

Section One: Chapter Plan

1-1 Documentation

The President and the Management Vice President or Administrative Vice President write a Chairperson's Planning Guide (CPG) outlining the procedure used to complete the Chapter Plan.

1-2 Planning

Development of the Chapter Plan is carried out by each of the programming teams for their corresponding area. Format follows guidelines set forth by the Michigan Jaycees. This procedure starts no later than the month of January. Beginning year surveys are used to gauge the needs of the chapter and its members. In the community area, a community needs survey is conducted. The Executive Board reviews the "Budget to Actual" financial statement and calendar from the previous year, as a basis for developing a new budget and calendar. Each area's final plan, including the budget and calendar for the year, is then combined and compiled into one (1) document.

A Mini-Chapter Plan is created by the current programming teams for their corresponding areas in October and/or November of each year. This is the plan and budget for the first quarter of the next year. It is worked on and budgets are set at the November Executive Board Meeting.

1-3 Approval

The Board of Directors reviews the Chapter Plan in its entirety for approval by a majority vote of the Board of Directors during the February Board meeting.

The Board of Directors reviews the Mini-Chapter Plan for approval by a majority vote of the Board of Directors during the November Board meeting.

1-4 Implementation

The Board of Directors follow the guidelines set forth by the approved Chapter Plan. Changes to the Chapter Plan should be recorded in each Programming Area's Quarterly Evaluation, and copies given to both the Management Vice President or Administrative Vice President and the President. Refer to Section 5 for further info on projects.

Section Two: Membership

2-1 General Information

The President is accountable to the membership to see that the dues policy is enforced.

A member's anniversary date is assigned as the first day of the month they joined. The Michigan Jaycee renewal date is midmonth close out of the month before their anniversary date.

2-2 Dues

The Board of Directors determines the new membership, renewal dues rate and Associate Members dues rate. Proposals for change may be brought forward at any Board meeting, in the form of a motion, to be voted on by the Board of Directors. A discount for early or on time payments may be offered. A person will not be considered a member until they have paid their dues or have established a payment plan and supplied the information in Section 2-3. For renewing members, payment in full is due on the first day of the member's Michigan Jaycee renewal date, unless a payment plan has been established.

2-2-1 Member Payment Plan

A payment plan may be agreed upon by the President and/or Membership VP (whoever takes on this responsibility). If there is a payment plan, it is the responsibility of the designated officer (whoever agreed to perform this task at the beginning of the year) to follow up on the payment plan, to inform the Treasurer and ensure the collection of dues.

2-2-2 Notification of Dues

Members are sent two billing notices by the Treasurer for dues, one thirty (30) days in advance of their Michigan Jaycee renewal date, and one immediately following their Michigan Jaycee renewal date if not yet paid. The designated officer then makes follow-up calls to the members thirty (30) days prior to their Michigan Jaycee renewal date. The week prior to midmonth close out, the Treasurer, President and Membership VP compare notes as to who has paid their renewal dues. A designated officer then calls any members who have not paid to ask if they are renewing and to make collection arrangements.

Prospects who have said they wish to join shall be invoiced by the Treasurer upon receipt of their information from the Membership VP.

The Membership VP should prepare a Membership Grid for each Board Meeting. Copies should be distributed to the Board of Directors. The Membership VP should identify high risk members, i.e., members that are likely to drop but could be activated 120 days in advance. These members should be targeted by directors for activation on projects in that period. Calls to the membership should be made to members up for renewal in the next two months as a matter of priority.

2-2-3 Payment of Dues to the Michigan Jaycees

Each month's renewals are processed at the beginning of the month prior to their anniversary month. The Treasurer issues a check paying the renewal dues for renewing members. The dues kit must be postmarked by the date established by the Michigan Jaycees to avoid Michigan Jaycee late fees.

In the event that a member has not paid, made arrangements to pay, or specified that they are dropping their membership by the Michigan Jaycees renewal date, the member's membership status may be left pending during the grace period allowed by the Michigan Jaycees. The designated officer has until final close-out of their anniversary month to contact the member, collect renewal dues and renew the membership. The designated officer must simply submit (either call in or on-line) the status of the member (either renewed or dropped) on final close-out with the new member adds.

