

**REDFORD JUNIOR CHAMBER  
BOARD POLICY 2008  
APPROVED: 2-14-2007, 11-5-2008**

POLICY I – CHAIRMAN APPROVAL

A motion must be made when a member's name is submitted for approval as a chairman. The nominated member must be in good standing.

POLICY II – BASIC C.P.G. APPROVAL

A motion must be made when preliminary planning portion of a Chairman's Planning Guide is submitted for approval. CPGs are approved at Board Meetings and final overview given at GMMs. Steps 1-7 of a Chairman's Planning Guide must be submitted for approval at the board meeting prior to running a project. Finals are to be presented at board meetings.

POLICY III – PROJECTS

- A. Redford Junior Chamber projects are open to the public unless otherwise specified.
- B. A project listed in the approved Chapter Plan requires no further approval from the Board of Directors.
- C. A project listed in the approved Chapter Plan that requires a significant change is resubmitted to the Board of Directors for further approval. The Vice President of the programming area decides what constitutes a significant change.
- D. If a project is not included in the approved Chapter Plan, the chairperson and/or director must provide the Board of Directors with sufficient information, such as the completed planning portion of the CPG, including a detailed budget, for approval prior to taking action that obligates the Chapter.
- E. One (carbon) copy of all project sign in sheets should be given to the Secretary or designate, after the completion of the project.
- F. All projects included in the Chapter Plan must have an approved budget, even if the dollar figure is \$0 (zero). Any significant change to the budget of an approved project will require the approval of the Board of Directors. If a project requires an appropriation of funds from the chapter, or has solicited sponsors, excess monies are returned to the chapter. It is the responsibility of the chairperson to stay within budget. It is also the responsibility of each Vice President to ensure that his/her area stays within budget.
- G. It is the Board of Director's responsibility to see that the chairperson turns in all project budget sheets along with copies of receipts to the Treasurer.
- H. All media and public relations communications are to be approved by the board of directors.

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POLICY IV – MEMBERSHIP

INDIVIDUAL NEW MEMBER – An Individual Member shall be a person between the ages of twenty-one (21) and FORTY (40) years inclusive, who meets the requirements for membership as established by United States Junior Chamber By-law 4.2, and who is in good standing with the Michigan Junior Chamber and the Redford Junior Chamber.

- A. New member dues shall be \$70.00. Renewal dues will be \$60.00. A \$5.00 late fee will be assessed to the member if the full amount of dues renewal is not paid by the first day prior to the anniversary month.
- B. Honorary Member – Honorary Membership may be conferred upon prior recommendation of the Executive Committee, on any person or persons by a majority (50% + 1) vote of the Board of Directors. Honorary Members may not hold office, except in honorary capacity, or vote in the Corporation
- C. Life Member - Life Membership may be conferred on any Individual Member by a majority (50% + 1) vote of the Board of Directors. Life Members may not vote or hold office in this Corporation unless otherwise qualified.
- D. Transfer Member- have same qualifications as individual member as stated in By-Law 1.1. Transfer members will only be accepted for reason of local chapter folding or other specific and justifiable reason with a 2/3 majority vote of the Board of Directors.

Financial Sponsorships:

(1) There shall be a financial sponsorship program for individuals, groups, organizations and corporations. The purpose of this program shall be to help finance specific projects and programs as well as support the objectives of the Corporation.

(2) The levels of Financial Sponsorship and support have the following in accordance with Board Policy IV are: Financial Sponsorship – Any reputable individual or entity desiring to assist financially in extending the purposes and function of this Corporation shall be eligible for affiliation as a Financial Sponsorship, provided that any such member shall not be entitled to any of the rights and privileges of membership. Donation levels shall be as stated in the By-laws. Entitlements for Financial Sponsorship shall be as follows:

**Statesman:** Attendance at Jaycee projects at applicable charges as a non-Jaycee; Monthly Newsletter.

**Presidents Club:** Same as Statesman, plus a certificate and a 1-month ad in our monthly newsletter.

**Blue Chip:** Same as Statesman plus a framed certificate and a 3-month ad in our monthly newsletter and on our web site.

**Executive:** Same as Statesman plus a plaque; a 6 month ad in our monthly newsletter and on our web site; 1 paid membership for 1 year in the Redford Junior Chamber (subject to membership qualifications); and 2 free passes to the annual Installation Banquet.

