

# JCI Michigan Policies

## Section 1—Audit

1.1—In addition to any internal audit required by the Bylaws, the Corporation shall request bids from a Certified Public Accountant not affiliated with the Corporation for the purpose of retaining a professional, external audit of the finances and annual reports of the Corporation. This audit shall be conducted at the request of the Board of Directors, or at a minimum of once every five years. The Corporation shall reserve funds in its budget for this purpose.

## Section 2—Awards

2.1—The JCI Michigan Awards Program should provide recognition within the categories consistent with the United Nations Sustainable Development Goals, in conjunction with additional recognition opportunities as formulated by the President with advice from the Programming Vice President, and any other officer or committee as designated by the President. Additional recognition to Individual and Local Chapter Members of the Corporation for outstanding work done during the year may be distributed at the discretion of the President and Programming Vice President.

2.2—The costs in connection with the actual presentation of awards shall be a part of the annual budget of the Corporation. The period of consideration for all awards, unless otherwise specified in the Policy of this Corporation, shall be consistent with the calendar year. The Board of Directors may adopt policies to govern additional awards.

2.3—The President shall enjoy total discretion when awarding any Presidential Award of Excellence “Presidential Medallion” to any Individual Member of the Corporation.

## Section 3—Business Practices

3.1—The President has the authority to bind this Corporation to contractual agreements in accordance with any resolution passed by the Board of Directors for that Purpose. Any employee may bind the Corporation provided the agreement is expressly within the scope of employment as defined by an employment agreement.

3.2—Legal Counsel shall review and approve the form of all contracts affecting the Corporation. The Finance Committee shall review and approve the form of all contracts affecting the Corporation in the absence of a Legal Counsel.

3.3—Officers of the Corporation may make expenditures within their approved budgets provided the expenditures are consistent with Corporate purposes. The President and the Chief Operations Officer shall have the authority to make any expenditure that is consistent with Corporate purposes from any general fund up to \$500 without prior approval. The President and the Chief Operations Officer shall have the authority to make any expenditure consistent with Corporate purposes from any general fund up to \$2500 with prior approval from the Executive Committee. Notwithstanding any provision in this policy, no expenditure may exceed \$2500 without prior Board approval.

3.3.1—Officers of the corporation whose expenses exceed their prior approved budget, or officers of the corporation whose expenses exceed their authorized spending limitations, shall be held responsible for those expenses, unless their expense is approved by finance committee.

3.4—All officers shall submit substantiation of any expenditure to the Finance Committee. Substantiation shall include receipts and itemized documentation of the expense.

3.5—The Corporation may keep a credit card. Use of the corporate card shall be limited to those officers designated by the President, with the advice of the Finance Committee. Anyone so designated must promptly return detailed receipts or other itemized substantiation of all purchases to the Finance Committee. No personal purchases shall be permitted. Failing to produce itemized substantiation shall be held responsible for those expenses, unless their expense is approved by finance committee.

3.5.1 –The finance committee shall determine at the first finance meeting of the calendar year who shall have a corporate card, and the duration of them keeping the corporate card.

3.5.2—The Corporation may reimburse Individual Members for purchases made on a private credit card provided the purchase is made in accordance with these policies. Further, the Corporation shall not reimburse any expense that is submitted in excess of 90 days after the purchase, nor shall the Corporation pay any late fee or finance charges in connection with the purchase.

3.6—The President may direct a member in good standing to obtain start-up cash for events and programming. An employee may obtain start-up cash provided that act is within the scope of employment. The Corporation shall ensure that two people will be stationed where corporate cash is located. The Finance Director shall make an accounting of the cash on hand at the end of any period where cash business is being conducted. The Finance Director or another member in good standing shall take the cash to the site of the event or program and if possible apply the cash to the Corporate master bill. In the event the cash on hand exceeds the master bill, or if there is cash on hand after the bill has been paid, the Finance Director or another member in good standing shall take those funds to the nearest depository. The Finance Director shall make a written report to the Finance Committee of all cash handling transactions within 10 days of the conclusion of the event or program.

3.7—The Corporation shall file tax returns and maintain standing under applicable IRC Sec. 501 (C)(4).