New member adds are called in to the Michigan Jaycees at mid-month or final close-out each month. Final close-out occurs on a designated day at the end of the month. The schedule of mid-month and final close-out days is provided by the Michigan Jaycees.

On final close-out, when new members and any renewals are called in to the Michigan Jaycees, the officer responsible (President, Membership VP or Treasurer) guarantees the dues amount on his/her credit card or check on file. The names that were called in are then given to the Treasurer, who will send a check for the appropriate amount with the current month's renewals. All payments must be received by the Michigan Jaycees by the 30th of the month. The credit card/check on file is then not charged and no late fees are assessed.

Examples: 1) New Member joins at February GMM. New member gets called in one of the February close-out days (mid-month or final). Anniversary date is February 1. The Treasurer pays for new member by the 30th of March. 2) Member has Anniversary date of February 1 / Michigan Jaycees renewal date of January 1, so is due to Michigan Jaycees at close out in January. Payment is due to the Michigan Jaycees by March 30th.

2-3 Membership

A person is considered an active member after the following criteria are met:

1. Payment-in-full of dues or an approved payment plan (this is a by-law and is not subject to be waived)
2. The following information is in the hands of the Membership Development Vice President:
 - Full name
 - Home address
 - Primary phone number
 - Date of Birth
 - E-mail (Recommended)
3. Sponsorship / Approval by the Board of Directors.

2-4 Aged-out members and Guests

Aged-out members and Guests are welcome to staff projects. Aged out members and guests are welcome to licensed events only if two bona fide members are present at all times at the event. A bona fide member are those that have been a member of the organization for at least six months. A licensed project requires that the event be registered with the State and that a license be posted the day of the event. An example of a licensed project is the Vegas Night. For more information see MCL 432.103(e).

Aged-out members and Guests are not allowed to chair projects and may not serve on committees. Aged-out members can become an Associate Member for the fee as determined by the Board of Directors. This fee is waived for Past Presidents and JCI Senators. Ann Arbor Jaycee Foundation Trustees who have past the age of Jaycee eligibility may sit on committees for projects funded by the Foundation.

Section Three: Meetings

3-1 General Membership Meetings

General Membership Meetings, known as GMMs, are held on the first Thursday of every month. Should the meeting require rescheduling due to unforeseen circumstances or holidays, it is the responsibility of the Board to notify the general membership as soon as possible. This meeting is open to the public.

3-2 Board of Directors Meetings

The Board of Directors meet on the third Thursday of every month. Should the meeting require rescheduling due to unforeseen circumstances or holidays, it is the responsibility of the Chairperson of the Board and the President to notify the Board members as soon as possible. This meeting is open to all general members.

3-3 Executive Board Meetings

The Executive Board consists of the Chairperson of the Board, the President, all Vice Presidents and the Treasurer. Meetings are held on the second Thursday of every month, unless there is a need to reschedule. It is the responsibility of the President to inform all members of the Executive Board if rescheduling is necessary. The meeting is closed to all others, unless previous arrangements are made with the President.

3-4 Agendas

An agenda is provided for all GMMs and the Board of Directors meetings. Vice Presidents are required to submit their portion of the updated agenda two (2) days prior to the meeting. The President or Secretary is responsible for compiling the agenda. Business items not included on the agenda will not be considered, unless agenda is amended during the addition section of the GMM or Board meeting and approved by the President.

Recommended elements of the agenda:

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| • Call to Order | • Additions and Corrections to the Agenda |
| • Pledge of Allegiance (GMM only) | • Announcements |
| • Thought for the Day | • Approval / Sponsorship of New Members (BOD only) |
| • Introductions (GMM only) | • Discussion Items (BOD only) |
| • Write-up Topic (GMM only) | • Old / New Business (BOD only) |
| • Secretary's Report | • Guest Speaker(s) |
| • Newsletter Editor's Report | • Programming Area Reports |
| • Press Secretary's Report | • 50/50 Raffle (GMM only) |
| • Treasurer's Report | • Awards |
| • Chief Information Officer Report | • President's Closing Comments |
| • Foundation Report | • New Member Installation (GMM only) |
| • Other appointed officer reports | • Creed (GMM only) |

The order of the agenda that will best serve the needs of the meeting and those in attendance is left to the discretion of the President.