**Corporate:** Same as Statesman, plus a customized plaque; 1 year of ad space in our newsletter and on our web site; 2 paid memberships for 1 year in the Redford Junior Chamber (subject to membership qualifications); and 4 free passes to the annual Installation Banquet.

<u>STATESMAN</u>	<u>\$25.00</u>
<u>PRESIDENTS CLUB</u>	<u>\$75.00</u>
<u>BLUE CHIP</u>	<u>\$100.00</u>
<u>EXECUTIVE</u>	<u>\$500.00</u>
<u>CORPORATE</u>	<u>\$1000.00</u>

POLICY V – NEWS RELEASES

Any one who writes an article about the Junior Chamber with the intent of having it published in any news media, must first contact the President or their designate for his/her approval before submitting this article for publication.

POLICY VI – J.C.I. SENATORSHIP

A J. C. I. Senatorship may be given to such Junior Chamber whose internal and external contributions to the chapter have proven sufficiently outstanding to warrant such an honor.

- A. A written nomination must be submitted to Senate/Life Member Committee before granting a JCI Senator.
- B. Nominator to give opening and closing remarks as well as a written resume of nominee submitted to the Board.
- C. Must have been a President in the Chapter or served on the Michigan Jaycees board for 1 year and been a member for at least 5 years in order to qualify for a J. C. I. Senatorship.
- D. Must have received Jaycee Cup No. 2.
- E. Discussion time left to discretion of President.
- F. Any number may be given in a year as long as all qualifications are met.
- G. The Redford Junior Chamber will pay for their Senators and Michigan JCI Senate Dues for the first year. The Senate/Life Time Member Committee will be comprised of current Redford Jaycee Senators and Life Members. The President may call upon any qualifying member to put the Committee together of at least three members. The Committee shall convene annually to determine if there are any eligible candidates for consideration. Either the Committee or any member of the Board of Directors may recommend candidates for consideration. The Committee will meet to discuss nominated candidates and provide their recommendation to the President for approval by the Board of Directors. Candidates must receive at least three (3) votes from The Committee in

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order to be presented to the Board of Directors for approval. The President will give the Board of Directors five (5) days notice that potential Senator vote will take place. For nominees to become members of the JCI Senate of the Redford Jaycees, they must be approved by  $\frac{3}{4}$  75% of the Board of Directors at a regular or special BOD meeting. The cost to become a Senator is determined by the United States Junior Chamber and is subject to change. The chapter shall pay for all memberships for the first for any newly appointed Senator. The cost of a Lifetime Membership is determined by annual dues, which is determined by the United States Junior Chamber and is subject to change. Senators will be presented with their certificate and name badge to recognize this acknowledgement of being a J.C.I. Senator.

POLICY VII- OUTSTANDING JAYCEE CUP #1

- A. A written or oral nomination must be submitted for consideration towards granting a Jaycee Cup #1.
- B. Must be a Jaycee of no less than six (6) months.
- C. Must be a Jaycee who has served our club in an outstanding capacity, no time requirements.
- D. Nominator to give opening and closing remarks, also a written resume of nominee, submitted to the Board.
- E. Discussion time left to discretion of President.
- F. No more than four (4) cups to be given from January 1<sup>st</sup> through December 31<sup>st</sup>.
- G. Must be a member in good standing; i.e., no over due Chairman's Planning Guides, unpaid dues, etc.
- H. Must have an affirmative vote of majority (50% + 1) of Board Members present to be awarded the cup. Must have quorum

POLICY VIII – MONTHLY AWARDS POLICY OUTSTANDING JAYCEE CUP #2

- A. A written or oral nomination must be submitted for consideration towards granting a Jaycee Cup #2.
- B. Must have received Jaycee Cup #1.
- C. Must be a Redford Jaycee for no less than two years.
- D. Must have served at least one year on Redford Junior Chamber Board of Directors.
- E. Nominator to give opening and closing remarks, also a written resume of nominee submitted to the Board.
- F. Discussion time left to discretion of President.
- G. Any number may be given in a year, as long as qualifications are met.
- H. Must have an affirmative vote of majority (50% + 1) of Board Members present to be awarded the cup. Must have quorum
- I. Must be a member in good standing; i.e., no over due Chairman's Planning Guides, unpaid dues, etc.

POLICY IX – MONTHLY & QUARTERLY AWARDS

Monthly and quarterly awards are left to the discretion of the President. The Board of Directors may make recommendations.

