2010 Constitution and Policy Manual

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CONSTITUTION

OF

JCI (JUNIOR CHAMBER INTERNATIONAL, INC.)

As originally adopted at the XIX World Congress (1964) and amended at subsequent Congresses up to, and including, the LXIV World Congress (2009)

PREAMBLE TO CONSTITUTION:

We young men of the world gathered at this Congress,

Conscious of the fact that adequate civic training of young men will enable them to exercise decisive influence in the just solution of the problems of humanity,

Determined to shield future generations from unhappiness brought about by misunderstanding among men and anxious to promote the well-being and progress of all peoples,

RESOLVE to unite our efforts by constituting an international association of Junior Chambers based upon the principles contained within this Constitution.

Within the context of this document, the references to "he," "his" and "him" are to be interpreted as encompassing both the male and female genders.

Constitution

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CHAPTER I

NAME

ARTICLE 1-1. NAME:

This international association of Junior Chambers shall be known as JCI (Junior Chamber International, Inc.) hereinafter in this Constitution referred to as "JCI" or "the organization."

BYLAW 1-2. USE:

SECTION 1. LIMIT: The use of the name shall be limited to:

a. National Organization Members, Local Organization Members and Individual Members of this association whose affiliation is duly recorded, and

b. Groups of National Organizations which have been formally recognized under the provisions of Policy 3-11.

SECTION 2. APPLICANTS FOR AFFILIATION: All National Organizations applying for affiliation or reaffiliation are required to use only the word "JCI" followed by the name of the nation or local community in their names and those of their Local Organizations.

SECTION 3. FORFEIT: The right to use the name shall be automatically and forthwith forfeited on termination of any member's affiliation or any such group's formal recognition.

CHAPTER II

DECLARATION OF PRINCIPLES, PURPOSES AND CREED

ARTICLE 2-1. MISSION:

JCI's Mission shall be "To provide development opportunities that empower young people to create positive change."

ARTICLE 2-2. VISION:

JCI's Vision shall be "To be the leading global network of young active citizens."

ARTICLE 2-3. DECLARATION OF PRINCIPLES:

The principles of JCI, inspired by the JCI Creed, are based upon a belief in:

- faith in God
- the brotherhood of man
- individual freedom and dignity
- government of laws
- the value of human personality
- service to humanity.

ARTICLE 2-4. CREED:

The principles of JCI may be expressed by this Creed:

We believe:

That faith in God gives meaning and purpose to human life;

That the brotherhood of man transcends the sovereignty of nations;

That economic justice can best be won by free men through free enterprise;

That government should be of laws rather than of men;

That earth's great treasure lies in human personality;

And that service to humanity is the best work of life.

ARTICLE 2-5. POLITICS:

The organization shall refrain from any partisan political activity and shall not undertake the promotion of any one national interest over another within or without its membership.

ARTICLE 2-6. RELIGION:

SECTION 1. RELIGIOUS ACTIVITIES: The organization shall refrain from sectarian or religious activities. This shall not be construed as a prohibition upon any member organization from engaging in religious activities which are acceptable to its own membership.

SECTION 2. CONCEPT OF GOD: The concept of God in the context of the JCI Creed or Declaration of Principles is to be interpreted according to one's own religious belief.

ARTICLE 2-7. HUMAN RIGHTS:

The organization, in affirming its Declaration of Principles, which is based on the ideals expressed in its Creed, recognizes the Universal Declaration of Human Rights. The Universal Declaration of Human Rights is commended to National Organizations as an example of the promotion of universal respect for, and observance of, human rights, freedoms and equality.

ARTICLE 2-8. RIGHTS OF THE CHILD:

The organization, in affirming its Declaration of Principles, recognizes and supports the United Nations Declaration of the Rights of the Child, and recommends that National Organizations and Local Organizations conduct permanent and continuing programs which assist with providing for one or more of the basic needs of children as set out in the Declaration:

- THE RIGHT to affection, love and understanding
- THE RIGHT to adequate nutrition and medical care
- THE RIGHT to free education
- THE RIGHT to full opportunity for play and recreation
- THE RIGHT to a name and nationality
- THE RIGHT to special care, if handicapped
- THE RIGHT to be among the first to receive relief in times of disaster
- THE RIGHT to learn to be a useful member of society and to develop individual abilities
- THE RIGHT to be brought up in a spirit of peace and universal brotherhood
- THE RIGHT to enjoy these rights regardless of race, color, sex, religion, national or social origin.

ARTICLE 2-9. WORLD PEACE:

The organization, in affirming its Declaration of Principles and recognizing the fundamental goal of the founder, Henry Giessenbier, Jr., commits itself to strive for a true and everlasting world peace.

CHAPTER III

NATIONAL ORGANIZATION MEMBERS

ARTICLE 3-1. DEFINITIONS:

SECTION 1. DEFINITION OF A NATIONAL ORGANIZATION MEMBER: National Organizations, whose objectives and activities are in accord with the purposes of the organization, shall be recognized as potential, provisional or fully affiliated National Organization Members of the organization (hereinafter known as "National Organizations").

SECTION 2. DEFINITION OF A NATION: A nation, in the context of this Constitution, is a body of inhabitants of a country united under a single national government or of a territory, possession or area so remote geographically from any other National Organization with which it may be associated that the interest of Individual Members of the Local Organizations (as defined in Bylaw 5-1) therein will be best served by affiliation to this organization as a National Organization.