3.8—Where possible, the Corporation shall maintain records in a computer database to facilitate ease of transfer of any Corporate information.

3.9—The Corporation shall accept payment by cash or by check drawn from a financial institution doing business in the State of Michigan. The Corporation shall accept credit cards.

3.9.1—A Local Chapter Member shall keep a check or card number on file with the Corporation.

3.9.2—In the event that a credit card is invalid, a \$25.00 service charge shall be added to the amount owed from the affected invoice. In the event that a check has nonsufficient funds, a \$25.00 service charge shall be added, plus a \$25.00 service charge for bank fees shall be added to the amount owed

from the affected invoice.

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3.10—Reconciliation of all JCI Michigan bank accounts must be performed quarterly by a member of the Board of Directors other than a signatory that sits on the Executive Committee, as determined by the President.

3.11—In the event that an Individual Member owes money to the Corporation, the Individual Member shall be invoiced in accordance with these policies. If payment has not been received within 30 days after the due date specified in the invoice, the Finance Director shall announce the Individual Member's name and the outstanding amount to the Executive Board. Invoices shall continue to be sent to the Individual Member. If payment has not been received within 60 days after the due date specified in the initial invoice, Legal Counsel shall send a collection letter to the individual member requesting payment. If payment has not been received within 90 days of the due date specified in the initial invoice and provided that no arrangements for payment have been made by the individual member with any Executive Board member, the Individual Member shall be barred from all events of the Corporation until full payment has been made. At that time, the Executive Board shall also decide whether to pursue collection of the Individual Member's account through legal proceedings.

#### **Section 4—Chapters (Local Organizations)**

4.1—The Board of Directors shall cause a manual to be available to all Local Chapter Members. The Chief of Staff shall ensure the manual is complete and available for distribution. The manual shall contain information necessary to the management practices of any Chapter, including structure, programming, chapter plan, insurance, and reporting.

4.2— All Local Chapter Members shall submit a chapter plan to the Corporation.

4.2.1- Each Local Chapter Members submit its chapter plan to the Corporation at the beginning of each calendar year and an updated chapter plan at the end of the calendar year.

4.2.2- A Local Chapter Member's chapter plan must include a financial budget. The proposed annual budget for the Local Chapter Member shall be submitted with the proposed chapter plan at the beginning of the year. An actual budget shall be submitted within thirty (30) days the end of the calendar year.

4.2.3- A Local Chapter Member's Plan must include an updated contact list of all Local Chapter Board members. The contact list must include name, title, address, phone number and email.

4.2.4- After review, the Corporation may require a Local Chapter Member to obtain a financial audit to be performed by an independent individual or entity agreed upon by the Corporation and Local Chapter Member. Such audit shall be an expense of the Local Chapter Member.

4.2.5— A Local Chapter Member shall be required to submit a chapter profile by the last day of February.

4.3—The Corporation shall use the same process for affiliation of Local Chapter Member as is used by the JCI USA. All paperwork and fees must be submitted to the JCI Michigan Service Center before

affiliation will be granted.

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4.4—Notwithstanding any policy for fundraising at meetings of the Corporation, Local Chapter Members shall notify the Corporation of fundraising activities at least 15 days prior to the activity. All solicitations and advertising must properly identify the Local Chapter Member operating the fundraising activity.

4.5—The Corporation shall review the insurance policy of the Corporation to ensure the policy covers the assets of the Corporation. The Corporation shall seek a policy that will cover the program activities of the Local Chapter Members under a master policy. The Corporation and the Local Chapter Members shall obtain insurance coverage of \$1,000,000.00 of general liability.

4.6—Local Chapter Members in good standing shall have the right to use the name, insignia, and other marks of identification of the Corporation in accordance with any limitations of JCI USA or JCI. The Corporation shall keep all Local Chapter Members informed as to the proper marks and insignia and their use.

