



Policy & Procedure Manual

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SECTION I: PLANNING

Development of the Annual Plan of Action.

Development of the chapter Plan of Action is carried out each year by the Board of Directors by no later than the first week of February. The Executive Board of the Jaycees of the Quad Cities develops plans for areas including, but not limited to: community development, membership, individual development, and special projects.

Development of the Annual Chapter Budget.

Based on the annual chapter Plan of Action a Chapter Budget is developed by the Treasurer and approved by the Board of Directors by or at the March board meeting.

SECTION II: MEMBERSHIP

Active Membership

To be an active member of the Jaycees of the Quad Cities the following criteria must be met:

1. Pay dues in full. (See Membership Dues below.)
2. The following information has been received by the Vice President of Membership*.
 - Full Name
 - Home Address
 - Primary Phone Number
 - Date of Birth
 - E-Mail

The Vice President of Membership must enter the above membership information into the JCI membership system.

Name Badge Policy

All members shall be provided a Jaycees of the Quad Cities name badge. The first name badge will be provided by the Chapter at the annual New Member Induction. This ceremony typically takes place during the annual spring Community Awards Banquet. A member is required to have been an active member of the Jaycees of the Quad Cities for a minimum of three (3) months to participate in this ceremony. If the name badge provided by the Chapter is lost the cost for the replacement of this name badge is the responsibility of the member. The Chapter will provide one replacement name badge to a member in the event of a name change. Requests for replacement of name badges should be made to the Vice President of Membership. The Chapter may choose to purchase name badges in bulk for cost savings.

Membership Dues

Member Contribution. Dues are required to maintain membership with the organization. Member contribution for dues is set at \$40. Dues are paid on a yearly basis upon the anniversary date of joining the organization.

Membership contribution may be waived upon the approval of the board of directors. If awarded a membership, the award is only valid for one year upon activation. A maximum of four member contribution waivers may be offered in one year. The Board of Directors may provide an in-kind trade of membership dues for services upon discretion.

In the event of an error, the member has the burden of proving the mistake. Upon proof of mistake membership errors will be corrected.

Chapter Contribution. Membership fees are determined by the Board of Directors at the beginning of the calendar year.

The Jaycees of the Quad Cities chapter pays \$10 towards the \$50 state due total. Member contribution for dues amounts are determined annually by the Board of Directors. Membership dues are unable to be paid to the state until the funds are received to the organization.

Membership Renewal

Renewal of annual membership in the Jaycees of the Quad Cities chapter is due in the trimester of the anniversary of membership. Renewal of membership is due once per calendar year and requires payment of the annual member contribution towards dues of \$40. The Jaycee calendar year starts January 1 and ends December 31. Dues are payable to the Vice President of Membership or the Treasurer. Payment of dues may be done in person or online through the webpage of the Jaycees of the Quad Cities.

Notification of Dues

Renewal notices will be announced to the member by the following methods:

- Email notice from the membership website (only with valid email address). All members with a valid email address will be provided a renewal notice from the Vice President of Members at the start of the trimester of their renewal
- General Membership meeting agenda

Invoices may be sent to the member by the Treasurer upon request, and all payments for membership may be accepted by any Board of Directors member to be delivered to the Treasurer.

Non-Payment of Dues

In the event that a member has not paid, made arrangements to pay, or specified that they are dropping their membership from the Jaycees of the Quad Cities by their specified renewal date, their membership state may be left pending. Members must pay annual dues within 90 days of renewal notification or the member will be removed from active status. , Although membership may be reinstated, previous Passport to Leadership and other member history will be lost.

Membership Database

The membership database is maintained by the VP of Membership. It is their responsibility to ensure all information is correct and up to date. It is the responsibility of the member to ensure that their email address remains up-to-date in the membership database. Access to the membership database is restricted to authorized Jaycees personnel.

SECTION III: MEETINGS

General Membership Meetings

General Membership Meetings are held on the first Tuesday of every month. This meeting is open to the public, however only members in good standing may motion or vote on chapter business. Should the meeting require rescheduling due to unforeseen consequences or holidays, it is the responsibility of the Board to notify membership as soon as possible. Notification will come from the President unless otherwise assigned. (See Severe Weather Cancellation Policy)

Board of Directors Meetings

The Board of Directors meet on the first Tuesday of every month preceding the General Membership Meeting.

