

POLICIES MINNESOTA JUNIOR CHAMBER

1. REGION AND DISTRICT ALIGNMENTS:

The number of regions and districts shall be determined by the Executive Committee, subject to ratification by the Board of Directors. The determination of these regions and districts shall be made based on number of chapters and geographical considerations.

2. THE 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.

3. PARLIAMENTARY PROCEDURE AND RULES OF ORDER:

Robert's Rules of Order, revised, shall govern all procedures of this corporation or any subdivision thereof unless explicitly stated otherwise within the Articles, by-laws, Policies or Procedures of this corporation.

4. OPERATIONS FISCAL YEAR:

All financial operations of this corporation shall be on a fiscal year from January 1st through December 31st. The Treasurer shall deliver an annual financial report to the corporation at the end of the fiscal year or as soon thereafter as possible. They shall also furnish reports to the Executive Committee. That shall include prior year's actual income and expenditures, the current year original budget, any revisions or proposed revisions to the budget and the actual income and expenditures to date. Financial statements are to include the current operating budget balance sheet. Each time a budget revision is presented, a comparison of the new budget and the revised budget shall be presented.

5. MEMBERSHIP:

A. CLASSES OF MEMBERSHIP:

Membership in this corporation shall include the following eight (8) classes:

1. Local Organization Member (Chapter) as per by-law 1.1.
2. Individual member as per By-Law 1.5.
3. Honorary Member as per By-Law 1.6
4. Life Member as per By-Law 1.7
5. Sustaining Member as per By-Law 1.8
6. Individual Institutional Member as per By-Law 1.9
7. Alumni Member as per By-Law 1.10
8. Additional Memberships as per By-Law 1.11

B. MEMBERSHIP APPLICATION/ADMISSION

1. Written application to the Executive Committee as per by-law 1.2. Application shall include the name and location of the new organization. The chapter purpose, listing of board of directors, and listing of total membership shall be included. This application must also include a copy of the new chapter's Articles, by-laws and corporate charter. No chapter shall be admitted to this organization that is not incorporated as a not-for-profit corporation as provided by Minnesota statutes.
2. Admission shall be determined by the State President, who will review this application. The President will sign all approved applications and forward to the United States Junior Chamber for review and preparation of charter. The applicant shall become a chapter as of the date of their official United States Junior Chamber charter.

C. EXTENSIONS

1. Any chapter wishing to extend a new chapter must submit a written notification of their intent. This notice must be sent to the State Office, the Membership Development Vice President, the Regional Director and the District Director responsible for the area where the proposed new chapter is located.
2. This notice must include the name of the chairperson and their chapter and the location to be extended. This notice shall remain in effect for thirty (30) days from the date of mailing. An extension of time may be requested and may be granted at the discretion of the State President.
3. Upon receipt of the application for extension, the Membership Development Vice President will confer with the Regional and District Directors to determine the proper assignment of the new chapter.
4. The extending chapter will maintain a working relationship with the new chapter for a period of one (1) year from the date of the extension. This shall include attendance at regular meetings on a quarterly basis as well as any other assistance a new chapter may need.

D. INVOLUNTARY DISASSOCIATION/SUSPENSION

1. Removal of a chapter as per By-Law 1.4 shall be in accordance with these policies. If it appears that any chapter or member of any chapter is failing to adhere to the principles, purposes and rules of the Minnesota Junior Chamber such as, but not limited to, failure to pay dues, engaging in immoral acts, participation in illegal activities or other conduct inconsistent with or tending to bring this corporation or the Jaycee name or movement into disrepute, the State President may force the accused chapter and/or member to appear before the Executive Committee to determine what, if any, action is appropriate. The accused chapter/individual must be given twenty (20) days written notice of charges to be brought, and a full hearing shall be convened, at which the accused chapter/individual shall be given an opportunity to defend against the accusations. Action of suspension, removal or censure of the accused shall be by two-thirds (2/3) vote of the Executive Committee. No member of the accused chapter may vote in these proceedings.
2. Notwithstanding Subpart 1 above, if it appears that any member of a chapter is failing to adhere to the principles, purposes, and rules of the Minnesota Junior Chamber such as, but not limited to failure to pay dues, engaging in immoral acts, participation in illegal activities or other conduct inconsistent with or tending to bring this corporation or the Jaycee name or movement into disrepute, the chapter President may force the accused member to appear before the Board of Directors of that chapter to determine what, if any action is appropriate. If the accused member is the chapter president the chairperson of the board or any other officer of the chapter may force him or her to so appear. The accused individual must be given twenty (20) days written notice of charges to be brought, and a full hearing shall be convened, at which the accused individual shall be given an opportunity to defend against the accusations. Action of suspension, removal or censure of the accused shall be by two-thirds (2/3) vote of the chapter's board of directors present, assuming a quorum. The

accused member may not vote in these proceedings. Appeal from the chapter's decision may be taken to the State Executive Committee, whose decision, by majority vote, shall be final.

E. TRANSFER OF INDIVIDUAL MEMBER

Transfer of an individual member shall be the responsibility of the member's new chapter. The president or secretary of the new chapter shall submit a United States Junior Chamber transfer form to the Minnesota Jaycees office. The individual member shall maintain their anniversary date and no member may transfer during their ninety (90) day billing cycle.

