

POLICIES OF THE VIRGINIA JAYCEES

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POLICY I FINANCIAL MANAGEMENT

FISCAL YEAR

1. This Corporation adopts an annual accounting period ending the last day of the month of January.

BUDGETARY DUTIES AND RESPONSIBILITIES

2. The Finance Committee shall prepare a proposed budget each year for submission to the Board of Directors in January for approval and adoption. The budget will identify revenues and expenses necessary for the conduct of both the internal and external programming of The Virginia Jaycees. The Officers of the Corporation shall provide input to the Finance Committee during the drafting of the proposed budget, prior to approval and adoption.
3. The Finance Committee shall monitor actual expenses as compared with the adopted budget, and shall make recommendations to the Board of Directors for budget modifications.
4. The Secretary-Treasurer shall establish and maintain restricted fund accounts whenever necessary to assure that funds donated, assessed or collected for a particular purpose are used for that purpose.
5. Reallocation of unrestricted funds within portfolio budget will be made by the Vice President in charge of that portfolio subject to the approval of the President. Written notice of any reallocation will be given to the Secretary-Treasurer by the Vice-President at the time of approval by the President.
6. In no instance shall the total portfolio budget be exceeded without prior approval of the Board of Directors. A portfolio budget shall be deemed to be the sum of all unrestricted program expenses under the direction of a Vice President.

ACCOUNT MANAGEMENT

7. Checks drawn on the account of The Virginia Jaycees shall plainly state "two signatures required for amounts in excess of One Thousand Dollars (\$1,000)."
8. Purchases in excess of fifty dollars on behalf of The Virginia Jaycees shall only be made after obtaining prior approval on an expense voucher signed by the Secretary-Treasurer. Items covered by this policy shall include but are not limited to membership incentives, telephone bills, airfare and hotel accommodations, awards and plaques. To ensure that such expenditure is within budgeted figures, the purchase order shall indicate the line item from which funds are being deducted, and the approximate balance remaining in said line item after the current purchase is made. No individual shall be reimbursed for expenses incurred in violation of this policy, which is designed to safeguard the assets of The Virginia Jaycees.
9. At the conclusion of the Audit Committee report at Spring Board each year, all unrestricted cash funds from the previous administrative year, up to an anticipated or projected excess of Five Thousand Dollars (\$5,000) of revenues over expenditures, shall be removed from the state treasury and deposited into the Contingency Reserve Fund. The fund shall be tapped only for emergency uses, as outlined in Policy I, Section 10.
10. There shall be a Contingency Reserve Fund set up and funded by allocated dues, restricted specifically to emergency uses, major repairs or capital improvements for The Virginia Jaycees' State Office Building not exceeding \$17,500.
The Finance Committee of The Virginia Jaycees will oversee the fund, review the proposed request / proposal, and make recommendations to the Board of Directors.
Before expenditures can be paid from the Contingency Reserve Fund, the expenditures must be for one of the restricted purposes and must be approved by a majority vote of the Board of Directors of The Virginia Jaycees.
In the event of an emergency, the President, with approval from the Executive Committee and Finance Committee, shall have the authority to expend the necessary funds. A report shall be presented to the Board of Directors on said expenditure(s) at the next Board of Directors Meeting.
- 10.1. There shall be a Camp Note Account set up and funded by any and all payments made on the purchase of the Camp Virginia Jaycee property, restricted specifically to these purposes:
 - (1) employee salary or benefits
 - (2) corporate fundraising
 - (3) marketing and public relations

The Account shall not be used for membership dues.

The Finance Committee of the Virginia Jaycees will oversee the fund, review any requests or proposals, and make recommendations to the Board of Directors.

Before expenditures can be paid from the Camp Note Account, the expenditures must be (1) for one of the restricted purposes or (2) approved by two-thirds (2/3) majority vote of the Board of Directors of the Virginia Jaycees.

