

## THE POLICIES OF THE PEORIA JAYCEES



### Article I. MEMBERSHIP

Section 1.01 TRANSFERS: Any individual who transfers to the Peoria Jaycee chapter shall be charged the United States Junior Chamber of Commerce transfer fee, if any; and the Peoria Jaycees shall honor the transferee's Chapter, State, National, and JCI dues up to the anniversary date.

Section 1.02 NAME BADGE: Each new member shall be given a name badge after attendance at a Board or Membership meeting. Replacements are limited to (1) one per year at no cost.

Section 1.03 INDUCTION CEREMONY: An induction ceremony consisting of a brief member oath shall be conducted at each regularly scheduled membership meeting if any new members are to be inducted.

Section 1.04 MEMBER QUALIFICATIONS: All prospective members shall attend no less than (3) three functions prior to induction into the Peoria Jaycees.

Section 1.05 MEMBERSHIP DUES: The dues required by the Peoria Jaycees for any new or renewing member shall be in the amount of \$45.00 effective 01/01/07. The Jaycee member will be responsible for any late charges incurred as a result of the member's actions. The (2) two largest ways and means projects will help subsidize the potential deficit by giving 2.5% of the net profit from the project to go toward this policy. Any surplus/deficit thereafter shall be applied to/from the general operating fund.

OFFICERS AND DIRECTORS

Section 1.04 BOARD MEMBERS - STATE AND REGIONAL MEETINGS: Each board member should attend at least one (1) Regional Meeting or Local Officer Training School and one (1) state General Assembly or the State Convention during their current term of office, one (1) of which should be within six (6) months after taking office. Board members are encouraged to attend all such meetings.

Section 1.05 BOARD MEMBERS - ANNUAL REPORT: At the end of the calendar year, each Board member should submit a written report of the years activities and their recommendations to the President.

Section 1.06 VOTING REPRESENTATIVES: The President and State Director should be the voting representatives at all District, Regional, State, National, and International meetings, seminars, events, or conventions. If either can not attend, an alternate may be selected and must be approved by the board of directors.

Section 1.07 INSURANCE REVIEW: The President and Immediate past President shall review annually, prior to April 1st, the insurance requirements of the Peoria Jaycees for the coming year.

Section 1.08 FLORAL TRIBUTES: Upon the death or illness of a Peoria Jaycee or a member's immediate family, or under other appropriate conditions, the President or a designee shall be authorized to send flowers or other suitable remembrance to the member's family on behalf of the Peoria Jaycees; provided the amount spent in each instance shall not exceed Thirty-five dollars (\$35.00) without prior Board approval.

Section 1.09 PAYMENT OF GENERAL OBLIGATIONS: The Treasurer of the Peoria Jaycees shall be empowered to pay all customary expenses including rent, postage, taxes, telephone services and normal office supplies when due, without prior presentation to the Board of Directors, unless a payment exceeds the monthly amount set forth for the item in the Annual Budget. Bills in excess of an approved preliminary Chairman's Planning Guide or budgeted amount shall be paid upon approval of the Board of Directors. All bills are to be paid by check with the signatures of two of the following three officers required: President, Chapter Management Vice-President or Treasurer.

Section 1.10 OBLIGATION INFORMATION: The Treasurer shall not accept, shall not present for approval to the Board of Directors and shall not make payment for any charge or obligation, except as outlined in paragraph 2.06 unless a bill

- a) Name of Jaycee making expenditure;
- b) Name of the project;
- c) Amount of expenditure; and
- d) Place of expenditure.

Section 1.11 PAYMENT DEADLINE: Any project bill must be submitted to the Treasurer within fifteen (15) days of the projects completion, unless other arrangements are made in advance with the Treasurer. Project completion date refers to the day the event ceases operation but before passage of the final Chairman's Planning Guide.

Section 1.12 MEMBERSHIP APPROVAL: Any expenditure, other than those covered by paragraph 2.07, exceeding Fifty Dollars (\$50.00) in a thirty day period, payable to any one person or firm, must be approved by the General Membership at a regularly scheduled meeting & unless the expenditure is within the limits of the Annual Budget or a Chairman's Planning Guide already so approved. Any expenditure, other than those covered by paragraph 2.07, \$50 or under in a thirty day period, payable to any one person or firm, must be approved by the board of directors at a regular scheduled meeting and unless the expenditure is within the limits of the Annual Budget or a Chairman's Planning Guide already so approved. In case of unforeseen urgencies requiring expenditures, when timely submission to the Board of Directors is not possible, the expenditure may be approved by any (2) two members of the executive board and ratified at the next regular board meeting.

