

POLICIES AND PROCEDURES MANUAL OF THE TEXAS JUNIOR CHAMBER OF COMMERCE

TABLE OF CONTENTS

ARTICLE 1: SPECIFIC QUALIFICATIONS AND DUTIES FOR OFFICERS.....	2
<i>Section 1. President.....</i>	<i>2</i>
<i>Section 2. Immediate Past President (Chairman of the Board).....</i>	<i>3</i>
<i>Section 3. Past Chairman of the Board.....</i>	<i>3</i>
<i>Section 4. Programming Vice Presidents.....</i>	<i>3</i>
Management Development Vice President	4
Individual Development Vice President	4
Community Development Vice President	4
Membership Vice President	5
<i>Section 5. Administrative Vice President.....</i>	<i>5</i>
<i>Section 6. Treasurer.....</i>	<i>6</i>
<i>Section 7. Secretary.....</i>	<i>7</i>
<i>Section 8. General Legal Counsel.....</i>	<i>7</i>
<i>Section 9. Regional Directors.....</i>	<i>9</i>
<i>Section 10. District Directors.....</i>	<i>9</i>
<i>Section 11. Program Managers.....</i>	<i>10</i>
<i>Section 12. Director of Public Relations.....</i>	<i>10</i>
<i>Section 13. Chaplain.....</i>	<i>11</i>
ARTICLE 2: ELECTION RULES.....	12
<i>Section 1. Filing Procedures.....</i>	<i>12</i>
<i>Section 2. Campaign Expenditures.....</i>	<i>12</i>
<i>Section 3. General Campaign Requirements.....</i>	<i>14</i>
CERTIFICATION	15

**POLICIES AND PROCEDURES MANUAL
OF THE
TEXAS JUNIOR CHAMBER OF COMMERCE**

ARTICLE 1: SPECIFIC QUALIFICATIONS AND DUTIES FOR OFFICERS

Section 1. President. The filing fee for the office of President shall be \$150.00.

A. Qualifications. Any candidate for the office of President shall meet the following qualifications:

1. Have been an Individual Member for at least four continuous years;
2. Have served three full terms as a member of the Board, two full terms of which shall have been as a Vice President or Regional Director;
3. Not have served a full term as President;
4. Not have reached the age limit of the U.S. Jaycees on or before the commencement of the term of office.

B. Duties. The President shall perform the duties which are customary to such office, subject to the guidance of the Board and to the limitations of these Bylaws, including but not limited to the following:

1. **Leadership.** Serve as the chief executive officer of the Texas Jaycees, fulfilling the administrative and personnel management functions of the office and ensuring the continued stability of the organization. Implement directives of the Board. Ensure that all other members, directors, and officers perform their duties in accordance with the Bylaws. Provide guidance and counsel to officers and members, recommending appropriate courses of action.
2. **Training.** Ensure that members are trained to serve on future Boards, and specifically for each position on next year's Board. Be prepared to serve as a mentor for all members, directors, and officers, both during and after your term as President. Oversee the organization and implementation of the Local Officers' Training Seminar.
3. **Planning.** Lead the Board in creating a plan of action with specific goals for the year, with input from the general members. Guide and direct plans for the future of the Texas Jaycees.
4. **Communications.** Coordinate all internal communications. Keep the general members and the Board informed about Texas Jaycee activities, by making announcements at meetings and submitting information to the

<p style="text-align: center;">POLICIES AND PROCEDURES MANUAL OF THE TEXAS JUNIOR CHAMBER OF COMMERCE</p>
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newsletter.

5. **Meetings.** Attend all meetings, board meetings, executive board meetings, board retreats, projects, and State conventions, as well as the annual Local Officers' Training Seminar.
6. **Public Relations.** Serve as public relations representative of your organization.
7. **Finances.** Ensure that Texas Jaycee expenditures are legitimate and authorized, and countersign all checks issued by the organization.
8. **Committees.** Serve as an ex-officio member of all regular and special committees. Appoint members to committees described in these Bylaws. Establish additional committees as needed and appoint members to serve on them.

