeting, any resolution, other than of a congratulatory nature, must be received by the State Office no later than 45 days before the date of the first general session of such meeting. Such resolutions may be submitted only by an Individual Member's Chapter to signify that the proponent is a member in good standing. The resolution shall be turned over to the Legal Counsel by the State Office and Legal Counsel shall determine whether the proponent is a member in good standing of the Corporation and that the resolution does not offend or contravene any law, regulation, policy, or by-law of the National or State Organization. The Legal Counsel shall turn over said resolution to the Board of Directors, together with his/her recommendations, if any, provided however, that the Executive Committee may, should it find any such resolutions to be incomplete in outline, fact, or background, refer said resolution back to its maker for clarification or enlargement.
- D. The President shall assign each resolution adopted by this Corporation to an appropriate office or committee for the execution thereof if there is no direction for dissemination or

action contained in the resolution itself. The retiring President shall report to the newly elected President on the status of all unexecuted resolutions.

- E. Those Presidential Resolutions, which are ruled by Legal Counsel to be of a congratulatory or commendatory nature, may be approved by the Executive Committee.

**By-Law 13-2 Internal Policy:**

- A. Policies of the Corporation, which define or amplify the charter, constitution, and/or by-laws of the Corporation, shall be known as the internal policy of this Corporation.
- B. The internal policies of this Corporation may be declared only in the following manner:
  - a. By a majority vote of those of the Board of Directors voting at a meeting of the Board of Directors; or
  - b. By a majority vote of those members of the Executive Committee voting at a meeting of the Executive committee.
- C. No prior notice of proposed internal policies need be given.
- D. Current internal policies shall be published and furnished to all Directors.

**Article 14 Amendments**

**By-Law 14-1 Notice:** At least thirty (30) days written notice shall be given by the Secretary of a proposed By-Law amendment to the Local Chapters, including all Directors of this Corporation, verbatim.

**By-Law 14-2 How Made:** These By-Laws may be amended at any regularly called meeting of the Board of Directors upon the affirmative vote of the majority of the Directors present.

**By-Law 14-3 Proposals:** Such By-Law amendments may be proposed by any Local Chapter, Individual Member or Director of this Corporation.

**By Law 14-4 National By-Law Changes:** Due to our affiliation with the United States Junior Chamber, the Task Force may update any Pennsylvania Jaycee By-Laws to match/correspond with any changes of the United States Junior Chamber By-Laws without the thirty (30) days written notice. However, directors must be notified within 30 days of this change.

## **Article 15 – Miscellaneous**

### **By-Law 15-1 Franchises:**

- A. Local Chapters and Individual Members utilizing the state directory and other state services in projects which produce profit must first submit an application together with a ten dollar (\$10.00) fee to the Executive Committee for its approval. The Executive Committee shall set such conditions as it believes necessary for the protection of the Corporation. The Executive Committee shall recommend disciplinary action to the Board of Directors in the event of noncompliance with these provisions. Where the use is for a nonprofit making project, no approval shall be required where the user is a Local Chapter.
- B. Any other organization or person desiring the right to sell or solicit a service or product to members of the Corporation shall submit a written proposal to the Executive Committee and then to the Board of Directors, in that order. The approval of both groups by majority vote is necessary before the franchise can be granted.
- C. In all cases whether the use is for profit making or non-profit making projects, the local organization or individual member shall indemnify and hold harmless, the Pennsylvania Jaycees, its officers and representatives from any and all liability or loss resulting there from.

**By-Law 15-2 Contracts:** No officer, director, committee, or member of this Corporation shall have any authority to make any agreement or contract with any persons, firms, or corporations which shall bind or attempt to bind this Corporation in any manner, except by authority of the Board of Directors, or Executive committee and in no event shall any person have authority to sign any agreement or contract binding this Corporation except the President, and he shall have not authority unless specifically authorized by the provisions of these By-Laws, the Board of Directors or the Executive Committee.

## **Article 16 – Financial Management**

### **By-Law 16-1 Expenditures:**

- A. All expenditures must not exceed the budget.
- B. The Treasurer must approve all expenditures before they can be paid.

- C. If an emergency expenditure becomes necessary and it exceeds the budget, the Treasurer, President, and all Vice President's must unanimously decide to make this expenditure. This amount cannot exceed \$500.00. Any emergency expenditure that exceeds \$500.00 must be voted on by all of the voting members of the Executive Committee. This expenditure may be made by the affirmative roll call vote of the majority to be completed by the Pennsylvania Jaycees Secretary by phone, mail or fax. If the Secretary is not available, the roll call vote will be taken by one of the Vice Presidents. All emergency expenditures must be reported in detail to both the Executive Committee and Board of Directors. (Please note: An emergency expenditure is an expense that must be paid out now or additional financial harm or damage will come to the Pennsylvania Jaycees. It is an expenditure that cannot wait to be approved at the next Executive Committee Meeting or Board of Directors Meeting).
- D. If there is no Treasurer, all expenditures must be approved by the majority vote of the President, Vice Presidents, and Secretary.
- E. If there is no Treasurer, the President will appoint the chairman of the Finance Committee.
- F. The following individuals will be authorized to sign checks for the Pennsylvania Jaycees: The President, Chairman of the Board, and the Treasurer.
- G. If there is no Treasurer, the President will choose from the Vice President(s), who will be authorized to sign checks in place of the Treasurer.
- H. All expenses incurred must be submitted on the Official Pennsylvania Jaycees Expense Voucher. Under no circumstances will expenses be paid unless this voucher with the appropriate signatures and receipts is submitted.
- I. The budget can be amended anytime by the affirmative vote of the majority members of the Executive Committee or Board of Directors.

By-Law 16-2 Dues Accounting:

- A. The Membership Director will complete the dues sheet and record dues accounting information and to conduct dues/membership reconciliation with the United States Junior Chamber each month. This individual shall be bonded with the Executive Committee.
- B. The Treasurer shall deposit all dues monies.
- C. No members shall be submitted to the United States Junior Chamber unless payment has been received in full. In addition, a person will not be considered an active member, in good standing, until their dues have been paid in full to the United States Junior Chamber.

- D. Dues kits being sent to the United States Junior Chamber must be accompanied with payment.
- E. The President shall review all membership information before it is sent to the United States Junior Chamber.

By-Law 16-3 Financial Accountability: The President shall review all bank statements and review them for unusual items. All individuals eligible to sign checks will be given access to review bank statements.

By-Law 16-4 Financial Reports/Statements: The Treasurer, shall present a Budget to Actual Financial Report with a Balance Sheet and an Accounts Receivable List at all Scheduled Executive Committee Meetings, and all Scheduled Board of Directors Meetings of the Corporation. The Treasurer, along with the Finance Committee, will conduct an internal audit at the completion of each fiscal year. The Treasurer will complete all tax filing and reports.