Agendas

General Membership Meetings

An agenda is provided for all General Membership Meetings. Any members wishing to have business on the General Membership Meeting agenda should have this information to the Secretary no later than three (3) days prior to the meeting.

Board of Directors Meetings

Members of the Board of Directors are expected to submit their agenda items no later than three (3) days prior to the meeting. The President or Secretary is responsible for compiling the agenda, unless otherwise delegated. Within twenty-four (24) hours prior to the meeting, the Board of Directors meeting agendas will be made available to the Board.

Meeting Procedures

The President conducts all meetings. If the President is unable to attend the responsibility falls to a member of the Board of Directors. Meetings will be conducted using Robert's Rules of Order.

SECTION IV: CANCELLATION POLICIES

Meeting Cancellation

In the event of inclement weather or other special circumstances the President, or member of the Board as assigned by the President, is responsible for communicating cancellation of a Membership meeting. Cancellation of all other meetings will be the responsibility of the chair of that meeting. Decisions for cancellation will be made no less than (3) three hours prior to the start of the meeting. Notification of cancellation will be posted on social media and communicated via email to the membership distribution list.

In the event of the cancellation of a board meeting the cancelled meeting will not be considered a required meeting and board members will not be penalized for missing the scheduled meeting. Any time sensitive business which was to be covered in that meeting may be sent via email or an optional special meeting may be called if appropriate.

Event Cancellations

In the event of inclement weather or other special circumstances the Event Chairperson is responsible for cancellation of the event. These events may include volunteering projects, membership events, or other chapter activities other than Membership or Board meetings. In the event of a cancellation notification of cancellation will be communicated no more than (72) seventy-two hours and no less than (3) three hours in advance of scheduled event start time.

Special Project Cancellations

It is the responsibility of the Special Project Chair to include a cancellation plan and policies in the event plan of the Project. Cancellation policies should include the following: inclement weather circumstances that may lead to cancellation, inclement weather plans, timeline for event cancellation, and a plan for communication of event cancellation to ticket holders and other involved parties (volunteers, committee members, vendors, etc.)

SECTION V: MEMBER CONDUCT

Membership Code of Conduct

All members of the Jaycees of the Quad Cities are expected to act as representatives of the chapter and thus maintain a standard of conduct that positively represents the chapter and the values of membership in the Jaycees of the Quad Cities.

The Board of Directors of the Jaycees of the Quad Cities shall serve as the Membership Code of Conduct Committee. The Committee shall be responsible for enforcing the Membership Code of Conduct. Upon finding a violation of the Code of Conduct the Committee may issue a reprimand, suspension of membership, or revocation of membership.

The following actions may constitute a violation of the Membership Code of Conduct:

- Any serious violation of State, Federal or Local laws
- Harassment
- Misappropriation of chapter funds or property
- Intentionally damaging chapter property
- Physical fighting
- Conduct unbecoming a Jaycee member
- Violation of the Bylaws of the Jaycees of the Quad Cities

Any member of the Jaycees of the Quad Cities in good standing who believes that a violation of the Membership Code of Conduct has occurred can submit a written complaint to the Chairman of the Board of the Jaycees of the Quad Cities or any other member of the Committee, specifying the violation alleged to have occurred. The Committee shall review the complaint, under procedures established by the Committee (see Harassment & Discrimination policy), and shall determine whether any violation has occurred and, if so, impose any authorized sanction deemed appropriate by the Committee.

Harms to Persons

The Jaycees of the Quad Cities expressly prohibits members or volunteers representing the Jaycees of the Quad Cities from taking any of the following actions against any person while on Organization property, and at any meeting or event the Jaycees of the Quad Cities has sanctioned, organized, sponsored, or in any capacity in which the individual may be perceived to be representing the Jaycees of the Quad Cities:

- Acts intending to cause a harmful or offensive physical contact to an individual, or an imminent apprehension of such a contact.
- Confining an individual in a fixed boundary without any lawful justification or reasonable concern for the physical safety of other individuals.
- Extreme and outrageous conduct intentionally or recklessly causes severe emotional distress to another, whether or not such distress results in bodily harm.
- Stealing or unreasonably interfering with the property of another.
- Misrepresenting or concealing any fact or opinion for the purpose of inducing another to act or to refrain from action in reliance upon it to the pecuniary or reputational detriment of another.