3-5 Procedures

The President conducts all meetings. If the President is unable to attend, the responsibility falls to the Chairperson of the Board.

A MOTION may be made by:

- Any Jaycee individual member at a GMM
- Any officer with the power to vote at a Board Meeting, excluding the President

A motion amends, adds or deletes a current policy or pre-approved project in the Chapter Plan, OR approves a project not listed in the Chapter Plan. The motion starts with the words "I move..." If the person making the motion IS NOT eligible to initiate the motion, they state the motion, followed by someone with the authority to make a motion with the words "so moved". It is seconded by a separate individual with the authorization to make a motion. At this point, the President restates the motion and discussion of the motion occurs. The President calls for a vote once all discussion has been exhausted or "a call to question" has been made by an eligible member. A motion passes with a majority of votes, unless otherwise noted in the by-laws.

During the by-law vote, limits on discussion may be implemented by the parliamentarian.

An AMENDMENT to a motion may be made during the discussion portion. The procedure for seconding, discussion and "call to vote" are the same as for a motion. An amendment must be voted on prior to voting on the original motion.

Motions / amendments are made only on business items included on the agenda.

For further information regarding the procedures the Ann Arbor Jaycees use for conducting meetings, please reference *Robert's Rules of Order, Newly Revised*.

Section Four: Executive Authority & Member Conduct

4-1 Presidential Authority

The President by virtue of the position as CEO of the corporation will supervise the affairs of the corporation. This includes but is not limited to:

- Establish the priorities during the Jaycee year.
- Be the arbiter of By-Laws and Policy & Procedures.
- Preside over the issues of due diligence and prudence. Due diligence should take precedence over the need to waive any policy.
- Be charged with making decisions in the best interest of the corporation.
- Provide leadership by communicating the vision of the organization.
- Will delegate this authority as deemed necessary to the other Executive Board members.

4-2 Resignation

The following actions may be interpreted as a resignation from the Board of Directors:

- Absence from the General Membership, Board of Directors, and Executive Board of Directors meetings, as defined in Bylaw.
- Breach of any contract.
- Failure to execute any duties as outlined by the President.

The President shall present the infraction(s) to the Board of Directors, and ask that they affirm the resignation. The member in question shall be notified by regular mail that their action(s) have been interpreted as a resignation, and will go into effect no later than five (5) days prior to the next regularly scheduled meeting of the Board of Directors.

4-3 Harassment

The Ann Arbor Jaycees are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise, at Ann Arbor Jaycees' functions. Further, members are responsible for respecting the rights of other members. If a member experiences harassment by a member at any time, or by any member based on sex, race, national origin, disability, or another factor, or believe they have been treated in an unlawful, discriminatory manner, they should promptly report the incident to the Ann Arbor Jaycees President or a member of the Board of Directors. The President is responsible for investigating the matter and taking immediate and appropriate corrective action, which may include a recommendation to the Board of Directors to revoke an individual's membership in the Ann Arbor Jaycees.

Harassment includes sexual harassment, improperly abusive or suggestive language, stalking, unsolicited and unwanted communications and other forms of behavior the Board of Directors may deem to constitute harassment. The President and/or the Board of Directors have sole authority to determine whether particular behavior(s) or action(s) constitute harassment, and to define what harassment means.

If a member engages in harassment of another member, a designate of the Board of Directors shall notify the member in writing through registered mail that such behavior is to immediately stop and that the member is only entitled to one more warning before a vote is taken on whether they should have their membership revoked. This shall be called the member's First Warning.