By-Law 16-5 Credit Card Accounts: The Corporation will only allow the Treasurer of the Corporation to hold the corporations credit card account with a maximum two thousand dollar (\$2000) limit in the name of the Pennsylvania Jaycees or Pennsylvania Junior Chamber to be used for only pre-approved expenditures.

By-Law 16-6 Over Expenditures: The President is ultimately responsible for all over-expenditures that occur for this Corporation. Therefore, the President (with accounting assistance from the Treasurer) shall be prepared to justify any over-expenditure from the proposed budget to the Executive Committee and/or Board of Directors, preferably prior to the over-expenditure. If not justified, the President shall be held responsible to reimburse the Pennsylvania Jaycees for those over-expenditures.

By-Law 16-7-Capital Asset Funds: All proceeds from the sale of the tax parcel where the building is located (tax parcel 290-20467 2A) shall first be used to offset expenses related to the sale of that asset to be approved by the board of directors. All remaining proceeds shall be placed in a separate restricted account, the type of account to be determined by the finance committee and approved by the executive committee. This restricted fund shall be referred to as "the capital asset fund I" from here forward. The finance committee shall oversee "the capital asset fund I." Distributions of principal from "the capital asset fund I" shall be approved by a 2/3 majority of the

board of directors registered and present at a regular scheduled board of directors meeting, with at least 30 days written notice of the proposed distribution given by the Secretary to the Board of Directors. The earnings on the principal may be used to pay operating expenses of the Pennsylvania Jaycees as approved by the annual budget per Bylaw 8-1E.

All proceeds for the sale of the tax parcel located across the street from the building (tax parcel 290-20467 2B) shall be placed in a separate restricted account, the type of account to be determined by the finance committee and approved by the executive committee. This restricted fund shall be referred to as “the capital asset fund II” from here forward. The finance committee shall oversee “the capital asset fund II.” Distributions of the principal from the “capital asset fund II” shall be approved by a 2/3 majority of the board of directors registered and present at a regular scheduled board of directors meeting, where a quorum shall consist of delegates and/or alternates representing one-third (1/3) of the Local Chapters in good standing, with at least 30 days written notice of the proposed distribution given by the Secretary to the Board of Directors. The earnings on the principal may be used to pay operating expenses of the Pennsylvania Jaycees as approved by the annual budget per Bylaw 8-1E.

In addition, By-Law 16-7 may only be changed by a 2/3 majority of the board of directors registered and present at a regular scheduled board of directors meeting, where a quorum shall consist of delegates and/or alternates representing one-third (1/3) of the Local Chapters in good standing, with at least 30 days written notice of the proposed distribution given by the Secretary to the Board of Directors.

By-Law 16-8 Bond: All members of the Executive Committee of the Corporation shall be bonded with a blanket position bond to cover omissions and commissions. The expense of such bond shall be paid by the Corporation.

**Pennsylvania Jaycees Policy**  
**(Articles for Policies will follow the same Article order and titles as Bylaws)**  
**(Revised May 2, 2015)**

**Article 1 – Name**

Policy 1-1 Name: This Corporation may also be known as the Pennsylvania Jaycees or Pennsylvania Junior Chamber.

**Article 2 – Purpose & Affiliation**

Policy 2-1 State Mailings:

- A. All State Mailings shall be disseminated to the Chapter President's home address or the permanent Chapter address if the President's address is unavailable or invalid.
- B. There shall be no general mailing unless the same has been properly approved by the President and/or those persons so designated by the President.

**Article 3 – Membership**

Policy 3-1 Life Membership:

- A. All Past Presidents of the Corporation shall become life members of the Pennsylvania Jaycees.
- B. In accordance with the By-Laws, a Past President shall have the privilege of life membership and all annual membership dues, either regular or associate, shall be paid by the Corporation and credited to his resident chapter annually.

Policy 3-2 Extension Requests:

- A. Any chapter desiring to extend a Chapter must submit an extension request to the President with copies to their Regional Director and appropriate Vice President. The President will make his decision after taking into consideration the Regional Director's and appropriate Vice President's recommendation.
- B. Any chapter desiring to extend a new Chapter outside of its Region must submit an extension request to the President with copies to their Regional Director and appropriate Vice President and send an additional copy to the Regional Director and appropriate Vice

President having service responsibility for the new chapter. The President will make his decision after taking into consideration the Vice President, Regional Director and District Director with service responsibility.

- C. All enrollment and growth credits will go to the Regional Director and District Director with service responsibility.
- D. Approval by the President will be effective for three months from date of approval letter from the President.
- E. New extensions pay a Charter Fee at the rate set forth by the United States Junior Chamber, and every charter member pays a New Member Administrative Fee that will go to the National Organization and a new member fee that will remain in Pennsylvania. These fees will be at the prevailing rates set forth by each organization in accordance with the US Junior Chamber By-Laws and Policies. New Members added after the charter period will be charged the prevailing regular member dues rate.
- F. The State Organization may assess a new member fee not to exceed Ten and 00/100 (\$10.00) per Charter Member. During the first six (6) billing cycles, such local chapter members shall be identified as a Charter Member.

#### **Article 4 - Dues**

Not used.

#### **Article 5 – Board of Directors**

Policy 5-1 Board of Directors Meeting Minutes: Minutes of previous meetings shall be mailed to each member of the Executive Committee and Board of Directors, ten (10) days prior to the regular scheduled meeting.

Policy 5-2 Place for Convention, Board of Directors Meetings/Events: The procedure governing the selection of sites for the Election Session, and State Meetings and events shall be governed by the Bid Specification Manual as revised.

Policy 5-3 Local Officer Training School: The annual Pennsylvania Jaycees Local Officers' Training School shall be held at a time and location as determined in the Bid Specification Manual.

Policy 5-4 Annual Planning Meeting:

The Annual Planning Meeting shall be held as determined in the Bid Specification Manual.

Policy 5-5 Conduct of Board of Directors Meetings: All meetings of the Board of Directors shall be governed by Roberts Rules of Order unless otherwise provided by the State By-Laws and Policy Manual.

**Article 6 – Officers**

Policy 6-1 Presidential Visitations: The President shall visit chapters as determined to be in the best interest of the Pennsylvania Jaycees.

Policy 6-2 Duties of the Treasurer:

- A. The Treasurer's quarterly financial reports shall observe the following cut off dates: March 31, June 30, September 30, and December 31.
- B. The quarterly financial report shall be available to all members of the Executive Committee at the Board of Directors Meeting.
- C. The Treasurer shall be responsible for the issuance, maintenance, and enforcement of the Financial Statement of Understanding as required in Policy 16-8 to be completed by State Officers, Program Managers, and State Chairman regarding expenditures.
- D. The Treasurer would oversee the Membership Director.

