



**Articles of Incorporation,
Bylaws and Policies**

JCI Iowa Bylaws and Policies

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Amended and Restated Articles of Incorporation

Article I

Name and Purpose

Section 1. The name of the corporation is JCI Iowa. The effective date of its incorporation was the 23rd day of April 1937. Its original name was Iowa State Junior Chamber of Commerce.

Section 2. The purpose of this corporation shall be to promote cooperation among civic organizations of young persons in the State of Iowa to increase their efficiency; to develop and foster the growth of such organizations; to provide facilities for intelligent participation of young persons in the solution of civic, state and national problems; to secure cooperative action in advancing the common purpose of its members and to bring about uniformity of opinion and concentration of action upon questions affecting the civic and commercial welfare of the state and union.

Section 3. This corporation shall be non-partisan, non-sectarian, and non-sectional and shall wholly abstain from any political affiliations or endorsements of candidates for public office.

Article II

Membership

Section 1. Any young persons' organization for the purpose consistent with those of this organization which shall make concurrent application for membership in the Junior Chamber International USA (JCI USA), Junior Chamber International (JCI) and this organization, and whose individual members are individual members of JCI shall be eligible for membership when and if accepted by the JCI USA and JCI into their membership.

Section 2. This corporation and affiliated members thereof shall be subject to the Constitution and Bylaws of the JCI USA and JCI insofar as they prescribe and affect the functions and operations of the JCI Iowa and local Junior Chamber of Commerce or Jaycee organizations.

Section 3. Notwithstanding any other provision, Membership to the JCI Iowa is open to those individuals who are at least eighteen (18) and no more than forty (40) years of age. Local chapters may expressly limit eligibility for membership in the Local Chapter to individuals who are within certain specified age limits. In no event shall said age limits be less restrictive than a limit restricting membership to those individuals who are at least eighteen (18) and no more than forty (40) years of age.

Section 4. In order to qualify as a Collegiate Chapter, the Certificate or Articles of Incorporation and/or Bylaws or other rules for the conduct of the business of the Local Chapter submitted by said Local Chapter must contain, in addition to the requirements stated above, a clause, or clauses, expressly limiting eligibility for membership in the Local Chapter to individuals who are currently enrolled as students, or are currently employed by one or more specifically listed postsecondary educational facility or institution. In the alternative, the Local Chapter may provide written documentation that said Local Chapter is a student organization that is officially recognized and/or officially sanctioned by a post- secondary educational facility or institution.

Article III

Affiliated Members

Section 1. All affiliated members shall belong to the JCI USA and JCI.

Article IV

Officers

Section 1. The elective officers of this Corporation shall be a President, and such Vice Presidents as shall be provided in the bylaws. An Executive Vice President, Treasurer, Secretary or any other officer or officers, shall be appointed by the President subject to the approval of the Board of Directors.

Article V

Governing Body

Section 1. The government of this Corporation shall be vested in the Board of Directors, the members of which shall number, qualify and be selected as provided by the bylaws.

Article VI

Amendment

Section 1. These Articles of Incorporation, or any of them or any section thereof, except Article VIII hereof, may be amended or repealed at any annual or special meeting of the Corporation upon an affirmative vote of two-thirds (2/3) of the accredited delegates present at such annual or special meeting; provided, that such proposed amendment has been submitted in writing to the President and notice thereof has been mailed or emailed to each member organization not less than thirty (30) days prior to the date of such meeting.

Section 2. An amendment to these Articles of Incorporation may be submitted by member organizations by a written referendum provided the referendum is first

approved by a two-thirds (2/3) majority of the Board of Directors. Such referendum is to be accompanied by notice that all local organization members must register their votes within thirty (30) days of issuance of such referendum. A majority of the valid votes cast computed on the basis of representation as provided in the bylaws shall be necessary to approve or adopt such referendum providing that votes representing two-thirds (2/3) of the member organizations shall have been received.

Article VII

Bylaws

Section 1. Members of the corporation shall have the power to establish or amend the bylaws of the corporation by an affirmative vote of two-thirds (2/3) of the delegates present at any annual or special meeting of the corporation, provided that such bylaws or amendments have been submitted to the President in writing and notice thereof has been mailed or emailed to each member organization not less than thirty (30) days prior to the date of such meeting.

Section 2. In lieu of the above method, an amendment to these bylaws may be submitted to each member organization by a written referendum, provided the referendum and form of such referendum is first approved by a two-thirds (2/3) majority of the Board of Directors. Such referendum is to be accompanied by a notice that all local organization members must register their votes within thirty (30) days after issuance of such referendum. A majority of the valid votes cast computed on the basis of representation as provided in the bylaws shall be necessary to approve or adopt such referendum, provided that votes representing two-thirds (2/3) of the member organizations have been received.

Section 3. The Board of Directors shall have the power to make rules and regulations for their own organization and for the management of the affairs of the corporation not inconsistent with the bylaws.

Article VIII

Liability for Corporate Debts

Section 1. Private property of the members of the corporation and of their constituents shall not be held liable for corporate debts, and their constituents shall not be personally liable for the debts of the Corporation. This Article shall not be eliminated, changed or amended, without affirmative vote in favor thereof by all of the members of the Corporation at that time. The Corporation shall assume the obligations of the existing corporation known as the Iowa Junior Chamber of Commerce and its successors or assigns.

Article IX

Powers

Section 1. The corporation shall enjoy all the powers which corporations not for pecuniary profit may exercise under the laws of the State of Iowa. The corporation shall have the power to acquire, hold, transfer, convey, assign, lease and/or mortgage real and personal property. The President shall sign all instruments affecting real property executed on behalf of the corporation after first being approved by the Board of Directors.

Section 2. No officer, director, or members of this corporation shall have any authority to make any agreement or contract with any person, firm or corporation in any manner, except by authority of the Board of Directors, and in no event shall any person have authority to sign any agreement or contract binding this corporation for a period longer than three (3) years. The President or designee shall sign agreements or contracts executed on behalf of the corporation after first being approved by the Board of Directors.

Article X

Commencement and Duration

Section 1. The corporation shall continue to exist for a period of perpetual duration from the date of its incorporation under the name of the Iowa Junior Chamber, unless sooner dissolved by an affirmative vote in favor of its dissolution by two-thirds (2/3) of membership at the time.

Article XI

Effective Date

Section 1. The effective date of these Restated Articles of Incorporation shall be immediately upon their adoption and approval as provided for in these Articles of Incorporation.

Article XII

Section 1. These Restated Articles of Incorporation:

1. Correctly set forth the provision of the Articles of Incorporation of this corporation as heretofore stated and heretofore and hereby amended
2. Have been duly adopted as required by law
3. Supersede the original Articles of Incorporation of this corporation and all amendments thereto.

The Board of Directors of the Corporation recommended the preceding Amended and Restated Articles of Incorporation to the membership of the corporation. On the 23rd day of January 2005, the preceding Amended and Restated Articles of Incorporation was approved by the membership in the manner prescribed by the Iowa Nonprofit Corporation Act and the original Articles of Incorporation, as amended. Proper notice was given to the membership, a quorum was present at such meeting, and the Restated and Amended Articles of incorporation received at least two-thirds of the votes of the members present at such meeting.

