**CONSTITUTION OF THE McHENRY AREA JAYCEES**

**ARTICLE I – NAME AND OFFICE**

Section 1 – The name of the Corporation shall be the McHenry Area Jaycees.

Section 2 – The Corporation shall maintain a permanent address as:  
 P.O. Box 163, McHenry, Illinois 60051

**ARTICLE II – AFFILIATION**

Section 1 – The Corporation shall be and is hereby affiliated with the Illinois Jaycees, the United States Junior Chamber of Commerce and Junior Chamber International and is subject to the Constitution, By-Law and Policy of those bodies in so far as they affect and prescribe the functions of the McHenry Area Jaycees and are not in conflict with the Constitution, By-Laws and Policy of the McHenry Area Jaycees.

**ARTICLE III – ORGANIZATION**

Section 1 – The McHenry Area Jaycees shall be incorporated under the laws of the State of Illinois as a not-for-profit organization and are subject to the Statutes thereof.

**ARTICLE IV – PURPOSE**

Section 1 – This Corporation shall have the following purposes;

1. To render civic services for the promotion of the welfare of the community and its citizens by means of active participation in projects designed to improve community, state and nation.
2. Provide young persons with an opportunity for expression on public affairs, enabling them to obtain training for future community leadership.
3. Develop, foster and maintain local and state-wide projects, where significant chapter interest has been shown to promote the activities of its members for the betterment of the State of Illinois.
4. Collect and distribute information of civic, economic, government and public interest nature to the McHenry Area.
5. Provide for expansion and growth of the Jaycees.
6. Coordinate the activities of the Illinois Jaycees and McHenry Area Jaycees.

Section 2 – Non-Partisan, Non-Sectarian; This Corporation shall be non-partisan and non- sectarian in its purpose and activities.

Section 3 – Jaycee 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.

**ARTICLE V – MEMBERSHIP**

Section 1 – Membership Classification Definitions

1. Local Chapter. A local affiliate organization maintaining officers and membership of a minimum of **ten** individuals who are within specified age limits as set by the local chapter insofar as said age limits are no more or less restrictive than membership to those individuals who are at least eighteen (18) and no more than forty (40) years of age.
2. Individual Regular Members. Member of chapters in good standing in this corporation shall be considered individual regular member of this corporation. If an individual regular member shall exceed the applicable minimum age limit after his/her anniversary date, such member shall be deemed an individual regular member until his/her next anniversary date; or, in cased of an individual member holding office in the corporation, state organization, or local chapter, until completion of such term in office. No individual regular member shall be permitted to hold any office if said member will have already exceeded the maximum age limit prior to commencement of term of such office, except for Chairman of the board.
3. Individual Service Members. Individual Service Members are individual regular members on active duty with the Armed Forces of the United States.
4. Honorary Members. Honorary membership may be conferred upon recommendation of the General Membership on any person or persons by a two-thirds (2/3) vote of accredited delegates present at any meeting of this Corporation. Honorary members shall not hold office except in an honorary capacity, or vote in the Corporation.
5. Associate Members. Associate Members are members who **are above** the applicable maximum age limit. **Associate Members shall have no vote on the floor and shall not be eligible to hold office, except for Chairman of the Board.**
6. **Teen Members. Teen Members are members who are below the applicable minimum age limit. Teen members shall have no vote on the floor and shall not be eligible to hold office.**

**Section 2 – Membership Dues. Individual membership dues structure.**

1. **New General Member’s dues shall be $40.00. Renewal dues are $35.00, if renewed by closeout the month prior to members join date, otherwise $40.00 effective.**
2. **Associate Member dues shall be $15.00 per year. Renewal Associate Members dues shall be due May 1 for the following year. New Associate Members dues when joining midyear shall be prorated $1.25 per month from application date through following April 30. Dues shall be paid at time of sign-up.**

**Section 3 – Life Membership. A Life Member must be nominated by the Board of Directors or a member in good standing and voted on by the General Membership, with a majority vote ruling.**

**Section 4 – Revocation. Individual Regular Members, Associate Members, Teen Members, and Individual Service Members may have their membership revoked if their behavior or actions become detrimental to the McHenry Area Jaycees Organization**