Policy 6-3 General Job Description for All Major Emphasis Area Program Managers, Special Assistants and Appointment:

- A. Major Emphasis Area Program Managers, special assistants, and appointments will be appointed at the Annual Planning Session or as soon after as possible. They are required to complete the planning section of a Chairman's Planning Guide for their area, by the First State Board Meeting of their term or three (3) weeks after their appointment, whichever is later. The CPG must be submitted to the assigned Vice President or Administrative Assistant, the President, and State Headquarters.
- B. Responsible for coordinating the programs in their program area, they will report directly to their assigned Vice President or Administrative Assistant.
- C. Responsible for writing articles, when timely for monthly mailing.

- D. Prepare a program kit for chapters using a CPG, planning section question structure.
- E. Help to develop financial support for their project/program.
- F. Program Managers are responsible for forums and/or information booths at state functions, where timely and appropriate.
- G. Will promote the ideals and objectives of the overall Jaycee movement.

#### Policy 6-4 Job Description for Individual Development Program Managers

##### A. Training Coordinator

- a. Arrange training for Board Meetings
- b. Assist local chapters in finding and developing qualified trainers
- c. Work with State President to accommodate guest trainers

##### B. Individual Awards

- a. Work with PA JCI Senate Judging Coordinator to coordinate competitions at Board Meetings
- b. Work with State President in developing awards
- c. Prepare mid-year and year-end competitors for National Competition
- d. Prepare mid-year and year-end competition paperwork for submission for National Competition
- e. Coordinate materials and competitions with National Awards Committee
- f. If at all possible, this position will be filled by the recommendation of the PA JCI Senate.

#### Policy 6-5 Job Descriptions for Community Development Program Managers

##### A. Government Affairs

- a. Coordinate and promote Model Legislature or other Government Affairs/Awareness Program.
- b. Coordinate with local and state politicians for participation in PA Jaycee Governmental Affairs Programs
- c. Promote voter registration

##### B. Athletic Skills

- a. Promote Punt, Pass, & Kick program
- b. Coordinate and promote any other community sports events.

##### C. American Cancer Society

- a. Promote the Relay for Life program

- b. Promote the Daffodil Days program
- D. International Affairs
  - a. Promote International Events
- E. HOBY – Hugh O'Brien Youth Leadership
  - a. Coordinate/work as liaison with the 3 state HOBY committees
  - b. Promote the HOBY program
  - c. Raise funds, donations and manpower for the HOBY conferences

Policy 6-6 Job Descriptions for Management Development Program Managers

- A. Blue Chip
  - a. Promote Submissions deadlines
  - b. Work with President to forward information to State and then to National
  - c. Train chapters, District Directors, Regional Directors and Program Mangers on Blue Chip submission skills and requirements
- B. Passport to Leadership
  - a. Maintain records for the Springboard and Degrees Program
  - b. Submit required documentation to National
  - c. Award 10<sup>th</sup> Degree Honorees
- C. Outstanding Young Pennsylvanian (O.Y.P.)
  - a. Generate and gather OYP submissions
  - b. Coordinate Judges
  - c. Develop funding
  - d. Coordinate with winners
  - e. Arrange OYP Reception
  - f. Obtain awards for OYP winners
- D. Chairman's Planning Guides (C.P.G.) and Areas of Opportunity
  - a. Train local chapters in the preparation of CPG's and completion of Final Notebooks
  - b. Inform chapters of required changes in final notebooks for judging purposes
  - c. Coordinate judging of the Final Notebooks
  - d. Prepare and send Final Notebooks to National for National Notebook Competitions
- E. First Timers
  - a. Coordinate First Timers Program at Board Meetings. Items for possible inclusion in the program:
    - i. Program questions and their evaluation

- ii. Overview of expectations of first timer participants
- iii. Explanation of use of Forum Cards and Name Badges (both to be on person at all times during Board Meetings)

Policy 6-7: Job Descriptions for Membership Development Program Managers

- A. Chapter Extensions
  - a. Recruit new members
  - b. Train chapters on recruitment
  - c. Assist chapters in extending new chapters.
- B. Chapter Assist
  - a. Recruit new members
  - b. Train chapters on recruitment
  - c. Coordinate assistance for under 20 chapters

Policy 6-8: Job Descriptions for Appointments and Special Assistants

- A. Chaplain
  - a. Prepare and present Invocation and Benediction at each Executive Board Meeting
  - b. Prepare and present Invocation and Benediction at each day of Board of Directors Meeting
  - c. Prepare and present Invocation and Benediction at all Banquets of the Pennsylvania Junior Chamber of Commerce
  - d. Coordinate Faith in God forum at each State Meeting
  - e. Reports to the Chief of Staff
- B. Sergeant At Arms
  - a. Keep order during the whole Board Meeting weekend
  - b. Expel unruly individuals
  - c. Have American Flag presented at all meetings
  - d. Have Jaycee banners presented at all meetings
  - e. Reports to the Chief of Staff
- C. Communications
  - a. Solicit articles for and publish a state mailer each month.
  - b. Reports to the Chief of Staff
- D. Webmaster
  - a. Maintain a state web page

- b. Obtain and maintain appropriate web-space
- c. Obtain and maintain domain name
- d. Be available to add new information - daily/weekly/monthly basis
- e. Answer all emails in a timely fashion
- f. Promote state events
- g. Promote state and national programs
- h. Promote Jaycees in a positive fashion
- i. Reports to the Chief of Staff

#### E. Photographer

- a. Take pictures at all state events
- b. Take pictures of events throughout the state
- c. Solicit pictures from chapters around the state
- d. Present a year end "slide show."
- e. Reports to the Chief of Staff

#### F. Chapter Certifications

- a. Administer the parade of chapters
- b. Present Chapter Parade at designated Board of Director's Meetings
- c. Reports to the Chief of Staff

#### G. Executive Certifications

- a. Administer the parade of districts/regions
- b. Assist in the maintenance of Blue Chip records for Exec.
- c. Present Executive Parade at designated Board of Director's Meetings.
- d. Reports to the Chief of Staff

#### H. Membership Director

- a. Process all dues kits
- b. Record and send all dues money for deposit by the State Treasurer
- c. Record all dues information in a spreadsheet or other form for use by state officers
- d. Send quarterly reports to the Chapter Certification and Executive Certification Special Assistants for use in the parade of chapters.
- e. Process dues kits and send information to president for use at close out.
- f. Process dues kits and send, with money to national by postmark deadline.
- g. Process check request for dues kit on same day as dues kit is processed with the US Junior Chamber to allow for check to be mailed within the days required by the US Junior Chamber.

- h. Keep a copy of all dues kits sent to national.
- i. Keep files for dues processing on each chapter in the state.
- j. Process degree changes with National service center.
- k. Report to the Treasurer.