Dated: November 6, 2005

STATE OF IOWA (COUNTY OF JASPER)
ss: JCI Iowa Christopher Wand, President

On this 11th day of November, 2006 before me personally appeared Christopher Wand, to me personally known, who, being by me duly sworn, did say that she is the President of the JCI Iowa, and that the foregoing instrument was executed on behalf of the Corporation by authority of its Board of Directors and membership, and she acknowledged the instrument to be the free act and deed of said Corporation.

BYLAWS OF THE JCI Iowa

Bylaw 1: Chapter Membership

Section 1. Application for affiliation of local chapters shall be in the form prescribed by the JCI USA and shall be submitted in duplicate to the JCI Iowa. The process of affiliation shall be handled in the manner prescribed by the JCI USA.

Section 2. Immediately upon acceptance of any application for chapter membership by the JCI USA, the President of the JCI Iowa shall notify the applicant of the acceptance of the application. He shall then arrange for the presentation of the charter of the new chapter.

Section 3. Membership of a chapter in the JCI Iowa may be terminated by a three-fourths (3/4) vote of those voting at a meeting of the corporation if the membership of such chapter is prejudicial to the best interests of the JCI Iowa. The chapter shall have been given written notice of the proposed termination and a summary of the reasons by service upon the President of said chapter by certified mail. Such notice shall be actually received by the Board of Directors of the chapter at least forty-five (45) days prior to the meeting at which termination will be voted upon. The chapter shall be allowed to show at the meeting any good cause for continued membership.

Section 4. The membership of any chapter shall be terminated upon the termination of its membership in the JCI USA.

Section 5. No chapters may act in the name of the JCI Iowa without express approval of the Board of Directors.

Bylaw 2: Individual Membership

Section 1. Members of a chapter of the JCI Iowa shall be individual members.

Section 2. Qualifications to be an individual member shall be determined on the same basis as membership under the Bylaws of the JCI USA. Furthermore, eligibility for membership in a Local Chapter affiliated with the JCI Iowa is limited to individuals who are within certain age limits. Said age limits are found in JCI Iowa Articles of Incorporation Article II, Section 3 and in no event shall they be less restrictive than the age limitations found in Section 3.3(B)(7)(c) of the JCI USA By-Laws.

Section 3. Any individual member of the JCI Iowa shall at all times be qualified by and represented through a chapter of the JCI Iowa. Individual membership may also be terminated if determined to be prejudicial to the best interest of the JCI Iowa and its local chapters.

Bylaw 3: Membership Dues

Section 1. Each chapter shall pay an annual membership fee of Fourteen dollars and fifty cents (\$14.50) per individual member. Each chapter shall pay an annual membership fee of nineteen dollars and fifty cents (\$19.50) per member renewed.

Payment for each member shall be made at the end of the quarter prior to the member's anniversary quarter, which is the quarter his dues were initially paid to the JCI USA. Each recognized collegiate chapter shall pay an annual membership fee of ten dollars (\$10.00) per individual member or the maximum allowed by the JCI USA bylaws.

Section 2. The JCI Iowa shall also collect with the fee mentioned in Section 1 of this Bylaw the annual fees payable to JCI USA & JCI.

Section 3. The roster of individual members as determined by the JCI USA shall be the basis for computing JCI Iowa annual membership fees.

Section 4. Any chapter of this corporation delinquent in payment of any account due the JCI Iowa, or an organization contracted by JCI Iowa to sell products of JCI Iowa or JCI USA, for more than six (6) months shall forfeit its charter and membership. An extending chapter is liable for charter members' dues of the new chapter until the dues are paid by the new chapter or extending chapter. In the event of forfeiture, the chapter may reapply for membership, subject to all conditions imposed on a new applicant. Interest at the rate of twelve (12%) per year will be charged on all accounts that are outstanding longer than 60 days. The interest will be calculated from the first day the amount becomes due. Nothing contained herein shall prevent the Board of Directors from waiving or compromising such delinquency in the best interests of the JCI Iowa.

Section 5. Payments for all dues and items payable to JCI Iowa shall be by cash, current dated check, or bank credit card as previously authorized by the Board of Directors.

Bylaw 4: Board of Directors

Section 1. There shall be a Board of Directors. It shall consist of the officers of this corporation, the President of the Local Presidents' Association, Legal Counsel, Local President's Coach, Governor/Senator Ambassador, a representative of the Strategic Planning Committee and any individual member who is an officer of the JCI USA or Junior Chamber International (JCI).

Section 2. The Board of Directors shall control all affairs of the JCI Iowa other than those responsibilities delegated to the Cabinet or the President pursuant to these Bylaws. The Board of Directors shall also enact and oversee enforcement of the policies of the JCI Iowa. Any policy approved by the Board of Directors may be rescinded when two-thirds (2/3) of the members present at a meeting of the corporation approve a resolution of rescission. It shall have the power to approve budget adjustments throughout the course of the corporation's fiscal year, provided that any such budget adjustments must be consistent with current fiscal policy and must be approved by two-thirds (2/3) of the members present and voting. In addition to the powers and authority expressly conferred upon it, the Board of Directors may exercise any power and do any act not forbidden by law and/or the Articles of Incorporation, Bylaws or written policy of the JCI Iowa, or reserved to the President, Cabinet, or the corporation as a whole.

Section 3. The Board of Directors shall keep electronically a full record of its proceedings. Such record shall be open to inspection by any member of the JCI Iowa at any reasonable time. The Secretary shall be responsible for maintenance of the record.

Section 4. Fifty percent (50%) + one (1) of the membership of the Board of Directors shall constitute a quorum.

Section 5. The Board of Directors may delegate its authority in the best interests of the JCI Iowa.

Section 6. A member of the Board of Directors who is unable to attend a meeting of the Board of Directors may designate another member of the JCI Iowa to attend the meeting and cast his or her vote on any issue to come before the meeting, if such designation is made in writing and delivered to the Secretary prior to the meeting. No person so designated shall also be serving as a member of the Board of Directors.

Section 7. The Board of Directors shall not bind the JCI Iowa to any contract requiring that goods, services, advertising, entertainment, or any other valuable items be sold by individual or chapter members unless signed orders by chapters' authorized representatives or individual members have first been presented to the Board of Directors. Such orders shall guarantee that chapters or individuals submitting them will be solely financially responsible for the orders. Chapters or individuals failing to honor such orders shall be deemed to be indebted to the JCI Iowa for the purposes of Bylaw 3, Section 4 and Bylaw 10, Section 4.

Bylaw 5: Officers

Section 1. The officers shall be the President, Chairman of the Board, the Vice Presidents, the Secretary, the Treasurer, Marketing & Communication Director, Membership Director, Internal Programs Director, and External Programs Director. All officers shall be individual members of the JCI Iowa. The offices of the Secretary and Treasurer may be held by a single member. Should the Secretary and Treasurer offices be held by a single member, the office/officer would then be referred to as Secretary-Treasurer.

Section 2. The Chairman of the Board shall be the Immediate Past President.

Section 3. The Secretary, the Treasurer, Marketing & Communication Director, Membership Director, Internal Programs Director, and External Programs Director shall be appointed by the President and confirmed by the Board of Directors. Their terms shall begin upon appointment and end when they cease to qualify, or their successors qualify.

Section 4. All other officers shall be elected at the annual meeting of the JCI Iowa. They shall take office on January 1 of the following year and serve one (1) year, until they cease to qualify, or until their successors qualify.