11. There shall be a Virginia Jaycee Building Maintenance Fund. Disbursements from this fund will be for the general repair and maintenance of the Chapter Service Center. This account will be funded by \$0.75 of the annual dues of each member of the corporation.

DUES AND DUES ALLOCATIONS

12. [Deleted.]

13. If funds are available at the end of the year, the Board of Directors may vote to allocate a portion of that surplus to the Contingency Reserve Fund.

14. The Virginia Jaycee Foundation shall receive twenty-five cents (\$0.25) out of the dues of each individual member of the corporation. This amount shall be disbursed to the Virginia Jaycee Foundation at least once each quarter.

15. The Virginia Jaycees Building Maintenance Fund shall receive seventy-five cents (\$0.75) out of the dues of each individual member of the corporation for general repairs and maintenance of the Chapter Service Center. This amount shall be disbursed to the Virginia Jaycees Building Maintenance Fund at least once each quarter.

MISCELLANEOUS PROVISIONS

17. Officers shall be paid travel expenses on a reimbursable basis only as provided in specific Program or Project budgets established by the Board of Directors.

18. If the President of The Virginia Jaycees desires to run for national Jaycee office and is endorsed by an affirmative vote of the Board of Directors, he or she shall be reimbursed for all reasonable filing fees required by the bylaws of the United States Junior Chamber of Commerce or the Dixie Institute, provided that sufficient funds are available and that no portion of such reimbursement shall be made until the President's term of office in Virginia has concluded and a report of the Audit Committee received at the Spring Board Meeting.

POLICY II PROGRAM PLANNING

Following the Fall Meeting, and prior to the Winter Meeting of the Board of Directors, each Program Manager shall prepare a Program Plan for review and approval by the Executive Committee which shall report to the Board of Directors.

- (a) The specific goals of the Program or Projects;
- (b) Any proposed criteria or policies to be used by the Program or Project;
- (c) A proposed Program or Project budget, including estimates of income and expenses; and
- (d) A proposed schedule for the Program or Project.

POLICY III PROGRAM MANAGERS

1. Funds budgeted by the Board of Directors for Programming expense shall be used exclusively for promotion of adopted Programs of this Organization, such as communications, publications, obtaining speakers for State Meetings, and other accepted or approved promotional needs. No portion of these funds shall be used for travel and lodging expenses of Program Managers without the approval of the Executive Committee. Local Chapters and Regions which call on Program Managers for assistance should be mindful of this, assisting Program Managers in defraying or limiting their expenses whenever possible.

2. Program Managers must submit all bills or statements for authorized reimbursable expenses, using the procedures established for submitting bills and statements, within ten days of the end of the quarter in which the expenses were incurred. In the event a Program Manager has not received all bills and statements by the end of said quarter, he or she shall submit an itemized list of the estimated amounts of such outstanding bills and statements to the responsible Vice President with a copy to the Secretary-Treasurer within ten days. However, the Secretary-Treasurer may insist upon the presentation of the outstanding bills or statements when received before making actual reimbursement.

3. It shall be the responsibility of the Vice President to obtain sponsorship of programs within their portfolios.

POLICY IV HEADQUARTERS

1. The staff of the State Headquarters shall consist of those employees as approved by the Executive Committee.
2. Headquarters personnel do not direct, control, or formulate the policies of The Virginia Jaycees. They coordinate activities and administer programs under the supervision and direction provided by the President pursuant to the Bylaws and these Policies.
3. The President shall prepare written policies to govern responsibilities of and basis of evaluation for employees of The Virginia Jaycees. These policies shall be subject to the approval of the Executive Committee.
4. No paid employee of The Virginia Jaycees shall engage in political activity on behalf of any candidate for office in The Virginia Jaycees.
5. Mailing lists of Local Chapter Presidents shall not be provided to any organization or individual unless the list will be used for charitable or civic purposes and the use has been approved by the President. Mailing lists of a Local Chapter's membership shall not be provided to any organization or individual except upon the majority vote of the Board of Directors.
6. There shall be nine (9) paid holidays for employees of The Virginia Jaycees each year. These shall include New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and two additional holidays selected by each employee subject to the approval of the President. When one of these holidays falls on a Saturday, the preceding Friday will be the holiday; on a Sunday, the following Monday will be the holiday. The two (2) holidays designated by each employee shall not accrue.