I. Facilities Manager

- a. Maintain PA Jaycees storage facility.
- b. Reports to the Chief of Staff

J. State Store

- a. Provide a selection of PA Jaycee products at quarterly state board meetings.
- b. Place state store items on website for sale (if possible).
- c. Reports to the Chief of Staff

K. ONTO

- a. Promote State, National and International Events
- b. The ONTO Special Assistant shall be responsible for the recording of ONTO funds, although all funds will be deposited in General Account. These records shall be available for the inspection by the President, Treasurer and Chief of Staff
- c. The ONTO Special Assistant shall file a detailed budget by the Board of Directors Meeting following the completion of the National event.
- d. The ONTO Chairman shall maintain records of all ONTO inventory and products. These records shall be available for inspection by the President and the Chief of Staff
- e. No profit shall be made on packages, room deposit or transportation costs when handled by the ONTO Special Assistant.
- f. ONTO Club members shall receive an equal amount of goods and services in exchange for their membership dues.
- g. Profit, if any, shall be distributed in one of the following manners:
  - i. Rebated to the individual delegates; or
  - ii. Invested in the succeeding ONTO Program; or
  - iii. Turned over to the Pennsylvania Jaycees General Fund.

This decision shall be made jointly by the President, the immediate Past President, the incoming ONTO Special Assistant and the outgoing ONTO Special Assistant. Each shall have one (1) vote. In the event of a tie, the Executive Committee shall determine the distribution of any profits.

- h. Reports to the Chief of Staff

L. Parliamentary

- a. Ensure the Board of Directors and Executive Committee Members are following these By-laws and Policies of the Corporation.
- b. In absence of appropriate By-laws and Policies, they shall invoke the use of Robert's Rules of Order Revised.
- c. They shall ensure that all meetings of the corporation are conducted in accordance with Robert's Rules of Order Revised.
- d. Reports directly to the President of the Corporation.

**Article 7 – Executive Committee**

Policy 7-1 Executive Committee Meeting Minutes: Minutes of previous meetings shall be mailed/mailed to each member of the Executive Committee, ten (10) days prior to the regular scheduled meeting.

Policy 7-2 Attendance:

- A. All members of the Executive Committee are required to attend each Executive Committee Session.
- B. State Program Managers and Special Assistants shall be encouraged to attend meetings of the Board of Directors but are not required to attend meetings of the Executive Committee. These meetings will also be open to any interested Jaycees, provided that the President, in his discretion, may call for a closed session of the Executive Committee.
- C. The absence of an Executive Committee Member from any Executive Committee Meetings must be excused in advance by the President. The minutes shall show whether the absence was properly excused.

Policy 7-3 Meeting Location and Duration:

- A. All meetings of the Executive committee held at other times other than the State Meetings shall be held in the State Headquarters, unless the President by thirty (30) days notice, otherwise designates.
- B. Notice of time and place of the Executive Committee Meeting shall be communicated to the Executive Committee members by the State Secretary.

Policy 7-4 Agenda: All items for the agenda of an Executive Committee Meeting must be communicated in writing to the President.

Policy 7-5 Conduct of the Executive Committee Meetings: The Executive Committee Meetings shall be conducted in accordance with Robert's Rules of Order revised, unless otherwise provided by the State By-Laws and Policy Manual.

Policy 7-6 Eligibility: No member of the Executive Committee shall serve as President of a Local Chapter.

## **Article 8 – Planning: Programs, Awards & Committees**

### Policy 8-1 Identity of Committees:

- A. There shall be the following standing committees of the Corporation.
  - a. Future Directions Task Force Committee
  - b. Finance Committee
  - c. Credentials Committee
  
- B. The Future Directions Task Force shall function as per By-Law 8-2.
  - a. The Chairman of the Board will serve as the Chairman of the Future Directions Task Force Committee. If unable to perform that function, a chairman will be appointed by the current State President.
  - b. The Future Directions Task Force shall meet at the Board of Directors Meetings and as otherwise scheduled. In addition, the Task Force shall participate in the Annual Planning Session and conduct an annual review of the By-Laws and Policies.
  - c. The Task Force shall submit a list of recommendations to each of the standing committees to be considered when preparing the Year of Planned Action.
  - d. All proposed By-Law and/or Policy changes shall be forwarded to the Chairman of the Committee thirty (30) days prior to their scheduled meetings. These proposed changes should then be sent to all committee members and legal counsel for their consideration at least ten (10) days prior to their meetings. The committee shall

discuss these changes at their meetings and forward recommendations to the Executive Committee at the Board of Directors Meetings.

- e. The Committee shall, at the direction of the President and/or Chairman, consider and review any issues pertinent to the operation of the corporation.
- f. Any member of the committee who misses two (2) of the scheduled meetings (unexcused), including past State Presidents, shall be subject to dismissal by the then current President, and a replacement, if needed shall be appointed to fill that term prior to the next scheduled meeting of the committee.

C. The Finance Committee shall function as per By-Law 8-1.

- a. The Finance Committee shall be chaired by the Treasurer.
- b. The President, assigned Vice-President, Legal Counsel, and Membership Director will serve as ex-officio members.
- c. The Finance Committee shall consist of 6 members appointed to staggered 3 year terms. A month prior to the new President coming in, the Incoming President will appoint, with the approval of the Executive Committee, two members of the Finance Committee, each for a three (3) year term. All vacated, un-expired terms shall be filled by Presidential appointment with Executive Committee approval.
- d. The Finance Committee shall review the Budget, at (or immediately prior to) each state Board of Directors Meeting and report their findings to the Board of Directors.
- e. The Finance Committee shall conduct an internal audit within 60 days of the completion of the fiscal year.
- f. The Finance Committee shall propose the Budget for the following year at the Annual Planning Session.

D. The Credentials Committee shall function as per By-Law 8-4 & Bylaw 9-6. Their functions shall be to register chapters at the year end meetings and the convention and nominate candidates for election to state offices.

Policy 8-2 Annual Awards:

- A. Annual Awards for the immediately completed year and other awards as designated by the Executive Committee will be made at the Year End Awards Program. The selection Committee for these awards will be chosen by the President of the Corporation.
  - a. Frank Pasquerilla Memorial Award – Outstanding elected Executive Committee Member.

- b. A. Bruce Coble Memorial Award – Outstanding appointed Executive Committee Member
- c. Ray Oatman Memorial Award – Outstanding District Director
- d. William D. Johnson Memorial Award – Outstanding Regional Director
- e. Victor H. Jenkins Memorial Award – Outstanding Program Manager / Chairman – External
- f. Paul S. Miller Memorial Award – Outstanding Program Manager / Chairman – Internal
- g. Grover C. Gouker Award – Outstanding Program Manager – Chairman – Management Development
- h. Helen T. Wood Award – Outstanding Special Assistant
- i. Robert Eyerman Memorial Award – Outstanding Local Chapter Presidents
- j. Morgan Doughton Memorial Award – Outstanding Local State Director
  - i. Only local chapter State Directors shall be eligible.
  - ii. No current member of the Voting Executive Committee shall be eligible.
- k. Sandy Hess “Supercharged” Award – Energetic and Excited Member
- l. Fantastic Finish Award – given to the chapter that struggles during the first part of the year, but finishes the year strong
- m. Presidential Awards of Honor – given by the President to those individuals or groups the President deems appropriate
- n. Eagle Award – given to the chapter who finishes as the number 1 chapter in the parade of chapters.
- o. Double-Up Eagle Award – given to the chapter who doubles their membership during the year (the chapter must finish the year with at least 40 members)
- p. Triple-Up Eagle Award – given to the chapter who triples their membership during the year (the chapter must finish the year with at least 60 members)
- q. Winfield Cooke Award – given to the outstanding freshman chapter President.
- r. Tom Muir Unsung Hero Award – given to the individual Jaycee that works behind the scenes to assist a chapter or the state organization to get the job done, although they are not required by a position to do so.
- s. Return the Favor Award – nominate a PA JCI Senator for their assistance to a chapter or the state organization.