BYLAW 3-2. SINGLE UNIT:

With respect to any application for affiliation, only one (1) National Organization in each nation shall be recognized by the organization. This bylaw shall not, however, preclude the grouping of more than one nation to form a single National Organization.

ARTICLE 3-3. APPROVAL:

Applications for National Organization membership which meet the requirements of this Constitution shall be approved by two-thirds (2/3) of the votes cast by General Assembly at Congress.

BYLAW 3-4. AGE LIMIT:

National Organizations shall maintain age limits of not less than eighteen (18) years and not more than forty (40) years for the Individual Members of their Local Organizations, provided that membership shall continue until the end of the calendar year in which the person reaches the age of forty (40) years, except the Immediate Past President, who may serve in that capacity for not more than one (1) year.

BYLAW 3-5. MEMBERSHIP:

The organization encourages National Organizations to abstain from any discrimination. The organization encourages Local Organizations to establish a provisional membership period of a minimum of three (3) months to allow for orientation, activation and induction procedures.

ARTICLE 3-6. POTENTIAL NATIONAL ORGANIZATION:

SECTION 1. DEFINITION: An organization within a nation which subscribes to the purposes of JCI and is working towards the establishment of a National Organization Member of JCI in its nation shall be defined as a potential National Organization.

SECTION 2. QUALIFICATIONS: Applicants for affiliation as a potential National Organization shall be required to meet the requirements of Bylaw 3-7 and Policy 3-5 and shall have at least one (1) Local Organization and forty (40) Individual Members.

SECTION 3. NATIONAL ORGANIZATION VISITATION: Applicants for affiliation as a potential National Organization must have received a visit by a representative of the organization approved by the Secretary General before the application will be considered.

SECTION 4. PRESENCE AT CONGRESS: Applicants for affiliation as a potential National Organization will not be requested to be present or to be represented at the Congress at which it seeks such status.

BYLAW 3-7. SPECIFIC REQUIREMENTS OF APPLICANT FOR AFFILIATION AS A POTENTIAL NATIONAL ORGANIZATION:

SECTION 1. APPLICATION: Each application for affiliation as a potential National Organization must be received by the JCI World Headquarters no later than thirty (30) days prior to the Congress at which such affiliation is sought. Each application shall be made using the form supplied by the Secretary General and shall be accompanied by documents and details in support of the application, as provided for in Policy 3-5.

SECTION 2. DUES: An organization applying for affiliation as a potential National Organization shall be required to pay a membership fee based upon current member dues.

BYLAW 3-8. RIGHTS AND SERVICES:

SECTION 1. Potential National Organizations shall have no property rights of any nature in the organization.

SECTION 2. Potential National Organizations will not have the right to speak or vote at General Assembly meetings and will be seated at a specially designated place.

SECTION 3. Potential National Organizations shall be encouraged to participate in the programs and functions of the organization.

SECTION 4. Potential National Organizations will not have the right to an assigned Vice President. These National Organizations will receive training and development services from the JCI World Headquarters and any sponsor National Organization(s).

BYLAW 3-9. RENEWAL:

Potential affiliation status may be renewed automatically provided that a minimum membership of forty (40) is maintained and that the membership fee is paid annually to JCI.

If a potential National Organization fails to maintain a minimum membership of forty (40) or fails to pay its membership fee annually to JCI, it will be automatically disqualified from its current status with no possible appeal. JCI shall encourage any disqualified National Organization to start its reaffiliation process as soon as possible.

ARTICLE 3-10. PROVISIONAL NATIONAL ORGANIZATION:

SECTION 1. DEFINITION: A provisional National Organization shall be defined as an organization which has been previously affiliated for a minimum of one year as a potential National Organization or which has received the approval of the Secretary General and the Executive Vice President assigned to the Area, and the endorsement of the sponsor National Organization to directly apply for this status.

SECTION 2. QUALIFICATIONS: Applicants for affiliation as a provisional National Organization shall be required to meet the requirements of Bylaw 3-11 and Policy 3-7, have an appropriate organizational structure, and shall have at least two (2) Local Organizations and sixty (60) Individual Members.

SECTION 3. NATIONAL ORGANIZATION VISITATION: Applicants for provisional affiliation must have received a visit by a representative of the organization and by a representative of another National Organization approved by the Secretary General before the application will be considered.

SECTION 4. PRESENCE AT CONGRESS: Applicants for provisional affiliation must be represented at the Congress at which they seek provisional affiliation either by one of its members or a representative from another National Organization, preferably the sponsor National Organization referred to in Section 3 of this Article.

BYLAW 3-11. SPECIFIC REQUIREMENTS OF APPLICANTS FOR AFFILIATION AS A PROVISIONAL NATIONAL ORGANIZATION:

SECTION 1. APPLICATION: Each application for provisional affiliation must be received by the JCI World Headquarters no later than thirty (30) days prior to the Congress at which provisional affiliation is sought. Each application shall be made using the form supplied by the Secretary General and shall be accompanied by documents and details in support of the application, as provided for in Policy 3-7.