## **Article II. 3.00 ELECTIONS**

Section 2.01 CANDIDATES FOR OFFICE: A candidate for office an the Executive Board must have been a Project Chairman with a final Chairman's Planning Guide turned in and approved by the Board prior to the election. A candidate for the office of Director who does not meet this requirement must accept a project and write a preliminary Chairman's Planning Guide within ninety (90) days of their election.

Section 2.02 REGIONAL, STATE OR NATIONAL CANDIDATES: Any Regular Member in good standing desiring to seek any District Regional, State, National or International office or chairmanship shall first receive the support of a majority vote of the Board of Directors present at a regularly scheduled Board meeting. The Board's decision shall then be presented to the General Membership at its next meeting for approval. In the event support is either not sought or the Chapter's support is not approved by the membership, the President shall then send a letter so stating to the appropriate supervising officer at the District, Regional, State, National, or International level. A copy of the letter sent shall also be given to each Board member and the candidate.

## **Article III. 4.00 MEETINGS**

Section 3.01 BOARD OF DIRECTORS AND MEMBERSHIP MEETINGS: Executive Board meeting and the regular Board of Directors meetings shall be held on the first (1st) Thursday of each month. Time to be set by the board at the first regular board meeting. Additional or special meetings may be called at the discretion of the President. The regularly scheduled meetings of the membership shall be held on the third (3rd) Thursday of each month at 7:00 p.m.

Section 3.02 ORIENTATION MEETING: An orientation session shall be offered for all new members at least once a quarter during the year or additionally as needed.

Section 3.03 CONDUCT AT MEETINGS: Jaycees attending any function in the name of or as representatives of the Peoria Jaycees shall conduct themselves as befitting the name of the Peoria Jaycees.

Section 3.04 VISITATION CREDIT: Any regular member attending an official visitation shall be credited for attendance at any meeting (Board or Membership) which they may have missed because of their attendance at such visitation. A proper visitation form must be completed and returned to the State Director or President by the next membership meeting.

Section 3.05 INSTALLATION BANQUET: The annual Installation Banquet shall be held in December of each year.

Section 3.06 REIMBURSEMENT FOR FEES AND TRAVEL COSTS: The chapter shall purchase two (2) full registrations for all General Assemblies and the State Convention of the Illinois Jaycees. These will be for the President and State Director. If either of those officers are not in attendance the registration will go to the highest ranking officer present. The chapter will also procure two rooms for these functions. The President and State Director will be allowed to stay in a chapter room at no cost and it will cost Ten Dollars (\$10.00) per night for all other members and non-members to stay in one of the chapter's rooms. Room shall be designated as male and female rooms unless a unanimous decision states otherwise. Any member in good standing attending (1) one seminar or conference at the meeting will have the \$10 fee waived per each seminar attended, maximum of \$20.

Section 3.07 COMPLIMENTARY TICKETS FOR THE PRESIDENT: The President shall receive two (2) complimentary tickets to all official Peoria Jaycee activities. Official activities shall include any event organized or run by the Peoria Jaycees as a group in which a Chairman's Planning Guide has been approved.

#### **Article IV. 5.00 PROJECTS AND CHAIRMAN**

Section 4.01 CHAIRMEN- Any Regular Member of the Peoria Jaycees may serve as a Project Chairman, except members of the Executive Committee.

##### **Section 4.02 PROJECT APPROVAL**

- a) A Chairman's Planning Guide shall be made available to each member of the Board of Directors prior to the approval of the project by the Board.
- b) No project should be presented to the General Membership for approval unless a Chairman's Planning Guide has been first presented to the Board of Directors. The board's approval or disapproval shall be communicated to the Membership when the project is presented.
- c) The Project Chairman, or if absent, one of the Project Committeemen or the Supervising Chapter Officer shall be present at the Board of Directors meeting to present the project for approval.
- d) Projects requiring the active participation of more than ten (10) regular members or total expenditures of Two Hundred Dollars (\$200.00) or more shall be approved by a majority vote of the General Membership at a regular membership meeting.
- e) Each project must have the supervising chapter Officer from the Executive Board or the President review the Chairman's Planning Guide before the project is submitted to the Board of Directors for approval. This officer is allowed to hold a project committee meeting if necessary.