- B. The “Outstanding Young Pennsylvanian” Program shall be conducted recognizing one (1) Outstanding Young Farmer, and up to five (5) Outstanding Young Pennsylvanians (OYP).
- a. The OYP nomination form and qualifications shall mirror the Ten Outstanding Young Americans (TOYA) form and qualifications, however, awards may be given in certain distinguished service award areas as determined by the OYP Program Manager, and approved by the Executive Committee.
  - b. If a teacher is recognized as one of the recipients, the Award will be known as the Edward Strawhecker Memorial Award.

C. State Individual Awards Program

- a. Eligibility for participation pertaining to Jaycee of the Quarter, Armbruster (Jaycee of the Year), Springboard of the Quarter, Brownfield (1<sup>st</sup> Year Jaycee of the Year), Write-Up, Jaycee Jeopardy, Debate, Jaycee Idol, Mungenast (Family of the Year) and/or Howes (Speak-Up Regular), Masters Speak Up Awards, shall mirror the qualifications for the National Individual Awards Program. Additional Awards added by the United States Jaycees will also be added by the Pennsylvania Jaycees.
- b. The Pennsylvania Armbruster Award will be known as the Larry McCandless Memorial Award.
- c. The Pennsylvania Brownfield Award will be known as the Matt Shapiro Award.
- d. The Pennsylvania Jaycee Jeopardy Award will be known as the Rick Parks Memorial Jaycee Jeopardy Award.
- e. The Pennsylvania Jaycees will also have a Speak Up Novice Award which will be known as the Robert A. Standish Award.

Policy 8-3 State Chairman’s Planning Guide (CPG) Judging:

A. Purpose:

- a. To insure that project notebooks are judged fairly under uniform criteria.
- b. Judges are competent and properly trained.
- c. Promotion of CPG’s through an emphasis on quality judging procedures and providing due recognition for outstanding accomplishment on the local level.

B. Implementation:

- a. Chapters entering CPG notebooks for judging must supply one (1) certified judge for every three (3) notebooks submitted for each judging. Judges may be any regular

member in good standing or JCI Senator. Judges can not be chapter presidents or current elected State Officers.

- b. Judges as described in #1 above, may substitute from one chapter to another (ex. Harrisburg Jaycees may have 12 books to submit for judging and would need 4 judges [1 judge for 3 notebooks]. However, only 3 judges from Harrisburg Jaycees chapter would be able to attend the judging. The Harrisburg Jaycees could ask another chapter in the State to supply a substitute judge for them.)
- c. Chapters must have notebooks at the place of judging by the deadline set by and announced by the State CPG Chairperson and or designee.
- d. Actual judging time shall be at the discretion of the chairman.
- e. Notebook awards shall be duly recognized at the quarterly Awards Program.
- f. The location of the year-end notebook judging will be held at a location to be determined by the CPG chairs.

Policy 8-4 JCI Senatorship: The criteria governing the submission and processing of applications and the awarding of a JCI Senatorship to an individual member of this Corporation are contained in “Guidelines for Qualification as a JCI Senator,” and said guidelines shall be kept on file with the Chief of Staff. JCI Senatorships in Pennsylvania will be checked for completion by the Pennsylvania JCI Senate Organization. A JCI Senatorship is an honor bestowed upon members of the Jaycees who have contributed tremendously to the Jaycees and the Jaycee Movement.

Policy 8-5 Statesman Awards: This Corporation shall present an award to recognize Jaycees and non-Jaycees for outstanding contributions to their community and/or Commonwealth. Said award shall be known as the “Statesman Award,” and the criteria governing the submission, processing, and presentations of this award shall be contained in “Guidelines for Statesman Award” which shall be kept on file with the Chief of Staff.

Policy 8-6 Ambassadorship: The criteria governing the submission and processing of applications and the awarding of an Ambassadorship are contained in “Guidelines for Qualification as an Ambassador” and should be located on the United State Junior Chamber Web-Site.

## Article 9 – Elections

Policy 9-1 Local Chapter Election: Each Local Chapter chartered after February 1, 1959 shall hold elections for all officers by October 31 of each year.

### Policy 9-3 Policy for Election of President and Vice President:

#### A. Finances, and Campaign Costs:

- a. All weekend expenses must be covered with the hotel, host chapter, and the Pennsylvania Jaycees before the election session in order to pass credentials.
- b. At the conclusion of the election session and within 16 days on or before November 15<sup>th</sup> of each year, an actual financial statement showing all receipts and expenditures involved with seeking the respective office shall be filed with the Credentials Committee Chair (One copy). This statement shall include all receipts and expenditures, including the cost of all donated items, and excluding phone and gas costs.

#### B. Announcements and Campaigning

- a. Announcements are not permitted until after the completion of the board of directors meeting at the August State Board Meeting. Candidates may announce their intention to their home region at the regional meeting immediately prior to the August State Meeting.
- b. Campaigning is not permitted until after announcements have been made.
- c. Campaigning is not permitted from the podium at district and regional meetings.

#### C. Office of President Limitations:

##### a. Campaign Cost Limitations

No more than \$5,000 dollars shall be spent by a candidate seeking the office of President of the Pennsylvania Jaycees. The \$5,000 dollars expense limit does not include:

- i. Food for campaign workers
- ii. Phone bills relating to the campaign
- iii. Gasoline costs by the candidate(s) and campaign workers.

##### b. Campaign Material Limitations:

- i. Banners – Sizes: Each banner shall not be more than any combination of fifty (50) square feet. All Presidential candidates are allowed a total of two (2) banners. No campaign banners may be hung at Regional Meetings.

- ii. Qualification fact sheets, posters, pin on badges, buttons, and any other campaign items are allowed and shall be limited to three thousand (3,000) per Presidential Candidate.
  - iii. Any type of stick-on patches, badges, buttons, posters, etc. are strictly prohibited and shall not be used at all. They cannot and shall not be used by any candidate.
- c. Bulk Mass Mailings:
- i. Each Presidential candidate is allowed three (3) bulk mass mailings which includes the candidate's announcement seeking the office. Any other bulk mass mailing of any nature pertaining to respective campaigns is strictly prohibited. This means that you are only to send 3 mailings to each chapter.
  - ii. All mailings should also be sent to the Credentials Committee.
- d. Web Sites
- i. Each candidate may have a website on which to distribute information.