Section 2. Immediate Past President (Chairman of the Board). The Immediate Past President shall serve as Chairman of the Board. He or she shall advise and support the President and other officers.

Section 3. Past Chairman of the Board. The President two years removed shall serve as Past Chairman of the Board. He or she shall advise and support the President and other officers.

Section 4. Programming Vice Presidents. The filing fee for the office of Programming Vice President shall be \$125.00.

- A. **Qualifications.** Any candidate for the office of Programming Vice President shall meet the following qualifications:
 1. Be an Individual Member in good standing;
 2. Have served one full term as a Regional Director and one full term as a District Director or Program Manager, or alternatively, have served one full term as a District Director and two full terms as a Program Manager;
 3. Not have reached the age limit of the U.S. Jaycees on or before the commencement of the term of office.
- B. **Duties.** Each of the Programming Vice Presidents shall perform the duties set forth below for that person's office, subject to the guidance of the Board and to the limitations of these Bylaws:

<p style="text-align:center">POLICIES AND PROCEDURES MANUAL OF THE TEXAS JUNIOR CHAMBER OF COMMERCE</p>
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Business Development Vice President

1. **Leadership.** Supervise all program managers in the Management Development area, and provide guidance and counsel to all other members involved in activities under that area. Manage all management development activities of the Texas Jaycees, including planning, training, financial management, personnel management, communication, and public relations. Preside at membership and Board meetings if necessary.
2. **Fundraising.** Conduct projects to generate revenue for the Texas Jaycees.
3. **Public Relations.** Ensure that the activities of the Texas Jaycees are well-publicized. Create a list of media contacts at the beginning of the year, to be provided to Board members and program managers.
4. **Blue Chip.** Gather necessary information and prepare and submit Blue Chip forms.

Individual Development Vice President

1. **Leadership.** Supervise all program managers in the Individual Development area, and provide guidance and counsel to all other members involved in activities under that area. Manage all individual development activities of the Texas Jaycees, including leadership development, family life, spiritual development and personal skills. Preside at membership and Board meetings if necessary.
2. **Competitions.** Organize and conduct individual competitions at the State conventions. Provide training to Members who are interested in competing in Individual Development competitions.

Community Development Vice President

1. **Leadership.** Supervise all program managers in the Community Development area, and provide guidance and counsel to all other members involved in activities under that area. Manage all community development activities of the Texas Jaycees, including human services, community improvement, government involvement, community fundraising, and international involvement. Preside at membership and Board meetings if necessary.

<p style="text-align: center;">POLICIES AND PROCEDURES MANUAL OF THE TEXAS JUNIOR CHAMBER OF COMMERCE</p>
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Membership Vice President

1. **Leadership.** Supervise all program managers in the Membership area, and provide guidance and counsel to all other members involved in activities under that area. Manage all membership activities of the Texas Jaycees (with assistance from the Regional Directors, District Directors, and other officers and members) including recruitment and orientation, retention, and extensions/chapter assistance. Preside at membership and Board meetings if necessary.
2. **Recruiting and Orientation.** Coordinate all recruiting activities of the Texas Jaycees, and ensure that all new members attend an orientation within sixty days of joining.
3. **Retention.** Coordinate the efforts of the Texas Jaycees to retain existing members.
4. **Roster.** Maintain a current roster of all Members, and make it available to members, directors, and officers for approved purposes.
5. **State and National Information (including Closeout).** Collect all information from local chapters and submit all required information to the U.S. Jaycees whenever required, including new member applications; forward all dues received to the Treasurer and arrange for payment to the U.S. Jaycees.
6. **Degrees.** Inform local chapters and members about the Degrees program, and submit required information to the U.S. Jaycees.

Section 5. Administrative Vice President.