Harms to the Organization

The Jaycees of the Quad Cities expressly prohibits members from

- Damaging chapter property
- Stealing or unreasonably interfering with Organization property

- Knowingly or recklessly making any false or defamatory statement about the Organization. A communication (written or verbal) is defamatory if it tends so to harm the reputation of another as to lower them in the estimation of the community or to deter third persons from associating or dealing with them.intentionally and improperly interfering with the Organization's prospective contractual relation resulting in pecuniary harm
- Associating the Organization's name [or likeness] with any other organization or activity without prior approval in accordance with the Organization's Bylaws, this Policy Manual, or other Organization-approved governing documents

Harassment or Discrimination

The Jaycees of the Quad Cities are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise, at Jaycees of the Quad Cities functions. Further, members are responsible for respecting the rights of other members. If a member experiences harassment by a member at any time, or believe they have been treated in an unlawful, and/or discriminatory manner, they should promptly report the incident to the Jaycees of the Quad Cities 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 Jaycees of the Quad Cities.

For purposes of this Policy, harassment is defined as unwanted actions directed to another. Said actions may either be continuous or a single incident. Said actions include those reflecting sexual misconduct, racial prejudice, personal malice, an attempt to coerce another into taking an unwanted action.

For purposes of this Policy, discrimination is defined as any action that specifically undermines an individual, or denies said individual participation or access within the Organization, on the basis of race, gender, religion, national origin, disability, sexual orientation, citizenship, veteran status, or age (notwithstanding expressly stated age restrictions placed on membership as dictated by the Organization's Bylaws or any State or National charter).

Upon proper notice, as stated above, if a member has alleged that another member engaged in harassment of another member, the President shall investigate the matter and recommend Board action. For specific extreme acts such as sexual assault, the Board is empowered to remove the accused member in accordance with removal procedures stated in the Bylaws. For all lesser offenses, if the Board, by majority vote, concludes that harassment or discrimination has occurred, 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, upon proper notice and in accordance with the same procedure used for First Warnings, 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 initiate member removal procedures in accordance with the Bylaws.

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

The above policy is that of matters brought to the attention of the Board of Directors of the Jaycees of the Quad Cities. It is the right and responsibility of the individual experiencing harassment or discrimination to take matters to proper authorities as they deem necessary and appropriate.

Any disciplinary action must be documented.

SECTION VI: PROJECTS

Projects

A project listed in the approved chapter's Plan of Action 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 Planning Management Guide (PMG), including a detailed budget, for approval prior to taking action that obligates the Chapter.

The final PMG and substantiation are due to the Board of Directors thirty (30) days after completion of the project, or earlier if necessary due to national 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. The minimum amount of time required to close voting shall be seventy-two (72) hours.

It is the responsibility of the project chair to have in place a volunteer management plan that includes volunteer job descriptions, necessary certification held by volunteers, a volunteer code of conduct, and any background checks when necessary and appropriate. The Jaycees of the Quad Cities reserves the right to ask volunteers who do not provide needed information or fulfill the agreed upon code of conduct to leave the project.

SECTION VII: FINANCES

Fiduciary Duties of the Board of Directors

Each member with discretionary authority to transact and keep the Organization's financial assets, must act

- in good faith
- with reasonable prudence that a person in a like position would exercise under similar circumstances;
- in a manner he or she reasonably believes to be in the best interests of the organization;
 - solely in the interest of the Organization and its assets;
 - in compliance with [the conflict of interest policy]; and
 - in compliance with any written documents governing the Organization's assets.

Treasurer

The Treasurer will have financial records available for review by the general membership by request. The Treasurer has forty-eight (48) hours, or without reasonable delay, to provide requested documentation. 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 monthly at Board of Director meetings, or upon request.

Chapter Budget

All expenses incurred on behalf of the Jaycees of the Quad Cities must be approved PRIOR to purchases as part of the budget planning processes.

