

POLICY

POLICY 1 - ANNUAL SENATE PICNIC

- A. The following guidelines are to be used by any region or group wishing to bid and host the Illinois JCI Senate Annual Picnic
1. Bid will be let at Annual Summer Picnic for the following year's Annual Picnic.
 2. Picnic is to be held the fourth full weekend (Friday through Sunday) of July.
 3. Upon receiving bid, host will publicize Annual Picnic at Winter Meeting and Spring Meeting plus have a registration form in the April and July issue of the newsletter.
 4. Registration prices are to be set as follows: full weekend adult, full weekend child, picnic only adult, picnic only child. Golf outing is separate and can carry an additional registration cost.
 5. Room rates are to be as reasonable as possible.
 6. Selected motel is to have a swimming pool.
 7. Host shall provide two comp rooms for both nights for outgoing and incoming Illinois JCI Senate Presidents.
 8. Hospitality Room will be large enough to hold 75 people. It will open at 4:00 pm on Friday and be open all day on Saturday (except during business meeting and picnic).
 9. Meeting area should be large enough to accommodate 125 people. (AC required on indoor facility)
 10. A golf outing (preferably Scramble format) will be held on Saturday morning for Senators and guests. The golf outing should begin about 8:00 am if possible. Golf course should be within a reasonable distance of motel and picnic. Foursomes will be determined by host committee. Lunch for golf outing is optional but encouraged.
 11. An agenda of weekend events shall be available upon arrival. Weekend events should be available for non-golfing attendees, including a Bar Burger lunch on Saturday.
 12. Maps should be available of the area for things to do for the weekend.
 13. Weekend events are to include: Friday night hospitality, Saturday morning continental breakfast (coffee, juice, rolls), Saturday morning golf outing (preferably Scramble format), Bar Burger Saturday lunch, business meeting, Saturday evening dinner (with steak and trimmings) to start about 5:00 following business meeting and Saturday hospitality. Saturday lunch and Sunday breakfast are optional. Children meals can consist of burgers and hot dogs.
 14. Plenty of assorted spirits, wine, beer, soda, snacks, etc. should be available at all times the hospitality room is open.

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15. Host should ensure plenty of help is available throughout the entire weekend to ensure a smooth running event.
16. The Annual Senate Picnic is not intended to be run as a fund raiser for the host Region and should be budgeted accordingly. However, any limited profit attained as a result hosting the Picnic should be reported to the Illinois JCI Senate as part of the final report and will be retained by the host Region organization.

POLICY 2 - US JCI SENATE GUESTS

- A. The Illinois JCI Senate will be responsible for room and registration costs of the US JCI Senate President and Region V Vice President for one visit each to an Illinois JCI Senate function during the year.
- B. With approval of the Board of Directors, the President may provide complimentary registrations to the Annual Senate Picnic to other members of the US JCI Executive Board. The cost for these registrations will be reimbursed to the Picnic committee. Unless approved by the Membership, the cost of these registrations will come from the budgeted IL JCI guest expenses.
- C. With approval of the Board of Directors, the President may provide complimentary registrations for members of the US JCI Executive Board at other Illinois JCI Senate or Illinois Jaycee events. Unless approved by the Membership, the cost of these registrations will come from the budgeted IL JCI guest expenses.

POLICY 3 - ILLINOIS JAYCEE MEETING ATTENDANCE

The President of the Illinois JCI Senate will attend the Saturday luncheon and Saturday evening banquet at all statewide Illinois Jaycee meetings. In the event President cannot attend, a representative should be named to attend these functions. The practical order of protocol is: Administrative Vice President, Management Vice President.

POLICY 4 - SPRING GA

When the Illinois JCI Senate is asked to assist in hosting the Spring GA by the Illinois Jaycees, the Illinois JCI Senate President shall, upon approval of the membership, appoint the Spring GA Co-Chairman from the membership of the Illinois JCI Senate. The Co-Chairman will work in conjunction with the Illinois Jaycee Chairman. The Illinois JCI Senate will not take on or accept any financial obligation from this project.

POLICY 5 – TOYP

When the Illinois JCI Senate is asked to assist in hosting the TOYP Honors Program by the Illinois Jaycees, the Illinois JCI Senate President shall, upon approval by the membership, appoint the TOYP Co-Chairmen from the membership of the Illinois JCI Senate. The Co-Chairman will work in conjunction with the Illinois Jaycee Chairman. The Illinois JCI Senate will not take on, or accept, any financial obligation from this project.

