

POLICY MANUAL-REGION VI JCI SENATE

ADOPTED MARCH 9, 2002

POLICY I - NAME & ASSOCIATION

Section 1-The name of this organization shall be the Region VI JCI Senate and will include such State organizations as outlined in the US JCI Senate bylaws.

Section 2 - The organization shall be governed by the Constitution and Bylaws of the US JCI Senate and the policies as set forth by the Region VI JCI Senate.

POLICY II - PURPOSE

Section 1-The main purpose of this organization will be to promote programs, projects and policies of the US JCI Senate with the States included in Region VI.

Section 2 - To foster friendships and cooperation among the member states and to carry out the goals of the US JCI Senate and to keep the Jaycees philosophy active within the Region VI states.

Section 3 - Regional projects or programs may be adopted by this organization by a majority vote of the voting delegates present at a regularly scheduled meeting of the Region VI JCI Senate.

POLICY III - GOVERNMENT

Section 1 - The Board of Directors of this organization shall include the following:

- A. The current US JCI Senate Region VI Vice President elected in accordance with the US JCI Senate Bylaws.
- B. The Region VI Secretary appointed by the Region VI Vice President. This person cannot be from the Vice Presidents state.
- C. The Region VI Treasurer appointed by the Region VI Vice President. This person cannot be from the Vice Presidents state.
- D. The current State Presidents or designate of the member states.
- E. Chairman of the Board. The immediate Past Region VI Vice President.

Section 2 - Although the Secretary and Treasurer position of this organization are appointed, they may be re appointed to establish continuity of the Board of Directors.

POLICY IV - ELECTIONS

Section 1 - The annual elections will be held at the Spring Meeting of the Region VI JCI Senate. This election will be confirmed according to the US JCI Senate Bylaws.

Section 2 - The US JCI Senate Bylaws - Article XII Section 5B. "At the annual meeting, each region shall conduct its own election for Regional Vice President in a caucus convened for that purpose. Chair for each caucus shall be the Regions' outgoing Vice President, or in that officer's absence, an officer appointed by the President."

POLICY V - MEETINGS

Section 1 - Regular scheduled meetings shall be held two (2) times each year, called the Spring and Fall Region VI meetings. A meeting at the annual meeting of the US JCI Senate can be held if necessary to approve the business of the Region.

- A. Suggested Spring meeting date will be on the third weekend in March of each year.

- B. Suggested Fall meeting date will be on the last weekend of September or the first weekend in October.
- C. Bids unable to meet the schedule in A & B must be approved the Region Board of Directors.
- D. National Convention meeting will be held following the election meeting to approve incoming appointments and budget and outgoing Vice President expenses, if necessary.

Section 2 - Special Meetings may be called at any time by majority of the Board of Directors to conduct business necessary for the smooth operation of the Region with minutes being kept by the Region VI Secretary or another member of the Board of Directors.

Section 3 - Roberts Rules of Order will govern the conduct of all meetings of the Region VI JCI Senate.

POLICY VI - BIDDING, VOTING AND MEETING PROCEDURES

Section 1 - The Fall meeting will be bid at the previous Fall meeting and the Spring meeting will be bid at the previous Spring meeting.

Section 2 - Bids must be in writing and distributed prior to a vote and include: Cost of full registration and lodging accommodations, location, hospitality, a tentative agenda and special events that may be included with the registration fee (i.e. number of meals, tours, etc.)

Section 3 - Meeting and hospitality facilities must adequately seat a minimum of 125.

Section 4 - Voting at Regional meetings allows a maximum of two (2) voting delegates per member state.

Section 5 - Agendas for Regional meetings must allow time for possible caucus, open to Region VI JCI Senators only.

Section 6 - The Host state Senate organization should assist the Board of Directors with the promotion of attendance at the meeting within the host state and other states within Region VI.

Section 7 - All fund raising conducted at Region VI JCI Senate meetings must have the approval of the Region VI National Vice President.

Section 8 - The Host organization for Region VI will furnish 1 (one) full registration and 2(two) nights lodging for the Region VI National Vice President and 1 (one) full registration and 2(two) nights lodging for the US JCI Senate President. If the National Vice President and/or the US JCI Senate President are not in attendance, these comps cannot be reassigned by anyone other than the Host organization. Suggest that the spouse be gifted a registration if the host organization is financially able.

Section 9 - States hosting the National Vice President at other than official Region meetings are expected to furnish a room and registration, if possible for the National Vice President. (Minimum of once per year.)

Section 10 - Room rates for all sleeping rooms shall NOT include any upcharge that is returned to the host organization or used to off set the costs of the host organizations sleeping rooms or meeting space.