Section 4.03 PROJECT AFFECTING ANOTHER CHAPTER: Should the Peoria Jaycees propose to conduct a project which may affect another local chapter, the assigned Supervising Chapter Officer shall be responsible to mail a written request to any or all affected local chapters, with a copy available to all Peoria Jaycee board members at the next meeting. The Supervising Chapter Officer shall also make any request necessary in accordance with the By-Laws or Policies of the Illinois Jaycees.

Section 4.04 PROJECT SUPERVISION: Any Officer, Director, or Chairman shall be responsible for the continued supervision of a project that is under their jurisdiction until such time as the project is completed, with the final

Section 4.05 FINAL REPORT FOR STATE OR NATIONAL: The final report of a State or National project shall be approved by a majority vote of the Board of Directors before it is submitted to the final State or National authority.

Section 4.06 RESPONSIBILITY FOR PROJECT FUNDS, MATERIALS AND EXPENSES:

- a) Each Chairman who collects money in the course of a project shall transfer the money to the Treasurer or approved depository within twenty-four (24) hours after receipt
- b) If funds or materials are lost while in the control of a member, the member shall be responsible only if negligent
- c) Any additional expenditures not approved in a Chairman's Planning Guide shall be first approved by the Board of Directors before the expenditures are committed and/or paid, and also by the General Membership, if required by paragraph 2.09. In the case of unforeseen urgencies requiring additional expenditures during the running of a project, when timely submission to the Board of Directors is not possible, the expenditure may be approved by any two (2) member of the Executive Board and ratified at the next regular Board Meeting.
- d) There shall be no expenditure made on a chapter project without a Chairman's Planning Guide approved by the Board of Directors.
- e) There shall be no separate project checking accounts.
- f) All correspondence (press releases, donations letters, flyers, etc.) must be reviewed by the supervising chapter officer prior to distribution.
- g) All incoming materials should be sent to the P.O. Box and incoming telephone must point towards the Peoria Jaycees hotline.
- h) Thank you letters should be sent within 21 days of project completion.
- i) Incoming checks should be made out to the Peoria Jaycees and mailed to the P.O. Box if not collected in person.
- j) Fundraisers must have all the appropriate licenses.

**Article V. 6.00 AWARDS**

Section 5.01 OFFICER/DIRECTOR PINS: The Peoria Jaycees shall present a Past Officer or Past Director pin to an individual for the highest office the individual attains in the organization each year. An individual shall be eligible for a Past Officer pin upon completion of six (6) months of service on the Board of Directors of the Peoria Jaycees or upon the specific action by a two-thirds (2/3) vote of the Board of Directors at a Board of Directors meeting, provided the individual has submitted a written year-end report to the President. Past Officer and Past Director pins shall be presented at the Annual Installation Banquet of the Peoria Jaycees.

Section 5.02 PRESCOTT E. BLOOM DISTINGUISHED SERVICE MEMORIAL AWARD:

- a) The President shall appoint, subject to the approval of the Board of Directors, a DSA Coordinator by October 1st each year. The DSA coordinator shall study and follow the U.S. Jaycees DSA guidelines (including T.O.Y.A.) and previous award material available, which should be delivered by the Chapter Management Vice-President. If the coordinator is nominated for the DSA, the coordinator must resign or decline the nomination.

- b) The DSA coordinator shall appoint a panel of judges of no less than five (5) and not more than seven (7) judges. The judges shall be selected from a list of fourteen (14) names to be submitted by the President and only the Chairman the previous year shall be eligible for consideration to serve for a second consecutive year. The U.S. Jaycees recommendation that names of the judges not be released until the night of the DSA Banquet shall be followed. The judges shall elect their own Chairman at the Panel Orientation.
- c) The DSA coordinator shall call an orientation meeting of the judges before the nomination deadline to thoroughly brief them as to their duties and responsibilities. The President of the Peoria Jaycees shall attend only the orientation meeting. A second meeting shall be called shortly after the close of the nominations, at which time nomination ballots shall be opened and the judges should determine: (1) The additional data required; and (2) The accuracy of statements received from each candidate to be considered. Additional meetings of the judges should be called as required to thoroughly explore the qualifications of each candidate.
- d) Only the judges and the DSA coordinator shall be informed of the winner in advance of the public announcement at the DSA Banquet. No advance releases are to be made to newspapers, radio or TV stations, or any other individual or group. The Jaycee Officers and Directors are not informed in advance of the name of the winner. The Chairman may obtain the name of the winner if necessary to insure proper presentation details.
- e) All nomination blanks should be destroyed, except for that of the winner. Other material shall be returned to the project chairman.
- f)