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POLICY 6 – HOSPITALITY ROOM

- A. A hospitality room will be open and available for JCI Senators and their non-Senator spouse/significant other at the Fall meeting, Winter meeting and Spring meeting. The Hospitality Room will be open Friday evening 4:00 PM to 1:00 AM; Saturday 7:00 AM to 1:00 AM as hotel restrictions/host accommodations allow with the exceptions of closed 9:15 AM until immediately following the business meeting and closed 2-3 hours during dinner. Children and grandchildren under the age of 18 and those of special needs can be guests of the Senator in the hospitality room provided they are accompanied by the Senator, their non-Senator spouse/significant other or another specific responsible qualified adult. Under no circumstances will they be allowed to consume alcoholic beverages.
- B. The Illinois JCI Senate will be responsible for providing all alcoholic and non-alcoholic beverages, eating utensils and condiment supplies in the Hospitality Room. Four regions will be pre-assigned responsibility for providing food for the Hospitality Room at each of the afore-mentioned meetings. The four specific food assignments are: 1) Friday evening snacks; 2) Saturday morning unless provided by the hotel; 3) Saturday lunch; and 4) Dry snacks and chips for the weekend.
- C. Any member of the Illinois JCI Senate and their non-Senator spouse/significant other are eligible to participate in the activities of the hospitality room during the hours of operation at a cost of \$20 per person for the weekend \$10 per person for Saturday only, provided they are in compliance with paragraph E of this Policy. Qualified children and grandchildren, age 6 and older (under 18), will be charged a \$10 fee for the weekend. Hospitality room participants must display a ribbon/stamp/bracelet (as determined by Chairman) signifying participation authorization. A Region providing a meal will receive two complimentary registrations.
- D. Any new Senator – whether a member of the Illinois JCI Senate or not – will be allowed to participate in the Senate Hospitality room at no charge on their first eligible visit after receiving their Senatorship.
- E. Any member of the Illinois JCI Senate who is not current with either their annual dues or quarterly life dues payment will not be allowed to participate in the Senate Hospitality Room at statewide meetings until their dues are current. Their guest(s) will be affected by this same policy.
- F. A Hospitality Room Chairman shall be appointed by the President. The Hospitality Chairman will be responsible for coordinating and supervising the activities of the hospitality room, including assigning regions responsible for food preparation at each meeting, verification of eligible participants, collection of money and distribution of ribbons. The Hospitality Room Chairman may appoint additional committee members to assist. All additional committee members are subject to approval by the President.
- G. The Hospitality Chairman will be responsible for having champagne and necessary cups available for the New Senator Toast on Friday evening.

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POLICY 7 – PRESIDENT’S EXPENSE REIMBURSEMENT

- A. The President of the Illinois JCI Senate, upon assuming office will be eligible to be immediately reimbursed for meeting attendance in each of the Region V states, Region V Meeting, and National Meetings. They will be able to receive up to 50% of their eligible reimbursement during their term in office based on additional receipts presented at the Winter JCI Senate meeting. The President will be eligible to receive an amount up to the remaining 50% of the eligible reimbursement once all financial obligations are satisfied and a final financial statement, including an end of year statement with estimated profit and/or loss of all open projects, has been reviewed and approved by the Audit Committee and has been submitted and approved by the membership. This policy will be reviewed annually to determine viability.
- B. This final disbursement cannot exceed the total amount of available cash in the general fund less the amount transferred into the current fiscal year according to Article XVI Section 1.
- C. Any dues money owed to the Illinois JCI Senate by members who were submitted as a new or renewal to the US JCI Senate without receipt of these dues from the member or those qualified by Policy 9, paragraph C, will be withheld from the President’s final payment. The President will be responsible for the collection of these dues in order to be compensated for any amount withheld from his/her final payment.

POLICY 8 – MEMBERSHIP SUBMISSIONS

- A. All JCI Senators who pay their dues to the Illinois JCI Senate either as a life member or an annual dues paying member will be submitted to the US JCI Senate.
- B. Life members will continue to be renewed annually provided they have paid the entire cost of the life membership or have made a payment towards their life membership during the past 12 months.
- C. An annual dues paying member will have their membership renewed to the US JCI Senate only one time, should they fail to pay their annual dues to the Illinois JCI Senate.

POLICY 9 – LIFE MEMBERSHIPS

- A. Any JCI Senator is eligible to become a life member in the Illinois JCI Senate.
- B. A life membership can be obtained by paying the entire amount in full or via a payment plan. Payment can be made with Visa, Master Charge, check or cash. Those individuals paying by check or cash can apply a \$10 discount to the total amount due.
- C. If the sponsoring chapter of a new Senator pays the first year’s dues and administrative fee to the Illinois JCI Senate at the time application is submitted, the new Senator can apply \$35 to the cost of a life membership, provided it is paid in full within one year of the quarter in which the new Senator was initially submitted to the US JCI Senate.