6. DUES

- A. All dues payable to the Minnesota Junior Chamber by chapters for their individual members shall be payable upon receipt by the chapter of the member's application for membership and each year thereafter on the month prior to the anniversary of said member's application.
- B. All dues payable by chapters shall be remitted with a monthly report of the name and current address of those members whose anniversary date falls within the prior month. Said report and the accompanying dues shall be submitted to the State Office by the 15th of the month.
- C. Chapters may use credit cards for membership based on rules established by the State President and the Finance Committee.
- D. Dues payable for regular individual members are as follows:
 - 1. U.S. Junior Chamber dues as outlined in the U.S. Jaycees Policies and Procedures. Any dues increase enacted by the U.S. Jaycees will automatically pass on to the individual member's dues.
 - 2. Minnesota Junior Chamber dues will be \$24.50. A \$5.00 discount will be offered to chapters for renewal of individual members provided said renewal dues are postmarked to the State Office by the 15th of the month prior to their anniversary month.
- E. Dues payable for Associate or Alumni member with the Minnesota Jaycees will be \$25.

7. GOVERNING BODIES:

A. DELEGATES TO THE FALL CONVENTION BY-LAW 10 SECTION 2.

Each chapter in good standing as of the last day of the previous month before the Fall Convention is entitled to a minimum of ten (10) delegates at the Fall Convention. Chapters having a membership in excess of fifty (50) as of the last day of the previous month before the Fall Convention are entitled to an additional delegate for each twenty-five (25) members, or portion thereof, in excess of the fifty (50) member base. No chapter will be entitled to more than twenty (20) delegates. Each delegate must present a valid photo ID to receive voting credentials. In order to cast a vote a person must be a member in good standing of the corporation, registered as a delegate to the convention, fully accredited and physically present on the floor. No person will be allowed more than one (1) vote.

- B. Good Standing is** defined, as a chapter not at provisional status and with no accounts receivable. All accounts receivable must be paid before any chapter delegate can be credentialed.

8. STATE MEETINGS

A. PARTICIPATION

All members of local chapters are welcome to attend State Meetings and the meetings of the Board of Directors.

B. FUTURE SITES

- 1. It shall be the responsibility of the Minnesota Jaycees to secure future convention sites. It will be the duties of the Administrative Vice President.
- 2. Each convention will have a host chapter. The duties of the host chapter are as follows:

- a. Manpower, which includes registration desk, door monitoring, checking of badges, receipt of tickets, etc. As outlined in the contract.
- b. Host chapters will be selected via a bid process. Chapters may submit a bid to the Minnesota Jaycees outlining manpower abilities and the fee they would charge for services rendered. Bids will be reviewed by the Administrative Vice President to determine if the bid meets all requirements. The bid will be awarded by a majority vote of the Executive Committee.
- c. A written contract drafted by the Minnesota Jaycees outlining all responsibilities of the host chapter and the Minnesota Jaycees shall be signed by the local president and the President of this corporation.
- d. Any chapter in good standing may bid to be a host chapter.

C. REGISTRATIONS

1. All members and their guests attending a convention must register and be provided a name badge. This name badge will be required to attend any and all events during the convention. Adequate security will be provided by the host chapter to insure compliance with the rule. The Saturday Luncheon and the Saturday Night Banquet will require a ticket for the meal. After the meal is served, anyone with a name badge may enter the room. Members' children under the age of eighteen (18) are excluded from the name badge requirement.
2. All registrations applications must contain a breakdown of the fees as follows:
 - a. Saturday Luncheon
 - b. Saturday Banquet
 - c. Full Registration
 - d. Late Saturday Luncheon
 - e. Late Saturday Banquet
 - f. Late Full Registration

A minimum of \$20.00 will be added to any late registrations. Late is defined as any registration postmarked after the third Friday preceding a convention.

Anyone that does not register under options a through f must pay a registration fee of \$10.00 to receive a name badge that will allow them to participate in the meetings and evening events/dances.

Refunds on registrations must be allowed if written notice is received seven (7) days before the Saturday of convention.

At Fall Convention, all registrations will close at noon on Election Day.

3. The host chapter shall provide separate check-in facilities for registered delegates and late registrations.
4. A registration form with all requirements, fees and due dates as stated under 8C, 1 & 2, shall be publicized in at least one issue of the "Gopher" newsletter preceding the convention. The form may also be included with any other mailing.

D. REGISTRATIONS

At Fall Convention, Spring Convention and Winter Convention the following will receive full registration and lodging at no charge:

1. Minnesota Jaycee President, Spouse & children: 3 nights - 1 bedroom suite
2. Chairman of the Board, Spouse & children (provided the COB attends the meetings: 3 nights - 1 room
3. Up to one (1) Minnesota Jaycees Office Staff: 2 nights - 1 room
4. Minnesota Jaycee guest: 2 nights - 1 room

At Fall Convention, Spring convention and Winter Convention, the following will receive full registration at no charge:

1. Conventions Program Manager(s)
2. State Vice Presidents

9. STATEWIDE EVENTS

A. Member events

1. SITE SELECTION - the site for statewide events listed below shall be awarded by the Board of Directors according to the following schedule:
 - Fall Convention- State Softball, State Golf, State Trapshoot
 - Spring Convention- State Volley Ball, State BowlingAll events shall be bid for the subsequent calendar year.
2. It shall be the responsibility of the bidding chapters to supply, as part of their bid, a written commitment outlining the dates intended and the specific facilities to be used, signed by the proper representatives of the facilities and the local president of the bidding chapter on a form furnished by the Minnesota Jaycees office. Such information shall be received by the State Office at least thirty (30) days prior to the date of the meeting at which bid is to be made, together with a bid deposit to insure performance in the event the chapter receives the bid. The bid deposit shall be returned to the chapters unsuccessful in receiving the bid.
3. The Minnesota Jaycee President, Chairman of the Board, Vice Presidents and Executive Director shall not be required to pay any registration, or entry fees to any statewide events.
4. The bid shall include a detailed proposed budget. The budget must include all income and registrations, advertising, sponsorships, donations, and any appropriations from the chapter. The expenses must include the cost of the meals, entertainment, meeting room fees, production costs, rental of fields or equipment, etc.
5. A written contract drafted by the Minnesota Jaycees outlining all responsibilities of the Host chapter and the Minnesota Jaycees shall be signed by the local president and the president of this corporation. The host chapter must maintain detailed financial records for the event.
6. A Chairman's Planning Guide (CPG) including a complete budget shall be submitted to the Minnesota Jaycees office no later than forty-five (45) days after the Saturday of the event. Within seven (7) days of the approval of the CPG by the Minnesota Jaycee State President, the bid deposit and all other money owed the host chapter by the Minnesota Jaycees will be paid.
7. Participation in Jaycee sports shall be limited to regular members and members over the age of forty (40) who are Associate or Alumni Members of the Minnesota Jaycees or JCI Senators. Membership in the Jaycees must be verified by using the most current US or Minnesota Jaycees roster available at the time of the event as provided by the Minnesota Jaycees Membership Vice President. Participants who joined during the month of the event will need proof from the local chapter. Participants may join Jaycees on the day of the event provided an application is completed and dues are paid in full.
8. Any chapter may develop, conduct, and promote a Statewide-sporting event not included on the list under 9A. A bid may be submitted at any convention provided all policies pertaining to sporting events are followed.
9. If, by the appropriate convention as stated in Policy 9.A.1, should no bid be put forth or should no bid be approved, the President shall have the power to designate a chapter or other affiliated state organization to host the event.

B. Statewide Sporting Events for Children Under 18

1. The site for the events listed below shall be awarded by the Board of Directors according to the following schedule:
 - Spring Convention- State Youth Wrestling
 - Fall Convention- Regional Youth WrestlingAll events bid are for the subsequent calendar year.
2. It shall be the responsibility of the bidding chapters to supply, as part of their bid, a written commitment outlining the dates intended and the specific facilities to be used, signed by the proper representatives of the facilities and the local president of the bidding chapter on a

form furnished by the Minnesota Jaycees office. Such information shall be received by the State Office at least thirty (30) days prior to the date of the meeting at which bid is to be made, together with a bid deposit to insure performance in the event the chapter receives the bid. The bid deposit shall be returned to the chapters unsuccessful in receiving the bid.

3. The bid shall include a detailed proposed budget. The budget must include all income from registrations, advertising, sponsorships, donations, and any appropriations from the chapter. Expenses must include the cost of meals, entertainment, meeting room fees, production costs, rental of fields or equipment, etc.
4. A written contract drafted by the Minnesota Jaycees outlining all responsibilities of the Host chapter and the Minnesota Jaycees shall be signed by the local president and the president of this corporation. The host chapter must maintain detailed financial records for the event.
5. A Chairman's Planning Guide (CPG) including a complete budget shall be submitted to the Minnesota Jaycees office no later than forty-five (45) days after the Saturday of the event. Within seven (7) days of the approval of the CPG by the Minnesota Jaycee State President, the bid deposit and all other money owed the host chapter by the Minnesota Jaycees will be paid.
6. If, by the appropriate convention as stated in Policy 9.B.1, should no bid be put forth or should no bid be approved, the President shall have the power to designate a chapter to host the event.

C. Junior Chamber Leadership Academy (J.C.L.A.): it shall be the responsibility of the Minnesota Jaycees to conduct and promote this meeting.

1. This meeting shall be for all members of the organization, including state officers, chapter presidents, state delegates and all other potential officers for the following year.
2. The purpose of this meeting shall be to provide training for future officers and general members.
3. To conduct such business as may be required by the Board of Directors.

D. Ten Outstanding Young Minnesotans (T.O.Y.M.)

It shall be the responsibility of the Minnesota Jaycees and the T.O.Y.M. program manager to promote and conduct the Ten Outstanding Young Minnesotans ceremony. There will be reserved seating at the T.O.Y.M. ceremony for chapters who nominate a recipient.

10. REMOVAL FROM OFFICE

The Board of Directors, by a two-thirds (2/3) vote may remove any elected officer of the Corporation from office for good cause shown; provided that such officer is given written notice by certified mail not less than thirty (30) days prior to the date such removal is to be considered and after an opportunity to be heard by the Board of Directors.

11. ELECTIONS

The following policies shall serve as a guide to the election of officers in the Minnesota Junior Chamber. The offices included are:

President

Programming Vice Presidents defined as:

Individual Development

Community Development

Management Development

Public Relations

Regional Directors

District Directors

A. Eligibility and Qualifications

General Provisions (all candidates) as specified in By-Law 10.