SECTION 2. DUES: A National Organization applying for provisional affiliation shall be required to pay dues for the year of affiliation in accordance with Bylaw 21-1, Section 2, and pay any outstanding balances owed to the organization.

BYLAW 3-12. RIGHTS:

SECTION 1. Provisional National Organizations shall have no property rights of any nature in the organization.

SECTION 2. Provisional National Organizations shall have a right to speak but no right to vote in General Assembly meetings and will be seated at a specially designated place.

SECTION 3. Provisional National Organizations shall be encouraged to participate in the programs and functions of the organization.

BYLAW 3-13. ENTITLEMENT OF SERVICES:

JCI Vice Presidents will be assigned to provisional National Organizations to assist in the area of training and development, working towards full affiliation. Vice Presidents may be assigned to visit provisional National Organizations.

BYLAW 3-14. RENEWAL:

Provisional affiliation status may be renewed provided the National Organization seeking such renewal submits an application to the Secretary General, together with a full report of its activities during its year of affiliation, and the recommendation of the assigned Vice President and Executive Vice President. Such application for renewal shall be considered by the Admissions Committee at Congress for final approval by a two-thirds (2/3) vote of General Assembly. The renewal period shall be for a second and last period of one year.

If a provisionally affiliated National Organization does not apply for full affiliation or does not apply for renewal of its current status, it will be automatically disqualified from its current status with no possible appeal.

ARTICLE 3-15. FULLY AFFILIATED NATIONAL ORGANIZATION:

SECTION 1. DEFINITION: A fully affiliated National Organization shall be an organization which has been previously affiliated for a minimum of one year as a provisional National Organization, or which has fulfilled the requirements to be granted such status, or which has received the approval of the Secretary General, the Executive Vice President and Vice President assigned to the Area, and the sponsor National Organization to directly apply for this status.

SECTION 2. QUALIFICATIONS:

a. Applicants for full affiliation shall be required to exhibit a reasonable history of organization stability, including the clear separation of the function of National Organization and Local Organizations, together with a system of communications and services between them, before their application for full affiliation will be considered.

b. Applicants for full affiliation must meet the requirements of Bylaw 3-16 and Policy 3-9, and shall have at least two (2) Local Organizations and sixty (60) Individual Members.

SECTION 3. NATIONAL ORGANIZATION VISITATION: Applicants for full affiliation must have received a visit by a representative of the organization and a representative of another National Organization if requested by the President or the Secretary General, before the application will be considered.

SECTION 4. PRESENCE AT CONGRESS: Applicants for full affiliation must be represented by one of their members at the Congress at which they seek full affiliation.

BYLAW 3-16. SPECIFIC REQUIREMENTS OF APPLICANTS FOR FULL AFFILIATION:

SECTION 1. APPLICATION: Each application for full affiliation must be received by the JCI World Headquarters no later than 30 days prior to the Congress at which full affiliation is sought. Each application shall be made using the form supplied by the Secretary General and shall be accompanied by documents and details in support of the application, as provided for in Policy 3-9.

SECTION 2. DUES: A National Organization applying for full affiliation shall be required to pay dues for the year of affiliation in accordance with Bylaw 21-1, Section 2 and pay any outstanding balances owed to the organization.

BYLAW 3-17. RIGHTS AND SERVICES:

Fully affiliated National Organizations shall enjoy all rights and services reserved to a member of JCI.

BYLAW 3-18. IN GOOD STANDING:

A National Organization shall be in good standing with the organization provided it is in compliance with the Constitution and Policy Manual, in general; and, in particular, if it has:

a. registered its membership, as required by Bylaw 21-2, Section 1; and

b. paid its dues in full, as required by Bylaw 21-2, Section 3, unless the Secretary General or the Finance Committee has accepted a proposal for later payment, under Bylaw 21-2, Section 6; and

c. complied in all respects with an agreement, under Bylaw 21-2, Section 6, for delayed payment of its dues; and

d. made a complete and accurate membership registration to the satisfaction of the Finance Committee; and

e. settled any other outstanding financial obligation to JCI within thirty (30) days of invoice.

ARTICLE 3-19. DISQUALIFICATION:

SECTION 1. MINIMUM MEMBERSHIP: Where a provisional or fully affiliated National Organization fails to maintain the minimum membership required under Article 3-10, Section 2, and Article 3-15, Section 2b, the Board of Directors may suspend or terminate the membership of that National Organization, subject to ratification by two-thirds (2/3) vote of General Assembly. National Organizations whose membership falls below the minimum required, and are suspended under this Article, shall be given one (1) year to bring their membership to the minimum number required; otherwise, their affiliation will be terminated. This procedure shall not be applicable to cases of delinquency in the payment of dues or other financial obligations, which shall be treated as provided for in Bylaw 21-4.

SECTION 2. GOOD CAUSE SHOWN: The Executive Committee, by a two-thirds (2/3) vote, may, subject to ratification by two-thirds (2/3) vote of General Assembly, suspend or terminate the membership of any provisional or fully affiliated National Organization not in good standing with the organization or for other good cause shown; provided, however, that such provisional or fully affiliated National Organization is given notice by registered or certified airmail to the last known mailing address of that National Organization not less than forty-five (45) days prior to the date suspension or termination is to be considered, and after an opportunity is given to be heard at such meeting of the Executive Committee.

