

## Iowa Jaycee Chapter Probation Policy

Iowa Jaycees prides itself on its local chapters. Local Chapters are the heart and soul of our organization. However, chapters also have responsibilities to the state and national organization. These responsibilities are to ensure that there is open communication between the chapters and the state board, and provide a means for the state board to ensure that the chapters are active and meeting the needs of its members as well as the community.

Per Iowa Jaycee by-laws, the organization has the right to revoke the charter of any chapter residing within its state.

This policy is to serve as a guide to each chapter as to what is expected from the Iowa Jaycees. It also provides the repercussions of failure comply with what is the chapter leadership's responsibility. This policy is not meant to be punitive, but to ensure we have healthy chapters for our local members. It should be noted that this policy does not supersede U.S. Jaycee Policy.

**According to US Jaycee policy once a chapter falls below 10 members at the end of a quarter, they are administratively dissolved by the national organization.**

At the state level the following steps will be followed for chapters placed on probation:

1. If a chapter falls below the chapter minimum size at the end of a membership reporting period, the local chapter President will receive a 90 day warning letter from the Iowa Jaycee State President.
2. The letter will include expectations and suggestions on how to reach or exceed the chapter minimum size. Some required steps are listed below to help chapters position themselves for growth
  - a. Monthly calls between the State President, Membership Director or an assigned member from the Board of Directors and local President will be required.
  - b. At approximately 45 days, into the 90 day probation process, an in-person meeting will occur. The goal of this in-person meeting is to obtain a status update on membership and engagement activities.
  - c. At least three community projects must be completed during the 90 day period. At least one of these projects should incorporate the Active Citizenship Framework. A PMG must be completed and submitted to the state board for each of the three projects. Additional details are included below.
  - d. Conduct a member survey requesting input on activities and community needs.
  - e. During at least one of the regular membership meetings, the chapter will conduct a discussion regarding the wants and needs of the community and chapter members. Chapter leadership will also request that members bring a list of prospective members.
  - f. Enroll and actively participate in the Shoot for Success program or other JCI USA Membership Support Program.

- g. Complete a Membership Plan and submit to the assigned member of the State Board of Directors for their review.
  - h. Develop a quarterly calendar of events that is publically available.
  - i. Hold at least one membership social.
  - j. Submit chapter roster, board roster and a copy of chapter bylaws and articles of incorporation to State President, Membership Director or an assigned member of the Board of Directors.
  - k. Create or update a chapter Plan of Action and ensure the chapter is meeting the Civic Leadership Certification standards.
  - l. It is the responsibility of the Chapter President or Chapter Representative to give either a written or oral report to the State Board of Directors at one of the regularly scheduled State board meeting, during the 90 day probationary process. This report can be given verbally at the meeting or teleconference, or this report can be written and sent to the State President for reporting at the meeting.
3. If the chapter is not able to obtain the chapter minimum size by the end of the probationary period, the State President may proceed with action to recommend to the Corporation the revocation of the chapter's charter per Iowa Jaycees Bylaw 1, Section 3.