All candidates for the office of President, Individual Development, Management Development, Public Relations, and Community Development Vice President must appear before the nominations committee and be interviewed and screened as to eligibility and qualification for the office sought as set forth in these By-Laws and the Policies of the Corporation. No candidate may announce their candidacy until certified by this committee.

B. Filing Notices and Fees

1. Each candidate shall submit a filing notice and the appropriate fees as determined in Policy 11, Section B, Number 4.
2. The filing fee shall accompany the filing notice.
3. The fee will be returned to the candidate upon the completion of the election, provided the candidate and candidate's backers have complied with all appropriate election rules and regulations.
4. Candidates shall file notice and fee as follows:
 - a. President - the filing fee shall be \$200.00. The fee and notice shall be filed with the State Elections chair not sooner than July 1 and postmarked not later than seven (7) days prior to the start of Fall Convention or hand delivered no later than 12:00 midnight, Thursday of the week of Fall Convention.
 - b. Programming Vice Presidents - the filing fee shall be \$100.00. The fee and notice shall be filed with the State Elections chair not sooner than July 1 and postmarked not later than seven (7) days prior to the start of Fall Convention or hand delivered no later than 12:00 midnight, Thursday of the week of Fall Convention.
 - c. Regional Director - there is no filing fee. Notice shall be mailed, postage pre-paid, to the Regional Elections chair, in care of the Chapter Service Center, not sooner than July 1st and not later than seven (7) days prior to the regional caucus or hand delivered to the Regional Elections chair not sooner than July 1st nor later than one hour prior to the regional caucus.
 - d. District Director - there is no filing fee. Notice shall be mailed, postage pre-paid, to the Regional Elections chair, in care of the Chapter Service Center, not sooner than July 1st and not later than seven (7) days prior to the district caucus or Hand delivered to the Regional Elections chair not sooner than July 1st nor later than one hour prior to the district caucus.

C. Expenditures

1. Expenditures are defined as the true market value of any gift, loan, sale, transfer, or other disbursement, or promise of money, or promise of money, or anything of value, directly or indirectly, to promote, aid or participate in the election or defeat of any candidate or to engage in political propaganda in connection with any election.
2. Expenditures shall include the following items, although not exclusively, which shall be listed at normal retail price:
 - a. The cost of preparing and distributing mailing or other materials advocating the candidacy of any person.
 - b. The cost of soliciting support for any candidate.
 - c. The cost of posters, photographs, campaign buttons, ties, shirts, or other promotional written or printed material directly advocating the candidacy of any person.
 - d. The cost of convention or entertainment expenditures in promotion of the candidacy of any person(s) room(s) used by hospitality and/or campaign headquarters.
 - e. The cost of promoting and advertising fund raising events and/or programs. This does not include the cost of goods, materials, or food sold as part of such events or programs.
3. Expenditures shall not include the following items:
 - a. Candidates sleeping room at a convention/caucus headquarters hotel.

- b. Travel to: each caucus, attendance at State Executive Committee meetings, assigned standing committee meetings and assigned chapters.
 - c. \$100.00 of advertising purchased in the Gopher Magazine at regular advertising rates.
 - d. Long distance telephone charges incurred promoting the candidate.
 - e. Normal, direct expenses incurred by a candidate and/or representatives in visitations within the candidates designated home region (i.e. gas, lodging, meals.)
 - f. The value of labor volunteered by any regular or active Minnesota Jaycee and/or such Jaycee's immediate family when reporting the value of goods, preparations, or distributions.
4. Limits:
- No candidate or persons or associations on the candidates' behalf shall expend more than the following amounts whether in money or in value of campaign expenses in seeking such of office:
- a. President \$4,000.00
 - b. Programming Vice Presidents \$2,000.00
 - c. Regional Directors \$ 250.00
 - d. District Directors \$ 100.00

D. Reporting

- 1. Each candidate shall file a signed, sworn statement of expenditures valued at cash or market value for campaigning expenses with the appropriate elections committee chair within the stated time frame.
- 2. A copy of all campaign general mailings and any other campaign material produced for general distribution shall be included with the expenditures statement.
- 3. Such statements must be received before a candidate shall be certified as eligible for election.
- 4. Candidates shall submit these reports to the appropriate election committee chairperson as follows:
 - a. President shall submit such reports to the State Elections Chair by twelve o'clock noon (12:00 noon) of the Friday immediately preceding the Fall Meeting.
 - b. Programming Vice Presidents shall submit such reports to the State Elections Chair by twelve o'clock noon (12:00 noon) of the Friday immediately preceding the Fall Meeting.
 - c. Regional Directors shall submit such reports to the Regional Elections Chair prior to the start of the Regional Caucus.
 - d. District Directors shall submit such reports to the Regional Elections Chair prior to the start of the District Caucus.

E. Additional Requirements and Prohibitions

- 1. No candidate or person/associations working on behalf of a candidate shall deface the walls, surfaces, or cause any damage to public property in the promotion of the candidate.
- 2. No candidate shall enlist nor accept the aid of any person who is not an Individual Member of the Jaycees to promote their candidacy by personal communication with members of this organization. This shall not be interpreted to prohibit nor should it discourage candidates from seeking or obtaining written verification of employer, family, or religious leader support; and including the same in campaign literature.
- 3. No candidate for President or Programming Vice President shall be outside their assigned room at Fall Convention, nor shall any unsolicited or unwelcome promoting of any candidate be conducted at Fall Convention between 1:00 a.m. and 6:00 a.m. Saturday (so as to avoid, among other things, ANY potential interference with those delegates who may be trying to sleep). This rule shall not be interpreted to prohibit any individual from wearing promotional material during this time.