- A. Qualifications.** The Administrative Vice President shall meet the following qualifications:
1. Be an Individual Member in good standing;
 2. Have served one full term as a Regional Director and one full term as a District Director or Program Manager, or alternatively, have served one full term as a District Director and two full terms as a Program Manager;
 3. Not have reached the age limit of the U.S. Jaycees on or before the commencement of the term of office.

<p style="text-align:center">POLICIES AND PROCEDURES MANUAL OF THE TEXAS JUNIOR CHAMBER OF COMMERCE</p>
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- B. Duties.** The Administrative Vice President shall perform the following duties, subject to the guidance of the Board and to the limitations of these Bylaws:
- 1. Meetings.** Schedule and preside over all Membership and Board meetings, with the guidance of the President and subject to the President's right to preside.
 - 2. Robert's Rules.** Gain an authoritative knowledge of the Bylaws and Policies of the Texas Jaycees and Robert's Rules of Order as they apply to the Texas Jaycees, and a working knowledge of the Bylaws and Policies of the U.S. Jaycees. Comply with each of these, and help ensure that other Board members and local chapters comply, especially during Membership and Board meetings.
 - 3. Leadership.** Supervise all program managers in the Administrative area, and provide guidance and counsel to all other members involved in activities under that area. Supervise all officers in the Administrative area, including the program manager for Awards and the editor and/or publishers of the state newsletter.
 - 4. Support of President.** Provide any other support or assistance to the President which will assist that person in carrying out the duties of the office.

Section 6. Treasurer.

- A. Qualifications.** The Treasurer shall meet the same qualifications required for all officers
- B. Duties.** The Treasurer shall perform the duties which are customary to such office, subject to the guidance of the Board and to the limitations of these Bylaws, including but not limited to the following:
- 1. Planning.** Prepare a proposed an annual budget and present it to the Board at Spring Board, with input from other Officers, chapters, and members. Implement the annual budget approved by the Board. Ensure fiscal responsibility for the continued stability of the organization. Guide and direct plans for the future of the Texas Jaycees through advising of financial implications of such plans.
 - 2. Dues.** Oversee the dues billing process, working with the President and Membership Vice President.
 - 3. Safeguard Assets.** Maintain the Texas Jaycees' funds in one or more

**POLICIES AND PROCEDURES MANUAL
OF THE
TEXAS JUNIOR CHAMBER OF COMMERCE**

bank accounts.

4. **Records.** Ensure all financial records are kept for the Texas Jaycees, dues billings, tax information, bank records including statements and cancelled checks, vouchers for expenses, and all other required information.
5. **Oversight.** Ensure that Texas Jaycees expenditures are legitimate and authorized, and countersign all checks issued by the Texas Jaycees.

Section 7. Secretary.

- A. **Qualifications.** The Secretary shall meet the same qualifications required of all officers
- B. **Duties.** The Secretary shall perform the duties which are customary to such office, subject to the guidance of the Board and to the limitations of these Bylaws, including but not limited to the following:
 1. **Leadership.** Help involve members in the chapter's projects and activities, nominate members for chapter awards, support all projects approved by the Board (whether you voted for or against the project) and serve as a communications link between the Board and the general members.
 2. **Meetings.** Attend all meetings, board meetings, executive board meetings, board retreats, projects, and State conventions whenever possible, as well as the annual Local Officers' Training Seminar.
 3. **Notice of Meetings.** Provide notice to members, directors, and officers of upcoming meetings.
 4. **Documentation.** Ensure that all documents of chapter activities are kept in a timely and accurate manner, including meeting minutes, agendas, newsletters, and correspondence. Keep a permanent record of all actions taken at meetings. Ensure that each completed Chairman's Planning Guide is placed in the permanent records of the chapter.

Section 8. General Legal Counsel.