Section 5. The President and Treasurer shall be covered by a fidelity bond of at least fifty thousand (\$50,000) purchased by the JCI Iowa.

Bylaw 6: Cabinet

Section 1. There shall be a Cabinet of the JCI Iowa, which shall consist of the President, the Vice Presidents, the Secretary, the Treasurer and the Chairman of the Board. The Cabinet shall be responsible for the daily management of the corporation. The Cabinet shall meet at least once a month, and at other times when called by the President. The Cabinet may meet by telephone conference call when, in the opinion of the majority of the members, it is appropriate to do so. The President shall be required to give twenty-four hours' notice of a Cabinet meeting to all members of the Cabinet, which notice may be given orally or in writing. Any resolution adopted or decision made by the Cabinet shall be approved by two-thirds (2/3) of the members present. A quorum shall consist of two-thirds (2/3) of the filled offices eligible to vote on the Cabinet. Any prior acts of the corporation inconsistent with this requirement are hereby ratified, adopted as if done in compliance and confirmed by this body.

Section 2. The Cabinet shall be responsible for developing, implementing, and revising a set of standard operating policies and procedures for the corporation, provided, that

enactment or amendment of said policies and procedures shall be by a majority vote of the Board of Directors. The Cabinet may exercise any power and do any act, which is consistent with the Articles of Incorporation, Bylaws or Policies (including the annual budget, planning session report and State Events Manual) of the JCI Iowa.

Section 3. The Cabinet shall report all of its actions and decisions to the Board of Directors. The Board of Directors may rescind any act of the Cabinet by an affirmative resolution approved by a majority of the members present at a meeting of the Board of Directors.

Section 4. There shall be not more than four (4)five (5) Vice Presidents.

Bylaw 7: Removal from Office

Section 1. Any officer may be removed by a vote of two-thirds (2/3) of the Board of Directors members voting or by a vote of two-thirds (2/3) of the votes cast at a corporate meeting. Provided that the officer shall have actual notice in writing of the proposed removal and a summary of the reasons fifteen (15) days prior to the meeting at which the removal will be voted upon. The President may remove any officer at the President's discretion. The removed officer may appeal the removal to the Board of Directors. If two-thirds (2/3) of the members of the Board of Directors vote to reinstate the officer, the officer shall be reinstated.

Bylaw 8: Duties of Officers

Section 1. The President shall be the chief executive officer of the corporation.

- Facilitate board and executive committee meetings.
- Call special meetings, if necessary.
- Nominates who will serve on committees and gets votes from the board.
- Prepare agenda for board meetings with the assistance of the secretary.
- Works with the nominating committee to recruit new board members.
- Coordinates periodic board assessments and evaluates effectiveness.
- Acts as a spokesperson for the organization.
- Periodically consults with board members on their roles and help them assess their performance.
- Monitors financial planning and financial reports with guidance and assistance from the Treasurer.
- Shall have monthly communication and coordination calls with the national organization.
- Shall serve as a voting member of the Iowa Jaycees Foundation.
- Lead Delegate / Representative of JCI-Iowa.

- Liaison to Political / Internal Arm of JCI-Institute (National Corporation). Any action approved by the President may be rescinded when such rescission is approved by three-fourths (3/4) of the members present and voting at a meeting of the Cabinet.

Section 2. With approval of the Board of Directors, Vice Presidents shall be assigned responsibilities based on their experience and their geographic location. They may appoint assistants and program managers with the advice and consent of the President.

- Assist with the development and approval of messaging and branding for membership growth.
- Define and address barriers to institutional success.
- Carries out special assignments and/or performs other responsibilities as assigned or requested by the board.
- Understands the responsibilities of the board president and be able to perform these duties in the president's absence or serve as a representative.
- Participates as a vital member of the board leadership team.
- Works closely with the board chair/President to develop and implement officer transition plans.
- If the President resigns or becomes unable to fulfill their obligations on a long-term basis, the board may vote to elevate one of the Regional Vice-Presidents to fill that position. The Chairman of the Board shall coordinate the nomination process (each of the Vice-Presidents may indicate their desire to serve in this role) and tabulate the votes selecting the new President.

Section 3. The Secretary

- Maintains all board records and ensures their accuracy and completeness.
- Reviews board minutes.
- Assumes responsibilities of the president in the absence of the board president, president-elect and vice-president(s).
- Provides notice of meetings of the board and/or of a committee when such notice is required.
- Ensures minutes are distributed to members shortly after each meeting.
- Become familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during board meetings.
- Compiles committee reports and sends to all board members.
- Assists the President in the preparation of the agenda.

Section 4. The Treasurer

- Understands financial accounting for nonprofit organizations.

- Forms and oversees the Budget and Finance Committee, designed to direct JCI-Iowa with respect to the financial affairs of the corporation.
- Serves as financial officer of the organization and chairperson of a finance committee, if indicated.
- Manages, with the finance committee and/ or president, the board's review of and action related to all the board's financial responsibilities.
- Should be competent in accounting practices (as a CPA or background in accounting or finance) to ensure that appropriate financial reports are made available to the board on a monthly basis and appropriate filings and information is provided to the IRS or other financial institutions.
- Reviews the annual audit and answers board members' questions about the audit, when conducted.
- Administrates fiscal matters of the organization.
- Ensures board review of financial policies and procedures.
- Oversees and acts as a referral to all local Iowa Jaycee Chapter's financial responsibilities.
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Section 5. The Marketing and Communications Director

- Create Appropriate Marketing Materials to Elevate the Influence of JCI-Iowa.
- Utilize Established and Emerging Technologies to Enhance Member Value.
- Lead the Marketing Committee to publicize and promote JCI-Iowa.
- Facilitate Two Subgroups, Through their Committee Heads:
- Director of Social Media + Public Relations
- Director of Internal Communication

Section 6. The Chairman of the Board

- Forms and Chairs the Governance Committee.
- Shall be the Outgoing President.
- Shall be a voting member of the Iowa Jaycees Foundation.
- Forms and Chairs the Elections Task Force.
- Develops and maintains roles and responsibilities documentation.
- Develops and maintains election documentation, election forms, and policies.
- Recruits, develops, and sets the agenda for the Long-Range Planning Committee in concert with the President and Regional Vice-Presidents, designed to guide and direct the Iowa Jaycees regarding changes of substantial nature and assist in maintaining multi-year activities and agreements of JCI-Iowa.
- Oversee the campaign and election of the officers of the corporation, via the elections task force

Section 7. The Membership Director

- Work with Regional Vice-Presidents, Focused on Key Regions of JCI-Iowa Geography
- Work with Marketing + Communications Team to Provide Continuous, Value-Added Member Communication
- Putting Positive Pressure on Local Chapters to Increase and Maintain Membership

Section 8. The Programs Director(s)

- Form and sustain a committee. Hold monthly committee meetings.
- Coordinate all events and work of the Events Committee.
- Coordinate financial and resource allocations required with the Treasurer.
- Set a fixed calendar one year in advance, due in November of the preceding year.
- These events shall be shared with members at least six weeks in advance of the event or according to the relevant media format used for communication.
- Attend Board of Directors Meetings and report on the status of upcoming and existing events.
- Collaborate with local chapters in the State to reduce, consolidate, or eliminate redundant programming

Section 9. The aforementioned job descriptions shall not be deemed exclusive. All officers shall perform other duties as directed by the President or the Board of Directors, or as specified within the policies of the JCI Iowa.