4. Visitations by candidates for any campaigning purpose(5) shall be limited to:
 - Presidents and Programming Vice Presidents
 - a. Chapter visitations only upon request of the chapter's written invitation to do so.
 - b. District Caucuses
 - c. Regional/Area Caucuses
 - d. Fall Convention
 - Regional Directors and District Directors
 - a. Chapter visitations within the candidate's designated home region and only upon request of the chapter's written invitation to do so.
 - b. District Caucuses within the candidate's designated home region.
 - c. Regional Caucuses within the candidate's designated home region.
5. All candidates shall have their accounts payable to the Minnesota Jaycees (if any) paid in full, or have made arrangements to do so which are acceptable to the State President and the Administrative Vice President, prior to announcing or engaging in candidacy for any office.
6. The appropriate elections chair shall designate the allowable time(s) for hanging of campaign signs and placing other candidate promotional material. Any time or place not so designated shall be prohibited. The elections chair shall not limit the time available to a candidate or their campaign for setting up within the confines of an authorized "hospitality room" at a Caucus or Fall Convention.
7. Hanging of campaign signs and placing other candidate promotional material shall be (unless otherwise designated by the appropriate elections chair) at the following times and places only:
 - Sixty (60) minutes prior to the start of the district or regional caucuses. Between 6:00 a.m. and 8:00 a.m. the Saturday of the elections at Fall Convention.
8. Any candidate, campaign manager, organization, or any other person, with the knowledge and acquiescence of such candidate, that violates any provision of the State By-Laws and Polices and Procedures with respect to elections, shall forfeit the right to be elected to the office for which they are a candidate.
9. All challenges to the elections, filed in writing and received by the State Elections chair by noon on the Friday of Fall Convention, shall be considered by the State Elections Committee. All appeals of Region or District elections committee decisions, filed in writing and received by the State Elections Chair at least seven (7) days prior to the Fall Convention shall be considered by the State Elections Committee.

F. Elections Procedures

1. Time, Place, and Convener of Elections

- a. President:
 - Election shall be at Fall Convention. Election shall follow confirmation of the Regional Directors and District Directors by the Executive Committee and Board of Directors. Election shall follow the election of Programming Vice Presidents by the Board of Directors. The President shall preside at the election.
- b. Programming Vice Presidents:
 - Election shall be at Fall Convention. Election shall follow confirmation of the Regional Directors and District Directors by the Executive Committee and Board of Directors. Balloting for the Programming Vice Presidents shall precede the Presidential election. The President shall officially convene the regular meeting of the Board of Directors, however, the only items of business shall be the confirmation of Regional Directors and District Directors and the nomination and election of the Programming Vice Presidents.
- c. Regional Directors
 - Election shall be at the Regional Caucuses or regional meeting held after July 15 and before Fall Convention. Regional Directors are responsible for picking the date and submitting it, in writing, for approval by the State Office. The Regional Director shall give

reasonable notice of date, time, and place of the Regional Caucus or regional meeting to all chapters in the region. The Regional Director shall preside at the elections.

d. District Directors

Election shall be at the District Caucuses or district meeting held after July 15 and before Fall Convention. The District Director shall give reasonable notice of date, time, and place of the District Caucus or district meeting to all chapters in the district. The District Director shall preside at the elections.

2. Order of Presentations and Balloting

- a. Reports by the Nominating Committee and the Elections Committee shall precede candidate nominations.
- b. Nominations, seconding, and candidate presentation shall be completed for each candidate prior to the next candidate's nomination.
- c. The order of presentation for each position shall be determined by a random method (e.g. drawing names from a hat).
- d. Balloting shall proceed after all presentations for a particular position have been heard, at the time and place previously stated.
- e. Candidate presentations shall proceed in the following order: District Director, Regional Director, Programming Vice President, President.
- f. The order in which chapters cast their votes shall be determined by the draw of the lot during balloting.

3. Presentation and Time Limits for Presidential Candidates

a. Regional and District Caucuses

Nominations shall be no more than one (1) minute for each candidate. Seconding shall be no more than one (1) minute for each candidate. Demonstration/Candidate Presentation shall be no more than three (3) minutes for each candidate.

b. Area Caucuses

Nominations shall be no more than three (3) minutes for each candidate. Seconding shall be no more than two (2) minutes for each candidate. Demonstration/Candidate Presentation shall be no more than five (5) minutes for each candidate.

c. Fall Convention

Nominations shall be no more than five (5) minutes for each candidate. Seconding shall be no more than five (5) minutes for each candidate. Demonstration/Candidate Presentation shall be no more than ten (10) minutes for each candidate.

4. Presentation and Time Limits for Vice Presidential Candidates

a. Regional and District Caucuses:

Nominations shall be no more than one (1) minute for each candidate. Seconding shall be no more than one (1) minute for each candidate. Demonstration/Candidate Presentation shall be no more than three (3) minutes for each candidate.

b. Area Caucuses and Fall Convention:

Nominations shall be no more than two (2) minutes for each candidate. Seconding shall be no more than one (1) minute for each candidate. Demonstration/Candidate Presentation shall be no more than four (4) minutes for each candidate.