#### D. Office of Vice-President Limitations

##### a. Campaign Cost Limitations –

No more than \$3,000 dollars shall be spent by a candidate seeking the office of Vice-President of the Pennsylvania Jaycees. The \$3,000 dollars expense limit does not include:

- i. Food for campaign workers
- ii. Phone bills relating to the campaign
- iii. Gasoline costs by the candidate(s) and campaign workers.

##### b. Campaign Material Limitations

- i. Banners – Sizes: Each banner shall not be more than any combination of fifty (50) square feet. All Vice-Presidential candidates are allowed a total of one (1) banner. No campaign banners may be hung at Year End Regional Meetings.
- ii. Qualification fact sheets, posters, pin on badges, buttons, and any other campaign items are allowed and shall be limited to two thousand (2,000) per Vice Presidential candidate.
- iii. Any type of stick-on patches, badges, buttons, posters, etc. are strictly prohibited and shall not be used at all. They cannot and shall not be used by any candidate.

##### c. Bulk Mass Mailings

- i. Each Vice-Presidential candidate is allowed two (2) bulk mass mailings, which includes the candidate's announcement seeking office. Any other bulk mass mailing of any nature pertaining to respective campaigns is strictly prohibited. This means you are only to send 2 mailings to each chapter.
- ii. All mailings should also be sent to the Credentials Committee.

d. Web Sites

- i. Each candidate may have a website on which to distribute information.

E. Other Management Issues

- a. Hanging banners at the election session room will be determined by lottery draw. Presidential candidates drawing first, to be held not earlier than 6:00 PM and no later than 9:00 PM the Friday of the Election Meeting. If you are not present, or are late, other candidates will be allowed to draw and choose before you).
- b. Clean Up Responsibilities: At the election session, any clean up responsibilities relating to campaign paraphernalia shall be delegated to the Presidential and Vice-Presidential candidates and their campaign workers. However, the facility clean up responsibility is that of the Host (Chapter or State) where the Meeting/Session is being held.
- c. Candidate Speeches will be conducted at a time determined by the Credentials Committee along with the President.
- d. Before a candidate does anything not listed in by-laws and policies, they must get the approval of the Credentials Committee.

**Article 10 – Rules of Procedure – Voting for Officers**

Not used.

**Article 11 – Rules of Procedure – General and Conduct**

Policy 11-1 Use of Words: In these policies, the use of words of the masculine gender shall include the feminine gender as appropriate and the use of words of the neuter gender, or both as appropriate.

#### Policy 11-2 Sanctions:

- A. Any Individual Member, or guest of any Individual Member or Chapter, causing physical damage to any facility used by the Pennsylvania Jaycees for meetings shall be held personally liable for said damage. Additionally, he shall forfeit his membership provided under By-Law 4-8. Moreover, the Local Chapter to which said individual member belongs shall be placed on probation for one year, during which period the chapter and all the individual members will be prohibited from receiving any State Awards of Honor. At the end of this period, the performance of the Local Chapter during the past year will be reviewed by the Executive Committee. If it has performed satisfactorily, probation will be lifted. If not, probation shall be continued or its charter shall be revoked as provided under By-Law 4-8.
- B. All disputes concerning Local Chapters and the host chapter or chapters involving a state sponsored event shall be resolved as follows:
  - a. The dispute will be forwarded to Legal Counsel (or if no Legal Counsel the Chief of Staff).
  - b. The Legal Counsel (Chief of Staff) will contact the President and Chairman of the Board to serve on a binding arbitration panel.
  - c. The Legal Counsel (Chief of Staff) will then set up a meeting at the next available Board Meeting, when the three (3) aforesaid and the Local Chapter and the host chapter will present their case.
  - d. Legal Counsel (Chief of Staff) will preside at the meeting.
  - e. The panel will decide the outcome of said dispute.
  - f. The proceeding will be binding on all parties involved.

#### Policy 11-3 Smoking Policy:

- A. Smoking of any form of tobacco products will not be permitted in all Executive Committee Meetings, Forums at State Meetings, Functions at State Meetings (Parties, Luncheons, Awards Ceremonies) and Board of Directors Meetings, and Conventions. Smoking would be permitted at Luncheons, Banquets, and Parties with non-smoking sections. The restrictions begin 1/2 hour prior to the scheduled beginning of the meeting, continue through any breaks, and commence 1/2 hour after the conclusion of the meeting.

#### Policy 11-4 Personal Conduct:

- A. As an integral member of the Pennsylvania Junior Chamber and affiliated organizations, you are expected to accept certain responsibilities, adhere to acceptable business principles

in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This means having sincere respect for the right and feelings of others. It also demands that in both your business and personal life you refrain from any behavior that might be harmful to you, your fellow members, and/or the Pennsylvania Junior Chamber, or that might be viewed unfavorably by current or potential members or by the public at large.

- B. Whether you are on or off duty, your actions reflect on the Pennsylvania Junior Chamber. You are, consequently, encouraged to observe the highest standards of professionalism at all times.
- C. The Pennsylvania Junior Chamber prohibits any form of retaliation against a member for filing a bonafide complaint under this policy or for assisting in a complaint investigation. Complaints and problems can only be resolved with the cooperation of members. Also, the Pennsylvania Junior Chamber does not condone complaints issued against another member(s) that are not made in good faith.

#### Policy 11-5 Harassment:

- A. The Executive Committee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, members are responsible for respecting the right of their fellow members. If you experience Jaycee related harassment based on your sex, race, national origin, disability, or another factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident immediately. The report will then be investigated. Immediate and appropriate corrective action will be taken.
- B. With respect to sexual harassment, it is illegal and against the policy of the Pennsylvania Junior Chamber for any member to harass another member by making unwelcome sexual advances or favors a condition of appointment or employment. The Pennsylvania Junior Chamber will not condone or tolerate any sexual harassment of its members. All members will be subject to discipline, up to and including dismissal, for any verified act of sexual harassment. Sexual harassment includes, but is not limited to:
  - a. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or other wise offensive nature, especially where:
    - i. Submission to such conduct is made either explicitly or implicitly a term or condition or employment or appointment; or
    - ii. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or appointment; or

- iii. Such conduct has the purpose of effect of creating an intimidating, hostile, or offensive working environment such as persistent comments on a member's sexual preference, the display of obscene or sexually oriented photographs or drawings, offensive comments, jokes, innuendos, and other sexually oriented statements.