4.7— The Corporation shall invoice each Local Chapter Member at the beginning of the month for all amounts, including but not limited to membership dues, owed by the Local Chapter Member to the Corporation. The invoices shall be sent to the Local Chapter Members no later than the 11th of each month. Payment of each invoice shall be due by the 30th day of the same month. Any payment that is not postmarked by the 30th day of the month shall be considered late. Any Local Chapter Member that fails to submit payment as invoiced or that submits a late payment shall be assessed a late fee of \$25 for each month that payment is not submitted or is late. The Finance Committee, in its sole discretion, may modify this policy on a case by case as facts and circumstances may warrant.

## **Section 5—Communication**

5.1—The Corporation shall contact each Local Chapter Member through one or more methods each month.

5.1.1—The Michigander shall be the name of the official newspaper/magazine/electronic mailing of the Corporation. The purpose of the Michigander shall be to report on current JCI Michigan activities, publicize local chapter activities and projects, and communicate such additional information as may be deemed pertinent. The Michigander shall be edited and compiled and managed by a Communication and Technology Director.

5.1.2—The website or any social media page may contain a message board that shall be monitored at the sole discretion of the Communication and Technology Director as follows:

- a) No member may post or link to any material that could be considered libelous, defamatory, false, obscene, indecent, lewd, pornographic, violent, abusive, insulting, threatening, harassing, or in violation of the law. Any messages deemed to be in violation of these standards will be deleted without further notice.
- b) No member may violate, plagiarize, or infringe on the right of third parties including copyright, trademark, trade secret, privacy, personal, publicity, or proprietary rights. As JCI Michigan cannot independently verify ownership or whether or not redistribution rights to copyrighted works have been granted, JCI Michigan reserves the absolute right to remove any works that clearly violate or

are alleged to violate the copyright or other proprietary rights of a third party.

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By posting materials, you grant JCI Michigan the right to use, distribute and exploit such materials through its products and services, as it deems appropriate.

- c) No Individual Member may advertise or solicit business for personal benefit. d) All users will agree, simply through the act of using the board to indemnify and hold harmless JCI Michigan and its Service Center staff from any and all liability resulting from publication, distribution or redistribution related to the posted material or the use of the material by any person.
- e) Anonymous posts may be removed at any time.

5.2—The Corporation may sell solicitation rights and the licensing rights of the Corporation to marketers.

### **Section 6—Discrimination**

6.1 — In order to ensure that membership in JCI Michigan and Local Chapter Members is open to and encouraged for all young people, regardless of race, creed, sex, orientation, or religious affiliation, all activities conducted and facilities used in any manner by this Corporation, any of its Local Chapter Members, or affiliates, must be free from discrimination and harassment and open to all applicants.

### **Section 7—Members**

7.1—Honorary Memberships may be conferred upon individuals who demonstrate high achievement in any field consistent with the purposes of the Junior Chamber Movement and the Corporation.

7.2—The Corporation shall recognize all Sustaining Members in any publication of the Corporation.

7.2.1—The Corporation shall invite participation from Sustaining Members to the Board of Directors, in an ex-officio capacity, if the sum of the yearly gift from that Sustaining Member is \$1000.00 or more. The Corporate and Government Relations Director shall communicate with the Sustaining Member in such a manner as to coordinate any participation of the Sustaining Member under this paragraph.

### **Section 8—Meetings**

8.1—All meetings of the Corporation shall be as revenue-neutral to the Corporation as practical.

8.2— The Corporation shall hold minimum of three (3) business meetings of the corporation per year. These assemblies shall be held following or in conjunction with each programming segment (Trimester or Quarter.)

8.3—The date and time of any such meeting shall be determined by the President with the advice and consent of the Board of Directors. The Chief Operations Officer shall solicit Request for Proposals for locations of events and meetings of the corporation. The Chief Operations Officer with the advice of the President of the current year will make recommendations to the Board of Directors on locations for future events and meetings. The Board of Directors will evaluate and select the locations for the future events and meetings and shall make all efforts to locate meetings at various facilities throughout the state.

8.4—All meetings of the Corporation, the Board of Directors, and any committee of the Corporation shall be open to attendance by all Individual Members of the Corporation, subject to any Bylaws or Policies regarding closed session, or any other Bylaw or Policy regarding attendance and participation at meetings or events.