All projects included in the Chapter Plan must have (at minimum) a line item in the approved Chapter Budget. Any significant change to the budget of an approved project will require the approval of the Board of Directors.

Chapter Projects with a budget over \$1,000 must have an approved Project Budget. This Budget must be submitted to the Board of Directors for approval with the Chapter Budget. Any significant changes to this budget must be brought by the Project Chairperson to the Board of Directors for discussion and approval. (See Budget Amendments.)

All board members and event chairs must have their line item budgets to the Treasurer by February 15 of the calendar year preceding the budget year: ie: February 15, 2015 for 2016 budget.

If a project requires an appropriation of funds from the chapter, or has solicited sponsors, excess monies are returned to the chapter. It is the responsibility of the chairperson to stay within budget. It is also the responsibility of each member of Board of Directors and project chairs to ensure that his/her area stays within budget.

Budget Amendments

Board members and chairs will have discretionary threshold of 10% or \$100 on individual line items. Any unbudgeted expenses must receive board approval. Changes to the budget may be requested in a board meeting (at least one month prior) for board approval.

Chapter Checking Account

Purpose of Chapter Checking Account. The Jaycees of the Quad Cities checking account is used in the management of the organization's ongoing financial operations. The account may be held at any FDIC-or NCUA- insured financial institution selected by the Board of Directors. The President and Treasurer are the only board members with authority to open and close monetary accounts as needed to facilitate the chapter's needs.

Location of Chapter Checkbook. The checkbook will be physically located with the treasurer and stored in a secure place when not in use.

Chapter Debit Cards. Jaycees of the Quad Cities issues debit cards to the following board members: President and Treasurer. Daily limits on cards shall not exceed \$500. Debit cards will be physically located with the treasurer and president and stored in a secure place when not in use.

Identity of Signators. Signators on the chapter accounts are the Treasurer and Chapter President. Signature cards will be amended at the beginning of each calendar year, preferably during the month of January.

Number of signatures required. The treasurer's single signature is allowed for any pre-authorized budgeted expense. If unbudgeted, board approval is required for all checks. Checks in excess of \$3,000 must be signed by both the Treasurer and the President.

Reimbursement. BEFORE incurring an unbudgeted expense, board approval must be received. It is preferred that expenses run through the Chapter accounts rather than reimbursements made to individuals. For all budgeted expenses, appropriate documentation must be completed with the required signatures.

The individual/group requesting reimbursement must first complete an official Jaycees of the Quad Cities Reimbursement Form (available online at jayceesqc.org or in the Jaycees Policy Manual).

Attached to the form must be an itemized receipt or invoice. Reimbursements must be requested within thirty days of purchase date.

If this form is not received prior to the spending, the Jaycees of the Quad Cities board reserves the right to refer the vendor to payment from the individual who incurred the expense.

The Treasurer or President is prohibited from reimbursing any expenses or paying any invoices for which there is not appropriate documentation. In addition, the Treasurer or President is prohibited from writing a reimbursement check to his or her self. If necessary, the non-involved signator will sign the check.

SECTION VIII: ORGANIZATIONAL MANAGEMENT

Conflict of Interest

Under this Policy Manual, "conflict of interest" is defined as any situation where a Member (or family relative of a Member): (1) receives direct or indirect personal economic benefits resulting from transactions between the Jaycees of the Quad Cities and any persons, firms, business, or social organizations; (2) obtains a direct or indirect personal financial gain or other advantage resulting from knowledge or disclosure of information relating to the Jaycees of the Quad Cities' business which has not been made public; (3) accepts a gift, gratuity valued in excess of \$50 or beyond mere business courtesy; (4) maintains a business relationship in direct competition with the Jaycees of the Quad Cities; or (5) loans money to, or guarantees of obligations of, the Jaycees of the Quad Cities.

All board members, committee/project chairs, and committee members must disclose in writing, any actual, potential, or apparent conflicts of interest to the Board through the Conflict of Interest form to be submitted annually. A potential conflict exists where any of the above situations occurs but has not resulted in any actual benefit received. An apparent conflict exists where a situation or relationship does not create a conflict, but could reasonably appear to other parties as a conflict of interest. It is the right of the Board of Directors to request a Conflict of Interest form from any member of the Jaycees of the Quad Cities if the board has reason to believe a conflict of interest may exist.

