

# **VIRGINIA JCI SENATE POLICIES**

## **POLICY AND PROCEDURE FOR NOMINATING AND ELECTIONS COMMITTEE**

Adopted February 25, 1995

Amended May 18, 1996 and February 22, 1997

Amended May 19, 2019

Amended March 27, 2023

Amended February 13, 2026

1. By or at the winter meeting, the President, at his or her discretion, may appoint a Nominating and Elections Committee, consisting of not less than three (3) members in good standing. The Immediate Past President shall be the Chairman. If no Committee is appointed, the Immediate Past President shall assume the responsibilities of the Committee.

2. Among the purposes of the Nominating and Elections Committee, or the Immediate Past President, whichever is applicable, is to gather qualified candidates for the various elected positions of our organization.

3. If persons wish to be nominated, they must submit their request to the Immediate Past President or the Nominating and Elections Committee, whichever is applicable, no later than one (1) week prior to the annual meeting.

4. All candidates who have been properly nominated for an office, if any, by or during the winter meeting, shall be announced to the membership at that meeting.

5. At the annual meeting, after the Immediate Past President or Nominating and Elections Committee, whichever is applicable, has given the report, the floor will be open for further nominations.

6. Elections shall be held according to Robert's rules of order.

7. The elections shall proceed in the following order: President, Vice President, Directors.

8. It shall be the responsibility of the Immediate Past President or the Nominating and Elections Committee, whichever is applicable, to conduct elections, including, if appropriate, preparing the ballot, with names collected before the annual meeting and adding the names nominated from the floor.

9. Numerical voting shall remain the confidential information of the Immediate Past President or the Nominating and Elections Committee, whichever is applicable.

## **POLICY CONCERNING CAMPAIGN LITERATURE, MATERIAL, ETC FOR CANDIDATES**

As Adopted February 25, 1995

The purpose of this policy is to maintain the tradition of the organization by not allowing a political atmosphere to overshadow the true purpose of our organization, which is social, fraternal, and being of assistance to the Jaycees when asked.

Candidates may campaign by word of mouth (i.e. telephone or person-to person conversation) or by use of a personalized individual letter.

Candidates may not campaign by use of a generalized letter to the membership, signs, flyers, handouts, trinkets or give-aways.

Candidates may insert a campaign article into the official Senate publication distributed to the Senate membership before the annual meeting.

It is hoped that by this written policy, that no candidate will feel it necessary to attempt to circumvent the tradition of the Virginia J.C.I. Senate regarding political activities.

## **FINANCIAL AUDIT**

Adopted May 18, 1996

Amended February 13, 2026

A. The committee shall consist of three (3) members, one of whom shall be a Past-Treasurer of the Corporation. None of the members of the Audit Committee shall hold leadership positions in the Corporation while members of the committee. The appointments shall be for terms of three (3) years.

B. The members of the Audit Committee shall serve for terms as follows: the three members appointed in 2025-2026 shall be appointed one each for terms of three (3) years, two (2) years and one (1) year, respectively. Thereafter, the members shall be appointed for terms of three (3) years each.

C. The members of the Audit Committee shall be appointed by the incoming President following the Annual Meeting but prior to the commencement of his/her administrative year. In the event of a vacancy it shall appoint a member by the then current President for the remainder of the term vacated.

D. The duties of the Audit Committee shall be to conduct an annual year-end audit or financial review of the finances of the Organization as directed by the Finance Committee. The Audit

Committee shall present the results of the audit or review, including recommendations and comments, to the general membership no later than the summer outing meeting following its appointment.

## **GOOD OF THE SENATE**

Adopted May 19, 2018

The Good of the Senate committee shall be comprised of the past Virginia JCI Senate Presidents who are in attendance at a duly called meeting of the Virginia JCI Senate. The role of the Good of the Senate is to act as advisor to the current Virginia JCI Senate President on matters of interest pertaining to the operations of the Virginia JCI Senate. Those matters may originate from any Virginia Senator. The chair of this committee is the immediate COB.