1. **Detrimental shall stand to mean going against the Jaycee Creed and in direct harm to the Organization’s power and beliefs.**
2. **The actionable member shall be told of said transgressions by the supervising officer of the project, or if not available, or there is no supervising officer, the President, who will attempt to teach the correct behavior.**
   1. **If behavior persists, or presents a clear and present danger to the Organization, the Board of Directors will hold a special meeting with the member to correct the behavior.**
      1. **The Member must be notified no less than (10) days before special meeting.**
   2. **If behavior persists, the Board of Directors will revoke membership, and the member will be notified by the Administrative Vice President thereafter.**

**ARTICLE VI – GOVERNMENT**

Section 1 – The Government of this Corporation shall be vested in the Board of Directors and General Membership as defined in the By-Laws of this Corporation. They are charged with the responsibilities for the affairs, assets and activities of this Corporation.

**ARTICLE VII – AMENDMENTS AND REFERENDUMS**

Section 1 – Amendments

1. This Constitution may be amended at the General Membership Meeting by a two-thirds (2/3) vote of the duly constituted quorum.
2. At least ten (10) day written notice and a text of all proposed amendments shall be electronically mailed, if no email or failed email a hard copy shall be mailed to all Chapter Members at their last known address.
3. Amendments of this Constitution adopted at General Membership meetings shall become effective at the beginning of the next month unless otherwise stated in the amendment.

**BY-LAWS OF THE McHENRY AREA JAYCEES**

**ARTICLE I – DEFINITION OF TERMS**

Section 1 – Corporation. Means the McHenry Area Jaycees.

Section 2 – Fiscal Year. The Fiscal Year of this Corporation shall be January 1, through December 31.

Section 3 – Good Standing. A General Member without indebtedness to the McHenry Area Jaycees shall be considered a member in good standing.

Section 4 – McHenry Jaycees. Means McHenry Area Jaycees

Section 5 – Jaycee/Jaycees. Means the individual members.

Section 6 – J.C.I. Junior Chamber International, Inc.

Section 7 – G.M. Means monthly General Membership Meeting.

Section 8 – National/U.S. Jaycees. Means the United States Junior Chamber of Commerce

**ARTICLE II – MEMBERSHIP**

Section 1 – Application and Acceptance. Any duly qualified seeking membership in this Corporation must register and submit annual dues as outlined in Section 2 of **Article 5 of the Constitution**. **Membership is subject to review by the current Board of Directors.**

Section 2 – Membership Dues.

1. **A Member shall be considered not in good standing should they fail to pay their dues. They will be ineligible to run projects, run for office, vote on day-to-day business, vote in elections, or motion the floor until dues are paid.**

Section 3 – Chapter Elections

1. The McHenry Area Jaycees shall conduct its annual election in October or November, based on Officer training available at state. Nominations will be held in September. The newly elected Officers shall assume their respective positions on January 1.
2. A local officer roster and mailing list of the newly elected officers shall be furnished to the Illinois Jaycees on or before the date specified by the Illinois Jaycees.
3. Election of Officers. The outgoing President shall be in charge of appointing an Elections Committee made up of non-voting members and/or Past Presidents.
4. **Votes in elections shall be counted by no less than two non-voting members.**

**ARTICLE III – GOVERNMENT**

Section 1 – The Government of this Corporation shall be vested in its Board of Directors and the General Membership.

1. The Board of Directors, which shall consist of the immediate Past President who will be the Chairman of the Board, President, Internal Vice President, External Vice President, Administrative Assistant, and State Director.  
    1. The Board of Directors shall be an administrative body charged with the carrying out of the everyday affairs of the Corporation. It shall meet on a monthly basis, or as determined by the President, and shall promote the general welfare and best interests of the Corporation.  
    2. The Board of Directors shall serve as an advisory committee to the President and the General Membership.  
    3. The Board of Directors shall be charged with the responsibility of carrying out the projects and the programs as directed by the General Membership.  
    4. The Board of Directors shall review an Annual Budget prepared by the Vice President in his/her area. Such a budget is presented to the General Membership for their approval **during the first quarter**.
2. The General Membership shall consist of the voting members which shall include the **President, or meeting director, in the case of an absence by the President**, who may vote only to create or break a tie, and the General Membership. No individual shall cast more than one vote per issue.  
    1. Duties and Powers. The General Membership shall have full power to manage the affairs, control the assets, and direct the activities of this Corporation and shall carry out all duties as set forth in the Constitution, By-Laws and Polic**ies**.

**ARTICLE IV – OFFICERS**

Section 1 – Definition. The Officers of this Corporation shall consist of the members of the Board of Directors.