5. Presentation and Time Limits for Regional Directors and District Director Candidates at the Regional and District Caucuses

Nominations shall be no more than one (1) minute for each candidate. Seconding shall be no more than one (1) minute for each candidate. Demonstration/Candidate Presentation shall be no more than three (3) minutes for each candidate.

G. Majority Vote Required

If any candidate for office does not receive a majority, the balloting shall continue until a majority is received. However, after a second ballot has been taken, the name of the candidate receiving the least votes on the preceding ballot for that office shall be dropped from consideration and only the remaining candidate(s) may be considered.

A majority vote is fifty percent (50%) plus one vote of votes cast in a ballot.

H. Balloting

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

I. Election Committees:

1. Each Regional Director shall appoint three (3) members to their Regional Elections Committee before the last day of Spring Convention and should submit the member's names and addresses to the State Elections Chair. Each member should be from different districts with one person of the committee serving as chair.
2. No member of an Elections Committee shall be from a chapter which has a candidate for State President, Programming Vice President nor shall any member endorse or campaign on behalf of any candidate for state office.
3. Anything submitted to an Elections Committee must be received by its chair to be considered received.
4. Election Committees are responsible for designating the times and places for hanging candidate promotional materials.
5. Election Committees are responsible for review campaign materials and expenditures of all candidates.
6. The State Elections Chair shall each year be responsible for incorporating current election rules together with appropriate sections of the By-Laws and Policies and Procedures into a State Elections Manual. The manual shall be comprehensive and easily understood guide for elections. These manuals shall be made available each year to candidates, campaign managers, elections administrators, and others deemed appropriate.

12. AREA MEETINGS

- A. Each area should hold an annual caucus after July 15 and prior to the Fall Convention. The specific time and location is to be determined by the Area Vice President.
 1. The dates for the Area Caucuses are determined by the Executive Committee. These dates shall be determined and communicated to Area Vice Presidents and all interested parties by Spring Convention.
 2. The specific time and location of the Area Caucuses should be communicated to the State Office, Regional Directors, District Directors, Chapter Presidents, and all interested parties by July 1st.

13. REGIONAL MEETINGS

- A. Each region should hold an annual caucus after July 15 and prior to the Fall Convention. The specific time and location is to be determined by the Regional Director.
 1. A new Regional Director should be elected from the members in the region; will hold office for one year or until his/her successor is ratified.
 2. The dates for the Regional Caucus is determined by the Regional Director. These dates shall be determined and communicated to the State Office by mail no later than July 1st.
 3. The specific time and location of the Regional Caucus should be communicated to the State Office, District Directors, Chapter Presidents and all interested parties by July 15th.
 4. Host chapters shall be responsible for providing all facilities necessary for the Regional Caucus. Refreshments and meals may be provided and prices charged as per submitted bid.
 5. Bidding procedure must follow state bid procedures.

- B. Each chapter may cast one (1) vote for each chapter member present up to a maximum of ten (10).

14. DISTRICTS

- A. Definition-This corporation and its chapters may be divided into districts or other designated area with the number of chapters or other reasonable criteria determining district boundaries. Such division shall be made by the Executive Committee subject to approval by the Board of Directors.
- B. Size-The Executive Committee shall encourage each district that reaches a membership of eight (8) chapters to reassign or divide into two (2) separate districts and shall reassign or divide each district that reaches a membership of ten (10) chapters into two (2) districts. Such division shall be subject to the approval of the Board of Directors.
- C. New Chapters-Newly extended chapters will be assigned to an appropriate district by the Executive Committee upon recommendation of the State Extension Chairperson of the Membership Programming area without regard for the district affiliation of the extending chapter.
- D. Meetings-The district shall meet at least once prior to each meeting of the Board of Directors at pre-arranged dates or at the call of the District Director with reasonable notice. The district may consider matters relating to it and shall serve to disseminate information from the State organization to the local chapters. The district may adopt rules not inconsistent with the Articles, By-Laws, Policies and Procedures of the corporation.
- E. Elections-Each fall there shall be an annual caucus at which time the District Director shall be elected subject to confirmation at the Fall Convention. The District Director may appoint a Secretary and Treasurer for the district.

15. CONTRACTS

- A. It shall be the policy of this corporation not to enter into any agreement, which will financially obligate its member chapters, except by written contract clearly stating the terms thereof.
- B. Required signatures on all contracts shall be the President and one other officer of the Executive Committee. No contract shall be signed without prior review by the Finance Committee and Legal Council.
- C. Any contract calling for expenditures not previously approved in the budget shall require the signature of the State Treasurer.

16. SHORT TERM LOANS

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

17. EXTERNAL POLICY

All resolutions which commit the organization to a position of general or public interest must be adopted by a two-thirds (2/3) vote of the Board of Directors and shall remain in effect for a period of three (3) years from the date of adoption unless earlier revoked or amended. A copy of any resolution must be sent to each local chapter and the members of the Executive Committee. Prior to consideration of external resolutions by the Board of Directors the following shall be observed:

- A. A written notice of the proposed resolution and plan of action, along with a list of the proponents, shall be mailed to the Board of Directors and the Executive Committee at least sixty (60) days prior to the meeting at which it is to be considered
- B. All current external policy resolutions must be publicized once each administrative year in the State Publication.