## **POLICY CONCERNING MEMBERSHIP DUES**

Adopted March 18, 2021

Until further amendment of policy, membership dues for this association shall be \$30. Pursuant to Article II of this association's by-laws, this amount shall be added to the current dues of the United States JCI (USJCI) Senate dues to calculate the total annual amount of dues for each member.

## **POLICY CONCERNING SENATORS SERVING AS NATIONAL ELECTED OFFICERS**

Adopted March 17, 2022

In the event that a Virginia JCI Senator in good standing should choose to serve in an elected capacity on the US JCI Senate Executive Committee, the Virginia JCI Senate may provide financial support to that Senator during their term of service in each of the following elected US JCI Senate positions:

Region III National Vice President up to \$500

US JCI Senate Secretary up to \$1,000

US JCI Senate Treasurer up to \$1,000

US JCI Senate Administrative Vice President up to \$1,500

US JCI Senate President up to \$2,000

## **POLICY CONCERNING NEW SENATORS**

As adopted April 28, 2022

To be eligible for approval as a new Senator, a candidate must at minimum satisfy the National requirements as stated in the JCI USA Policies (Policy 24.9 - Senator Award Processing, Section “Criteria” or as it may be amended). In addition, the Virginia JCI Senate Review committee reviewing Senatorship applications must consider whether the candidate’s activities as a Jaycee and, if appropriate, since exhausting from the Jaycees, have resulted in a significant positive impact to the Jaycee organization at the local, state, national or international level. The candidate should have made an impact at the local, state, national or international level.

## **POLICY CONCERNING CRITERIA FOR VIRGINIA JAYCEES REQUESTS FOR FINANCIAL ASSISTANCE**

As adopted April 28, 2022

Requests for financial assistance from the Virginia Jaycees must be submitted in writing to the Executive Committee. A request should contain sufficient information for the Committee to assess the purpose for which the money will be used, how it will be used, and the potential return on value to the Jaycees, such as, but not limited to:

- Statement of purpose
- Description of event, program, or training
- Proposed budget
- Timeline

Financial assistance from the VA JCI Senate may only be approved to support activities consistent with the mission and purpose of the Virginia Jaycees, as described in its constitutions and bylaws. No money may be approved for any activities that will be likely to harm the reputation or values of the Virginia JCI Senate or are inconsistent with the Virginia JCI Senate constitution, bylaws, or as otherwise described in these policies.

If a line item in the annual Virginia JCI Senate budget is allocated for the Virginia Jaycees, The Executive Committee may approve any request up to the amount allocated. For any request for an amount exceeding the line item, or if there is no money set aside for the Jaycees in the annual budget, the request must be reviewed first by the Finance Committee, which will provide a recommendation to the Executive Committee.

## OVERALL FINANCIAL POLICY

Adopted February 13, 2026

1. The Fiscal Year of the Corporation shall commence July 1 of each year and shall terminate on June 30 of the next year. All documented expense reports eligible for reimbursement must be submitted to the Treasurer on or before June 30.
2. The Treasurer shall submit a written financial report consisting of year-to-date Budget to Actual and Income Statements at every Finance Committee meeting and membership meeting and at any time the President may request.
3. No budget shall be proposed or adopted which contains a projected deficit.
4. An increase of the overall budget in excess of 5% (five percent) shall be approved by the Finance Committee and a majority vote of the Executive Committee.
5. There will be only one debit card for the use of the organization in possession of the President or Treasurer.
6. If the Virginia JCI Senate hosts a regional (e.g., MAI) or National Convention, a separate bank account shall be established for the event.
  - a. Budget reports shall be submitted to the Executive Committee on a monthly basis.
  - b. The account shall be audited within ninety (90) days following the conclusion of the event and the audit results shall be presented to the Executive Committee.
  - c. All start-up funds and any remaining proceeds shall be returned to the Virginia JCI Senate accounts, after which the separate account shall be closed.