POLICY V RULES AND PROCEDURES

1. The agenda for each State Meeting shall be drawn by the President with the advice of the Executive Committee. The agenda shall be binding unless amended by the Executive Committee prior to said Meeting.
2. Any local member shall have the privilege of the floor at any State Meeting when recognized by the Chair.
3. Any roll-call vote shall be alphabetical by Local Chapter with the exception of elections. In the event the vote of any Local Chapter is challenged, the credentials of the President and State Director or delegates and alternates for that Local Chapter shall be examined by the Chair or the Chair's appointee to determine the eligibility to vote of the Local Chapters' delegates in question.
4. The vote of the delegates certified at the Annual Meeting (State Convention) shall be taken by a roll-call of the Local Chapters upon the request of the Chairmen of no less than three (3) Local Chapters' delegations.

POLICY VI ELECTION RULES

1. All candidates for election to Statewide office will observe the campaign restrictions set forth in the following sections.
2. Announcement of candidates for a Statewide office and for Regional Director shall not be made prior to the opening of the Sunday Meeting of the Board of Directors in August. No promotional materials and/or printed matter may be distributed or displayed prior to that time. Hospitality rooms may be interpreted as an announcement of candidacy. Penalties for violation of this section will be five (5) votes per violation.
3. Following the August Board Meeting, candidates travel shall be restricted as follows:
 - (a) For any visitation to Local Chapters, candidates may attend together with a maximum of two (2) supporters or guests (not including the candidate's spouse), Jaycees or non-Jaycees, regardless of Local Chapter affiliation.
 - (b) For any visitation to joint Local Chapter Meetings, candidates may attend together with a maximum of three (3) supporters or guests (not including the candidate's spouse), Jaycees or non-Jaycees, regardless of Local Chapter affiliation.
 - (c) For any visitation to Regional Meetings, candidates may attend together with a maximum of ten (10) supporters or guests (not including the candidate's spouse), Jaycees or non-Jaycees, regardless of Local Chapter affiliation.

(d) Prior to October 31, visits to individual Local Chapters or joint Meetings thereof shall be limited to two (2) visitations per week, not including State-scheduled Regional Meetings.

(e) During the period of November 1 to the Annual Meeting, visits to individual Local Chapters or joint Meetings thereof shall be limited to three (3) visitations per week. The weekly period (as defined elsewhere in this Section) in which the date November 1 falls is to be considered as three (3) visitations week, not including State-scheduled Regional Meetings.

(f) Candidates may travel without restriction in their respective home regions.

(g) As used in this Section, visitations shall be deemed to be travel of a candidate and/or the candidate's representative beyond the limits of the candidate's home Region to an individual Local Chapter or joint Meeting of individual Chapters for the purpose of solicitation of support.

(h) As used in this Section, State-scheduled Regional Meetings mean Regional Candidate Swings.

(i) As used in this Section, a week runs from Sunday through Saturday, inclusive.

4. (a) At the Annual Meeting, no hospitality rooms may be opened during the hours during the hours of an officially-scheduled event on the convention program. Hospitality rooms shall not remain open more than two (2) hours total, and only during time set by the Nominations and Elections Committee after input from the region.

(b) At Regional Meetings, no hospitality rooms or bars shall be permitted for Statewide candidates.

5. Distributing and/or displaying campaign posters, banners, literature, and similar materials will be subject to the restrictions established by the convention hotel and/or the Host Member Organization at the election Meeting.

6. Each candidate shall be allowed up to five (5) minutes to address the election delegates.

7. No Meetings of any description, by any group with any candidate, may be scheduled or held during the time in which the Executive Committee is in session. Candidates are required to be present in their registered hotel rooms between the hours of 2:00 a.m. and 7:00 a.m. on the morning of elections. The penalty for violation of this section shall be ten (10) votes.