- A. **Qualifications.** The General Legal Counsel shall meet the following qualifications:
 1. Be a member in good standing of the State Bar of Texas;

**POLICIES AND PROCEDURES MANUAL
OF THE
TEXAS JUNIOR CHAMBER OF COMMERCE**

2. Be an Individual Member for at least one full year prior to appointment to said office.

B. Duties. The General Legal Counsel shall perform the duties which are customary to such office, subject to the guidance of the Board, to the limitations of these Bylaws, and the Disciplinary Rules of Professional Conduct, including but not limited to the following:

1. **Training.** Train your successor regarding the unique requirements of your office, and discuss with him or her the issues which arose or which might arise in the future. Provide copies of relevant documents, also including computer files whenever possible.
2. **Advice.** Advise the Texas Jaycees regarding present and future legal issues. Whenever not prohibited from doing so, advise local chapters regarding legal issues.
3. **Advocacy.** Represent the Texas Jaycees in controversies. When outside counsel has been retained to handle a specific controversy, cooperate with that counsel and advise the Texas Jaycees regarding that controversy. Assist the President and other officers in drafting legally significant correspondence.
4. **Drafting.** Draft or review contracts and other legally significant documents involving the Texas Jaycees. Advise the President, and the Board if necessary, of the consequences of such documents. Whenever not prohibited from doing so, draft and distribute standard documents that will be useful to local chapters.
5. **Education.** Educate the officers and members regarding the law, and specifically new developments, which affect the state organization and local chapters and members.
6. **Bylaws Committee.** Serve as Chair of the Bylaws Committee. Draft amendments to the Bylaws and assist Officers and other members in doing so.
7. **Interpretation of Bylaws and Policies.** Advise the President and Board regarding interpretation of the Bylaws and Policies, if needed or requested, preferably after listening to various points of view. Do not provide formal or informal opinions regarding interpretations of the Bylaws or Policies to any other person. In order to carry out this duty, you will need to acquire an authoritative knowledge of this area, including the

**POLICIES AND PROCEDURES MANUAL
OF THE
TEXAS JUNIOR CHAMBER OF COMMERCE**

Bylaws and Policies of the Texas Jaycees and the U.S. Jaycees, and Robert's Rules of Order as they apply to the Texas Jaycees.

- 8. Compliance.** Ensure that you, the Texas Jaycees, and the other Officers and Members always comply with the Bylaws and with all laws, ordinances, and regulations which apply to the activities of the Texas Jaycees. Specifically, understand and enforce the fiduciary duties that all Officers owe the Texas Jaycees. Familiarize yourself and comply with the ethical rules regarding representation of an organization, and inform the Officers of those provisions when necessary. Advise the President, and if necessary the Board, of inappropriate activity or violations.
- 9. Other Duties.** Perform all other duties required in these Bylaws.

Section 9. Regional Directors. The filing fee for the office of Regional Director shall be \$100.00.

A. Qualifications. Any candidate for the office of Regional Director shall meet the following qualifications:

1. Shall have been an Individual Member for two years;
2. Must reside in the Region represented;
3. Shall have served one full term as a voting member of the Board;
4. Shall not have reached the age limit of the U.S. Jaycees on or before the commencement of the term of office.

B. Duties. Each Regional Director shall perform the following duties, subject to the guidance of the Board and to the limitations of these Bylaws:

1. Regional Directors shall report to the Membership Vice President, and shall advise and support all Officers in their Region.
2. Regional Directors shall perform all duties required by the President and the Membership Vice President, subject to the guidance of the Board and to the limitations of these Bylaws.

Section 10. District Directors. The filing fee for the office of District Director shall be \$50.00.

A. Qualifications. Any candidate for the office of District Director shall meet the following qualifications:

**POLICIES AND PROCEDURES MANUAL
OF THE
TEXAS JUNIOR CHAMBER OF COMMERCE**

1. Shall have been an Individual Member for two years;
2. Must reside in the District represented;
3. Shall have served one full term as President of a Local Chapter, or alternatively, shall have served one full term as an Officer of a Local Chapter and one full term as a Program Manager; and
4. Shall not have reached the age limit of the U.S. Jaycees on or before the commencement of the term of office.