C. Procedures for the reporting of harassment or sexual harassment:

- a. A member who believes he or she is experiencing harassment or sexual harassment should promptly report the incident to their supervising officer who in turn will report the incident to the Legal Counsel (or Chairman of the Board if there is no Legal Counsel) who will review the facts and conduct an investigation.
- b. If you believe it would be inappropriate to discuss the matter with your supervising officer, you may bypass them and report the incident directly to the Legal Counsel (or Chairman of the Board if there is no Legal Counsel).
- c. In incidents that may allege a violation of discrimination or harassment by the Legal Counsel (or Chairman of the Board if there is no Legal Counsel), the member should take the complaint to the President of the Pennsylvania Junior Chamber who will be responsible for conducting the investigation.
- d. Any member who believes he or she has witnessed harassment should immediately report the alleged incident to the Legal Counsel (or Chairman of the Board if there is no Legal Counsel), who in turn will review the facts and conduct an investigation into the matter.

D. Procedures for conducting the investigation:

- a. The individual responsible for leading the investigation will choose at least two (2) individuals to assist in conducting the investigation. It is recommended that this committee include one (1) past president of the Pennsylvania Jaycees, and one (1) or two (2) member at large. It is recommended that the committee consist of an odd number of individuals.
- b. Proper due process should be utilized and common courtesy followed when dealing with all individuals involved
- c. All investigations will be conducted in a prompt, thorough, and impartial manner. The confidentiality of harassment complaints will be protected to the extent possible.

E. Should the Pennsylvania Junior Chamber determine that a member is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending member.

- F. Action can only be taken if harassment or sexual harassment is reported. No matter will be subject to retaliation or discipline for reporting and pursuing an incident of harassment or sexual harassment. Any member who retaliates against a person for reporting harassment or sexual harassment will be subject to appropriate disciplinary action, up to and including termination of membership.

Policy 11-5 Whistleblower Policy:

- A. 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 employers and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.
- B. It is the responsibility of all members, officers and affiliated organization members to comply with the Code and report violations or suspected violations in accordance with the Whistleblower Policy.
- C. No member, who in good faith reports a violation of the Code, shall suffer harassment, retaliation, or adverse employment or membership consequences. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal of membership. This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns within the Pennsylvania Jaycees prior to seeking resolution outside the Pennsylvania Jaycees.
- D. The Code addresses the Pennsylvania Jaycees' open door policy and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a member's supervising officer is the best position to address an area of concern. However, if you are not comfortable speaking with your supervising officer or you are not satisfied with your supervising officer's response, you are encouraged to speak with anyone on the Executive Committee whom you are comfortable with approaching. The Sergeant At Arms is required to report suspected violations of the Code of Conduct of the Pennsylvania Jaycees' President and Legal Counsel (or Chairman of the Board if no Legal Counsel), who has a specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or comfortable with following the Organizations' open door policy, individuals should contact the Legal Counsel (or Chairman of the Board if no Legal Counsel) who will be designated as the Pennsylvania Junior Chamber's Compliance Officer.

- E. The Pennsylvania 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 President, and/or finance committee. The Compliance Officer has direct access to the finance committee and is required to report to the finance committee at least annually on compliance activity. The Compliance Officer for the Pennsylvania Junior Chamber shall be the current Legal Counsel (or Chairman of the Board is no Legal Counsel).
- F. The finance committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the finance committee of any such complaint and work with the committee until the matter is resolved.
- G. 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.
- H. 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.
- I. 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.

## **Article 12 – Regions and Districts**

Not used

## **Article 13 – Policy**

Not used

## **Article 14 – Amendments**

Policy 14-1 Policy Amendments:

- A. Policies of this Corporation may be amended at any time in accordance with By-Law 13-2.
- B. Upon approval of any policy change, if an existing reference to any existing policy is affected, the correction of that reference may be made without prior notice.

By Law 14-4 National By-Law Changes: Due to our affiliation with the United States Junior Chamber, the Task Force may update any Pennsylvania Jaycee Policies to match/correspond with any changes of the United States Junior Chamber By-Laws and Policies. However, directors must be notified within 30 days of this change.

## **Article 15 - Miscellaneous**

### Policy 15-1 National Convention Policy:

- A. The State President shall be the Delegate Chairman. If the State President is a candidate for National Office or is absent from the Meeting, the Immediate Past President shall act as Delegate Chairman. The Chairman shall be responsible for all arrangements for meetings of the delegation and the assignment of state officers and members to Convention Committees and other duties.
- B. A meeting of the state delegation will be held as soon as possible after a majority of the delegates have arrived, for the purpose of organizing the delegation and assigning responsibilities.
- C. The candidates for National President shall be selected as follows:
  - a. Each delegate who attends all official caucuses shall have the opportunity to choose the candidate of his choice after the Steering Committee reports to the delegation.
  - b. The delegation may approve by majority vote a secret ballot for the selection of candidates.
  - c. The appointment of the total votes to be cast shall be in direct proportion to the results of the delegate vote. If the number of official convention attendance is more or less than the number of authorized delegate votes, then the ballot to be cast shall reflect the proportionate results of the general caucus voting in order to determine the proportion of votes to be given to each candidate.

Example:

<b>Certified State Votes</b>	<b>Number Delegates Attending</b>	<b>Candidates Results Delegate Vote</b>		<b>Candidates Votes To Cast</b>	
		<b>A</b>	<b>B</b>	<b>A</b>	<b>B</b>
300	300	200	100	200	100
300	350	300	50	257	43
300	200	150	50	225	75

- D. The quorum necessary for official action of the state delegation shall be fifty-one (51%) of the registered active members.
- E. In all meetings of the state delegation, each active member of any chapter whose state and national dues are paid, shall have a voice and the right to vote. Associate members and alumni members, shall have neither a voice nor a vote; provided, however, that this rule may be waived upon a two-thirds (2/3) majority vote of the registered active members present at any session in which a quorum has been established.
- F. All State Officers in attendance shall attend all business sessions of the National Convention and all meetings of the State delegation and assigned committees.
- G. No alcoholic beverages are permitted at any caucus or business meeting of the delegation.
- H. All meetings of the State delegation shall be governed by Robert's Rules of Order unless otherwise provided by the State By-Laws and Policy Manual. Any part of this convention policy may be changed by a two-thirds (2/3) majority vote of those present at any session in which a quorum has been established.