8. The Nominations and Elections Committee shall exercise supervision of the responsibility for the conduct of the campaign and elections. Prior to the Annual Meeting, the Committee shall investigate and hold hearings as required on any violations of the rules set forth in this section, which violations are reported to the Committee in writing or are observed by Committee members.

9. Penalties for violations of travel restrictions shall be direct proportion to the number of votes represented at the visit or Meeting which is illegal. For example, if the illegal visit was to a Regional Meeting and the Region has twenty (20) votes, the candidate loses twenty (20) votes.

10. For elections of Statewide officers at Meetings other than the Annual Meeting, the Board of Directors shall have the power to waive or modify all campaign rules set forth by this Policy; however, rules or policies set forth in the Bylaws may not be waived or modified.

POLICY VII STATE BOARD MEETINGS AND ANNUAL MEETINGS

BIDDING

1. Local Chapters, the Virginia Jaycee Life Member Association, the Virginia JCI Senate, and affiliate Jaycee Organizations are authorized to submit a bid to host State Board Meetings, the Annual Meeting (State Convention), and Local Officer Training School (hereinafter referred to in this Policy as the "Meetings").

2. The Chief Financial Officer shall, with the approval of the Executive Committee, prescribe a bid form for use in bidding for the Meetings. Said form shall include the following statement:

"This Bid incorporates by reference Policy VII of the Policies of The Virginia Jaycees".

3. All bids shall contain a proposed budget. The proposed budget shall describe in detail the expenses expected to be incurred including, but not limited to, disclosure of per capita meal costs, costs of lodging required by this Policy, state and local taxes and similar costs. In addition, the proposed budget shall show the prospective charges for the Meeting with estimates of income to be derived from each event.

4. Bids to host the Meetings of a given fiscal year and LOTS of the next year (ie: Summer Board Meeting through LOTS) shall be received at the State Headquarters no later than June 1. A copy of the bid shall also be sent by the prospective host member organization to the Chief Financial Officer and the Secretary-Treasurer at the same time it is sent to the State Headquarters.
5. A majority of the Executive Committee shall have authority to accept bids to host Meetings. Only one bid may be accepted for a particular Meeting and consideration shall first be made at the Summer Board Meeting.
6. In the event no bid for a particular Meeting is accepted, bids to host the same shall then be accepted no later than thirty (30) days prior to the next Meeting.
7. The Executive Committee shall review each bid's proposed budget and shall be authorized to revise the same, if it is deemed unrealistic or unacceptable. The prospective host member organization shall have the right to appeal such a decision of the Executive Committee to the Board of Directors.