Section 2 – Qualifications.

1. General. All Officers of this Corporation shall be individual regular members in good standing. The Chairman of the Board may hold the position if he or she attains forty-one (41) years of age prior to the commencement of the term of office.
2. Specific. To be qualified to be elected to the listed Chapter Office, the following must be met;  
    1. Chairman of the Board shall be the immediate Past President of this Corporation.  
    2. President; Served as a General Member a minimum of one (1) year.  
    3. Vice Presidents, Administrative **Vice President**, and State Director; must be members in good standing.

Section 3 – Term of Office.

1. All elected Officers shall serve for one (1) year beginning January 1. If their successors have not been qualified and elected at the end of said term, they shall serve until such time as successors shall have been elected or appointed or until otherwise relieved of their duties. No officer shall be elected to the same position for more than **two** consecutive term**s, except for the President, who shall become the succeeding Chairman of the Board**.
2. All appointed officers shall serve for a term specified at the time of their appointment, but not for more than one (1) year.

Section 4 – Election of Officers

1. Elected Positions  
    1. Time and Place. The Board of Directors shall be elected at the General Membership Meeting as outlined in Article II, Section 3 of these By-Laws.

Section 5 – Duties and Power, meeting Attendance

1. The Chairman of the Board shall be responsible for;  
    1. Chairing the Board meeting  
    2. Organizing PMG Training  
    3. Coordinating new Officer training  
    4. Organizing the annual awards banquet.  
    5. Coordination of any awards earned by the President.  
    6. Succeeding the President in the event of his or her resignation.  
    7. Chairing all Constitution meetings.
2. The President shall be responsible for;  
    1. Development of the chapter plan.  
    2. Supervising his or her staff.  
    3. Chairing the General Meetings.  
    4. Acting as a community liaison for the chapter.  
    5. Coordination of any awards earned by the Board of Directors, and all awards for the General Membership.  
    6. Attending State and Region Meetings  
    7. Appointing a Sergeant-At-Arms.  
    8. Compiling a Giessenbier Book.  
    9. Submitting materials for the Parade of Chapters.  
    10. Coordinating General Membership meeting locations.  
    11. Contacting all regular members at their renewal time to confirm renewal status. If the President is not available to renew membership, the Chairman of the Board will take this responsibility for the months the President cannot fulfill his duty. The individual who phoned them in will be held personally responsible for members phoned in to the Jaycees State Office in Springfield.
3. The External Vice President shall be responsible for;  
    1. Developing an annual plan for Community Development and Membership Development.  
    2. Supervising community action projects.  
    3. Coordination of Public Relations for the Chapter, particularly Jaycee Week.  
    4. Completion and submission of PMGs.  
    5. Coordination with the President of all awards under his or her specific area.  
    6. Developing a program of new member orientation, i.e.; Springboard, Constitution.  
    7. Developing and maintaining programs for the retention of existing members; i.e. Degrees of Jaycees.  
    8. Developing programs for the recruitment of New Members.  
    9. Providing new name tags and other approved Jaycee articles.  
    10. Keeping in close contact with the President and Administrative Assistant regards to the status of new and renewing members.
4. The Internal Vice President shall be responsible for;  
    1. Developing an annual plan for Chapter Management and Individual Development;  
    2. Coordinating the awards program for the General Members of the chapter.  
    3. Completion and submission of PMGs.  
    4. Coordination with the President for all **a**wards under his or her specific area.  
    5. Supervising ways and means projects for the Chapter.  
    6. Appointing all Local Directors and coordinating their activities.  
    7. Supervising internal projects for the chapter.  
    8. Supervising social programs for the chapter.  
    9. Supervising the chapter’s Speak-up and Write-up programs.  
    10. **Finding** and encouraging competitors for Region and State meetings.
5. The Administrative **Vice President** will function for purposes of this organization as Secretary and shall be responsible for;  
    1. Development of annual plan for his or her area.  
    2. Producing and distributing a monthly chapter newsletter.  
    3. Recording the minutes of the Chapter Board Meetings and General Meetings.  
    4. Producing a chapter yearbook.  
    5. Appointing a chapter photographer.  
    6. Providing and updating the Mailing List.  
    7. Maintaining records of and approving all chapter finances.  
    8. Handing dues billing on a timely basis.  
    9. Reviewing the chapter’s financial plan.  
    10. Managing the chapter’s inventory and property.  
    11. Routing new member information to each member of the Board of Directors and anyone else requesting it.  
    12. Meeting with an Accountant and/or filing the proper tax returns with the Corporation.  
    13. Will assist in quarterly reviews of the chapters’ financial accounts with the following year Financial Vice President.
6. The State Director shall be responsible for;  
    1. Developing an annual plan for his or her area.  
    2. Coordinating visitation teams to other chapters.  
    3. Attending State and Regional meetings and events.  
    4. Acting as the Chapter’s liaison with other Jaycee chapters.  
    5. Coordinating the development of any chapter extensions.  
    6. Supervise Chapter participation in National, state and Region projects.