If, after the First Warning, the member continues to harass that member, or harasses another member at any time, a designate of the Board of Directors shall notify the member in writing through registered mail that such behavior is to immediately stop and that any further harassment will lead to a vote on whether he/she should have his/her membership revoked. This shall be called the member's Second Warning.

If, after the Second Warning, the member continues to engage in harassing behavior, or at any point in the future engages in harassing behavior, the President shall present to the Board of Directors the evidence supporting revocation of the member, and the Board of Directors shall take a vote to determine if the member shall have his/her membership revoked in the Ann Arbor Jaycees. The President shall give the offender ten (10) days written notice through registered mail detailing the reason for the proposed expulsion. The member may contest the proposed expulsion in writing or in person before the Board of Directors. The member will then receive final written notice through registered mail of the Board of Directors' decision.

The authority to terminate a member's membership in the Ann Arbor Jaycees, under this section, is solely vested in the Board of Directors per the By-Laws of the organization.

Section Five: Projects

5-1 Criterion

A project should meet the needs of the members, chapter, and/or the community.

5-2 Chairperson's Responsibilities

Overall running of a project:

- Coordinating committee members and meetings, including resolving issues or conflicts
- Writing and completing the CPG
- Overseeing of the finances and ensuring the project stays within budget
- Submission of articles to *The Crier* (newsletter)
- Promotion of project to general membership
- Updating of project status to the director and/or programming area Vice President, including quarterly evaluation(s), as needed
- Reminder calls
- Attend project
- Gathering and compiling all substantiation

The chairperson may delegate any of the above responsibilities to committee members however they see fit, however the chairperson remains ultimately responsible.

5-3 Projects

A project listed in the approved Chapter Plan requires no further approval from the Board of Directors.

A project listed in the approved Chapter Plan that requires a significant and/or budgetary change is resubmitted to the Board of Directors for further approval. This includes "TBD" projects, even if listed as such in the approved Chapter Plan. "TBD" project ideas shall be brought to the Executive Board, then to the Board if they think approval is necessary. The Vice President of the programming area decides what constitutes a significant change.

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.

The final CPG and substantiation are due to the Vice President thirty (30) days after completion of the project, or earlier if necessary due to programming book deadlines.

If time constraints require approval of a project before the next regularly scheduled Board Meeting, a vote via email shall be allowed. This vote shall follow Procedures per Section 3-5. The minimum amount of time required to close voting shall be 72 hours.

5-4 Finances

All projects included in the Chapter Plan must have an approved budget, even if the dollar figure is zero dollars (\$0). 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 moneys 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.

It is the Director's responsibility to see that the chairperson turns in all project budget sheets to the Treasurer.

5-5 Alcohol

For projects designated as BYOB (Bring Your Own Beer or Alcohol), additional insurance is not required. For projects where alcohol is supplied or sold by the chapter, the chapter needs to acquire additional insurance to guard against liability. If the event takes place at a member's residence, the member is listed as an "additional insured".

Any chapter event where alcohol is supplied or sold, the following waiver must be on the project sign in sheet, in large, bold type and at the top of each page:

By signing your name below, you waive any claim or causes of action against the Ann Arbor Jaycees, its officers, and/or general members, for injury or damage sustained in connection with your participation in this event. By signing your name below, you also agree that you are of legal drinking age in the State of Michigan and are able to prove legal documentation to prove age at the attended event.

DATE TIME NAME (PRINT) SIGNATURE

Section Six: Finances

6-1 Donations

Donations to others and Donations from others must follow clearly established guidelines.

6-1-1 Donations to others

In general, the Ann Arbor Jaycees do not donate to individuals, families, or religious or political organizations. Special cases that are approved and supported by an established community and/or charitable agency or organization must be approved by the Board of Directors.

6-1-2 Donations from others

Donations from others will be reviewed and accepted, subject to the approval of the Board of Directors. Organizations making an accepted donation will be sent a written receipt by the Jaycees indicating the Jaycees' not-for-profit status. If a donation is specifically given for a particular project (sponsorship), the organization issuing the check must be informed of Chapter's not-for-profit status and that the contribution may not be used as a charitable tax deduction. It is recommended that the contributor consult his or her tax advisor regarding the deductibility of the donation.