**Policy 15-2 Standardized Forms:**

- A. All forms used the Pennsylvania Jaycees for administrative use are to be standardized, numbered, maintained and made available at all appropriate State Events and if possible, on the state website. These forms are to be maintained by the Secretary.
- B. Standardized forms are to be reviewed periodically and can only be modified by approval of the Executive Committee with the exception of the JCI Senatorship application.
- C. The following are Standardized Forms:
  - a. Statement of Understanding (including not to incur indebtedness)
  - b. Expense Voucher
  - c. Income Voucher

- d. Local Chapter Directory Information Sheets
- e. State Meeting Bid Specifications
- f. Elected Officer Filing Form
- g. Disclaimer Form
- h. Assist Request Form
- i. Extension Request Form
- j. Participation Agreement Form
- k. Request for Display/Sales Booth
- l. Statesman Nomination Form
- m. Ambassador Nomination Form
- n. Senator Nomination Form

**Policy 15-3 Liability:**

- A. Every local organization that hosts a project or event which is sanctioned by the Pennsylvania Jaycees, shall indemnify and hold harmless the Pennsylvania Jaycees, it's officers and representatives, from any and all liability or loss resulting there from.
- B. Every person who participates in a project or event, which is sanctioned, and hosted by a local organization, each parent or guardian of each minor who participates, shall sign a participation agreement on a form approved by the Pennsylvania Jaycees.
- C.

**Article 16 – Financial Management**

**Policy 16-1 Year End Celebration Expenditures:** The Corporation shall assume the Year End Celebration registration costs, transportation, and lodging of the State President, and Immediate Past President.

**Policy 16-2 National Meeting/Event Expenditures:** The Corporation shall assume the registration, lodging, and transportation costs of the State President.

**Policy 16-3 Expenditures by President:**

- A. The President shall be allowed to use his allocation for any travel, which he shall deem necessary for the best interest of the Pennsylvania Jaycees. Such expenses so incurred shall not exceed budget amounts.

- B. No expense shall be paid unless a monthly statement on the proper form is completed and submitted to the Treasurer within ten (10) days following the last day of the month.

Policy 16-4 Travel Allocations: Funds allocated for travel of all Vice Presidents, Past President, Secretary, and Legal Counsel shall be spent only on the recommendation of the Treasurer and approval by the President, and shall not exceed budgeted amounts.

Policy 16-5 Regional Directors Expenses: Payment of expenses of travel for Regional Directors shall be subject to budget limitations and shall be paid at the discretion of the President and shall not exceed budgeted amounts. Regional Directors expenses to be considered for reimbursement shall include mileage, phone and postage.

Policy 16-6 District Directors Expenses: Payment of expenses of travel for District Directors shall be subject to budget limitations and shall be paid at the discretion of the President and shall not exceed budgeted amounts. District Directors expenses to be considered for reimbursement shall include mileage, phone and postage.

Policy 16-7 Regional and District Directors Budget: At the close of the fiscal year, if an unexpected balance exists in a Regional Director's travel account and/or District Director's travel account, such balance will be pooled and the total amount made available to the Regional Directors and/or District Directors on an equal, prorated basis, or as otherwise directed by the State President.

Policy 16-8 Officers, Program Managers, State Chairman Expenses:

- A. Payment of expenses for State Officers, Program Managers, and State Chairman, must be documented by vouchers and within budget limitations. Program budgets shall reflect both operations (program) and administrative expenses.
- B. State Officers, Program Managers, and State Chairman shall sign an agreement prior to assuming their position not to incur indebtedness on behalf of the Pennsylvania Jaycees without prior approval in the form of a purchase order.
- C. Outgoing State Officers, Program Managers, and State Chairman must submit by the end of the fiscal year a guideline showing a line item expense breakdown and other appropriate materials useful for planning purposes and future officers.

Policy 16-9 Competitive Bids: Items in excess of \$1,000.00 shall be purchased by the Corporation only after competitive bids have been obtained and in the absence of any substantial reason to the contrary the lowest bid shall be accepted. Preference shall be given to Pennsylvania manufacturers and suppliers whenever practicable.

Policy 16-10 Sponsorships: Any member of this Corporation in good standing shall be eligible to receive twenty percent (20%) commission for the securing of paid advertising in Pennsylvania Jaycee PAcer. Said commission shall be paid upon approval of the President and only after all information on advertising has been coordinated through the PAcer editor and payment for advertising received.

Policy 16-11 Co-Sponsorships: The Executive Committee may accept and use funds from any person or persons, organization, firm, corporation, or foundation, which contributors shall be designated as a "Co-Sponsor."

Policy 16-12 Programming Sponsorships: Any money received by the Pennsylvania Jaycees as a sponsorship for a particular Pennsylvania Jaycee Program shall be placed in that particular program's account after twenty percent (20%) finder's fee has been removed and used only for Programming Expenses. Any money that remains after the execution of the program is complete shall be used for other Pennsylvania Jaycee programming expenses of similar purpose.

Policy 16-13 Solicitations:

- A. There will be no solicitations at Board of Directors meetings.
- B. Any solicitations of monies by mail to a Local Chapter or individual member will be made only under advance approval of the Executive Committee. National and State President's Gift Fund carries such approval.

Policy 16-14 Fund Raising Security: To provide that any organization performing fund raising efforts in the name of, or, on behalf of the Pennsylvania Jaycees are required to provide security in the form of either an A-rated Insurance Company Performance Bond, or a certified check to be held in escrow by the Pennsylvania Jaycees equal to ten percent (10%) of the total anticipated revenues to be collected on the Pennsylvania Jaycees behalf.

Policy 16-15 Booths at State Sanctioned Events:

- A. All groups, businesses, and individuals requesting to set up display and/or sales booths at any Pennsylvania Jaycees sanctioned event, must file a “Request for Display/Sales Booth” form with the appropriate fee as outlined in this policy. Said form and fee must be received at the State Headquarters no later than four (4) weeks prior to the event. This time limitation may be altered only at the discretion of the President.
  - a. All groups, businesses, and individuals shall pay a fee of one hundred dollars (\$100.00) payable to the Pennsylvania Jaycees.
  - b. Jaycee sanctioned groups, with the approval of the State President, are exempt from paying a fee (i.e. Program Managers, Chairpersons, etc.).
  - c. Corporate sponsors of the Pennsylvania Jaycees may be exempt from paying a fee.
  - d. Not-for-Profit and Non-Profit organizations may be exempt from paying a fee.
- B. The President, upon approval of the Executive Committee, shall approve all requests and may decline any request if deemed not in the best interest of the Pennsylvania Jaycees.

Policy 16-16 Pennsylvania Jaycees Investment Policy on Capital Asset Fund I and II:

- A. The Capital Asset Funds shall be retained in cash or invested on the following basis:
  - a. Investments recommended by the Finance Committee in:
    - i. 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,
    - ii. Obligations of the Federal Intermediate Credit Banks,
    - iii. Obligations of Federal Banks of Cooperatives,
    - iv. Obligations of Federal Land Banks,
    - v. Obligations of Federal Home Loan Banks,
    - vi. Certificates of deposit of banks or trust companies, including the trustee, organized under the law of Canada, of the United States of America, or any province or state thereof, which have combined capital and surplus of at least twenty-five million dollars of the United States of America,
    - vii. Commercial paper rated prime by the National Credit Office, Inc., New York, New York, or its successor, or
    - viii. Mutual Funds.
- B. The finance committee will consult and hire a third party investment advisor who is not related to the organization in order to invest the funds.