8.5—Subject to budgeting limitations, complementary housing may be provided Thursday night for the President and his or her spouse. Housing or a credit for same may be furnished to the Executive Committee and any other party at the discretion of the Chief Operations Officer for Friday and Saturday nights.

8.5.1—Subject to budgeting limitations the voting and non-voting Board of Directors, Presidential Assistants, and Executive Presidential Assistant may be given full registration to any meeting of the Corporation.

8.6—The Board of Directors shall have the discretion to review proposals for fundraising activities during meetings of the Corporation. Should the Board grant consent to a proposal for a fundraising activity, the Board shall collect 10% of the net profits from the activity for the general fund of the Corporation. This 10% may be waived by a majority vote of the Board of Directors for any fundraising with a charitable purpose.

8.7—Registration fees, including late fees, for any meeting of the Corporation shall be established by the Chief Operations Officer, approved by the President and published to the Local Chapter Members.

8.7.1—Refund of any registration fee may only be given at the discretion of the Chief Operations Officer. The Board of Directors may establish reasonable criteria for granting any refunds provided that such criteria is published to the Local Chapter Members at least 30 days prior to the meeting in question.

8.8—All Members of the Corporation shall refrain from improper conduct while on the legally described property of the site of any meeting of the Corporation. Improper conduct is defined for purposes of this policy as intentional or grossly negligent property destruction, indecent behavior that offends other Members of the general public, or criminal acts. Any Member violating this policy shall be subject to removal from the premises, as well as discipline under any Bylaw drafted for that purpose.

## **Section 9—National Events**

9.1—The President shall be the head of the Michigan Delegation to any meeting of the United States Jaycees. The Delegation shall consist of the head, the National Events Chair, and any Individual Member in good standing who has registered with the United States Jaycees as well as with the National Events Chair.

9.1.1— Each registered delegate shall be allowed one vote in the delegation caucus. In the event that there are more registered delegates than are entitled to be certified (vote) pursuant to the Bylaws of JCI USA, the delegates to be certified (vote) shall be assigned at the discretion of the head of the delegation.

9.1.2—The Delegation shall hold at least one caucus to discuss national elections and business items

that will be coming up for vote at the JCI USA Annual Meeting.

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9.2—The Corporation shall hold a line-item place in its budget for National Events.

9.3—Any Member wishing to cancel or transfer a registration shall send notice by electronic mail to the National Events Chair and to the head. Any transfer or refund for a cancelled registration shall be given at the discretion of the National Events Chair.

9.4—The National Events Chair shall submit a plan of action detailing all proposed operations and fees including detailed budget to the Board of Directors for approval no later than August 1. The National Event Chair shall furnish a final report to the Board of Directors no later than April 30 for the previous year's activities.

9.5—All political commitments on behalf of the Corporation shall require the approval of a majority of the Board of Directors. The Board of Directors may give the JCI Michigan Delegation for National Convention the power to make commitments at the National Convention by a majority vote prior to the National convention.

9.6—Delegates shall conduct themselves at all times in a manner befitting representatives of the Corporation and shall conform to the rules and regulations for conduct as set forth in the Bylaws and Policies of JCI USA.

## **Section 10—Officers**

10.1—The Corporate Executive Officers shall have a job description as established by these Policies in addition to those created by the Constitution or Bylaws.

10.1.2 – The Programming Vice President shall:

1. Recommend for appointment up to six (6) Program Directors to oversee the state programming activities.
2. Prepare and Oversee the Programming direction of JCI Michigan.
3. Promote the state programming direction to Local Chapter Members.
4. Assist with the development and implementation of an Awards and Recognition Program.
5. Provide trainings to the Districts or Local Chapter Members on Programming, as requested.
6. Serve as a member of the Finance Committee and attend all meetings.
7. Attend all Executive Committee and Board of Directors meetings.

10.1.3 – State Membership Vice President shall:

1. Recommend for appointment up to three (3) Program Directors to oversee the state membership activities.
2. Prepare portions of the JCI Michigan Corporate Plan as assigned and supervise its implementation and evaluation.
3. Provide or facilitate local training in the area of Membership Recruitment for Local Chapter Members, and Districts as needed.
4. Prepare complete information for inclusion in JCI Michigan's Local Organization Handbook.
5. Provide training to the District Directors.