B. Duties. Each District Director shall perform the following duties, subject to the guidance of the Board and to the limitations of these Bylaws:

1. District Directors shall report to the Membership Vice President, and shall advise and support all Officers in their Region.
2. District Directors shall perform all duties required by the President and the Membership Vice President, subject to the guidance of the Board and to the limitations of these Bylaws.

Section 11. Program Managers.

A. Qualifications. Any person taking office as a Program Manager shall meet the following qualifications:

1. Must be a member in good standing;
2. Must have been a member for at least one year; and
3. May not serve concurrently as a Chapter President or in another State Office.

B. Duties. Each Program Manager shall perform the duties which are customary to such office, with the guidance of the Programming Vice President over that Programming Area, subject to the guidance of the Board and to the limitations of these Bylaws.

Section 12. Director of Public Relations.

A. Qualifications. The Director of Public Relations shall meet the same qualifications required of all officers

**POLICIES AND PROCEDURES MANUAL
OF THE
TEXAS JUNIOR CHAMBER OF COMMERCE**

- B. Duties.** The Director of Public Relations shall perform the following duties, subject to the guidance of the Board and to the limitations of these Bylaws:
- 1. Familiarity with Texas Jaycees Activities.** Keep informed about all current and future activities of the Texas Jaycees, and keep reasonably informed about the activities of local chapters.
 - 2. Communications with General Public.** Cooperate with the President to keep the general public informed about Texas Jaycees activities, by using any media available.
 - 3. Communications with Corporate Sponsors.** Cooperate with the President to promote the Texas Jaycees to corporate sponsors by providing information about Texas Jaycees activities.
 - 4. Training to Local Chapters.** Provide training to local chapters to assist them in their own public relations efforts.
 - 5. Information to Local Chapters.** Provide information about Texas Jaycees, U.S. Jaycees, and JCI activities that local chapters can use in their own public relations efforts.

Section 13. Chaplain.

- A. Qualifications.** The Chaplain shall meet the same qualifications required of all officers
- B. Duties.** The Chaplain shall perform the duties which are customary to such office, subject to the guidance of the Board and to the limitations of these Bylaws, including but not limited to the following:
- 1. Ceremonies.** Lead the Texas Jaycees in the invocation during Board and Membership meetings and other occasions.
 - 2. Spiritual Development.** Work with the IDVP to provide spiritual development opportunities for the Texas Jaycees. Support the IDVP and members in the Faith in God competition.

**POLICIES AND PROCEDURES MANUAL
OF THE
TEXAS JUNIOR CHAMBER OF COMMERCE**

ARTICLE 2: ELECTION RULES

Section 1. Filing Procedures. The Elections Committee shall ensure that each candidate for elective office of the Corporation submits the following reports and/or forms:

- A. Chapter's Recommendation.** Each candidate must have been recommended by their Chapter on a filing form containing such information as prescribed by the Board of Directors and/or Executive Committee. Said forms shall be made available upon request from the State Service Center.
- B. Affirmation of Compliance with Rules.** Each candidate shall submit a statement signed and sworn to by the candidate, his or her campaign manager, or the President of the candidate's Local Chapter, attesting that the candidate has complied with the rules of the Elections Committee and particularly with the rules concerning expenses and travel restrictions as outlined hereafter.
- C. Deadlines.** The candidate must submit the required filing forms before midnight of the day before the day of the election of the Annual Meeting of the Corporation.

Section 2. Campaign Expenditures.

A. Statement of Expenditures. Each candidate for elective office and the President of the Chapter of which the candidate is a member, or some member on their behalf, shall submit to the Elections Committee a statement of Expenditures for campaign expenses to include a Certification of Donations and the fair market value of same.

B. Limits on Expenditures. The Elections Committee shall ensure that no candidate for elective office exceeds the maximum limits for expenditures as follows:

1.	State President	\$8,000
2.	Programming Vice President	\$2,000
5.	Regional Directors	\$ 500
6.	District Directors	\$ 200

C. Definition of Campaign Expenditures. The Elections Committee shall consider the following to be campaign expenditures:

- 1. The cost of preparing and distributing mailings or other materials

**POLICIES AND PROCEDURES MANUAL
OF THE
TEXAS JUNIOR CHAMBER OF COMMERCE**

advocating the candidacy of any person or persons.