POLICY X – PROJECT COMMITTEES

Each committee formed should have a minimum of four (4) members: President, respective Vice President, Treasurer, and Chairperson.

POLICY XI – AWARDS NOMINEES

The review of possible nominees for JCI Senatorship and Life Membership can only be done at a Board Meeting during the executive council portion of the agenda.

POLICY XII – EXPENDITURES

No money will be paid to Board Members for bills submitted two months after date of the expenditure.

POLICY XIII – FINANCIAL OBLIGATIONS

Any member committing to attend a project requiring financial obligations that do not show up is responsible for the amount of the commitment regardless of attendance. Financial obligations must be paid within 30 days or the member becomes a member "not in good standing" with the Chapter. All rights and privileges as a member are then suspended until their financial obligation is fulfilled.

POLICY XIV – FINANCIAL POLICY AND PROCEDURE

- A. All project proceeds and expense receipts should go directly to the chapter Treasurer and not to the Vice Presidents or President.
- B. Any expenditures turned in for reimbursement after 45 days from completion of the project must have Board approval before payment will be made.
- C. No expenditures given to charities will be allotted until a final report has been given at a Board Meeting, within 45 days after project has been executed.
- D. Township Hardware, Floyds Flowers and James Arnold Press are the only authorized charge accounts. The Board of Directors must approve any new accounts and date for closing the account will be determined by the same. The amount for a floral arrangement is not to exceed \$50.00 from the chapter.
- E. Checks will not be written for any project without a pre-approved budget statement from a complete CPG, and the committee chairman must sign the receipt. All checks must have two signatures on it.
- F. The Dues Billing is to be handled by the Board of Directors. Members will not be submitted unless 100% of the dues are paid to the Treasurer.

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- G. Members should be billed by the first of the month two months prior to the membership anniversary date. If dues are not paid in full by the first day of the anniversary month, a late fee of \$5.00 will be assessed. If the dues are not paid by the end of the month, that member will not be renewed. (i.e., if the member is due in November, they will be billed on September 1<sup>st</sup>. If payment is not received by October 31<sup>st</sup>, the member will not be renewed).
- H. Daily deposits should be made whenever cash on hand receipts exceeds \$100, or to the discretion of the Board of Directors as approved.
- I. A committee is not allowed a separate checking account unless authorized by the Board of Directors. The Board of Directors may revoke such authorization at any time.
- J. Changes made to an approved budget, must be reviewed and approved by the Board of Directors.
- K. Monthly membership incentives limited to \$70.00
- L. Each Vice President will have a budget of \$100.00 for the calendar year. The Secretary and the Treasurer will each have a budget of \$100.00 for the calendar year. This is not to be used to pay for quarterly convention. All expenditures must be accompanied by a receipt to the treasurer.
- M. The President will have a budget of \$500.00 for the calendar year.
- N. The Presidents' full registration cost will be paid for at each Quarterly State Convention. Any member attending convention will pay for his/her own registration.
- O. State Convention "First Timers" basic registration will be reimbursed upon completion of the Senate "First Timers" Program, with Senate Chairpersons signed documentation.
- P. All financial transactions for projects, i.e. receipts, deposits, and donation checks need to be photocopied. All original financial transactions need to be turned into the treasurer.
- Q. Financial statements shall be available to all of the Board of Directors at all Board meetings.
- R. Financial statements will be made available, upon request, to all general members.
- S. A completed reimbursement request form needs to be filed with the Treasurer prior to receiving any funds.
- T. Members who pay by personal check for any purpose and their personal check is returned for NON SUFFICIENT FUNDS (NSF) or any other reason, by their financial institute, that member will pay for any fees incurred by the Redford Junior Chamber financial institute along with making restitution of the original check by CASH ONLY. (Example ... member writes a check for \$50.00 and it is returned for NSF and the chapter's bank charges \$25.00 for NSF returned check, the member MUST make restitution to the chapter IN CASH only of \$75.00.)
- U. Members who have incurred 2 NSF personal checks to the Redford Junior Chamber during the fiscal year will NOT be allowed to pay by personal check for the remainder of that fiscal year.
- V. At anytime any member misappropriates chapter funds in any way, shape or form, he/she will be held liable (physically or financially) for the misappropriated funds. Course of action taken against the member will be handled at the discretion of the board of directors, and in compliance with the chapter's constitution, by laws and board policies and state laws.