- C. The State President shall appoint a screening committee to review each resolution prior to submission to the Executive Committee. A report on the pros and cons of each resolution shall be made by the screening committee to the Executive Committee and the Board of Directors.
- D. The Executive Committee shall review each resolution and a report shall be made to the Executive Committee on the pros and cons of each resolution by the proponents of the resolution and the programming staff. The Executive Committee shall vote on each resolution and the results of the vote shall be announced to the Board of Directors. Any action taken on such external resolution of this corporation shall be authorized in a plan of action passed with the resolution or supplemental authorization.

18. INSTITUTIONAL CHAPTERS

- A. An institutional chapter is defined as a chapter comprised entirely of individuals who may or may not be wards of the State of Minnesota or the United States of America and reside in correctional institutions or developmentally disabled facilities. Any such institutional chapter shall pay annual State and National dues for each membership.
- B. The extension of an institutional chapter must be done by a chapter that is no more than twenty (20) miles from the institution that is to be extended.

19. NATIONAL CONVENTION

- A. **Attendance at National Meetings** -The Chairperson of the Board, and the President shall attend the Annual Meeting of the United States Junior Chamber . Their registration shall be reimbursed.
- B. **Assignment of State Votes**-The President shall advise the delegates of their convention voting privileges. One (1) state vote shall be delegated to each of the ten (10) most senior officers present in the order stated in By-Law 12.
- C. **Caucus Chairperson**-The caucus chairperson shall be appointed by the President from the state officers set forth in By-Law 12. They shall be responsible for arranging and housing all official caucuses of the Minnesota delegates to vote.
- D. **Caucuses**
GENERAL - there shall be at least three (3) general caucuses of the Minnesota delegation to be called by the President. The caucus chairperson shall give prompt notice of all caucuses by announcement and by posting a notice at a designated location for all delegates to see. It shall be the obligation of all Minnesota delegates to attend all caucuses.

VOTING - Each delegate shall have one vote at caucuses. The vote of each delegate shall be equal and shall be weighted bearing a direct percentage relationship to the number of delegates registered versus the number of votes allocated to the state by the National Credentials Committee.

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

E. National Meeting Attendance

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

1. The Congress of Ten Outstanding Young Americans
2. The World Congress of Jaycees International
3. Executive Board Meetings of the United States Junior Chamber

The President may attend meetings of other state organizations, receiving travel allowance as approved in the budget.

F. National Convention Onto Committee

1. **Registration** - All Minnesota Jaycees and guests attending the United States Junior Chamber Annual Meeting must register through the Minnesota Jaycees ONTO Committee. No person shall be allowed to attend without having paid a full registration.
2. **Line of Authority**-The Administrative Vice President shall coordinate and supervise the activities of the ONTO Committee until expiration of their term of office. Thereafter, the new Chairperson of the Board of the Minnesota Jaycees shall assume responsibility for the ONTO Committee through the filing of the final report to the Executive Committee. The ONTO Committee chairperson will be directly responsible to the Administrative Vice President during their term of office and thereafter to the Chairperson of the Board.
3. **ONTO Chairperson**-The ONTO chairperson shall be appointed by the President with recommendation of the Administrative Vice President and the immediate past ONTO chairperson.
4. Funds raised by the ONTO committee shall be held by the Minnesota Jaycees and will always be available to the ONTO committee.
5. **Final Report**-The ONTO chairperson shall submit a final report to the Executive Committee at the next meeting immediately following the United States Junior Chamber Annual Meeting.
6. **Budget**-The ONTO committee will be required to submit to the Executive Committee a final budget by September 1 for presentation at the Fall Meeting. All deviations from this final budget must be approved by the Executive Committee. Changes that occur during the convention can be approved by the head of the delegation. The budget shall include cost of full packages for the State President, Chairperson of the Board, and the ONTO committee chairperson.
7. **Travel Expenses**-ONTO committee travel expenses will be reimbursed at a rate approved by the Minnesota Jaycees Executive Committee.
8. **Cancellations**
 - a. Any registrant may cancel their registration by sending a notice to the ONTO registration chairperson by certified mail.
 - b. Cancellations received prior to May 1 shall receive a full refund of all amounts paid toward registration.
 - c. Refunds shall be paid within thirty (30) days of receipt of the cancellation.
9. **Notification** - The ONTO committee will distribute all available information to the delegates including the address and phone number of the assigned hotel prior to the convention.

20. INSURANCE

The Minnesota Jaycees will provide liability insurance for its member chapters, provided the cost of the policy fits within the budget parameters of the Minnesota Jaycees. This shall be a general liability policy approved by the Finance Committee.

- A. There shall be an Insurance Committee formed. This committee shall be responsible for the review process on any new policies. They will submit their recommendations to the Finance Committee. The committee will consist of the Administrative Vice President and two at-large appointments.
- B. The committee will create a bid form and criteria and all proposals for insurance shall adhere to this form.
- C. The committee will be responsible for creating a Minnesota Jaycee Insurance Handbook that will explain all details of our coverage, non-covered events, and the process to add events or riders. This handout shall be made available to Chapter Presidents and Management Development Vice Presidents.
- D. The committee will work with the agency of record to provide training programs at all State Meetings of the corporation. The agent selected will be required to participate and provide these training seminars as part of the contract.