MANDATORY BID PROVISIONS

8. The Host Member Organization shall, at its expense, furnish a suite containing at least a living room, bedroom, and bath for the use of the President, two rooms for two (2) employees of The Virginia Jaycees, and up to two (2) rooms for invited guests of The Virginia Jaycees. The Host Member Organization's liability for the suite and rooms shall extend only to the basic room rate and applicable taxes for those facilities for two (2) nights lodging. Other charges, such as room service, telephone, and similar charges, shall be the responsibility of the occupant.
9. The Host Member Organization shall furnish, at its expense, full Meeting or convention registrations to the President and his/her spouse, Executive Committee members, Paid staff members, State Meetings Program Manager, Special Effects Program Manager, Awards Program Manager, International and National Guests, and 5 at the discretion of the President.
10. The Host Member Organization shall furnish, at its expense, Meeting rooms sufficient in size and number to accommodate the functions of the Meeting or convention. These functions normally include forums for Individual Development, Community Development, Management Development, Membership, Metro Conference, Local President, Executive Committee, and the Board of Directors. In addition, facilities are required for the JCI Senate, Life Member Association, Corps of Virginia Gentlemen, and for committee Meetings.
11. The Host Member Organization shall provide, at its expense, flowers or similar favors for spouses and guests if requested to do so by the President. Expenses under this Section shall be limited to One Hundred Fifty Dollars (\$150), with any excess subject to recoupment under Section 21 below. The Host Member Organization shall provide at its expense, the traditional cocktail party, sufficient to serve and accommodate 150 persons for at least one hour.
12. The Host Member Organization shall provide to the Executive Committee, during the weekend of a Meeting, dinner on Friday and lunch on Sunday.
13. The Host Member Organization shall to the extent possible reserve a sufficient number of rooms at the primary Meeting facility hotel/motel to accommodate the members of the Board of Directors.
14. The Host Member Organization shall establish a master account at the primary Meeting facility hotel/motel for the use of The Virginia Jaycees. This account shall be under the sole administration of the Chief Financial Officer to provide for photocopies, etc. as required. Charges to the account shall be recouped as provided in Section 21 below.
15. The Host Member Organization shall waive the minimum registration for all Exhausted JCI Senators and Exhausted Life Members in attendance at Meetings of the Board of Directors and the Annual Meeting.
16. The Host Member Organization shall provide booth and/or display space to The Virginia Jaycees Chief Financial Officer, Camp Virginia Jaycee and to The Virginia Jaycees "On To" program, with the Chief Financial Officer receiving two (2) booths or display spaces. Other space will be made available if available upon request of and approval by the Program Manager for the Meeting or convention. Other than the programs conducted by the Chief Financial Officer, Camp Virginia Jaycees and the "On To" program, no solicitation, sales, or raffles will be permitted without the express permission of the Executive Committee.
17. The Executive Committee in its consideration of bids shall have the right to waive any of the foregoing Mandatory Bid Provisions whenever it finds such a waiver to be in the best interests of The Virginia Jaycees.

FINANCIAL PROVISIONS

18. Except as noted in this Policy, all financial responsibility for Meetings rests with the Host Member Organization.
19. No later than forty-five (45) days after the conclusion of a Meeting, the Host Member Organization shall furnish to the Chief Financial Officer an accounting of all income and expenses relating to the Meeting, and a list of attendees. The Chief Financial Officer shall have the right to review supporting documents such as invoices, statements, and similar materials.
20. The minimum registration fee at all Meetings shall be itemized separately from charges for admission to any dances, parties, luncheons or banquets.
21. Within forty-five (45) days after the conclusion of the Meeting or convention, the Host Member Organization shall pay to The Virginia Jaycees a royalty of Three Dollars (\$3.00) per paid minimum registration, not including registrations paid by members of the Host Member Organization. The Host Member Organization may deduct from this payment any sums due it by operation of this Policy. Any Local Chapter failing to pay this royalty within forty-five (45) days will be placed on the debt list in the amount of the unpaid royalties.
22. In the event an individual member or Local Chapter attending a Meeting shall tender a payment to the Host Member Organization which subsequently proves uncollectible, such as in the case of a returned check or returned credit card charge, the Host Member Organization shall make a good faith effort to collect the debt. If, after application of such means as are at its disposal, the Host Member Organization is unable to collect the debt, it may transmit evidence of the debt to The Virginia Jaycees, which shall consider it a debt under its Bylaws and these Policies.

MISCELLANEOUS PROVISIONS

23. The Virginia Jaycees reserves the sole right to sell advertisements in the souvenir program for the Annual Meeting and conventions.
24. Members of The Virginia Jaycees shall conduct themselves in an orderly manner at all Meetings, and shall observe all rules and regulations of the Meeting facility. The Host Member Organization may expel anyone from any and all of the functions of the Meeting whose conduct threatens or otherwise imperils the safety or order of the Meeting, subject to the approval of the Executive Committee. Individuals attending the Meeting shall be liable for any damages they may cause. Damages to the facility which can be proven to have been caused by members of The Virginia Jaycees, but not ascertainable to specific individuals, shall be the responsibility of The Virginia Jaycees.
25. The Executive Committee may reassign the rights and responsibilities of Host Member Organization for a Meeting to another Local Chapter, where the original Host Member Organization has violated the terms or spirit of this Policy. The Committee's decision under this Section may be appealed to the Board of Directors. In the event the Host Member Organization should fail to provide the accounting required under Section 19, said Host Member Organization shall be deemed to have a debt of unspecified amount to The Virginia Jaycees, subject to the sanctions and interest penalties provide in its Bylaws and these Policies.