Section 6 – Vacancies and Removal

1. Vacancies  
    1. President. In the event a vacancy shall occur prior to or during his or her term of office, the Chairman of the Board of this Corporation shall assume full duties**,** responsibilities**,** and power of the office of President until a successor is duly qualified and elected. At the next meeting of the General Membership a successor shall be elected to serve for the remainder of the unexpired term. The election shall be on the basis of voting strength determined by Article IV. Any qualified individual regular member may be elected to the office of President for the remainder of the unexpired term. Qualification shall apply as outlined under Article IV, Section 2, B-2 of the By-Laws.  
    2. Other Board of Directors. If a vacancy shall occur, the President shall appoint a qualified individual regular member as successor for the remainder of the unexpired term subject to approval of the Board of Directors and General Membership.
2. Removal  
    1. The President may be removed from office as follows;
   1. Procedure. Four (4) members of the Board of Directors petition the Immediate Past President, setting forth complaints against the President and requesting a hearing of their reasons for removal. The Immediate Past President shall call a meeting of the Board of Directors within twenty (20) days. The Board of Directors shall conduct a hearing to determine if subsequent action is necessary. A two-thirds (2/3) vote of the entire Board of Directors certifying the questions of removal on the agenda of the next regular or special membership meeting of two-thirds (2/3) vote of the entire Board of Directors certifying the questions to the General Membership shall place the questions of removal on the agenda of the next regular or special membership meeting of two-thirds (2/3) of the general membership.
   2. Method. A two-thirds (2/3) vote of the **delegation present** at such General Membership Meeting shall be necessary to remove the President from office.
   3. Resignation. Resignation of officers shall be effective on written notice presented to the Board of Directors.
   4. Involuntary Resignation. Officers absent from two (2) required meetings without notification acceptable to the President shall be considered to have submitted their resignation, effective on the date of the second unexcused absence.

2. A member of the Board of Directors, other than the President, may be removed from office if the officer is not fulfilling the duties described in this Constitution and with a unanimous vote of the remaining members of the Board of Directors.

Section 7 – Local Directors and Appointed Positions. Procedures for selection and duties of each.

1. Local Director are appointed by the Internal Vice President, subject to the approval of the President and requiring approval of the Board of Directors and the General Membership. All others are appointed by the President, requiring approval of the Board of Directors and General Membership.  
    1. Local Directors; Liaison between Board of Directors and General Membership;  
    2. Other Appointed Positions; Duties to be outlined by the President as required.
2. Appointed by the President, requiring approval of the Board of Directors.  
    1. Parliamentarian. Required to attend all General Membership Meetings and Annual Meetings.  
    2. Legal Counsel. Required to attend all General Membership Meetings.  
    3. Sergeant-At-Arms. Required to attend all General Membership Meetings. Responsible for keeping order at meetings; reports directly to the President.  
    4. Others. As determined by the President.

**ARTICLE V – MEETING**

Section 1 – Board of Directors shall meet at such a time and place as directed by the President, Chairman of the Board, or upon call by the majority of its members.

Section 2 – General Membership.

1. Date. The General Membership; shall hold twelve (12) regular meetings. These meetings shall be at a time and place set by the General Membership; provided, however, that the General Membership may, by majority vote, direct the Board of Directors to fix the time and place of any such meeting as soon as practical.
2. Special. A Special Meeting of the General Membership may be called by the President, Board of Directors, or one-third (1/3) of the General Membership to discuss or act upon any item concerning the general welfare of this Corporation, provided notice is given to each General Member seven (7) days prior to said Special Meeting.
3. Postponement. The Board of Directors in cases of extreme emergency shall have the power by a two-thirds (2/3) vote to postpone and reschedule any General Membership Meeting.
4. Denial of Voting Privileges. Voting privileges shall be denied to **Regular** Members owing money to the Corporation provided that each such **Regular** Member shall have been mailed written notification at least thirty (30) days prior to the meeting, which includes:  
    1. The amount owing.  
    2. Reason.  
    3. A statement that voting privileges may be retained only through paying the indebtedness.
5. The Administrative **Vice President** shall be responsible for making the mailed written notification within the time period specified to each General Member in the chapter that owes any sum of money to the McHenry Area Jaycees.