ARTICLE 3-20. RESIGNATION:

Any member, whether admitted under this Chapter or Chapter V, may terminate its association with the organization and may cease to be associated immediately upon its lodging notice of its wish to do so with the Secretary General, accompanied by all monies due by it to the organization.

BYLAW 3-21. NATIONAL ORGANIZATION CONSTITUTIONS:

Each National Organization shall file with the organization a copy of its constitution and other applicable laws, in one of the correspondence languages of the organization. Amendments shall also be filed within ninety (90) days after they have been adopted. The Secretary General shall review these and, where deemed appropriate, shall request the General Legal Counsel to advise the National Organization, should there be conflict with the organization's constitution.

BYLAW 3-22. GROUPS OF NATIONAL ORGANIZATIONS:

For the purpose of improving relations among National Organizations with a common interest, to abolish isolationism, and in order to further JCI's goals, some National Organizations have the faculty to establish closer bonds in a formal way. Whenever and wherever a group of National Organizations, with an organizational structure, is formed, it may elect its own officers, who will work in conjunction with the JCI World Headquarters.

BYLAW 3-23. RELATIONS WITH THE ORGANIZATION:

Provided that the terms of the National Organization constitution are not in conflict with the pertinent provisions of this Constitution, and the National Organization subscribes to the Declaration of Principles and Purposes of JCI, its organization and composition are the internal concern of the members of the nation it serves. The organization looks to the young people of each nation to develop, primarily through their own initiative, a representative and effective vehicle for service to the nation and its communities. It is contrary to the tradition of the organization to interfere in the internal affairs of a National Organization or to rule between competing or coexisting JCI-type organizations within a nation.

BYLAW 3-24. RECOGNIZED NATIONAL ORGANIZATION OFFICERS:

Each National Organization Member shall submit, within thirty (30) days of election, a complete list of its Board of Directors, including the National President. This list shall be accompanied by a certification signed by the outgoing National President and Secretary General, attesting to the fact that the National President and Board of Directors were duly elected by the National Organization, are qualified to take office, and requesting recognition by JCI.

In the event that more than one individual or group of individuals seek recognition from JCI as National President or National Board Of Directors, the matter of recognition shall be settled by the Executive Committee, based on the recommendation of a committee of not less than three (3) members of the JCI Board of Directors appointed by the President. The decision of the Executive Committee shall be final.

CHAPTER IV

AREAS

ARTICLE 4-1. BOUNDARIES OF AREAS:

In order to ensure that the most effective service is given to National Organizations, Local Organizations and Individual Members, National Organizations shall be grouped in four (4) Areas in and around the following geographical limits:

a. Africa and the Middle East
b. Asia and the Pacific
c. The Americas
d. Europe

ARTICLE 4-2. ASSIGNMENT OF NATIONAL ORGANIZATIONS TO AREAS:

Each National Organization geographically located entirely within one of the Areas specified in Article 4-1 shall be assigned to that Area. The Executive Committee shall have the prerogative to assign to an Area any National Organization which is not geographically located entirely within one of the Areas specified in Article 4-1.

BYLAW 4-3. EXECUTIVE VICE PRESIDENTS:

Each Executive Vice President shall be responsible for supervising and coordinating the activities of the Vice Presidents assigned to him within the limits of the authority given by this Constitution.

CHAPTER V

OTHER MEMBERS

BYLAW 5-1. LOCAL ORGANIZATION MEMBERS:

SECTION 1. DEFINITION OF A LOCAL ORGANIZATION; Local JCI Organizations (sometimes known as JCI Chapters, Local Chambers, Local Units, etc.) which are affiliated to their National Organization, shall be Local Organization Members of the organization, known herein as "Local Organizations." Local Organizations shall have no special voting or property rights in the organization. Their voting privileges are through the National Organization to which they are affiliated.

SECTION 2. DEFINITION OF A LOCAL ORGANIZATION AREA: Each Local Organization geographically located entirely within one of the National Organizations specified in Bylaw 3-2 shall be affiliated with that National Organization. The Executive Committee shall have the prerogative to assign to a National Organization to any Local Organization which is not geographically located entirely within one of the affiliated National Organizations specified in Article 3-1.

BYLAW 5-2. INDIVIDUAL MEMBERS:

Persons who are members of any Local Organization shall be Individual Members of the organization. All Individual Members shall be between the ages of eighteen (18) and forty (40) years, provided that membership shall continue to the end of the calendar year in which the person reaches the age of forty (40) years. To be an Individual Member of the organization, the appropriate dues shall be paid for or by such person. Individual Members shall have no special voting or property rights in the organization. Their voting privileges are through the National Organization with which they are affiliated.

BYLAW 5-3. LIFE MEMBERS:

Presidents of this organization who have faithfully fulfilled the duties of their office shall be granted life membership, but they shall not vote nor hold office in this organization unless otherwise qualified.

BYLAW 5-4. JCI ALUMNI:

SECTION 1. ELIGIBILITY: Any Individual Member reaching the age limit of the organization shall be eligible for membership as JCI Alumnus, which may be granted upon payment of the required annual dues.

SECTION 2. RIGHTS: JCI Alumni shall be entitled to all the rights and privileges of active Individual Members, except the right to vote, hold office or be counted in any vote totals.