POLICY VII - DUTIES

Section 1 - National Vice President

- A. Shall conduct all meetings of the Region VI JCI Senate and shall represent the Region at all US JCI Senate official Board meetings and report back to the state organizations through a newsletter or oral report at regional meetings.
- B. Shall send a regional newsletter to each State President, regional appointed officers and appropriate US JCI Senate officers a minimum of 4 (four) times per year.
- C. Shall visit each state, if possible, once per year at any official Senate function or Regional function hosted by that state.
- D. Shall prepare a written agenda for each regular meeting of the Region VI JCI Senate.

- E. Shall submit articles to all MENTORS magazine issues, the official publication of the US JCI Senate.
- F. Shall assist the Host states of Regional meetings in the promotion of the meetings.
- G. Shall promote US JCI Senate national programs.
- H. Shall receive the bank statements for review and then forward to the Treasurer for balancing the accounts.

Section 2 - Secretary

- A. Shall keep minutes at all regular and special meetings of the Region VI JCI Senate and have copies available for distribution and approval at the next regular scheduled meetings.
- B. Shall maintain the history of the Region VI JCI Senate by keeping all past copies of policy and minutes from previous meetings. These records will be passed from Secretary to Secretary.

Section 3 - Treasurer

- A. Shall be responsible for the accounting of all monies collected and disbursed by the Region through fundraisers, raffles, etc.
- B. Shall prepare a written report covering all expenditures and income at each regular meeting for approval by the Board of Directors at the meeting.
- C. Shall prepare and submit, with the assistance of the current Board of Directors, an annual budget for the next fiscal year at the Spring meeting of the Region VI JCI Senate for approval by a majority of voting delegates present at the meeting.
- D. Shall serve as an ex-officio member of any Region VI JCI Senate fund raising.
- E. Shall receive bank statements via the Region VI Vice President and will then balance all accounts.

Fiscal year shall run from July 1 to June 30. Fiscal year shall run in accordance with the US JCI Senate year.

All monies dispensed, not approved in the budget, must be approved in an amendment to the budget at a regular meeting of the Region VI JCI Senate, prior to disbursement with the exception of accounts classified as pass through accounts. (i.e. MENTORS donations, US JCI Senate Foundation donations and others so designated by the Treasurer on their report)

Section 4- Chairman of the Board

- A. Shall preside over meetings of the Region VI JCI Senate in the absence or direction of the current Region VI Vice President. Shall conduct the elections portion of the Spring meeting.
- B. Shall be chairman of a Future Directions/Policy committee, made up of all interested past Region VI/North Central Region Vice Presidents.

POLICY VIII - SPECIAL APPOINTMENTS/COMMITTEES

Section 1 - The Region VI Vice President can appoint, in compliance with the Policy and Bylaws, at their discretion any Region VI JCI Senator in good standing to positions which assist the Vice President in fulfilling his/her duties and functions as Vice President or to promote US JCI Senate programs throughout the Region, with the approval of the Region VI Board of Directors.

Section 2 - Should a political advisor appointment of similar nature be made by the Region VI Vice President that will be responsible for the promotion of Region VI bids for US JCI Senate Board meetings, promotion for the Region VI members for US JCI Senate appointments or officers, or other promotions dealing with the US JCI Senate of a political nature, they must report their activities at a Regional caucus, in closed session if necessary,

at each regular meeting of the Region VI JCI Senate. If this advisor is serving as a chairman or manager for any candidate outside Region VI for an elected US JCI Senate office, they must resign as Region VI political advisor.

Section 3 - The Region Vice President will appoint an audit/review chair. In the interest of year to year continuity this person shall be the region advisor. The Chair will oversee an annual audit/review of the region finances. Results of said audit/review shall be presented to the membership no later than the spring meeting held following the audit/review. They shall also be added as a second signatory on all financial accounts as a backup to the Treasurer.

POLICY IX- AMENDMENTS TO REGION VI POLICY

Section 1 - Changes to these policies can be made only at an official Region VI meeting with a majority of the voting delegates present.

Section 2 - Notice of any policy changes must be in writing and sent via US Mail to the Region VI Vice President, Secretary, Treasurer, Chairman of the Board and each State President no less than 30 (thirty) days in advance of the date of the business meeting that changes are to be considered.

DATE OF ADOPTION BY REGION VI: March 9, 2002

DATE OF REVISION BY REGION VI: March 13,

2010 DATE OF REVISION BY REGION VI: APRIL 12,

2013

DATE OF REVISION BY REGION VI: APRIL 23, 2022