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- D. The starting date of a Life Membership payment plan will be the quarter in which the member paid the initial life membership payment. The member must make an initial payment of \$60 towards a life membership. A new Senator can apply the \$35 paid by the sponsoring chapter towards this initial payment.
- E. Member is required to make three additional \$60 payments to fulfill life membership obligation. Upon the anniversary of one full year's membership in the Illinois JCI Senate, member must be paid in-full or lose sponsoring chapter's credit to life membership payment.
- F. Member will be assigned a Life Membership number and will receive an Illinois JCI Senate Life Member name badge once life membership has been paid in full.
- G. Once a member has gone two full years without paying life membership in full, member will no longer be considered a life member and all monies paid to date will remain in the Life Account.
 - 1. Member will be considered an annual dues paying member and is responsible for paying annual dues to the Illinois JCI Senate at the rate defined in By-Laws, Article II – Dues, Section 1, in order to retain an active membership.
 - 2. Should member fail to pay annual dues upon returning to annual member status, then member shall be dropped from the membership.
 - 3. Should the member wish to become a life member after the two-year payment period has expired, then the member will owe the full cost of a life membership. No previous payments will be credited to the member.

POLICY 10 – FINANCE COMMITTEE

- A. The members of the Finance Committee, as described in By-Laws, Article XVI – Finance, Section 4, will oversee the administration of the Life Account and Contingency Funds. Their duties include, but are not limited to:
 - 1. Receiving all monies for the Life Membership Fund and the Contingency Fund from the IL JCI Senate Treasurer.
 - 2. Depositing or investing monies received into the appropriate accounts.
 - 3. Ongoing management of the Contingency Funds.
 - 4. Ongoing management of the Life Membership Funds, maintaining sufficient funds to where interest and dividends shall pay for the annual dues to the US JCI Senate of all Life Members.
 - 5. Administering requests and/or making recommendations to the Membership for any Life Account Funds over and above those required in subsection 4 above. Life Account Funds may only be used for other purposes with approval of the Membership.

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- B. The Finance Committee will appoint a Chairman, Secretary and Treasurer from its members at the Annual Picnic Meeting. The Treasurer of the Finance Committee shall not be the Treasurer of the Illinois JCI Senate.
- C. The Chairman is responsible for conducting a meeting of the Finance Committee a minimum of one time per fiscal quarter. He/she will provide a quarterly report at each regular Business Meeting of the Illinois JCI Senate. In the absence of the Chairman, the members will select another representative to provide that report.
- D. The Secretary will be responsible for recording all discussions of the Finance Committee as meetings minutes. The Secretary will distribute the meeting minutes at the next meeting for approval of the committee and will maintain a file of all such minutes. All minutes will be made available to any member of the Illinois JCI Senate to review upon request.
- E. The Treasurer of the Finance Committee will be responsible for preparing a current financial report prior to each committee meeting. He/she will distribute the report to the committee for review and make copies available to the Board of Directors at their next meeting. All financial reports will be made available to any member of the Illinois JCI Senate to review upon request.
- F. All monies received by the Illinois JCI Senate for payment towards a Life Membership will be paid directly to the Illinois JCI Senate Treasurer and forwarded to the Finance Committee Treasurer as describe in the By-Laws. The Finance Committee Treasurer will be responsible for depositing or investing all receipts as directed by the Finance Committee. Once full payment is received, individual will be assigned their official Life Membership number.
- G. The Finance Committee has the authority to invest the money in the Life Account and the Contingency Fund in a manner in which they feel is beneficial to the Illinois JCI Senate. The Treasurer will serve as Investment Manager for any and all Life Account funds invested.
- H. All financial transactions and investments of the Life Account funds and Contingency Funds must have a majority approval of the entire Finance Committee.
- I. Upon request of the Board of Directors of the Illinois JCI Senate, dividends or interest received from the Life Account deposits and/or investments will be transferred to the Illinois JCI Senate Treasurer for deposit into the general fund to be used to pay the Life Members dues to the US JCI Senate. The total amount transferred, when added to the Life Membership payments already retained in the general fund according to By-Law Article II, Section 6, may not exceed the total as required to pay the annual dues for Life Members to the US JCI Senate, during each fiscal year.

POLICY 11 – SANDRA K. “SAM” BARKER MEMORIAL AWARD

- A. The Illinois JCI Senate will present the Sandra K. “Sam” Barker Memorial Award at the Annual Picnic Meeting.