SECTION 3. PROCEDURE: The procedure for membership, renewal and the dues payable shall be the same as for active Individual Members.

BYLAW 5-5. JCI AMBASSADORS:

SECTION 1. ELIGIBILITY: Any individual recognized for outstanding political, business, cultural, scientific or social contributions and whose actions reflect JCI principles, Mission and philosophy may be appointed as a JCI Ambassador to promote our organization and further its impact.

SECTION 2. PROCEDURE: JCI Ambassadors shall be appointed by the President, subject to the approval of the Executive Committee, to promote JCI and its activities.

SECTION 3. REVOCATION: A JCI Ambassadorship may be revoked, temporarily suspended or withdrawn at any time by the Executive Committee on the recommendation of any member of the Executive Committee if a JCI Ambassador has not conducted himself in a manner worthy of the organization or his actions have not been in the best interests of the organization.

CHAPTER VI

GENERAL ASSEMBLY

ARTICLE 6-1. SUPREME AUTHORITY:

The General Assembly shall constitute the supreme authority of the organization and it shall direct the affairs of the organization. As the supreme authority, the General Assembly shall retain all rights and privileges not specifically assigned to the Board of Directors or the Executive Committee, the President or any other officer of the organization.

BYLAW 6-2. EXCLUSIVE PREROGATIVES:

The General Assembly shall have the exclusive prerogative to vote on any and all of the following matters:

a. Election of all elective officers.

b. Approval of appointments of the Treasurer, Secretary General, General Legal Counsel and Officers appointed to fill vacancies.

c. Affiliation of National Organizations.

d. Approval of the budget for the ensuing year.

e. Determination of the Congress site.

BYLAW 6-3. SPECIFIC RESPONSIBILITIES:

The General Assembly shall:

a. Receive and act upon reports from the President, Executive Vice Presidents, Treasurer and Secretary General.

b. Receive and act upon reports and general policy recommendations from the Executive Committee and the Board of Directors.

c. Receive and act upon recommendations from the Board of Directors with regard to activities or projects.

ARTICLE 6-4. MEETINGS:

The annual meeting of the General Assembly shall be held at the time of the Congress. Special meetings may be called by a majority vote of the General Assembly on a mail ballot.

ARTICLE 6-5. COMPOSITION:

SECTION 1. CHIEF DELEGATES: The General Assembly shall be composed of Chief Delegates representing National Organizations in good standing with the organization, as prescribed in these Articles and Bylaws. The Chief Delegate representing a National Organization shall be the President of the National Organization, but it shall be competent for a National Organization in good standing with the organization to appoint an authorized representative to the office of Chief Delegate, provided, however, that said authorized representative shall be an Individual Member of that particular National Organization. No person shall serve as Chief Delegate for more than two (2) years.

SECTION 2. OFFICERS OF THE ORGANIZATION: All members of the Board of Directors shall also be members of the General Assembly with speaking rights, but shall have no right to vote, except as provided by Bylaw 6-12. All members of the Board of Directors shall have the right to propose and second motions in General Assembly.

BYLAW 6-6. OBSERVERS:

All past Officers of the organization attending a General Assembly meeting shall be seated as observers with no rights whatsoever, except as may be provided in this Constitution.

ARTICLE 6-7. VOTING:

In any vote by General Assembly, all National Organizations in good standing with the organization, as prescribed by the Constitution, shall have a total number of votes based on the sum of their maximum entitlement under each of the following schedules, but no National Organization may have more than a total of seventy-five (75) votes.

SECTION 1. SCHEDULE 1 -- BASED ON NUMBER OF LOCAL ORGANIZATIONS: One (1) vote by virtue of its affiliation, plus:

a. One (1) vote, if it has two (2) or three (3) Local Organizations with a total of at least sixty (60) Individual Members, or if it has from four (4) to nine (9) Local Organizations.

b. Two (2) votes, if it has from ten (10) to sixteen (16) Local Organizations.

c. Three (3) votes, if it has from seventeen (17) to twenty-four (24) Local Organizations.

d. Four (4) votes, if it has from twenty-five (25) to forty-nine (49) Local Organizations.

e. Five (5) votes, if it has from fifty (50) to seventy-four (74) Local Organizations.

f. Six (6) votes, if it has from seventy-five (75) to ninety-nine (99) Local Organizations.

g. Seven (7) votes, if it has from 100 to 149 Local Organizations.

h. Eight (8) votes, if it has from 150 to 199 Local Organizations.

i. Nine (9) votes, if it has from 200 to 699 Local Organizations.

j. For each additional 500 Local Organizations, the National Organization has one (1) additional vote.

For the purpose of assessment of voting entitlements under this schedule, any Local Organization with less than twenty (20) Individual Members shall be excluded from the calculations.

SECTION 2. SCHEDULE 2 - BASED ON INDIVIDUAL MEMBERSHIP:

a. One (1) vote, if it has less than 101 Individual Members.

b. Two (2) votes, if it has from 101 to 200 Individual Members.

c. Three (3) votes, if it has from 201 to 500 Individual Members

d. Four (4) votes, if it has from 501 to 900 Individual Members.

e. Five (5) votes, if it has from 901 to 1,400 Individual Members.

f. Six (6) votes, if it has from 1,401 to 2,000 Individual Members.

g. Seven (7) votes, if it has from 2,001 to 3,000 Individual Members.

h. Eight (8) votes, if it has from 3,001 to 5,000 Individual Members.

i. Nine (9) votes, if it has from 5,001 to 8,000 Individual Members.

j. Ten (10) votes, if it has from 8,001 to 12,000 Individual Members.

k. For each additional 4,000 Individual Members, the National Organization has one (1) additional vote.