Section 5.03 DALE AKRIDGE MEMORIAL-AWARD:

- a) The Dale Akridge Memorial Award shall be presented annually to the new Jaycee who exhibits the most outstanding qualities of leadership, enthusiasm, and belief in the Jaycee Creed.
- b) The award shall be presented to a Peoria Jaycee whose first year membership either began or terminated during the current Jaycee calendar year.
- c) Any member may submit candidates' names to the President and nomination blanks shall be made available by the President.
- d) The Judging Committee shall consist of the immediate Past President, the President, Membership Development Vice-President, Chapter Management Vice-President, and a Key Man Representative.
- e) The plaque should be donated by the Key Man Club and presented at the Annual Installation Banquet, which should be inscribed as follows:

Peoria Jaycees  
 Dale Akridge Memorial Award  
 Outstanding First Year Jaycee  
 (Name)  
 (Year)

Section 5.04 JAYCEE AND OFFICER OF THE MONTH AND QUARTER:

- a) The Jaycee and Officer of the Month and Quarter awards shall be presented to the member(s) who exhibit(s) outstanding leadership ability. Members of the Board of Directors are not eligible for Jaycee of the Month or Quarter.
- b) The awards shall cover the approximate previous calendar month and/or quarter, or may include longer periods of service with recognition being given during any calendar month or quarter.
- c) Any regular member may submit candidates to the Board for review.

- d) The Board shall select the recipient(s) for Jaycee and Officer of the Month and Quarter as soon as possible following the close of the month or quarter in question.
- e) A majority vote of the Executive Board members in attendance shall be required to select the recipient. Each member of the Executive Board may cast one vote.
- f) Prior to nomination, all non-Executive Board members shall leave the room until after selection of the Jaycee and Officer of the Month or Quarter.
- g) The award shall be presented at a regular membership meeting, and a member may receive the award more than once during the year.

Section 5.05 CERTIFICATE OF MERIT:

- a) The Certificate of Merit Award may be presented to any member who provides above average service to the chapter.
- b) The award shall cover the approximate previous calendar month, or may include longer periods of service with recognition being given during a calendar month.
- c) Any regular member may submit candidates' names to the Executive Board at the time of judging.
- d) The Executive Board shall select the recipient(s) for Certificate(s) of Merit each month, except that selection shall be at least one week prior to a Membership Meeting at which the award is presented.
- e) A majority vote of the Executive Board voting shall be required to select the recipient. Each member of the Executive Committee may cast one vote.
- f) Prior to nominations, all non-Executive Board members shall leave the room until after the selections have been made.
- g) The award shall be presented at a regular membership meeting, and a member may receive the award more than once during the year.

Section 5.06 JCI SENATORSHIP AWARD:

- a) JCI Senatorship is an award that may be given to current or past members to honor them for outstanding service to the Jaycee organization both within the Peoria Jaycees and beyond the local chapter. Senatorships for current individual members are, restricted to members of at least five (5) year standing for services rendered at any level of the organization.
- b) A committee shall be chosen by the President who will ensure a broad representation on the committee known as the JCI Senatorship Committee. The committee shall include a current Executive Board member (who shall be chairman of the committee); one (1) Senator, preferably still active as a regular or associate member, a regular member of more than three (3) years consecutive membership in the Peoria Jaycees at the time of appointment, and a regular member of less than three (3) years membership in the Peoria Jaycees at the time of appointment. The committee's membership shall be subject to the Executive Board approval.
- c) The committee shall solicit (an Illinois ICI Senate application form), verify, and evaluate nominations from the membership, Board and other Senators. The committee shall submit its findings to the Board of Directors for their action.
- d) When the committee has received a nomination for the Senatorship award, it will send all members of the Board, excluding that person being nominated should he/she be a Board member, written notice of the nomination and the date, time and place of the meeting for Board consideration of the nomination. This notice, the meeting and the results thereof shall be kept confidential by all Board members.
- e) A two-thirds (2/3) vote of the members of the Board of Directors present is necessary for approval of the award. A quorum of the Executive Board must be present for such a vote.
- f) The Board of Directors shall work with the highest ranking Board member not being considered for the award to plan the place, time and presenter of the award. The presentation shall not occur until after JCI approval.