6. Chart Local Chapter Member performance in relation to their membership plans as submitted and communicate such information to the Board of Directors.
7. Serve as Chair of the Extensions Committee.

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8. Attend all Executive Committee and Board of Directors meetings.
9. Provide assistance to District's Membership Development.

10.1.4 – Chief of Staff shall:

1. Oversee all appointed Officers and Directors.
2. Assist the President in overseeing the Executive Committee.
3. State Plan:
  - a. Oversee the organization and compiling of the JCI Michigan Annual Plan submissions from all other board members. Supervise its implementation and evaluation.
  - b. Ensure that the JCI Michigan Annual Plan is updated regularly.
4. Work with State Chairs to develop programs or events as directed by the President.
5. Serve as a Liaison to all committees
6. Manage the President's Jaycee Schedule
7. Work on Long Term Focus
8. Serves as an Advisor to the President
9. Serve as the "Gatekeeper"
10. Attend all Executive Committee and Board of Directors meetings

10.1.5 - Chief Operations Officer shall:

1. Serve as the COO of JCI Michigan and JCI Michigan Service Center.
2. Organize and Coordinate JCI Michigan state events.
3. Prepare, Oversee, and Ensure Publication of the JCI Michigan Local Organization Handbook.
4. Oversee Promotion of State Events
5. Oversees a Production Team
6. Serves as an Advisor to the President
7. Attend all Executive Committee and Board of Directors meetings

10.1.6 – Chairman of the Board shall:

1. Provide moral support to all JCI Michigan Board of Directors.
2. Attend all Executive Committee and Board of Directors meetings.

10.1.7 – Legal Counsel

1. Serve as Chair of the Audit Committee.
2. Provide suggested changes to the JCI Michigan Constitution, Bylaws, and Polices.
3. Review any contracts or legal documents for the state organization.
4. Provide legal aid to Local Chapter Members.
5. Monitor the JCI Michigan operations for compliance with the JCI Michigan Constitution, Bylaws, and Polices.
6. Attend all Executive Committee and Board of Directors meetings.

10.1.8 – Finance Director shall:

1. Ensure that all financial records are kept for the state organization. These financial records including but not limited to: Dues billings, Tax information, Bank records, Purchasing Receipts,

- Expense Reports and Correspondence with Legal Counsel regarding financial matters.
2. File necessary state, federal, tax forms, and any other forms, according to federal, state, and local laws and pay related fees in conjunction with maintaining corporate status.

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3. Communicating regularly with the President, and also reporting to the Board of Directors and membership on the financial status.
4. Guide and directs plans for the future of the state organization by advising the Board of financial implications of such plans.
5. Serve as the Chair of, and supervise all activities of, the Finance Committee.
6. Attend all Executive Committee, Board of Director, and Finance Committee meetings.
7. Reconcile monthly bank statements at least once per quarter.
8. Provide a financial statement for each Board of Directors meeting.
9. Manage membership dues billing system.
10. Pay all bills within a reasonable time frame.
11. Deposit all income regularly and keep detailed records of deposits.
12. Prepare an annual budget; coordinate with each officer responsible for any income or expense.
13. Coordinate an audit of the corporation when required.
14. Provide for necessary insurance information for the chapter and see that payments are made on time.
15. Prepare a final budget/annual report.

10.1.9 - Secretary shall:

1. Prepare all Agenda's prior to meetings of the Executive Committee, Board of Directors, and meetings of the Corporation.
2. Take notes at all meetings of the Executive Committee, Board of Directors, and meetings of the Corporation.
3. Provide an electronic copy of the agenda for any meeting to the Board of Directors 2 days prior to any meeting, and hard copies at the meeting.
4. Provide a copy of the minutes of the meeting within 10 days of any meeting.
5. Ensure a list of State Officers and Directors contact information is maintained on behalf of the corporation and available upon request to individual or Local Chapter Members.
6. Attend all Executive Committee and Board of Directors meetings.