6-2 Operating Expenses

Operating expenses are non-project expenditures. Examples could be:

- Meeting rooms for GMM and Board meetings
- P.O. Box
- Chapter insurance
- Storage Unit

Payment is the responsibility of the Treasurer. Documentation includes a completed expense report and/or invoice.

6-3 Project Expenses

Reimbursement of costs incurred by members will require the following documentation:

- Completed expense report turned into the Treasurer within forty-five (45) days after the completion of the project.
- Copies of receipts (It may be difficult to obtain receipts for some items, such as a small number of stamps. This is left to the discretion of the Vice President.)

Solicitation of sponsorship for projects must include the statement "The Ann Arbor Jaycees is a 501(c)(4) or not-for-profit organization, and as such, contributions may not be considered a charitable tax deduction. They may be considered for business advertising. Please consult your tax adviser."

6-4 Expense Report

Items in an expense report cover the materials, supplies and resources needed to run a project. Examples are:

- Mailing of sponsorship letters, advertising and PR
- Printing of programs, flyers, posters, etc.
- Rental of equipment
- Participant fees
- Food for project

Operating expenses must also be evidenced by expense reports in order to be reimbursable.

Expense reports are a two page carbon-less document. The top copy is retained by the Treasurer and the bottom copy is retained by the chairperson of the project. Required information on an expense report is:

- Project Area
- Project Name
- Project Date
- Itemized list of expenses
- Receipts for expenses
- Signatures
- Name of person to whom the check will be issued

All expense reports must be approved either by the Vice President in the project's programming area or by the President in the absence of the Vice President before the Treasurer is authorized to issue a check. Expenses incurred by a Vice President in their own area must be signed by the President. The Chairman of the Board can sign expense reports only in the absence of the President.

Items NOT covered include personal expenses, such as mileage, lunches, committee meeting food, phone calls, parking expenses, thank you cards to membership, etc.

6-5 Treasury

The chapter shall have a treasury function for purposes of maintaining the books and records of the chapter as well as filing the appropriate tax and information returns with the IRS, the State of Michigan, and any local governmental entities as may be required.

6-5-1 Treasurer

The Treasurer will have financial records available for review by the general membership at the GMM or Board of Directors meeting. A detailed check register must be maintained, breaking all income and expense items into specific project lines of the Chapter Plan. "Budget to Actual" financial statements for year-to-date from the end of the previous month must be prepared by the Treasurer and will be available quarterly at Board of Director meetings, or upon request.

6-5-2 Reconciliation

The Administrative Vice President or other designated vice president is responsible for completing all bank reconciliations and will not have check signing authority, nor be allowed to make deposits to our account.

6-5-3 Payment approvals

Two valid signatures must be on each check to be written against the Ann Arbor Jaycees account. Four people are authorized each year on the signature card with Michigan Commerce Bank. They are specified in By-law Article VI. Any electronic payments (such as automatic withdrawal from our account) must be authorized by an expense report form signed by two (2) of the signatories.

Section Seven: Communications

7-1 Internal

Internal Communications are important for communication between the Board of Directors and the general membership of the chapter.

7-1-1 The Chapter Newsletter

The chapter will print and mail or send electronically the chapter newsletter, *The Crier*, to every active member as part of their membership privileges. Prospective members, who have supplied the Membership team with their home address, receive the newsletter for a duration established by the Membership team. Additional copies are mailed or sent electronically to Past Presidents of the Ann Arbor Jaycees, the Michigan Jaycees Board of Directors, Presidents of

other District chapters, city officials and Associate Members. Deadline for newsletter submissions is set forth by the Executive Board of Directors. The Newsletter Editor establishes acceptable formats for submissions.

7-1-2 Member to Member Phone Calls

Telephone calls between members should respect the individual desires of the members involved. Generally, telephone calls should be restricted to the hours of 9:00 AM to 9:00 PM, unless permission has been granted otherwise. Telephone calls to a member at work are discouraged, unless permission has been granted.