Section 3 – Quorum for Meetings.

1. **General Membership Meeting:** Board of Directors **and** Two-thirds (2/3) of the duly constituted body.
2. General Assembly: One-fourth (1/4) of the National Membership of the Corporation.

**ARTICLE VI – FINANCES**

Section 1 – Expenditures.

1. All accounts payable shall be submitted to the Administrative **Vice President**. Approval of expenditures of checks shall be made by two (2) of the following officers; Administrative **Vice President**, President, **Internal Vice President, External Vice President,** and Chairman of the Board.
2. **Writing of checks shall be the responsibility of the Administrative Vice President, requiring their signature and the signature of another signer on bank account.**
3. All bank accounts of the Corporation will be subject to the above requirements.
4. A check register shall be used for control purposes and shall be a report submitted to the board and general membership at all general membership meetings.
5. The Board of Directors shall be authorized to spend up to $100.00 per month for operating expenses only as approved in the annual budget. All expenses over $100.00 shall require prior approval of the General Membership at a general membership meeting.
6. All accounts must be reconciled monthly. Reconciliation reports shall be given to the President and the Chairman of the board.
7. All funds being received and disbursed should have a written receipt and/or ledger showing who the money was given to, what project it was for, how much was given, Date of Receipt, and who authorized the payment. All member dues should be accompanied by a written receipt with a carbon copy to be kept by the Administrative **Vice President**.
8. All bank account balances must be stated orally at every general membership and board meetings.

Section 2 – Debt. No member of this Corporation shall contract or cause to be made in the whatsoever without the proper authorization of the General Membership. Without proper name of this Corporation, and debit of any nature authorization, a member will be personally responsible for any debt incurred.

Section 3 – Budget. The Corporation shall adopt an annual budget subject to the approval of the General Membership.

Section 4 – Salaried Officers. No officer of the Corporation may be a salaried employee of the General Membership.

Section 5 – Reimbursement for Expenses.

1. Board of Directors. The Board of Directors approved expenses shall be reimbursed upon receipt of an itemized list of expenditures subject to the budget. Chapter approval is required at the general membership meeting if expenses exceed $**5**00.00.
2. Vouchers requesting payment of expenses will be presented with a copy of all available receipts.
3. Member choosing to donate personal property for the use of any chosen project does so on their own accord, and will not hold the Jaycees financially responsible for any damage to said property.

Section 6 – Funds.

1. General Operating Fund. The General Operating Fund shall be established. The **Administrative** Vice President shall submit a full and complete monthly report to the General membership. No project funds shall be allocated without prior approval of the current, full and complete financial report by the General Membership.
2. Project Funds. All banks and/or monies raised during a project must be turned into the **Administrative** Vice President or the designated Board Member within 24 hours of the end of that project. Should a project run more than one day, monies should be handed over the **Administrative** Vice President or designated Board Member every 24 hours until the end of that project (i.e. Haunted House).  
    1. Any project involving monies shall have three control sheets. The control sheets will be disbursed as follows:  
    One will stay with the monies  
    One will stay with the Project **Manager**  
    One will be given to the area Vice President  
    2. No monies can be deposited via night deposit.
3. Other accounts deemed necessary may be established only by approval of two-thirds (2/3) of the Board of Directors.

Section 7 – Solicitations.

1. No money may be solicited in the name of the McHenry Area Jaycees or by an individual or organization for any purpose unless prior written approval is obtained from the General Membership or the Board of Directors. Funds so solicited and received shall be paid into the McHenry Area Jaycees for the operation of the specific program or project involved; in any event, all funds so solicited and received shall be accounted for by the individual or organization receiving the same at the time provide for the financial report on such program or project.
2. Neither this Corporation nor any of its General Members nor any employee, agent or representative thereof, including independent contractors operating under some agreement, written or oral, with a member, chapter or individual, shall solicit funds or host external projects or events with the city, town or jurisdiction of any other member chapter without the written approval of such member chapter.
3. In the event that a complaint charging a violation of the foregoing provisions is filed with the Administrative **Vice President** of this Corporation, the President shall forward the complaint to the Administrative of the Illinois Jaycees.