21. AWARDS

A. T.O.Y.M.

The Ten Outstanding Young Minnesotans awards shall be presented annually to ten outstanding young people in Minnesota. These awards and judges must be approved at least sixty (60) days prior to the event. In selecting candidates for the T.O.Y.M. awards, primary consideration shall be given to the candidate's service to their representative community and the State of Minnesota.

B. Key Awards

1. The Executive Committee shall convene annually to determine those individuals who will receive Key Awards. These keys shall be judged by written report submitted to the State Office prior to judging.

Keys shall be awarded in the following areas:

- a. Membership Development staff
 - b. Management Development staff
 - c. Community Development staff
 - d. Individual Development staff
 - e. Administrative staff
 - f. Public Relations staff
 - g. District Directors
 - h. Regional Directors
 - i. Chapter Presidents
 - j. State Delegates
 - k. State Vice Presidents
 - l. State President
2. Keys shall be distributed in the following numbers
 - a. Programming staffs
Will receive keys equal to fifty percent (50%) of their staff size. One (1) key may be gold, one-third (1/3) may be silver and the remainder bronze.
 - b. District Directors
Will receive keys equal to twenty five percent (25%) of the number of district directors in office at the time of key judging. Three (3) of these keys may be gold.
 - c. Regional Directors
Will receive keys equal to fifty percent (50%) of the number of regional directors in office at the time of key judging. Two (2) of these keys may be gold.
 - d. Chapter Presidents
Chapter Presidents shall be judged based on their chapter division as defined by the United States Junior Chamber.
 - Chapter Divisions 1-3 may receive one (1) gold key, two (2) silver keys, and two (2) bronze keys. In addition there may be one (1) bronze key for every ten (10) chapters over thirty (30).
 - Chapter Divisions 4-8 may receive one (1) gold key, one (1) silver key, and one (1) bronze key.
 - The gold key winners from chapter divisions 1-8 will compete for the Les Farrington trophy as the Outstanding Chapter President in the Minnesota Jaycees
 - e. State Delegates
State Delegates shall be judged based on their chapter division as defined by the United States Junior Chamber.
 - Chapter Divisions 1-3 may receive one (1) gold key, two (2) silver keys, and one (1) bronze key for every ten (10) chapters over thirty (30).
 - Chapter Divisions 4-8 may receive one (1) gold key, one (1) silver key, and one (1) bronze key.

- The gold key winners from chapter divisions 1-8 will compete for the Tres Goetting trophy as the Outstanding State Delegate in the Minnesota Jaycees.
- f. State Vice Presidents
Key awards will be presented to Vice Presidents at the discretion of the President. Two (2) gold keys are allowed. There are no automatic keys.
 - g. President
The outgoing President will receive a gold Past President's pin upon completion of the office.
3. President's Award
The outgoing President may present two (2) gold keys, two (2) silver keys, and two (2) bronze keys to whom at their determination has made an outstanding contribution to the corporation.
 4. General Awards Program
There shall be a general awards program for the member chapters based upon the United States Junior Chamber National Awards Program. This competition shall be based on chapter divisions as determined by the United States Junior Chamber .
 5. Voting at Key Judging
All Regional Directors and Vice Presidents will have one (1) vote each. If not in attendance the vote shall be forfeited.
 6. Secret Ballot at Key Judging
A secret ballot may be requested by any member at key judging. A vote of two-thirds (2/3) is required to enact a secret ballot.
 7. Pool Keys
 - a. Keys that are not distributed in any given area will be added to the pool.
 - b. Gold keys added to the pool will become silver and silver and bronze keys will remain as their original designation.
 - c. All appointed keys will be pooled as appointed keys only.
 - d. All elected keys will be pooled as elected keys only.
 - e. No keys can be changed or swapped.
 - f. Appointed areas must be rated by the Vice President.
 8. Blue Chip Status
Chapters must meet Blue Chip criteria by year end to be eligible for Key Awards. The chapter must have achieved Blue Chip Status prior to Key judging.

22. OFFICERS

The Minnesota Junior Chamber shall maintain, for review by any member, a comprehensive guide to the job requirements and descriptions of every Executive Committee member. This guide shall be updated on a yearly basis and maintained by the Administrative Vice President. The guide shall be available for review at the State Office during regular business hours.

23. PRIORITY PROGRAMS

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

24. STATE PUBLICATION

- A. The corporation shall publish a state publication. This publication shall be distributed to all members of the corporation. The publication shall be six (6) issues per year on an alternate month basis.
- B. Each member shall contribute a portion of their annual dues as a subscription fee for the state publication. This contribution shall also include members of the Associate and Alumni Member Program.

25. STATE SANCTIONED PROJECTS:

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

26. MAILING LIST SALES

The mailing list of Chapter Presidents, State Delegates and state officers may be made available to commercial organizations at the discretion of the Finance Committee at a fee determined by the Finance Committee and approved by the Executive Committee. Mailing lists may be made available to Jaycee groups at the cost of production. The name of any commercial purchaser will be published in the next issue of the State President's newsletter.

The foregoing Policies were adopted at the regular meeting of the Board of Directors of the Minnesota Junior Chamber on the 14th day of May 2006.

President Josh Bohmbach,
75th President of the Minnesota Jaycees