ARTICLE 6-8. PROXIES:

SECTION 1. WHEN ALLOWED: In any vote in the General Assembly, a National Organization in good standing may cast a proxy vote for another National Organization in good standing, but no National Organization may hold the proxy of more than one National Organization.

SECTION 2. HOW DESIGNATED: All proxies must be authorized in writing by the President or Secretary of the National Organization so represented.

SECTION 3. RESTRICTIONS: Only Chief Delegates representing National Organizations shall be permitted to cast proxy votes.

ARTICLE 6-9. QUORUM:

A quorum for the General Assembly shall comprise Chief Delegates (or their authorized deputies) having twenty (20) percent of the total possible votes provided by Article 6-7.

BYLAW 6-10. VOTING PROCEDURE FOR ELECTIONS AND CONGRESS SITE SELECTION:

SECTION 1. SECRET BALLOT: The election of officers and selection of the site of the World Congress shall be by secret ballot.

SECTION 2. VOTE BY ACCLAMATION: In the event of an uncontested election for officers or the selection of the site of the World Congress, vote by acclamation shall be allowed.

SECTION 3. ANNOUNCEMENT OF VOTES: The number of votes received by each candidacy shall be announced to General Assembly after:

a. each election of officers
b. each selection of Congress site.

BYLAW 6-11. MAJORITY:

Unless otherwise provided, all matters to be determined by General Assembly shall be by a simple majority of votes cast.

BYLAW 6-12. CASTING VOTE:

The President shall have the casting vote in the case of a tie vote, except in the case of election of Officers of the organization and site of the World Congress. In the event of a tie when electing a JCI Officer or selecting a World Congress site, the General Assembly shall revote until there is no tie."

BYLAW 6-13. PROCEDURE FOR PRESENTING GENERAL RESOLUTIONS AND CONSTITUTIONAL AMENDMENTS TO GENERAL ASSEMBLY:

SECTION 1. GENERAL RESOLUTIONS: All resolutions to be considered by General Assembly, other than resolutions involving Constitutional amendments, may be presented by National Organizations and members of the Board of Directors only and forwarded to the Secretary General, to arrive not later than ninety (90) days before Congress. Resolutions shall be submitted in full and with the appropriate background information. The Secretary General shall, not later than seventy-five (75) days before Congress, forward copies of the proposed resolutions to all National Organizations.

SECTION 2. CONSTITUTIONAL AMENDMENTS: Constitutional amendments may be presented by National Organizations and members of the Board of Directors only, according to the provisions of Article 27-1, and must be submitted in full, legal form.

SECTION 3. CERTIFICATION: General resolutions and Constitutional amendments presented by National Organizations must be certified by the National President and Secretary as being a National Organization resolution and be accompanied by the appropriate minutes of the National Organization meeting wherein the resolution was approved.

SECTION 4. LATE SUBMISSIONS: Late submissions of general resolutions and Constitutional amendments shall not be considered by General Assembly unless:

a. They are submitted in the appropriate form for action.

b. Submitted in the main correspondence languages of the organization.

c. This bylaw is waived as provided for in Article 28-3, Section 2.

CHAPTER VII

ANNUAL MEETING

ARTICLE 7-1. TITLE:

The annual meeting of the organization shall be known as the Congress.

ARTICLE 7-2. PROGRAM:

The Congress program shall include meetings of General Assembly, discussion groups, meetings of the outgoing and incoming Boards of Directors and the outgoing and incoming Executive Committees; seminars, forums and other meetings of direct interest to Individual Members attending the Congress to encourage the maximum participation of all delegates, further JCI's Mission and reach external audiences.

BYLAW 7-3. DATE AND PLACE:

The Congress shall be held each year in the month of November. The date and place of each Congress shall be decided upon by a simple majority vote by General Assembly at the Congress two (2) years prior thereto.

BYLAW 7-4. CHANGES:

In the event that General Assembly does not provide for the date and place of a Congress at the appropriate Congress, or in the event that any of the original decisions as to dates and places cannot be implemented, or in the event of cancellation of the contract, General Assembly shall appoint other dates and places by mail ballot.

BYLAW 7-5. CONTRACT:

The Secretary General shall execute a contract with the successful bidder for a Congress during the calendar year in which the bid takes place. Such contract shall be approved by the General Legal Counsel and the Resident Legal Counsel as containing the mutual responsibilities and obligations of the parties as established by the Executive Committee. The contract shall contain provisions and objectives in the best interests of the organization, and its format and contents may from time to time be revised or amended by the Executive Committee. Any such revisions or amendments shall not apply to a contract duly executed previously, except with the consent of all parties to the contract.

BYLAW 7-6. CANCELLATION OF CONTRACT:

General Assembly may cancel the contract at any time up to four (4) months before the Congress is to take place if it is proven to the satisfaction of the Executive Committee that the successful bidder is, or will be, in serious default of the conditions of the contract.