Section 8 – Auditing & Financial Responsibility

1. An audit shall be performed at the end of every quarter, no later than the last day of the month following the end of each quarter (i.e. April 30th, July 31st, October 31st, January 31st). The audit is to be conducted by anyone other than the Administrative **Vice President**. Items to be audited will include verifying bank account balances as reported at the general membership meetings, confirming receipts & vouchers are present for expenditures with proper approval from Internal Vice President, and analyzing project control sheets for any project conducted during the quarter and verifying all income and expenditures have been properly deposited, paid, and reported.
2. If, at the conclusion of an audit, it is revealed that **more** than $500 of chapter funds have been misappropriated in a way that is not in accordance with Chapter Constitution, the person responsible for the misappropriation shall be reported to the McHenry Police department and the chapter will seek legal counsel to prosecute the perpetrator to the fullest extent.

**ARTICLE VII – DISSOLUTION**

**Section 1. Dissolution**

1. In the event of the dissolution of the McHenry Area Jaycees, and after the discharge of its debts and settlement of its affairs, any remaining funds and property of the McHenry Area Jaycees shall be conveyed to such other educational, charitable or civic league organizations as the Board of Directors may determine. If the Board of Directors is unable to agree upon such organizations within thirty (30) days after the settlement of the McHenry Area Jaycees affairs, such funds and property shall be conveyed to the Illinois Jaycees for its general purposes, or with the written consent of legal counsel of the Illinois Jaycees, shall be conveyed to another organization whose purposes and objectives are similar to those of the Illinois Jaycees. The organization, including the Illinois Jaycees, to which funds and property are conveyed must be exempt under the provisions of Section 501-C4 of the Internal Revenue Code of 1954 as amended or under any successor to said section, as may be in effect at the time of the conveyance.

**ARTICLE VIII – PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order, revised, shall be the parliamentary authority of this Corporation.

**ARTICLE IX – AMENDMENT**

Section 1 – Amendments

1. These By-laws may be amended at the General Membership Meeting by a two-thirds vote of the duly constituted quorum.
2. At least ten (10) day written notice and a text of all proposed amendments shall be mailed to all Chapter Members at their last known address.
3. Amendments of these By-laws adopted at General Membership Meetings shall become effective at the beginning of the next month unless otherwise stated in the amendment.

**POLICIES OF THE McHENRY AREA JAYCEES**

**ARTICLE I – TRAVEL REIMBURSEMENT**

Section 1 – State General Assemblies – The chapter will cover the cost of one (1) room at the Conventions Housing and full registration for the President and the State Director, provided they attend at least two (2) hours of forums or seminars. If the above requirements are not met, the chapter shall seek reimbursement from the member or members for the registration and room cost. In the event the President or the State Director are unable to attend, the chapter will not provide a room or registration. **If funds are available.**

Section 2 – **State Year-End General Assembly** – The chapter will cover the cost of two (2) rooms at the Convention Housing and full registration for both incoming and outgoing Presidents, and State Directors provided they attend at least 2 hours of forums or seminars, **with outgoing and incoming Presidents attending business meeting**. If the above requirements are not met, the chapter shall seek reimbursement from the member or members for the registration and room cost. In the event the President(s) or the State Director(s) are unable to attend, the chapter will not provide a room or registration. **If funds are available.**

Section 3 – State Officer’s Training or LOTS – The Chapter will cover the cost of one (1) room and training for officers attending state run officer training providing all involved attend their assigned officer seminar. If above do not attend seminar, the Chapter will seek reimbursement from said members. **If funds are available.**

Section 4 – Other Events – Other events not listed above will be considered by the chapter for approval.

Section 5 – National Competitions – The chapter will cover one full registration for any competitor at a national competition (TOYA, TOYF, and Annual Meeting). Additional reimbursements may be considered by chapter for approval. **If funds are available.**

Section 6 – Chapter Room – Any chapter member, Associate or Regular, may stay in the room covered by the chapter at state General Assemblies and Conventions provided the following conditions are met:

1. They must attend at least two (2) hours of forums or seminars.
2. They must be in good standing with the Chapter.
3. If the above requirements are not met, the Chapter shall seek reimbursement from the member or members for the room cost.
4. **If funds are available.**

**ARTICLE II – PROJECT DISBURSEMENTS**

Section 1 – No money for a project can be disbursed without a voucher approved by the **Project Manager** and a budget approved by the membership and a copy given to the **Administrative** Vice President.