POLICY VIII REGIONS

1. The Executive Committee shall maintain a map depicting boundaries of Regions formed or modified pursuant to the Bylaws.
2. New Local Chapters shall, upon receipt of their Charter, be assigned to the geographical Region which surrounds its service area as shown by the map maintained under Section 1 above.
3. Meetings of each Region shall follow Robert's Rules of Order and consider such business as may be properly brought before them. Regions shall not adopt Bylaws or Policies which are inconsistent with those of The Virginia Jaycees.

POLICY IX LOCAL CHAPTERS

1. The name of each Local Chapter shall realistically reflect the locality in which the Local Chapter will operate. No new Local Chapter shall use the term "County" in its name. The President shall have the authority to approve suggested names for new Local Chapters. The Executive Committee may upon good reason shown, approve a request to change the name of a Local Chapter.
2. No Local Chapter shall attempt to extend a new Local Chapter in any area in the geographical region of an existing Local Chapter, or in any service area of an existing Local Chapter unless the existing Local Chapter is given at least thirty (30) days written notice before

the attempt is made. Any Local Chapter which extends a new Local Chapter in violation of this Section shall receive no credit for the extension, and shall be subject to other sanctions which may be imposed by the Executive Committee.

3. The Charter of a Chapter ending the Administrative Year on December 31, with zero members shall be automatically revoked January 1.

4. A Provisional Chapter will not be included in a States January 1 Base Chapters. However, Provisional Chapter members will be included in the States Base Membership. A Provisional Chapter which regains Regular Status by achieving the Minimum Regular Membership of twenty (20) will be included in the States Chapter Growth.

POLICY X CHAPTER RELATIONS

Anytime it becomes necessary for a Local Chapter to conduct an activity or perform a service within the geographic area of another Local Chapter, the motivating Local Chapter shall give at least thirty (30) days written notice to the President or the State Director of the Local Chapter affected so the affected Local Chapter may be apprised of the actions to follow. The Regional Director(s) of the Local Chapters involved shall mediate disputes in an effort to encourage harmony and cooperation in our service to humanity.

POLICY XI REGISTERED VOTERS

All Jaycees in Local Chapters should be registered voters unless legally ineligible under State or National election laws.

POLICY XII PROFESSIONAL SOLICITATIONS

1. NOTICE OF SOLICITATION REQUIRED .

Any Local Chapter engaging a Professional Solicitation firm or individual for solicitation of funds from the public shall give written notice to the Presidents of all Local Chapters in whose area the solicitation is to be or may be performed.

A. Written notice shall be given no less than forty-five (45) days prior to the beginning of the solicitation. If any solicitation is to be initiated during any portion of the period from December 1 to February 1, written notice shall be given no less than seventy-five (75) days prior to the beginning of said solicitation.

B. Written notice shall include the following information:

1. A copy of this Policy.
2. Dates for beginning and end of solicitation.
3. Name, phone number and address of Individual Members of the Local Chapter responsible for the solicitation.
4. Areas in which the solicitation is to be conducted.
 - a. For written solicitations, zip codes.
 - b. For phone solicitations, telephone exchange prefixes.

C. Any Local Chapter receiving such notification shall be entitled to a right of refusal to prevent the solicitation from being conducted in that Local Chapter's service area. Such refusal shall be presented in writing to the soliciting Local Chapter and General Legal Counsel within thirty (30) days of receipt of notification.

D. No solicitation shall be conducted for a period of longer than three consecutive months and any solicitation of longer duration shall constitute a separate and distinct solicitation requiring notice as set out above.