Bylaw 10: Nomination and Election of Officers

Section 1. The election committee shall be appointed no later than June 1. Makeup of the committee shall be as defined by Bylaw 18 Section 2.

Section 2. The elections committee shall submit to the Board of Directors for its approval rules for the conduct of elections by Mid-Year All State or July 1, whichever comes first. The election rules may be amended by a three-fourths (3/4) vote of the Board of Directors.

Section 3. Any individual member of a chapter shall be eligible for an elective office in this corporation, provided that he has served or is currently serving as an officer of a chapter or that he has served or is serving in an elected or appointed office in the JCI Iowa. He shall not have reached the age of forty (40) before the commencement of his term. For a person to qualify as a state presidential candidate, the person must have

previously served as a state officer for one (1) year and have served as local president. For a person to qualify as a vice presidential

candidate, the person must previously be a member of the JCI Iowa for one (1) year. Any candidate must be a member of a chapter in good standing with the JCI Iowa at the time of nominations and elections.

Section 4. Not later than thirty (30) days before the opening of the annual meeting, any chapter may file with the chairman of the elections committee written recommendation of individual members of the JCI Iowa whom they propose for president and vice presidents on a form containing such information as is required by the committee. The election committee shall restrict its consideration to recommendations as so provided.

Section 5. Not later than fifteen (15) days before the annual meeting; the elections committee shall prepare a list of all candidates for president and vice presidents, and shall report the same to the Board of Directors.

Section 6. The election committee shall appear before the annual meeting to give such further information concerning the general qualifications of any candidate, as the members may desire.

Section 7. For the Office of President; in the event that no candidate has been approved by the election committee prior to the thirty (30) day deadline as set forth in Section 4, the provisions for the time of filing shall be waived, and nominations for such candidates shall be accepted until 24 hours prior to the election.

Section 8. For the Office of Vice President; in the event that fewer than four (4) candidates have been approved by the election committee prior to the thirty (30) day deadline as set forth in Section 4, the provisions for the time of filing shall be waived, and nominations for such candidates shall be accepted until 24 hours prior to the election. However, only candidates meeting the original deadline will be listed on the ballot.

Section 9. Voting for President shall be by open ballot of certified delegates and shall be restricted to the list of candidates, which had been certified by the elections committee. The person receiving a majority of the votes cast shall be elected.

Section 10. Voting for vice presidents shall be by open ballot of certified delegates and shall be restricted to the list of candidates who had been certified by the elections committee. The person receiving a majority of the votes cast shall be elected.

Section 11. A special election within 45 days will be required if the office of President is vacated prior to July 1st. If the office is vacated after July 1st, a special election can be held upon approval of two-thirds (2/3) vote of the Board of Directors. Standard election rules and policies will apply. If the Board chooses not to have a special election, the Cabinet will appoint a replacement, pending Board approval.

Section 12. If any of the elected offices, except State President, shall become vacant, the Board of Directors shall elect a successor. The election shall be held at the next regular or special meeting of the Board of Directors after such vacancy. The President may designate a person to fill any such vacant office, until the successor qualifies.

Section 13. If no person receives a majority of the votes for the office of President or Vice President, balloting shall continue for that office until a candidate receives a majority.

Section 14. Reasonable filing fees may be charged as a prerequisite to nomination for any office.

Bylaw 11: Meetings and Corporations

Section 1. The corporation shall hold two (2) meetings per calendar year: Year End All State and an Annual Meeting of the Corporation. All meeting dates shall be determined by the Board of Directors.

In addition to a meeting of the Board of Directors to be held during the annual meeting of the corporation the Board of Directors shall meet a minimum of five (5) times during the calendar year. The dates and locations of these meetings shall be determined by the Board of Directors.

In conjunction with the meetings of the Board of Directors, the corporation may conduct other activities appropriate to the purposes of the corporation.

Section 2. Written notice of the annual meeting of the corporation and all Board of Directors meetings shall be sent to all chapters and the members of the Board of Directors at least thirty (30) days in advance of such meetings. If an emergency forces a change in date or place, the Cabinet shall authorize such changes as are necessary and shall immediately mail or email notice of such change to each chapter.

Section 3. The date of each State Convention shall be communicated to all chapters 12 months prior. The location and agenda of each State Convention shall be communicated at the previous State Convention or earlier.

Section 4. Special meetings of the corporation may be called by the President, the Board of Directors, or by written request from 25% of the chapters. Notice of all special meetings of the corporation shall be mailed or emailed to each chapter not less than thirty (30) days in advance.

Section 5. At all annual or special meetings of the corporation a quorum shall consist of one (1) or more delegates representing one-fourth (1/4) of the chapters in good standing. A chapter shall not be considered in good standing if it is indebted to the corporation at the time of the corporate meeting or if it has less than the chapter minimum size on the last day of the quarter immediately preceding the corporate meeting. A majority of those present shall rule, except where these Bylaws, or the Articles of Incorporation, expressly require more than a majority vote.

Section 6. Special meetings of the Board of Directors may be called by the President, or upon written request from 25% of the members of the Board of Directors. Written notice of a special meeting of the Board of Directors shall be communicated to all members of the Board of Directors at least 10 days in advance of said meeting. The Board of Directors must unanimously approve to waive the 10-day advance notice for special meetings.

Bylaw 12: Representation at Corporate Meetings

Section 1. Any member in good standing shall be allowed to attend and participate in the Annual Elections without paying a registration fee. Any member wishing to vote as a delegate must meet the requirements set forth for voting delegates.

Section 2. Dual members of the organization must declare their primary chapter at the time of registration. Declaration of primary chapter determines the chapter the member will represent for voting purposes.

Section 3. Representation and the number of votes for each chapter shall be determined by the number of individual members of the chapter at closeout of the quarter immediately preceding the day of the corporate meeting.

Section 4. Each chapter shall be entitled to delegates and votes at meetings of the corporation, as indicated in the following schedule. Provided, such votes shall be cast singly by each delegate, and no chapter shall be entitled to more votes than the number of its delegates present at the time of taking such vote.

Class A Membership 15-30 Members	2 Delegates & 2 Votes
Class B Membership 31-50 Members	3 Delegates & 3 Votes
Class C Membership 51-75 Members	5 Delegates & 5 Votes
Class D Membership 76-100 Members	6 Delegates & 6 votes

There shall be one (1) delegate, and one (1) vote allowed for each increment of fifty (50), or part thereof, over one hundred (100) members.

Section 5. Alternate delegates may be seated. No proxies shall be recognized.

Section 6. No delegate from any chapter of the JCI Iowa, or individual members of the JCI Iowa, which is indebted to the JCI Iowa or an organization contracted by the JCI Iowa to sell products of the JCI Iowa or the United States Jaycees, money which is due and unpaid, shall be entitled to participate in the functions of corporate meetings, or Board of Directors meetings, including the right of voting representation and competition for awards. Provided, any chapter which pays to the Secretary-Treasurer all money due shall be restored to full rights. The Board of Directors may waive this provision by two-thirds (2/3) vote if a debt is disputed in good faith.

Bylaw 13: Order of Business

Section 1. The most recent edition of Roberts' Rules of Order shall govern all deliberations of this corporation and its Board of Directors, except as otherwise provided in these Bylaws.