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- B. Sam was someone who was always there working in the background to assist in seeing that each project came to a successful conclusion. She was the one who was always behind the scenes of many successful endeavors of the Illinois JCI Senate.
- C. The following criteria is hereby established for nominations for the Sandra K. "Sam" Barker Memorial Award.
 - 1. Member must be in good standing with the Illinois JCI Senate (dues paid).
 - 2. Past Illinois JCI Senate Presidents are not eligible.
 - 3. Current Exec Committee members are not eligible.
 - 4. Any member of the Illinois JCI Senate can submit a nominee to the Senate President.
 - 5. Nominations will be accepted starting with the Spring Meeting (May) through July 1.
 - 6. Nominees should be an individual who has unselfishly given of their time to further the Senate movement in a positive manner and has done so with no need of recognition or expectations of gratitude.
 - 7. The final decision of the Sandra K. "Sam" Barker Memorial Award will be at the sole discretion of the Senate President.
- D. Funding for this award will be paid for from the Sam Barker Fund maintained by the Illinois Jaycee Charitable Foundation.
- E. Money for this fund will be donated from income generated from the Bubba Bash Golf Outing.

POLICY 12 – LARRY WAYNE FERGUSON AWARD

- A. The Illinois JCI Senate will present the Larry Wayne Ferguson Memorial Award at the Annual Picnic Meeting.
- B. Larry was a gentle giant who was always there working in the background on many projects, the Illinois JCI Senate, Region V and on the National USJCI Senate. He was an individual who left his mark leading behind the scenes without the need for personal recognition.
- C. The following criteria is hereby established for nominations for the Larry Wayne Ferguson Memorial Award.
 - 1. Nominee must be member in good standing with the Illinois JCI Senate (dues paid).
 - 2. Any member of the Illinois JCI Senate can submit a nominee to the Senate President.
 - 3. Nominations will be accepted starting with the Spring Meeting (May) through July 1.
 - 4. Nominations should be an individual who has unselfishly given of their time to further the Senate movement leading behind the scenes in a positive manner and has done so with no need of recognition or expectation of gratitude.
 - 5. The final decision of the Larry Wayne Ferguson Memorial Award will be at the sole discretion of the Senate President.

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- D. Funding for this award will be paid for from the Larry Wayne Ferguson Fund maintained by the Illinois Jaycee Charitable Foundation.
- E. Money for this fund will be donated from income generated from the Bubba Bash Golf Outing.

POLICY 13 - HOSTING A MEETING

- A. In the event that the Illinois JCI Senate is unable to meet with the Jaycees the following policy should be followed.
 - 1. A bid will be let for the meeting no later than the membership meeting prior to the independent meeting. The registration should include Friday evening hospitality (seating for 75) and meeting space on Saturday (seating for 120).
 - 2. Room rates should be reasonable. One (1) comp room should be provided for the Illinois JCI Senate President.
 - 3. Illinois JCI Hospitality will provide all alcoholic and non-alcoholic beverages. The hosts will provide the Friday evening meal, snacks, condiments, and paper supplies.
 - 4. Registration should include a \$10 per person charge to be paid to the Illinois JCI Senate Hospitality fund for providing beverages.
 - 5. Saturday activities may be included but are not required.
- B. In the event that a physical meeting cannot be held, and the Jaycees are not conducting a physical meeting, an online meeting is permissible.

Policy 14 - IL JCI SENATE JCI SENATORSHIP COMMITTEE

- A. A committee consisting of five (5) Past Presidents of the Illinois JCI Senate shall be appointed by the Senate President to serve a three (3) year term. The Illinois Senate President shall appoint the needed new committee members annually to be approved by the membership at the annual regular meeting. Beginning with the 2017-2018 administration, the appointment format will be 1-2-2 in three-year intervals.
- B. Committee chairperson shall accept applications for Senatorship consideration any time during the current administration with a deadline of March 1, so approval can be made of the Senatorship and it is completed by June 1.
- C. Nominations may be submitted by any member of the Illinois JCI Senate who shall present such nomination to the committee. All applicants must meet the JCI USA criteria for membership and applications must be completed and signed by the appropriate individuals. Nominee must have been out of the Jaycees for a minimum of five (5) years for consideration.

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- D. Should the nominee's chapter still be active within the guidelines of the US Jaycees, they are not eligible for consideration under this program.
- E. Recommendations outlining the breakdown for funding shall be by the majority of the committee and will then be forwarded to the Illinois JCI Senate Executive Committee for approval through a majority vote.
- F. A limit of two (2) such JCI Senatorships may be awarded during any administrative year.
- G. The cost of the application may be funded by the following examples:
 - Region
 - Jaycee Contributions
 - Spouse of Nominee
 - Illinois Senate Friends
 - Illinois JCI Senate Funds
- H. The Illinois JCI Senate shall maintain a separate restricted fund with a maximum of \$5000 for the financial support of JCI Senate applications. During any business year monies may be added to the fund through fundraisers held specifically to benefit the fund and/or individual or organizational donations made specifically to the fund. Any money transferred from any other Illinois JCI restricted fund must follow the By-Laws and/or Policy rules in effect at the time.

Amended January 17, 2009
Amended January 29, 2011
Amended May 12, 2012
Amended February 9, 2013
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Amended July 25, 2015
Amended May 12, 2018
Amended November 7, 2020
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