BYLAW 7-7. QUALITY ASSURANCE AND CONTROL:

SECTION 1: CONTENT: The content and structure of the Congress shall be determined by the Secretary General and approved by the Executive Committee Meeting in January of the year in which the congress is being held and shall serve no other purposes but the furtherance of the Mission of the organization.

SECTION 2: MINIMUM REQUIREMENTS: The Secretary General shall determine the minimum standards of requirements to host a Congress. The Secretary General with the approval of the Executive Committee shall engage the services of an Events Management Consultant to determine such minimum standards of requirements and to ensure the enforcement of the same.

SECTION 3: CONTROL: The Secretary General shall in the interest of the organization control and supervise the planning and management of a Congress. Where the host organization fails to facilitate such control and supervision the Secretary General shall file a report with the Executive Committee which up to four (4) months prior to the congress can cancel the contract with a host city.

SECTION 4: CONGRESS DESTINATIONS: While Local organizations and National Organizations shall be encouraged to bid to host the Congress; the determination of the Congress destination shall be based on extensive professional research and strategy.

The Secretary General with the approval of the Executive Committee shall publish during Congress three (3) years prior to the year of the Congress the list of no more than three possible destinations of Congress.

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CHAPTER VIII

OFFICERS

ARTICLE 8-1. ELECTED OFFICERS:

The elected Officers of the organization shall be:

a. President

b. Four (4) Executive Vice Presidents of equal rank

c. Seventeen (17) Vice Presidents of equal rank.

ARTICLE 8-2. APPOINTED OFFICERS:

The appointed Officers of the organization shall be:

a. Treasurer

b. General Legal Counsel

No person shall be appointed an Officer of the organization without the written approval of the appointee's National Organization.

ARTICLE 8-3. IMMEDIATE PAST PRESIDENT:

In addition to the elected Officers and the appointed Officers, the Immediate Past President shall be an Officer of the organization.

ARTICLE 8-4. DUTIES:

The Officers of the organization shall:

a. Carry out duties assigned by the President.

b. Make recommendations to the President with respect to their assigned duties.

c. Attend all meetings of the General Assembly and the Board of Directors.

d. If a member thereof, attend all meetings of the Executive Committee.

e. Promote the purposes of the organization.

f. Conduct themselves in a manner befitting Officers of the organization.

ARTICLE 8-5. ELECTION:

The Officers named in Article 8-1 shall be elected by General Assembly at Congress.

BYLAW 8-6. MAJORITY:

The majority of the votes cast must be obtained by each Officer to be elected.

BYLAW 8-7. ELECTION OF EXECUTIVE VICE PRESIDENTS AND VICE PRESIDENTS:

The Executive Vice Presidents and Vice Presidents shall be elected on a noncumulative basis. To be elected, a majority of the votes cast shall be required.

BYLAW 8-8. VOTING:

In any election for Executive Vice Presidents or Vice Presidents, Chief Delegates shall vote for the total number of Officers to be elected; otherwise, that Chief Delegate's total vote at that election shall be invalid.

ARTICLE 8-9. TIME OF APPOINTMENTS:

The appointed Officers named in Article 8-2, (a) and (b), shall be submitted to General Assembly for endorsement no later than 30 days after Congress in the year preceding the actual term of office, as set out in Article 8-10.

ARTICLE 8-10. TERM OF OFFICE:

The term of office of each Officer shall be for one (1) calendar year to commence on the first day of January following his election or appointment, and shall continue for the entire year for which he was appointed (or elected).

ARTICLE 8-11. EMERGENCY:

In the event of the cancellation of an annual Congress, the Officers may remain in office beyond the term set out in Article 8-10 until elections can be held as prescribed in Article 8-5.

BYLAW 8-12. NOMINATIONS:

SECTION 1. DEADLINE: All nominations for elective Officers must be made on the prescribed form, accompanied by the proper filing deposit, and forwarded by National Organizations to the Secretary General to arrive not later than ninety (90) days before Congress. The Secretary General shall, not later than seventy-five (75) days before Congress, forward to all National Organizations a list of nominees, together with essential curriculum vitae of the candidates.

SECTION 2. EXTENSION OF DEADLINE: In the event that less than the minimum number of nominations stated below have been received for any office, or in the event that the minimum number of candidates required has not been maintained following the official close of nominations, the President may extend the

time for the filing of nominations for that office for a period to expire no later than 0900 hours of the day marking the commencement of the pre-Congress Candidates Training School. For the purpose of this section, the minimum number of nominations shall be:

a. Two (2) for President
b. Six (6) for Executive Vice President
c. Twenty-five (25) for Vice President

SECTION 3. APPROVAL: Each nomination must be made by the National Organization of which the nominee is a member and signed by the National President. Where a nominee is himself the President of his National Organization, his nomination form shall be signed by a senior elected Officer other than the nominee.

SECTION 4. WITHDRAWAL: When a nominee has met all qualifications and filed the proper documents with the approval of his National Organization, such nominee's candidacy can be withdrawn only with the consent of the nominee.

BYLAW 8-13. NOMINATIONS COMMITTEE:

SECTION 1. COMPOSITION: The President shall appoint, subject to the approval of General Assembly, a Nominations Committee, consisting of the Immediate Past President, who shall serve as Chairman, and the last four Past Presidents. In the event that the last four Past Presidents are not able to serve, then the President shall appoint other individuals to make up the number of members required for this committee.