Bylaw 14: Special Method of Selecting Officers and Postponement of Annual Meeting

Section 1. The Bylaw shall be in force solely for the period of any war declared by Congress, or upon a finding of three- fourths (3/4) of the members of the Board of Directors, voting that an emergency preventing regular corporate meetings exist.

Section 2. The Board of Directors may, by majority vote, establish special rules for the conduct of corporate business, including the holding of corporation meetings and elections.

Bylaw 15: Financial Review

Section 1. The President and Treasurer shall ensure the completion of the 990-tax return on an annual basis. The Board of Directors shall review financial statements on a monthly basis. Budget and finance committee should review all financials semiannually.

Bylaw 16: Calendar Year

Section 1. All business affairs of the corporation shall be conducted on a calendar year basis.

Bylaw 17: Reserve Fund

Section 1. In carrying out their fiscal responsibility, the Board of Directors, in conjunction with the President and the Secretary-Treasurer, shall make every reasonable effort to establish and maintain a separate fund, which shall be designated as a contingency reserve fund. Said fund shall exist for the purpose of protecting the future financial welfare of the JCI Iowa. The amount maintained in said fund shall be determined by fiscal policy enacted by the Board of Directors. The corporation shall draw upon the contingency reserve fund only in the event of exigent or unforeseen financial circumstances. Exigent or unforeseen financial circumstances may include, but not be limited to, items such as: unattained sponsorship funds which had been included in the current annual budget, office expenses incurred when actual income fails to meet budgeted expenses, fees and costs relating to litigation involving the corporation, and catastrophic expenses which are not covered by insurance. The contingency reserve fund shall not be drawn upon unless previously approved by a three-fourths (3/4) vote of the Board of Directors.

Bylaw 18: Standing Committees

Section 1. The President shall appoint, subject to approval of the Board of Directors, the members of all standing and special committees of the corporation. The standing committees shall make a report to the Board of Directors at each of its regular meetings. Each standing committee shall include at least one officer of the corporation. The standing committees of the corporation shall include Election, Long-Range Planning and Budget and Finance.

Section 2. The Election Committee shall oversee the campaign and election of the officers of the corporation. The membership of the committee shall be composed of the Legal Counsel and one member representing the current year's geographical divisions as appointed by the President and approved by the Board of Directors. In the event of a vacancy of the office of the Legal Counsel, a Cabinet member may be appointed to act as Parliamentarian.

Section 3. The Strategic Planning Committee shall guide and direct the JCI Iowa regarding changes of substantial nature and assist in maintaining multi-year activities and agreements of the JCI Iowa. The membership of the Long-Range Planning Committee shall be composed of the State President, Chairman of the Board, the past

President two-years removed, and six members at large appointed by the President and approved by the Board of Directors.

Section 4. The Budget and Finance Committee shall guide and direct the JCI Iowa with respect to the financial affairs of the corporation. The committee shall be composed of the President, Treasurer, immediate past state Treasurer and four members at-large appointed by the President and approved by the Board of Directors

Section 5. All Standing Committees shall meet at least once per calendar year, with reports being given to both the cabinet and the Board of Directors. All meetings shall be open to the membership of the corporation and any records shall be open to inspection by any member of the JCI Iowa at any reasonable time.

Bylaw 19: Construction of Terms

Section 1. All gender-based words are used in their generic sense and apply to both women and men.

Enacted 2-11-90

Amended 5-17-92

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Amended 10-10-10

Amended 10-6-13

Amended 10-16-2016

Amended 10-1-2017

Amended 02-22-2020

Policies of JCI Iowa

Policy I – Name

Section A – JCI Iowa

1. **General:** Use of the name "JCI Iowa" in reference to this organization is mandatory. The use of the name by other groups and organizations for promotion advertising or similar purposes is not to be permitted unless specifically approved by the Board of Directors or Cabinet of this Corporation. Such approval is not recommended unless this Corporation directly supervises or participates in the activity or activities concerned.
2. **Local Organizations:** Use of the designation "Jaycees" or "Junior Chamber of Commerce" by local organizations is permissible only if the organization is duly chartered by the JCI Iowa.

Policy II – State Organization

Section A – Functions

1. **General:** The primary function of this Corporation shall be to serve the local member organizations of this Corporation so they may best carry out the purposes and policies of the Corporation. Further, the State Organization shall promote the exchange of ideas and serve as a clearinghouse for project information; handle all publicity related to the activities of the State Organization and its officers and conduct a vigorous public relations program designed to enhance the prestige of the Corporation; keep all members adequately informed as to the activities of the State Organization; carry out state projects as shall be adopted by the Board of Directors; and counsel, assist and promote the local organizations.

Section B – Internal Operations

1. State Publication

- a. **Communicator:** The State Organization shall publish a minimum of four (4) issues during the year, a publication named the "Communicator," which shall contain appropriate reports of the state activities, announcements of statewide interest and shall serve as the principal communication vehicle among the Organization. The editor of the Communicator shall receive copies of all local publications and be kept informed by the State Officers and Program Managers of their current and proposed activities. All members of the Board of Directors, Local Presidents, and Local State Directors and State Program Managers shall receive a copy of each Communicator free of charge. Other members of the JCI Iowa may

request copies of the Communicator for a fee as determined by the Cabinet.

- b. **State Directory:** At least once a year the State Organization shall publish a current directory of all State Officers and Local Presidents, with local mailing addresses, and a full list of all members of State Committees and State Program Managers and Chairmen. The Organization shall make every effort to publish corrections as they occur.
- c. **Other Mailings and Bulletins:** From time to time as needed, the State Organization shall forward to the local organization's appropriate bulletins and announcements of special or urgent nature which cannot otherwise be reasonably reported in the Communicator, as determined by the Cabinet there shall be a charge for insertion of material in state mailings.
- d. **Tentative Agendas:** The President shall cause a tentative agenda for each state meeting to be sent to the member chapters a minimum of two weeks prior to such meeting. Any such agendas shall be emailed with or in the Communicator of the JCI Iowa as long as the Communicator is emailed to the member chapters at least two weeks prior to the meeting or published on the Iowa Jaycee Website.

2. Advertising And Promotions

- a. **Solicitations:** No money shall be solicited in the name of the Corporation for advertising or other purposes without the prior approval of the Cabinet.
- b. **State Mailing List/Directory:** The State Mailing List and Directory shall not be distributed outside this organization without the prior approval of the Cabinet. The Cabinet may charge a reasonable fee for copies of the State Mailing List or Directory provided to persons or other entities outside this Organization.
- c. **Office Supplies:** Office supplies and equipment shall be purchased by the Cabinet as may be required for the maintenance and operation of the State Headquarters subject to the limitations of the approved budget. Any supplies or equipment remaining on hand at the end of the administrative year shall be turned over to the newly elected officers for their use. Supplies and equipment shall be acquired only after two competitive bids have been obtained. The lower bid shall be the vendor normally chosen
- d. **Office Staff:** To the extent provided in the Budget, and consistent with the provisions of the Employee Handbook, the Cabinet may hire or fire such office staff personnel as may be required to perform the necessary secretarial, clerical or other administrative functions of this Organization.

Section C – Elections

1. **General:** The Election rules shall be submitted by the Elections Committee and approved by the Board of Directors. A printed copy of the election rules will be made available following such approval.
2. **Terms:** For the office of local chapter President offices and above, no single individual may hold the same office for more than one term without the express written consent of the current Iowa Jaycee board.