Section 2 – Monies can only be disbursed to a McHenry Area Jaycee family in crisis upon completion of a fundraising project for said family.

Section 3 – **Project Mangers** of projects may not go over budget without first seeking the approval from the Chapter. If a project runs over budget, no monies will be reimbursed without prior approval from the Chapter at a general membership meeting. The **Project Manager** of the project will be personally responsible to pay for any debts incurred over the approved amount if the general membership does not approve the overage.

Section 4 – No equipment over $100 can be purchased for any project without the expressed approval of the general membership, or specifically itemized on the Project Management Guide.

**ARTICLE III – PMG APPROVAL**

Section 1 – No project may be brought before the membership for approval without the first seven (7) steps of the PMG completed, and prior presentation to the board, and publication of steps one-seven (1-7) in the chapter newsletter immediately preceding the GM. The President has the authority to call an emergency board meeting, to approve presentation of the PMG at the GM. All projects with contested PMGs and seeking monies exceeding $500.00 from the chapter must be printed in the newsletter **or e-mailed to general membership** prior to being brought before the general membership at the meeting for approval.

Section 2 – PMGs requiring use of Chapter funds may not be presented without prior approval of the current, full and complete monthly financial report as presented to the general membership.

Section 3 – Any member in good standing may chair a project.

**ARTICLE IV – VOTING PRIVILEGES**

Section 1 – All members in good standing with the Chapter may vote on the day-to-day business of the Chapter. The exception to this will be Associate member **and Teen member**, who may not vote on the election of officers or changes to the Constitution, policies or by-laws.

**ARTICLE V – AMENDMENTS AND CHANGES**

Section 1 – Amendments **To Policies**

1. These Policies may be amended at the General Membership Meeting by a two-thirds (2/3) vote of the **delegation attending the General Membership meeting.**
2. At least ten (10) day written notice and a text of all proposed amendments shall be mailed to all Chapter members at their last known address.
3. Amendments of these Policies adopted at General Membership Meetings shall become effective at the beginning of the next month unless otherwise stated in the amendment.

**ARTICLE VI – CHAPTER PROPERTY USAGE**

Section 1 – Jaycee Canopy. Members in good standing of the McHenry Area Jaycees may rent the Jaycee Canopy for the sum of $**50**.00 per weekend, provided:

1. They place a $50.00 deposit with the **Administrative** Vice President to be refunded upon the return of the undamaged canopy;
2. They agree to cover the cost of the repairs for any unwarranted damage to the canopy;
3. They agree that the canopy is for their personal use only and may not be loaned to friends or any other organization;

Section 2 – Jaycee Sign. The Jaycee Sign is to be used to promote activities and events sponsored by the McHenry Area Jaycees and may only be used for other purposes with the approval of the Chapter President.

Section 3 – Multi-Use Trailer (M.U.T.T.) The Multi-Use Trailer is to be used only for McHenry Area Jaycee Functions and may never be loaned for use to any individuals or other organizations. This use may be expanded to include McHenry Area Jaycee participation at Illinois Jaycee State and Regional events **(**e.g. Regional Campout**)**.

Section 4 – Chapter Property. Other chapter property may be loaned to other Jaycee chapters or state officers provided they assume responsibility of all repair replacement of any damages incurred. Approval shall be by a majority vote of the Board of Directors and shall be presented to the general membership at the next General Meeting.

**Article VII – PROJECTS**

Section 1 – The McHenry Area Jaycees shall hold projects in each of the major emphasis areas: Community Development, Management Development, Individual Development, **International Development,** and Membership Development.

Section 2 – Volunteers who work such projects may be, but not limited to , General Members, Individual Service Members, Honorary Members, Associate Members, Life Members, **Teen members,** spouses and other family members, Jaycees from other Chapters, and/or other volunteers who wish to participate in such projects.

Section 3 – All volunteers who work projects shall be covered subject to the terms and limitations of the insurance policy carried by the McHenry Area Jaycees.

**Section 4 – Volunteers shall be subject to review by the Project Manager and Supervising Officer.**