The Jaycees of the Quad Cities does not automatically prohibit conflicts of interest. The Board of Directors shall determine whether the conflict is sufficiently injurious to the Jaycees of the Quad Cities' finances, activities, or reputation to warrant remedial action. The Board of Directors must approve any remedial action by majority vote.

Organizational Opportunity

Members are prohibited from (a) taking for themselves personally opportunities that properly belong to the Jaycees of the Quad Cities or arose through the use of its property, information or position; or (b) using Jaycees of the Quad Cities property, information or position for personal gain outside of approved hall rental.

Confidentiality

Members must *not* disclose the confidential information of the Jaycees of the Quad Cities, or those with whom the Jaycees of the Quad Cities does business, except when required by laws, regulations or legal proceedings. Members should consult the Board if they believe they have a legal obligation to disclose

confidential information. Confidential information includes all non-public information related to the Jaycees of the Quad Cities’ activities and finances.

Reporting Illegal or Unethical Behavior

Members should report in writing to any Board Member if they have witnessed, or have reason to believe, another Member (or related party) has or is engaged, or will engage, activity that violates the Bylaws, this Code, or is otherwise illegal or unethical. If the Member is not comfortable approaching a Board Member to report the activity, or they require confidentiality, including keeping their identity anonymous, they may submit a concern or complaint anonymously in writing. But any anonymous report of such behavior must contain sufficient information to enable the Board to investigate the matter.

The Jaycees of the Quad Cities will not permit retaliation of any kind by or on behalf of the Chapter, and its Board and Members against good faith reports or complaints of violations of the Jaycees of the Quad Cities’ governing documents or other illegal or unethical conduct.

See above Section IV: Code of Conduct, Harassment and Discrimination section, for steps to be taken in the event of a report of illegal or unethical behavior.

Records Retention¹

The Jaycees of the Quad Cities must effectively manage and preserve documents generated in the course of its business. The records retention schedule below creates classifications for preserving and eventually destroying these documents. Document classification are listed in the left column and corresponding retention periods are listed in the right column.

[The Board] is responsible for retaining, then destroying, all documents according to the stated retention period. For example: if the schedule states "5 years," the document must be destroyed 5 years after it was created.

If the organization is party to a legal action (lawsuit, investigation, or related proceeding), this retention schedule must be suspended and all documents related to the action must be preserved indefinitely. After the action is resolved, the schedule goes back into effect for the destruction of affected documents.

Any document which does not fall within the classifications below may be disposed of at its user's discretion. Intentional violations of this retention policy is a violation of the [Code of Conduct]. Any changes to retention schedule must be approved by [the Board].

Document	Retention Period
Corporate	
Bylaws and Articles of Incorporation *	Permanent
Corporate resolutions	Permanent
Minutes of board meetings *	Permanent
Minutes of member meetings	Permanent
Conflict-of-interest disclosure forms	5 years
Tax and Financial	
Financial statements (audited)	7 years
Auditor management letters	7 years
Tax returns	Permanent
Check register and checks	7 years
Bank deposits and statements	7 years
General ledgers and journals (includes bank reconciliations)	7 years

¹ Record retention policy effective January 1, 2016.

Investment performance reports	7 years
Contracts and agreements	7 years after contract expires
IRS determination and related correspondence	Permanent
IRS Form 990s	7 years
Charitable Organizations Registration Statements	7 years
Insurance	
Insurance Policies all types	Permanent
Real Estate	
Leases/Rental Agreements	7 years after expiration
Event Organization	
All notes and planning materials	7 years after event ends
Event related contracts	7 years
Receipts and other transaction documentation	7 years
Other	

* Denotes those records that are required to have a physical copy of file at the Jaycees of the Quad Cities hall.

Tax Filing Requirements

The Jaycees of the Quad Cities 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, the Organization is required to file an informational return if gross receipts exceed \$25,000. The Organization is 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.

For those independent contractors and/or vendors with whom the Jaycees of the Quad cities purchases \$600 or greater in labor and services or \$5,000 in direct sales, the Treasurer shall obtain a W-9.