2. CONDUCT OF SOLICITATION .

A. Both the Local Chapter and the Professional Solicitor shall comply with all Local, State, and Federal Laws and regulations as well as National, State and Local Chapter Bylaws and Policies in conducting a solicitation.

B. The solicitation shall identify the particular Local Chapter that has engaged the services of the solicitor and shall not use the name "Jaycees", "Junior Chamber of Commerce", the name of The Virginia Jaycees or any of its affiliates, or any other Local Chapter without the prior, express, written permission of the Virginia Jaycee, its affiliates or any Local Chapter whose name is to be used.

C. If the solicitation states that the contribution is to be used for a specific purpose or certain limited purposes, the funds so contributed shall be applied to those purposes and for no other purposes.

D. The Local Chapter and the Solicitor shall account for all funds received from the solicitation in a written form Meeting generally accepted accounting principles.

E. The Local Chapter engaging in services of a Professional Solicitor is solely responsible for its acts, errors and omissions and the acts, errors and omissions of the solicitor and it shall be no defense under this Policy that the Local Chapter employed a Professional agency, or that the solicitor failed to follow the Local Chapters' instructions or any agreement.

3. SOLICITATION DISPUTES .

A. Who may file complaint; how complaint filed.

The Virginia Jaycees or its affiliates through their officers, any Individual Member of the soliciting Local Chapter, and the President, Vice President or State Director or any Local Chapter may file a complaint alleging a violation of this Policy by mailing written notice of complaint to the President of the soliciting Local Chapter and to the General Legal Counsel of The Virginia Jaycees. Any complaint shall contain information sufficient to identify the soliciting Local Chapter and the nature of the violation of this Policy which is the basis for the complaint.

B. Solicitation Dispute Board.

The Solicitation Dispute Board of The Virginia Jaycees shall be composed of General Legal Counsel who shall serve as Chairman, Chairman of the Board, Management Development Vice President, two (2) Regional Directors appointed by the President, and two (2) at-large members appointed by the President.

C. Questions Determined.

The matter at any hearing on the complaint shall be:

1. Whether provisions of this Policy have been violated; and/or
2. Whether it is in the best interests of the soliciting Local Chapter, affected Local Chapters and The Virginia Jaycees, for the solicitation to continue.

4. PENALTIES .

A. Upon a finding by the Solicitation Dispute Board that the solicitation is not in the best interest of either the soliciting Local Chapter, affected Local Chapter(s) or The Virginia Jaycees, and upon notice mailed to the President of the soliciting Local Chapter, the soliciting Local Chapter shall immediately cease its solicitation. Failure to do so shall constitute a separate and distinct violation of this Policy for each day that the solicitation continues.

B. Upon a finding by the Solicitation Dispute Board that the soliciting Local Chapter is in violation of this Policy, the following penalties may be imposed:

1. First violation -- a maximum fine of up to \$2500.00
2. Second or more violations within 5 years -- a maximum fine of up to \$5000.00
3. Three or more violations within 5 years -- a maximum fine of up to \$10,000.00 and referral to the Board of Directors, which may suspend all services to the Local Chapter for a period of up to one year.

Fines assessed pursuant to this Policy shall be considered Local Chapter debts.

POLICY XIII VIRGINIA JAYCEE LIFE MEMBER ASSOCIATION (LMA) AND LIFE MEMBERSHIPS

1. The Virginia Jaycees Life Member Association (L.M.A.) is recognized as an affiliated organization whose main purposes are to recognize outstanding members of The Virginia Jaycees; support the maintenance of the State Office Building; support Camp Virginia Jaycee; promote fellowship between Life Members of The Virginia Jaycees; and otherwise assist the efforts of The Virginia Jaycees.

2. A Life Membership in The Virginia Jaycees is the highest award that The Virginia Jaycees can give one of its members. It recognizes years of outstanding service to the organization. A Life Membership award does not exempt the individual from paying regular membership dues.