Section D – Policy Statements

1. **General:** The Board of Directors shall approve all policy statements, which are to be issued by this Organization, and no State Officer, other than the President, shall make or attempt to make any statement affecting or concerning the policy of the Corporation without the prior approval of the Board of Directors. The President shall not make any statements of policy, which have not had the proper approval of the Board of Directors unless the circumstances require an immediate statement in which case reasonable efforts shall be made to obtain the prior approval of the Cabinet in lieu of the Board of Directors.
2. **State Officers:** All State Officers and Program Managers should recognize that by virtue of their office, they are limited in the ability to express personal opinions, and they should recognize that any statement which they issue in an attempt to express a personal opinion, may likely be construed by the public as an expression of the opinion of the Corporation.

Section E – Limitations on State Organization

1. **Local Organizations:** Participation by any local organization in any state project, program or any other undertaking shall be on a voluntary basis. All functions, activities and duties of the Corporation shall at all times be subject to control, review and amendment by the Board of Directors.

Section F – External Affairs

1. **Political Activities:** No activity of a partisan political nature shall be permitted and no campaigning for any public political office shall be permitted at any state meeting. This provision shall not preclude a presentation of remarks by an officer of the United States Government or of a State, whether such person happens to be a candidate for elective office at the time of the presentation, provided however, that the speaker should be asked to respect the nonpartisan policy of the Organization; nor shall this provision preclude the invitation of various candidates for any National or State political office to attend and address meetings of the Corporation, provided that an invitation to attend is addressed at the same time to all candidates for any such office.

2. **National:** The Corporation shall cooperate with the JCI USA in promoting programs of the JCI USA and programs that are directed towards national problems and their effective solution. The participation of local organizations and of the JCI Iowa in the Junior Chamber International shall also be promoted and encouraged.

Policy III - State Officers

Section A – President

1. **General:** The State President shall visit such member organizations as he shall deem advisable and as the needs of such organizations shall require. The State President shall keep record of visitations. The State President is authorized to travel wherever he deems it to be in the best interests of this Corporation.
2. **Expenses:**
 - a. The President of the JCI Iowa shall be reimbursed for expenses incurred in accordance with the current budget. The President shall be reimbursed upon submission and approval of vouchers on a regular basis.
 - b. Additional travel money for National meetings associated with the President's term, International meetings, TOYA, GALS, JCI World Congress or other out-of-state visits shall be provided as set forth in the annual budget of this Corporation

Section B – Chairman of the Board

1. **General:** The Immediate Past President shall become Chairman of the Board and shall perform such functions as determined by the State President.

Section C – Regional Directors

1. **General:** The Regional Directors shall make a visitation to each assigned local member organization at least two (2) times during their term of office. Additional visits shall be made as their time may permit and as the need of the local organizations may require or as requested by the State President. As used herein, the term "visitation" means attendance at a regular local general membership meeting or local Board of Directors meeting or a local Jaycee function. They shall make such additional visits as their time may permit or as requested by the State President.
2. **Meetings:** The Regional Director shall conduct quarterly regional meetings.
3. **Blue Chip:** The Regional Directors shall complete and submit all Blue Chip Submissions in compliance with the JCI USA requirements. The failure to comply with this policy shall be construed as the immediate resignation of the Regional Director from his position.

Section D – District Directors

1. **General:** The District Directors shall make a visitation to each assigned local member organization at least four (4) times during their term of office. Additional visits shall be made as their time may permit and as the need of the local organizations may require or as requested by the State President. As used herein, the term "visitation" means attendance at a regular local general membership meeting or the local Board of Directors meeting or a local Jaycee function.
2. **Blue Chip:** The District Directors shall complete and submit all Blue Chip Submissions in compliance with the JCI USA requirements. The failure to comply with this policy shall be construed as the immediate resignation of the District Director from his position.

Section E – Legal Counsel

1. **General:** The State President shall have the power to appoint, subject to approval of the Board of Directors, a Legal Counsel, who shall make himself familiar with Roberts Rules of Order, the JCI Iowa' Bylaws and Policies and the Constitution and Bylaws of the JCI USA. The State Legal Counsel shall provide legal advice to the Corporation and shall serve as Parliamentarian at meetings of the Cabinet and the Board of Directors. Said Legal Counsel shall be member of the Iowa Bar.

Section F – Secretary-Treasurer

1. **General:** The State President shall have the power to appoint, upon approval of the Board of Directors, a State Secretary-Treasurer, whose duty it shall be to keep the records, including the minutes of Cabinet and Board meetings, and to prepare budgets and oversee the financial affairs of the Corporation. Said Secretary-Treasurer shall have a background in accounting, finance or business.

Section G – Associate Secretary and/or Treasurer

1. **Associate Secretary:** The State President shall have the power to appoint, subject to the approval of the Board of Directors, an Associate Secretary to assist the Secretary-Treasurer in taking accurate meeting minutes and in keeping the records of the Corporation.
2. **Associate Treasurer:** The State President shall have the power to appoint, subject to the approval of the Board of Directors, an Associate Treasurer who shall assist the Secretary-Treasurer in preparing the budgets and keeping accurate financial records of the Corporation.

Section H – Reimbursement of State Officers

1. **General:** As further provided in these Policies under Policy VI, newly elected and appointed State Officers shall be eligible for expense reimbursement from the day following their assignment to the end of the fiscal year, not to be paid until after the beginning of their fiscal year in office. District Directors shall be considered as beginning their assignment when they are assigned to their chapters. State Officers must turn in vouchers for reimbursement. The amount of reimbursement shall be in accordance with the current State Budget.

Policy IV – State Events

Section A – Awarding of State Events

1. **General:** All local organizations interested in serving as a host for any state event Must abide by the State Events Bid Manual.

Section B – Decorum

1. **General:** All state and regional meetings and activities of the Corporation shall be conducted in good order and all members thereof attending such meetings shall conduct themselves appropriately and not engage in any activities, alone or in a group, which shall bring discredit upon the State Organization or the host organization.
2. **Alcohol:** No alcoholic beverages shall be served or consumed in any room where a Corporate, Cabinet or Board of Directors meeting is being conducted.
3. **Sanctions:** The Cabinet shall be empowered to impose penalties for violations of this section on individuals or chapters, to include a loss of votes. All decisions of the Cabinet shall be binding and final.

Policy V – State Committees

Section A – Appointment

1. **General:** Unless special circumstances warrant an exception, no more than one State Program Manager shall be appointed from any one local organization. A Program Manager should appoint additional members to his committee from other local organizations and only from his own local organization if necessary. In order to effectuate and conserve the use of the manpower of the Corporation, the Program Manager shall submit his nominations for additional members to his committee to the appropriate State Officer, pursuant to the portfolio assignments of the President, for prior approval. The State Officer shall coordinate such proposed appointments with other State Officers and with the State President and unless a substantial reason exists to the contrary, shall approve such nominations and the Program Manager shall therefore proceed to contact and arrange for the appointment of these additional personnel.

Section B – Committee Files

1. **General:** At the conclusion of the committee activity, the Program Manager shall forward a complete file covering his activities to the supervising State Officer.
2. **Reimbursement:** Any final reimbursement due the Program Manager shall not be paid until the committee file has been submitted pursuant to paragraph 1 of this section.