- g) Should the Treasurer be the recipient of the award the President will make necessary funds available. This expenditure shall not appear of record, however, until after the presentation.
- h) The committee shall act in accordance with the guidelines and criteria as set forth in the (1) Peoria, (2) Illinois, and (3) JCI application form and rules.
- i) In addition to any other criteria provided by the Illinois JCI Senate and JCI Senate, in order to qualify for such award the nominee must have been elected and served on the Peoria Jaycee Board of Directors for a minimum period of two (2) years.
- j) Following approval by the Board of Directors, the committee chairman shall forward the necessary information to the JCI Regional Coordinator or other authorized officer for necessary JCI approvals.

Section 5.07 YEAR-END AWARDS: At the Installation Banquet the following awards shall be presented for outstanding service during the year Jaycee of the Year (open to all members of the chapter), Board Member of the Year, Dale Akridge Memorial Award, Project of the Year and Chairman of the Year.

Section 5.08 KEYMAN AWARD:

- a) The Keyman Award may be given to a current member to honor them for outstanding service to the Peoria Jaycees for their efforts during the previous year.
- b) Previously selected Keymen shall establish the criteria to be used in evaluating the individual and provide nomination forms to the chapter. The Keymen shall also establish a deadline for submissions.
- c) The members of the Keyman Organization will be responsible for promoting the award during at least (1) one regularly scheduled membership meeting during the Peoria Jaycees fiscal year the members are being evaluated.
- d) The chapter is responsible for publishing the nomination form and any accompanying articles in the Charge.
- e) Any current or non-current member may submit a nomination to the Keyman Organization for consideration.
- f) The Keymen may select one or more individuals as Keyman at the annual meeting based on the below criteria:
  - 1) Chapter membership base 1-100 - (1) one key may be awarded
  - 2) Chapter membership base 101-200 - (2) two keys may be awarded
  - 3) Chapter membership base 201-300 - (3) three keys may be awarded
  - 4) Chapter membership base 301-400 - (4) four keys may be awarded
 The Keyman Award does not always have to be given.
- g) The awards will be given at an event and time which is mutually agreed to by the chapter and Keyman Organization.

Section 6.09 PAST PRESIDENT'S RECOGNITION: the Chapter shall recognize the immediate past president with a life time member plaque at a mutually agreed upon Jaycee function.

**Article VI. 7.00 MISCELLANEOUS**

Section 6.01 ENDORSEMENT FOR PUBLIC OFFICE: The Peoria Jaycees, as an organization, shall endorse no candidates for public office.

Section 6.02 USE OF STATIONARY AND OFFICE: The use of the Peoria Jaycees stationary and membership list shall be restricted to the Peoria Jaycees communications and publications. Use by others may be permitted with approval of the Board of Directors.

Section 6.03 DONATIONS: The Peoria Jaycees, as an organization shall not donate funds to any fund-raising drive unless the funds are raised by project approved for the purpose.

Section 6.04 PUBLICATIONS: No publication of the Peoria Jaycees shall contain any official editorial stand contrary to the Constitution, By-Laws and Policies, or specific action of the Board of Directors or General Membership.

Section 6.05 JAYCEE NEWSLETTER: The Peoria Jaycees shall provide a newsletter to all Peoria members, Keymen and past presidents, in good standing. The Chapter may provide additional newsletters to other Jaycee chapters, Jaycees not members of the Peoria Chapter, other organizations or individuals on a need by need basis.

Section 7.06 SOLICITATION PRACTICES: The Peoria Jaycees shall not seek any money, goods or other consideration through the commencement or participation in any solicitation practice in any form, including but not limited to, e-mail (spam), telemarketing and mailing, nor shall the Peoria Jaycees enlist any other organization, entity, business or individual to practice and engage any solicitation effort on their behalf.

However, the Peoria Jaycees and its members can seek sponsors and/or sponsorships as needed to provide goods, services, cash or other considerations for the benefit of an individual chapter project, provided that the individual chapter project return an appropriate amount of consideration back to the sponsor, such as, but not limited to, sponsor's logo printed on T-shirt and posters, shared billing on title of the project name, etc.

**Article VII. 8.00 WAIVER OR AMENDMENT OF POLICIES**

Section 7.01 The Policies may be amended at a regular meeting of the Board of Directors by a two-thirds (2/3) vote of all Board members.

As approved by the General Membership - 03/21/85  
And as amended by the General Membership - 08/08/85  
And as amended by the General Membership - 04/09/87  
And as amended by the Board of Directors - 11/05/92  
And as amended by the General Membership - 10/14/93  
And as amended by the Board of Directors - 02/03/00  
And as amended by the Board of Directors – 12/16/04  
As approved by the Board of Directors- 10/04/06  
As approved by the Board of Directors- 02/15/07