7-1-3 Board of Directors Roster

The Secretary/Presidential Assistant will maintain a Board of Directors Phone/E-mail sheet to be distributed to the members of the Board of Directors, as necessary. Items included will be: name, home / business / cellular phone number, if they may be called at work, latest hour to be reached at home, and email.

7-1-4 Jaycee Email Distribution List

The Ann Arbor Jaycee's email distribution list is to be used for chapter business only. For example, promoting a project or soliciting staff members. Any member in violation of this policy may have their email distribution privileges revoked or restricted based on the discretion of the email group administrator.

7-1-5 Member Calls

Phone calls to the general members shall be made monthly by Directors and other assigned Board members, unless a member requests not to be called. Emails and/or personal contact may be substituted for phone calls on request.

7-2 External

In general, the President, Management Vice President or External Affairs Vice President and/or the Press Secretary are the official representatives of the chapter to the general public, unless that duty is delegated to another member by the Executive Board. The legal council must be informed of any matters that involve communication with press or general public that could result in a legal concern.

7-2-1 Press Release

The Press Secretary or designate is responsible for all chapter press releases.

7-2-2 Media Responses

Either the Press Secretary, Legal Council or a member empowered by the Executive Board is allowed to respond to a media released article or announcement.

7-2-3 Project Promotion

The project chairperson(s) is responsible for the media promotion of their project. The project chairperson(s) utilizes the Press Secretary's guidance in preparing statements to ensure the consistency and efficiency of the project promotion. The chairperson(s) may also conduct radio and local cable television interviews to promote their project.

7-3 Campaign Communications

Campaign season begins with Straw Ballots at the August and September General Membership Meetings. Candidates are allowed to begin public campaigns immediately following the Potential Officer Training School (POTS). Candidates are allowed one unsolicited email to chapter members, and the chapter distribution list may be used. It will be up to the Elections Committee Chairperson and committee to implement this policy and issue warnings to candidates in violation. Excessive abuse of this policy may result in the removal of that candidate from the ballot.

Section Eight: Awards

8-1 Newcomer of the Month, Jaycee of the Month, Jaycee of the Quarter

Awards are given to members to recognize their contribution to the chapter. Any members of the Board of Directors may make nominations. Voting is held at every Board meeting. General members may not be present during the voting. The winners are announced at the GMM and in *The Crier*.

8-2 People's Choice Award

The People's Choice Award is given by the general membership, at the GMM, to recognize a member(s) for his and/or her contribution. Nominations are made during the first half of the GMM by secret ballot. The winner(s) is announced at the end of the meeting and in the next edition of *The Crier*.

8-3 Other Awards

Other awards, such as Presidential Awards of Appreciation and presidential pins may be given at the discretion of the president. The winner(s) is announced at the end of the GMM and in the next edition of *The Crier*.

8-4 Year End Awards

Nomination for awards, set forth by the Chairperson of the Awards Project and the President, are distributed and voted on at the December GMM and by an electronic survey. Voting is done by secret ballot. The President also selects awards to recognize members as he or she deems appropriate. Winners are announced at the Year Ender, as well as in the next edition of *The Crier*.

Established year-end awards include:

- Community Development Project of the Year
- Individual Development Project of the Year
- Financial Management Project of the Year
- Membership Development Project of the Year
- External Affairs Project of the Year
- Administrative Project of the Year
- Chairperson of the Year
- Newcomer of the Year

- Jaycee of the Year
- Presidential Appreciation Awards
- Director of the Year
- Key Person of the Year
- Most Dedicated Jaycee
- Team Spirit
- Quantum Leap Award

Underlined awards are selected by the Chapter President

8-5 Senate / Life Member Committee

The Senate / Life Member Committee will be comprised of the current Board of Directors. The Board will conduct a review each year for any possible candidates. The President may ask any Senators or Life Members for recommendations. The Board of Directors will be the ultimate decision maker as to the names of the final candidates. The Board of Directors will vote on candidate(s) at a Board of Directors meeting. The President will give the Board of Directors five (5) days notice that a Senator / Life Member vote will take place.