2. The cost of soliciting support for any candidate.
3. The cost of posters, photographs, and other written or printed materials directly advocating the candidacy of any person or that which might tend to promote the candidacy of any person.
4. The cost of travel, conventions, or entertainment of any person or that which might tend to promote the candidacy of any person.
5. Miscellaneous expenses which promote the candidacy of any person.

D. Items Not to be Counted. The Elections Committee shall not consider the following items as campaign expenditures:

1. Person's or organization's stenographic services, including but not limited to typing and word processing, which are customarily used or employed by the candidate or by persons or associations in his/her behalf.
2. Incidental stationery or postage expense, provided that such exclusion shall not be construed to cover general promotional mailings or substantial promotional expenses.
3. Usual and customary organizational booths at conventions, so long as the same shall not directly advocate the candidacy of any person.
4. The reasonable rental and cost of maintenance of a candidate's home chapter room(s) at conventions (other than the candidate's room).

E. Guidelines for Reports. Expenditure reports are to be itemized in detail and shall include a breakdown on cost per unit and number of units purchased. Items donated to a candidate shall be reported at the actual retail value of the items.

F. Timetable. The Elections Committee shall ensure that all Expenditure Reports are submitted by each candidate, or his appointed delegate, according to the following timetable:

1. A report, filed no later than midnight on the Friday of the State Convention. This report shall include all expenses incurred.
2. The report shall be made on the morning of the election, prior to the opening of the ballot. This report shall include all expenses incurred

<p style="text-align:center">POLICIES AND PROCEDURES MANUAL OF THE TEXAS JUNIOR CHAMBER OF COMMERCE</p>
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during the convention.

Section 3. General Campaign Requirements. The following general rules and regulations shall apply to campaigns by candidates seeking elective office:

- A. Campaign Season.** Candidates may not file, nor campaign for office prior to the opening session, Saturday morning of the convention held in the 3rd quarter of the calendar year in which the election is to take place.
- B. Caucuses.** A Local Chapter, Region, or District shall not request a candidate to appear and no candidate shall appear before any caucus between the hours of 2:00 AM and 7:00 AM at the Convention. The Local Chapter, Region, or District may caucus between these hours, but a candidate cannot appear. Candidates who violate this rule will be disqualified.
- C. Promotional Guidelines.**
 - 1.** Meeting Locations (including Hotels, Motels, Convention Centers or any other meeting locations): The candidates' promotional activities and materials shall comply with all meeting location rules and regulations as published by the Host Chapter, Executive Board and as directed by the facility
 - 2. Excessive Damages.** Upon formal complaint, by either the owner/manager of the premises being utilized by candidates or organizations or the Host Chapter, of excessive damages to the premises, the Elections Committee, after meeting to discuss same with the Texas Jaycee Board of Directors, may require that the candidate or organization pay for such damages.
- D. Travel Limitations.** There shall be no travel limitations placed on any candidate seeking any elective office.
- E. Curfew.** All candidates, after announcing their candidacy, shall be required to be in their rooms by 2:00 a.m. each night at all state meetings, until after elections are held.

**POLICIES AND PROCEDURES MANUAL
OF THE
TEXAS JUNIOR CHAMBER OF COMMERCE**

CERTIFICATION

I certify that I am the Corporate Secretary of the Texas Junior Chamber of Commerce and that the foregoing Policies and Procedures Manual constitute the Policies and Procedures of the Texas Jaycees. These bylaws have been adopted and amended at various times over the years with the previous approval on May 31, 1997.

REVISED at the Meeting of the Board of Directors of the Texas Jaycees held in Austin, Texas on July 28, 2006.

CORPORATE SECRETARY
Texas Jaycees

DATE