Policy VI – Finances

Section A – Fiscal Year

1. **General:** As provided in the Corporation's Bylaws, the fiscal year of the Corporation shall be from January 1 through December 31.

Section B – Bonds

1. **General:** The President, Secretary-Treasurer, Administrative Vice President, Membership Vice President, Associate Treasurer and Executive Director shall be bonded in such amount as may fixed by the Cabinet; the expense of such bonds shall be paid by the Corporation.
2. **Minimum Amount:** As provided in the Bylaws of the Corporation, the bonds for President and Secretary- Treasurer shall be in the amount of at least fifty thousand dollars (\$50,000).

Section C – Contingency Reserve

1. **Minimum:** Each annual budget shall allocate not less than three thousand dollars (\$3,000) to its Contingency Reserve until such time as the Contingency Reserve reaches two hundred fifty thousand dollars (\$250,000), after which time such reserve shall maintained at that level. Interest and other income earned from investment of the Contingency Reserve shall accrue to and become a part of such Contingency Reserve provided, however, at such time as the Contingency Reserve equals or exceeds two hundred fifty thousand dollars (\$250,000), all interest and such other income shall be available for appropriations as a part of the general fund.
2. **Withdrawals:**
 - a. Money may be withdrawn from the Contingency Reserve Fund only upon recommendation of a three-fourths (3/4) vote of the Cabinet concurred in by a two-thirds (2/3) vote of the Board of Directors.
 - b. Withdrawals from the Contingency Reserve Fund shall be authorized only when the Board of Directors has been given thirty (30) days written notice of a recommendation of the Cabinet to make a withdrawal.

3. **Operating Surplus:** Fifty percent (50%) of any operating surplus shall be added to the Contingency Reserve Fund until such time as the Contingency Reserve Fund reaches two hundred fifty thousand dollars (\$250,000).
4. **Investment:** The Contingency Reserve Fund shall be retained in cash or invested on the basis of recommendations by the Budget and Finance Committee which are approved by a majority vote of the Board of Directors.
5. **Purpose:** The Contingency Reserve Fund shall be used in the event of an emergency that would curtail the normal income of the Organization.

Section D – Working Capital Reserve

1. **General:** At the end of each fiscal year, fifty percent (50%) of any excess income over expenses shall be placed in the Working Capital Reserve. Any excess expenses over income shall be taken from the Working Capital Reserve Fund. Each annual budget shall provide for the additions or reductions to the Working Capital Reserve to meet the working capital needs of the Corporation.
2. **Withdrawals:**
 - a. Funds up to fifteen hundred dollars (\$1,500) may be withdrawn from the Working Capital Reserve Fund upon recommendation of a three-fourth (3/4) vote of the Cabinet.
 - b. Funds in excess of fifteen hundred dollars (\$1,500) may be withdrawn from the Working Capital Reserve Fund upon recommendation of a majority vote of the Cabinet concurred in by a majority vote of the Board of Directors.
 - c. Withdrawals in excess of fifteen hundred dollars (\$1,500) from the Working Capital Reserve Fund shall be authorized only where the Board of Directors has been given thirty (30) days' written notice of a recommendation of the Cabinet to make a withdrawal.

Section E – Depreciation

1. **General:** Equipment or other items of value purchased by the Corporation shall be depreciated at the current rates provided by the Internal Revenue Service.

Section F – Annual Budget

1. **Approval:** The annual operating budget for the following year, excluding the ONTO fund budget, shall be approved at a Board of Directors Meeting at Local Officers Training School.
2. **Adjustments:**
 - a. All amendments to the annual operating budget shall be proposed by the Budget and Finance Committee.

- b. The Cabinet, pursuant to a three-fourths (3/4) vote, shall have the power to increase the budget allocation for any Board of Directors' approved program, implementation of external policy or general administrative account of the Corporation to the extent of any additional sponsored funds or other income actually received but not anticipated at the time of the adoption of the budget the Board of Directors.
- c. If income is less than the amount budgeted, the Cabinet, by a majority vote, may adjust downward any line in the budget.
- d. The Cabinet may, pursuant to a three-fourths (3/4) vote, adjust the allocations within the limits of the total budget notwithstanding an increase or decrease in the projected income budgeted.
- e. The Secretary-Treasurer may reallocate surplus Funds within any program budget so long as the purpose and intent of the cognizant operating committee is fulfilled. Surplus funds shall be determined upon actual cost versus budget for a specific function.
- f. All new programs and funding proposals not previously budgeted in that year's approved budget must be approved by a three-fourths (3/4) vote of the Board of Directors.
- g. If at any time the corporate operations under the budget adopted reflect an actual or projected operating deficit, the expenses of the Corporation must be accordingly reduced to eliminate the deficit unless funds are available in the Working Capital Reserve or otherwise waived by a three-fourths (3/4) vote of the Board of Directors: If funds are available in the Working Capital Reserve, they may be allocated to the current year's budget if approved by a three-fourths (3/4) vote of the Board of Directors.
- h. If at any time the corporate operations under the budget adopted reflect an actual or projected overage in operating income, the expenses of the Corporation may be accordingly increased throughout the year to eliminate the overage as long as such revisions are approved by a three-fourths (3/4) vote of the Board of Directors.

Section G – Spending

1. **State Officers:** All Cabinet members are responsible for administering the budgeted dollars allocated to their respective programming area subject to the limitations described in paragraphs 2, 3 and 4 of this section. The Vice President's reimbursements are meant to be used to reimburse for expenses incurred in promoting a program. This is deemed to primarily include telephone expenses, mileage and postage. Incentives may be paid out of the Vice President's reimbursement if incentives were offered in order to promote a program. Bills submitted for payment and request for Vice President

reimbursements must be in accordance with the approved budget and must be submitted via an approved Iowa Jaycee Disbursement Voucher. A disbursement voucher must be approved by the Vice President responsible for that programming area and the Secretary- Treasurer. These budgets cannot exceed line-item budgeted amounts approved by the Board of Directors, except in the event described in Section F paragraph 2b.

2. **Program Managers:** All Program Manager Budgets must be approved by the Cabinet prior to the Program Manager incurring expenses. Bills submitted for payment and requests for Program Manager reimbursements must be in accordance with an approved program budget and must be submitted via an approved Iowa Jaycee Disbursement Voucher. The Vice President responsible for that programming area and the Secretary-Treasurer must approve a disbursement voucher. These budgets cannot exceed line-item budgeted amounts as approved by the Board of Directors, except in the event described in Section E, paragraph 2b. All disbursement vouchers must be submitted prior to December 31 of the program year to be considered for reimbursement, with the exception of ONTO. Disbursement vouchers with respect to ONTO must be submitted no later than thirty (30) days following the conclusion of the National Convention to be considered for reimbursement.
3. **Authorization:** Cabinet members may authorize expenditures up to three hundred dollars (\$300), which falls within the programming areas subject to the exemptions prescribed in Section F, paragraph 4, with the approval by the President and Secretary-Treasurer. This authorization shall be in the form of a signed disbursement voucher, which shall be returned to the Secretary-Treasurer with appropriate documentation for payment. Authorized expenditures will not exceed budgeted line items as approved by the Board of Directors.
4. **Exceptions:** The following expenditures will be exempt from the dollar limitations prescribed in Section F, paragraph 3, but not exempt from the budgeted line item limitations: President Expenses, Membership fees due the JCI USA, Wages, Taxes, Utilities, Membership Vice President's Phone, National Travel Pool, Out-of- State Guest Expense, Metered Postage, and dues of G.A.L. or other similar organization the JCI Iowa may be affiliated with. These expenditures must be authorized by the area Vice President with approval from the President and Secretary-Treasurer
5. **Mileage:** Mileage will be reimbursable at the IRS allotted tax rate.
6. **Authorized Signatures:** All checks must be signed by the President or Secretary-Treasurer in addition to one other authorized signature, which shall be a member of the cabinet, as determined by the President.