The cost of a Senatorship is determined by the United States Junior Chamber and Junior Chamber International and is subject to change. The chapter shall pay for this cost and the first year's annual dues owed to the Michigan JCI Senate for any new Senator (currently \$25). Senators will be presented with their certificate and name badge (provided by JCI) to recognize this acknowledgement. Costs for the annual Michigan JCI Senate dues are the responsibility of the Senator after the first year.

The cost of a Life Membership is determined by the annual dues, which is determined by the United States Junior Chamber and is subject to change. The chapter shall pay the annual dues of that member until they age out, and waive Associate Member dues thereafter. Life Members shall receive the 10" Summit Award from Roland's Crystal Creations, or similar award by another vendor.

Section Nine: District, State and National

9-1 Representation of Chapter

The President represents the Chapter at all district, state and national functions. If the President is unable to attend, the responsibility becomes that of the Chairperson of the Board. If neither the President nor the Chairperson of the Board are able to attend, the Administrative Vice President, the Management Vice President or an appointed chapter delegate will represent the Chapter.

9-2 Elections

The number of delegates for the Ann Arbor Jaycees is determined by the Michigan Jaycees or District bylaws. Prior to any vote, members in attendance will hold a caucus to determine how votes are to be cast. The chapter shall vote as a block with the chosen candidate or issue receiving all delegate votes. The President-elect or their designee will select the delegates. If there is no President-elect at the time of voting, the President or their designee shall select the delegates. Delegates will be selected as follows: incoming board, followed by outgoing board, and lastly any general member in good standing until such time that all delegate positions have been filled. Delegates must be registered on the Michigan Jaycees' Roster and have valid ID with them. The Chapter's dues to the State must be paid in full (a blank check should be available to pay any outstanding debts). Declaration of votes will follow district, state or national policies and bylaws.

Section Ten: Corporate Requirements

10-1 Tax Filing Requirements

The Ann Arbor Jaycees is a 501(c)(4) exempt organization "... civic league, an organization not organized for profit but operating exclusively for the promotion of social welfare, or a local association of employees...". As such, we are required to file an informational return if gross receipts exceed \$25,000. We are allowed to file the short form, Form 990-EZ, if gross receipts are less than \$100,000. If gross receipts are greater than \$100,000, a Form 990 is filed.

We must file a Form 990T if unrelated business taxable income exceeds \$1,000. Unrelated business taxable income is income derived from an activity that constitutes a trade or business that is regularly carried on and is not substantially related to the organization's tax-exempt purpose. It appears that all of our income is substantially related to our tax-exempt purpose with the exception of the Vegas Night, which being a game of chance is specifically subject to tax on unrelated business income. Note that for a 501(c)(4) entity, we are not taxed on interest income as unrelated business income.

We received confirmation from the IRS of our tax year end of December 31. Therefore, our Form 990EZ and 990T (if needed) are due on May 15.

We are also required to file a Michigan Annual Report for Non-Profit Organizations (Form C&S-2000) with the State of Michigan by October 1.

We are not required to file a Michigan Single Business Tax Return Form C-8000, until gross receipts are at least \$250,000. In 2002, Form C-8030 "Notice of No SBT Return Required" was filed indicating that gross receipts are less than \$250,000 and that this condition is expected to continue in succeeding years. It is recommended that SBT form C-8030 be filed every three years to assure that the State of Michigan has a record of our status for the SBT.

10-2 Non-tax items:

The IRS stipulates that if gross receipts are over \$100,000, we are required to disclose the non deductibility of fundraising solicitations. We have a statement that appears at the bottom of our membership dues billings that says that the dues are not deductible on the personal income tax return as charitable contributions. We must put a similar disclosure on any printed solicitations, telephone, television, or radio solicitations.

10-3 Board of Directors Annual Transition:

The November and December Board of Director meetings are to be joint meetings with the current and newly elected Board members. The November and December Executive Board meetings are also a joint meeting.