3. GUIDELINES FOR AWARDING LIFE MEMBERSHIPS

(a) Eligibility for a Life Membership shall be subject to receipt of a formal application and judged on the basis of guidelines recommended by the Life Member Selection Committee and approved by the Executive Committee of The Virginia Jaycees.

(b) If upon review by the Life Member Association a determination is made to deny the application, such a determination may be reversed upon a two-thirds (2/3) affirmative vote of the Executive Committee of The Virginia Jaycees.

(c) The President of The Virginia Jaycees shall forthwith sign all approved certificates for Life Memberships.

4. The Life Member Selection Committee shall include the President of The Virginia Jaycees, the President of the Life Member Association, the Liaison of the Life Member Association, and two (2) Life Members appointed by the President of the Life Member Association. The Liaison of the Life Member Association shall serve as Chairman of the Selections Committee.

POLICY XIV VIRGINIA JCI SENATE AND JCI SENATORSHIP

1. The Virginia JCI Senate is an association of JCI Senators who were awarded their senatorship in Virginia or who reside in Virginia. The Virginia JCI Senate is recognized as an affiliated organization whose main purpose are: Fellowship; maintaining a bond among Senators in Virginia, the United States and foreign countries; the promotion of the Senatorship program; and be ready to respond for assistance from all levels of Jaycee activity. The Virginia JCI Senate may make formal presentations of JCI Senatorship at State Meetings.

2. A JCI Senatorship is an award that may be given to current or past members to honor them for outstanding service to the Jaycee organization on the local, state, national or international level. A Senatorship confers "Life Membership" in Junior Chamber International upon the recipient. The awarding of a JCI Senatorship does not exempt the recipient from paying regular membership dues to The Virginia Jaycees, United States Junior Chamber of Commerce and Junior Chamber International, and the question of whether a Senator shall be liable for the payment of local dues is a matter wholly for local policy and legislation.

3. Guidelines for Awarding Senatorships:

(a) Eligibility for a JCI Senatorship shall be subject to receipt of a formal application and judged on the basis of guidelines established by the Virginia JCI Senate.

(b) The Review Committee will screen the qualifications of all applicants. The decision of the Review Committee shall be final.

(c) The President of The Virginia Jaycees will forthwith sign all applications approved by the Review Committee.

4. The JCI Senatorship Review Committee. The Review of the nominee's qualifications for a JCI Senatorship will be conducted by a committee composed of the President of The Virginia Jaycees, the President of the JCI Senate, the JCI Liaison Committee Chairman and two (2) other members of the Virginia JCI Senate as appointed by the Virginia JCI Senate President. The JCI Liaison Committee Chairman will serve as Chairman of the Review Committee.

POLICY XV CAMP VIRGINIA JAYCEE

Members of the Board of Directors of Camp Virginia Jaycee, Inc. shall be elected in accordance with the Bylaws of that corporation. The President of The Virginia Jaycees shall nominate two (2) members of The Virginia Jaycees to serve three (3) year terms each as Directors of Camp Virginia Jaycee. In addition, the President shall nominate replacements from among the membership of The Virginia Jaycees if for any reason a Member of the Board of Camp Virginia Jaycees becomes unable or unwilling to continue serving on the Board.

POLICY XVI [Deleted.]

POLICY XVII NATIONAL CONVENTIONS

The retiring President shall serve as Chairman of the delegation representing The Virginia Jaycees at the National Convention. Should the retiring President be a candidate for National Office, he or she shall appoint a Chairman of the delegation. The On-To Program will fund and be responsible for the registration and room expenses of the retiring and incoming Presidents.

POLICY XVIII DIXIE INSTITUTE

The President shall, with the approval of the Executive Committee, appoint a primary and secondary representative to the Dixie Institute, who shall serve at the pleasure of the President. Representatives shall be current or former members of the Board of Directors of The Virginia Jaycees.

POLICY XIX MEMBERSHIP TRANSFERS

Transfers between chapters received in the Chapter Service Center after the 15th of the month will be held until the 1st of the following month for processing.