A Form 1099-Misc will be issued to any contractor who received payments of \$600 or more during the tax year in the course Jaycees of the Quad Cities business. The contractor must be an individual or partnership; payments to corporations do not require a Form 1099-Misc. All mailings of Form 1099-Misc must be dated no later than the annual IRS deadline.

It is the responsibility of the Treasurer to ensure that all tax filing requirements are met on a timely basis.

Insurance Policies

The Jaycees of the Quad Cities shall, at a minimum, maintain the following chapter insurance policies:

- Property
- General Liability
- Directors & Officers Liability
- Liquor Liability Coverage
- Event Insurance (when applicable)

Appropriate insurance shall also be maintained for all special projects as appropriate to the specific functions of that project.

Continuation of coverage is the responsibility of the Treasurer and President.

Hall Rental Policy

All hall rentals must be approved by the VP of Management, or other Board member in charge of hall rentals as designated by the board. Any use of the hall for a non-Jaycee event must be approved and scheduled with the VP of Management. Any meetings at the hall must be on the event calendar so no conflicts with use occur.

Current members of the Jaycees in good standing at the time the rental is to take place may rent the hall for no charge with the approval of the VP of Management. All others shall rent according to the terms of the rental agreements in place at the time of the contract. Not-for-profit organizations or other organizations may rent the hall for events. If a member of the Jaycees is a member who will attend the event of a Not-For-Profit or organization that wishes to reserve the hall that Jaycee may reserve the hall at the Jaycee member rate. No Jaycee member may rent the hall for an event they will not attend. The sale of alcohol will not be allowed at any event at the hall. The Board reserves the right to refuse hall rental to any party with or without cause. Any party who has rented in the past and has not adhered to the terms of the rental agreement may be denied future rentals.

See Hall Rental Contract for further details regarding hall rental.

SECTION IX: SUCCESSION PLANNING & BOARD TRANSITIONS**Succession Plan Policy**

In order for the organization to sustain itself year over year and allow for smooth transitions, a succession plan will be enacted for all major fundraisers, events, programs and board positions.

Co- Chairs will be determined to learn the roles and duties of the event Chair. Information sharing between the Chair and Co-Chair must be an open policy in order to successfully train.

All passwords, contact information, website logins, PMG's and any other crucial planning information must be shared with the Co-Chair within two weeks of transitions.

Board Members In-Training are general members wishing to take a position on the Board of Directors and may be permitted as requested. A Board Member In-Training can assist with all of their assigned board member's tasks aside from attending the board meetings and exercising a board member's vote.

It is strongly suggested for existing board members to solicit a Board Member In-Training within their term and train to ascend into that position.

Transfer of Documents

It is required that each Board Member compile any Jaycee documents and materials to be passed along to their successor in a timely manner. 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.

A master document of passwords to Jaycees accounts and sites must be maintained in a shared file.

SECTION X: AMENDMENTS AND CHANGES TO POLICY & PROCEDURE MANUAL

The purpose of the Policies of the Jaycees of the Quad Cities is to direct the activities and administration of the Chapter by establishing standard operating procedures for the guidance of 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) vote of the total membership of the Board of Directors at any of its regular meetings. Written notice of the proposed amendment must be sent to the last known address of or sent electronically to each Board member at least two (2) weeks prior hereto.

Changes to Policy Manual

The Policy Manual may be expanded or amended only in either of the following ways:

- a) By resolution adopted by a majority vote of the Members present at a General Membership meeting.
- b) By resolution adopted by a two-thirds (2/3) vote of the Board of Directors voting in person or by proxy at the scheduled meetings of the Board of Directors.
- c) Policy Manual will be ratified every two (2) years by the Board of Directors notwithstanding any amendments proactively initiated.

STATEMENT OF CONTROLLING AUTHORITY

The policies and procedures of this organization are set forth in this Policy & Procedure Manual. The matters included in the Policy Manual shall have the same force and effect as though included in these Bylaws, except that in the event that matters in the Policy Manual should conflict with these Bylaws, the Bylaws shall take precedence.

The above Policies & Procedures of the Jaycees of the Quad Cities were voted on and approved by a majority vote of the members present of the Jaycees of the Quad Cities on November 3rd, 2015. These policies and procedures went into effect on the date of January 1st, 2016.