10-3-1 Transition of Position

It is the duty of the current Vice Presidents, along with their Directors, to plan projects for the first quarter of the following year (the Mini-Chapter Plan-refer to Section 1 for further information). This includes recruiting committee members and providing training in the current year. Newly elected officers are strongly encouraged to attend planning and training for projects in their assigned areas. These officers are to take responsibility for the projects as of January 1.

10-3-2 Transfer of Documents

It is up to each Vice President and the President to compile any Jaycee documents and materials to be passed along to their successor in a timely manner. The following documents must be transferred from the outgoing Board of Directors to the incoming Board of Directors during the transition period, but no later than the end of January, except for financial documents which will be transferred between the Treasurer and Associate Treasurer at the transition time defined in By-law.

- Articles of Incorporation
- Blue Chip Submission
- Bond
- Bylaws
- Chairman's Planning Guides
- Chapter Plan of Action
- Dues Records
- Financial Records
- Fourth Quarter Evaluations
- License to Solicit (if needed)
- Long Range Plan
- Michigan Annual Report
- Policy and Procedures
- Press Kit
- Tax Returns
- Training Materials
- Year End Evaluations
- Year Ender Program/Script

10-4 License to Solicit

The President, with the assistance of the Financial Management Vice President and Treasurer, will file with the State of Michigan the chapter's License to Solicit, as needed.

Section 11: Amendment**11-1 Amendment**

These Policies and Procedures may be amended by a majority vote of the Board of Directors present at any regular or special meeting, provided that written notice of the proposed amendment has been sent to the last known address of or sent electronically to each Board member at least ten (10) days prior hereto.

The Policies of the Ann Arbor Jaycees have evolved over the years through the collective experiences and practices of the general membership and Board of Directors. Its purpose is to direct the activities and administration of the Chapter by establishing standard operating procedures for the guidance of the the Board officers. Where Policy is restrictive, deviations from Policy are warranted if thoughtful consideration determines that the otherwise sound rationale of Policy is outweighed by other compelling considerations.

Policy may be adopted, amended or deviated from on a case-by-case basis only upon a two-thirds (2/3) majority vote of the total membership of the Board of Directors at any of its regular meetings. These case-by-case changes to Policy shall be documented in the minutes of the meeting at which such changes occurred. Policies requiring permanent changes shall be integrated into the Policy and Procedures Manual at the next standard revision by the Evaluations Committee, or as needed.

Appendix A: Glossary**Appropriation**

An appropriation is monies available from the chapter to a designated project or operating expense to cover costs.

Board of Directors

The Board of Directors is comprised of general members elected or appointed to the following positions:

- Chairperson of the Board
- Programming Area Vice Presidents - These typically include: Administrative, Community Development, External Affairs, Financial Management, Individual Development and Membership Development
- Programming Area Directors
- Presidential Assistant
- Newsletter Editor
- Chief Information Officer (CIO)
- Legal Counsel
- Other appointed officers
- President
- Treasurer
- Associate Treasurer
- Secretary
- Press Secretary
- State Director
- Training Director

Chairperson's Planning Guide

The Chairperson's Planning Guide is the document, often referred to as the CPG, used to plan and implement a project. Steps used to plan the project are outlined in Questions 1-7, the planning portion of the document. It is completed before the project occurs. The implementation and evaluation portion of the document, Questions 8-10, and the "Actual" budget sheet are completed after the project has run or at the end of every quarter, if ongoing. Quarterly updates and/or the final CPG includes documents which substantiate the project: sign-up and sign-in sheets, *Crier* articles, agendas, pictures, publicity, etc.

Chapter Plan

The Chapter Plan is the document assembled by the Board of Directors outlining the course/direction of the chapter for the year of their term. The format is determined by the Michigan Jaycees. The Plan will be posted on the chapter website or members can receive a copy by contacting the Management Vice President or the Administrative Vice President.

General Funds

The General Fund is composed of moneys collected throughout the year, generally by means of Management fundraisers. It is used for projects and operating expenses.

Jaycee Year

The Jaycee Year starts January 1 and ends December 31.

Majority

A majority is 50% + 1 as specified in the Chapter By-laws.