Policy VII – Membership

Section A – Chapter Minimum Requirements

1. **General:** It shall be the policy of the JCI Iowa that all chapters must maintain a membership base of at least fifteen (15) members.
2. **Procedure:** Any chapter whose membership falls below fifteen (15) members will be ineligible to vote or receive awards until the 15 member level is re-established. Any chapter whose membership falls below fifteen(15) members will, with written notice from the State President sent to the Chapter President at their last known address, be subject to the “JCI Iowa Chapter Probation Policy” and shall have up to ninety (90) days to bring their membership base up to a minimum of fifteen (15) members or appropriate steps may be taken by the JCI Iowa to revoke the chapter's charter.
3. **Waiver:** At the State President's discretion, if satisfactory progress toward attaining fifteen (15) members is achieved, the State President may extend the ninety (90) day time period in order to maintain the chapter's charter.

Policy VIII – Local Chapter Dues Payments

The following policy will take effect on January 1, 2001. The purposes of this policy are to:

1. Provide guidance to local chapters regarding the payment and collection of membership dues
2. Prevent accounts receivables due from local chapters to the JCI Iowa from being incurred
3. Collect accounts receivables due from local chapters to the JCI Iowa from prior years.

Section A – Payment of Membership Dues

1. Payment Of Membership Dues to Be Secured by Closeout

- a. The JCI Iowa, at the discretion of the JCI Iowa President, may refuse to report any renewal or new member from a local chapter to the JCI USA unless payment for each such renewal or new member has been secured in one of the following ways:
 - i. A check payable to the JCI Iowa is received at the Service Center in Newton or location designated by the State Treasurer by closeout night
 - ii. The chapter has previously provided the JCI Iowa with a signed check ("check-on-file") for the month in which such renewals or new members have been reported; or
 - iii. The JCI Iowa have been supplied with a credit card number to secure payment on or before closeout night. The credit card will be

charged for the members reported plus an additional service fee of three percent (3%) if a check for all reported renewals and new members has not been received at the Service Center within five (5) business days of mail-in.

- b. In exercising his or her discretion pursuant to this provision, the JCI Iowa President may consider: (1) the history of the chapter in paying dues in a timely or untimely fashion; (2) any reasons offered for the failure to secure payment for dues; (3) the number of members for whom payment for dues has not been secured; and (4) whether the chapter has been requested to enter into a written agreement for payment of past dues pursuant to Section IV of this Policy and has done so or refused to do so.

2. Direct Pay Coordinated with JCI USA

- a. Chapters will have the option of having their dues directly remitted to JCI USA (Nationals). Upon this occurring, the state portion will be remitted directly to the JCI Iowa from Nationals. Money is collected from chapters upon monthly closeout with approval of the chapter president or their designee. If a chapter sets up payment with Nationals, and the direct bill does not get collected due to insufficient funds, the JCI Iowa will be responsible, and will collect payment from the local chapter.

Section B – Monthly Statement

- 1. The JCI Iowa shall send each chapter, no later than the fifteenth of the month, a statement reflecting:
 - a. the number of renewals and new members reported to the JCI USA in the preceding month
 - b. the amount due the JCI Iowa for the reported renewals and new members
 - c. the amount received
 - d. any outstanding balance, including any balance due for prior months. If a chapter has any dispute with the statement, the chapter must notify the JCI Iowa in writing directed to the Secretary/Treasurer at the Service Center in Newton no later than thirty (30) days after the date of the statement. If a chapter does not notify the JCI Iowa of any dispute within thirty (30) days, the statement will be presumed to be accurate.

Section C – Sanctions Imposed on Chapters in Arrears per Iowa Jaycee Bylaws

1. Restrictions On Right to Vote

- a. No local chapter or delegate from any local chapter who owes money to the JCI Iowa will be allowed to vote at any meeting of the JCI Iowa pursuant to the terms of Bylaw 12, Section 4.

2. Ineligibility To Receive Awards

- a. No local chapter or individual from such local chapter who owes money to the JCI Iowa and who is not in compliance with the following eligibility requirements shall be allowed to receive awards at any State Convention pursuant to the terms of Bylaw 12, Section 4.
- b. Eligibility for awards shall be determined thirty (30) days prior to each State Convention as follows: Any local chapter or individual from such local chapter with an outstanding balance to the JCI Iowa for membership dues, including dues owed to the state by an extended chapter within during the charter year, which has been outstanding for thirty days or more, shall be ineligible to receive awards.

3. Interest On Outstanding Balance

- a. Pursuant to Bylaw 3, Section 4, interest at the rate of twelve percent (12%) per year shall be charged on all accounts, which are outstanding longer than sixty (60) days. Interest will be calculated from the first day the amount becomes due.

Section D – Written Agreement for Payment

1. Chapters With Outstanding Balances

- a. Any chapter in arrears to the JCI Iowa, which has been in arrears for thirty days or more, shall be requested to enter into a written agreement with the JCI Iowa for payment of the outstanding balance. The terms of such an agreement shall be negotiated between the JCI Iowa and the chapter. The JCI Iowa shall have discretion in negotiating such terms, subject to the following guidelines:
 - i. The JCI Iowa shall consider the amount due and the ability of the chapter to repay that amount in determining the required monthly payment
 - ii. In the event that a chapter contests the amount due, the JCI Iowa shall consider any argument evidence presented by the chapter or otherwise or available to the JCI Iowa to determine the amount due. All chapters must notify the JCI Iowa of any contested amount within 30 days of the date of the statement or the JCI Iowa shall deem the amount as shown on the records of the JCI Iowa as due to be accurate
 - iii. The JCI Iowa may request the chapter to provide financial information supporting any claimed inability to pay
 - iv. The JCI Iowa may, in its sole discretion, waive all or part of the amount due
 - v. The chapter will be required to pay a minimum of ten percent (10%) of the amount due or fifty dollars (\$50) each month, whichever is

greater. The JCI Iowa, in its discretion, may require a minimum payment of greater than ten percent (10%) of the amount due or fifty dollars (\$50), whichever is greater

- vi. Interest shall be charged on the amount due at the rate of twelve percent (12%) per year.

2. Chapters Becoming in Arrears

- a. Any chapter who becomes in arrears to the JCI Iowa in the amount of Five Hundred Dollars (\$500) or greater, whether from membership dues or any other money due the JCI Iowa, shall be requested to enter into a written agreement with the JCI Iowa for payment. The agreement shall be negotiated by the JCI Iowa, applying the above guidelines.

Policy IX – Bylaws

Section A – Bylaws

- 1. **General:** These policies shall not supersede the existing Bylaws of the JCI Iowa.

Policy X – Construction of Terms

Section A – Gender-Based Words

- 1. **General:** All gender-based words are used in their generic sense and apply to both women and men.

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