10.2 - The Corporate Board Members shall have a job description as established by these Policies in addition to those created by the Constitution or Bylaws.

10.2.1 – Communication and Technology Director

1. Develop and supervise implementation of a strategic communication and technology plan for the Corporation, with the advice and consent of the President.
2. Manage all communications and technology of the Corporation, with the advice and consent of the President.
3. Provide field training in the areas of Communication and Technology for Local Chapter Members and Districts as needed.
4. Attend all Board of Directors meetings.

10.2.2 – Corporate and Government Relations Director

1. Serve as the JCI Michigan Corporate and Government liaison, establish and oversee partnerships with Corporate and Governmental entities, and generate revenue for JCI Michigan through sponsorships and donations.

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2. Work with the JCI Michigan Chief Operations Officer to ensure that the terms of sponsorship packages will be implemented and fulfilled.
3. Oversee Corporate and Government outreach messages, materials, and communications.
4. Be budgeted each year at least 15% of revenue generated during the prior year through the Corporate and Government Relations Director for future Corporate and Government outreach.
5. Provide local training in the area of Corporate and Government Relations for Local Chapter Members and Districts as needed.
6. Provide support to Local Chapter Members and Districts on Corporate and Government Relations initiatives and outreach.
7. Attend all Board of Director meetings.

#### 10.2.3 – State Training Director

1. Develop and supervise a training program for JCI Michigan.
2. Organize training programming to be held at meetings of the Corporation.
3. Assist with organizing training programs to be held at the district level.
4. Serve as Chair of the Training Committee.
5. Report to the JCI Michigan's Chief Operations Officer.
6. Aid the implementation of a Local Organization Training School and other similar programming in the year following the term.
7. Oversee partnership programs to provide training in the state of Michigan.
8. Attend all Board of Directors meetings.

#### 10.2.4 – District Directors shall:

1. Complete and submit a District Plan of Action by February 1<sup>st</sup> of each year.
2. Facilitate recruitment and training with Local Chapter Members in the District.
3. Communicate during the month with the Local Chapter Members, and report the results to the President and Membership Director.
4. Facilitate communications between the state and the Local Chapter Members in the District.
5. Conduct monthly membership communication with all chapters assigned (Reviewing drops, renewals, new members and projections for the upcoming month).
6. Attend all Board of Directors meetings, and all training sessions.

#### 10.2.5 – Deputy Finance Director shall:

1. Report to the Finance Director
2. Assist the Finance Director in all finance matters regarding JCI Michigan.
3. Work with the Finance Director to learn and understand the duties of the Finance Director
4. Assist in the development of the annual budget.
5. Attend all Board of Directors and Finance Committee meetings.

10.3 – The Corporate Auxiliary Officers shall have a job description as established by these Policies in addition to those created by the Constitution or Bylaws.

10.3.1 —The Programming Director(s) shall serve at the pleasure of the Programming Vice President, and are subject to removal by requested resignation at any time. The Programming Director(s) shall:

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1. Advise the Programming Vice President and any designees on the Awards and Recognition Program for the Corporation.
2. Assist chapters in developing local programming.
3. Prepare portions of the JCI Michigan Corporate Plan as assigned and supervise its implementation and evaluation.
4. Prepare information for inclusion in JCI Michigan’s Local Organization Handbook.

10.3.2—State Chair(s) shall:

1. Oversee state interest or programming at the direction of the President and the Chief of Staff, or the designee of same.
2. State Chairs shall serve at the pleasure of the President, and are subject to removal by requested resignation at any time.

10.3.3 – Presidential Assistants shall:

1. Presidential Assistants shall serve at the pleasure of the President, and are subject to removal by requested resignation at any time.
2. Take on special projects to help further the purpose of JCI Michigan
3. Report to an Executive Presidential Assistant if one is chosen.
4. Assist the President in completing Presidential duties.

10.3.4 – Committee Members shall:

1. Shall serve at the pleasure of their overseeing Officer and are subject to removal by requested resignation at any time, unless otherwise designated in the Constitution, Bylaws, or policies. 2. Assist state officers in the conduct of JCI Michigan’s business.