SECTION 2. DUTIES: The duties of the Nominations Committee shall be to:

a. Examine and verify the nomination papers submitted by candidates.

b. Examine and approve the promotional material to be distributed by candidates.

c. Examine and grade the preparatory exercises submitted by candidates.

d. Examine and evaluate candidates' ability to carry out the duties of the office being sought.

e. Verify that the activities of the candidates are in accordance with the Constitution.

f. Certify to General Assembly whether individual candidates have or have not satisfied the requirements of Bylaw 8-14, Policy 8-4 and Bylaw 8-15, and either Bylaw 9-2, 10-2 or 11-2.

g. Certify to General Assembly the grades given to individual candidates, except the candidates for the office of President, resulting from the Committee's examination of the candidates' preparatory exercises and personal interview.

BYLAW 8-14. NOMINEES' APPEARANCE BEFORE NOMINATIONS COMMITTEE:

Each nominee shall appear personally before the Nominations Committee.

BYLAW 8-15. QUALIFICATIONS:

SECTION 1. AGE: No person shall be elected or appointed who will reach his fortieth (40th) birthday prior to assuming office.

SECTION 2. MEMBER: Every nominee for election and every appointed Officer shall be an Individual Member of the organization and shall have been so for a minimum of three (3) years.

SECTION 3. FINANCIAL OBLIGATION: The National Organization to which the nominee for elected or appointed position belongs, must be, at the time of election or appointment, current in the payment of dues to the organization.

SECTION 4. CONGRESS ATTENDANCE: Unless for valid reasons he is excused by the President, every nominee for election shall be registered and in attendance at the Congress at which he is a nominee.

SECTION 5. SPECIFIC QUALIFICATIONS: In addition to the foregoing qualifications, every nominee shall meet the qualifications for the particular office for which he is nominated, as stipulated in this Constitution.

BYLAW 8-16. CONTINUED MEMBERSHIP:

SECTION 1. QUALIFICATIONS: Every Officer must not only qualify at the time of his election, but must continue to hold the same qualifications (except as to age) throughout the term of his office.

SECTION 2. NATIONAL ORGANIZATION AND LOCAL ORGANIZATION AFFILIATION: The National Organization and the Local Organization to which an Officer is affiliated must remain affiliated with the organization throughout his term of office. Should either become disaffiliated (and the Officer not change his own affiliation), the Officer shall automatically lose his office.

SECTION 3. FAILURE TO REMAIN IN GOOD STANDING: Failure of a National Organization to remain in good standing with the organization may result in the suspension or removal from office of any JCI Officer who is a member of that National Organization, upon the approval of the Executive Committee.

BYLAW 8-17. VACANCIES:

Vacancies in all offices, other than that of President, may be filled by appointment by the President, subject to the approval of General Assembly. (For provisions as to the President, see Bylaw 9-3.)

BYLAW 8-18. OATH:

All Officers-elect and Officers-designate shall take the following Oath or Solemn Declaration of Office, to be administered by the President at the annual Congress or, if necessary, as soon thereafter as possible:

> *"I do solemnly swear (or affirm) that I will faithfully execute the office of _____ of JCI and will, to the best of my ability, serve as a living example of this organization's philosophy and belief and will uphold and enforce the Constitution of this organization at all times."*

BYLAW 8-19. SUCCESSION:

Save as provided in Bylaw 9-3, Section 1, no elected or appointed Officer may hold the same office twice. However, an Officer, at the discretion of the President, shall be permitted to be elected to a full term in the same office if:

a. That Officer was appointed to the office during the year and will not have served a full term in such office prior to December 31.

b. For a valid reason, accepted by the President, that Officer was obliged to resign before the expiration of his term of office.

BYLAW 8-20. REMUNERATION:

All Officers shall serve without financial remuneration, except the President, who shall be paid an annual stipend in an amount fixed by General Assembly at Congress.

BYLAW 8-21. CONFLICTING OFFICE:

No Officer of the organization shall hold office in a National Organization or Local Organization while an Officer of the organization. However, the position of Immediate Past President of a National Organization or Local Organization shall not be considered an office of a National Organization or Local Organization for the purpose of this bylaw.

BYLAW 8-22. EXECUTIVE ASSISTANTS:

A member of the Executive Committee shall have the power to appoint an Executive Assistant for a term not to exceed the term of office of the Executive Officer. Only Individual Members of the organization may be appointed Executive Assistants, and the appointment shall require the written endorsement of the Appointee's National Organization and the approval of the President.

BYLAW 8-23. SPECIAL ASSISTANTS:

In addition to the Special Assistants to international organizations referred to in Bylaw 8-24, the President shall have the power to appoint a maximum of fifteen (15) Special Assistants for a term not to exceed his term of office. Only Individual Members of the organization may be appointed Special Assistants, and the appointment shall require the written endorsement of the Appointee's National Organization.

BYLAW 8-24. REPRESENTATIVES TO INTERNATIONAL ORGANIZATIONS:

The President, with the approval of the Executive Committee, may appoint a representative to the United Nations and a representative to the International Chamber of Commerce.

The President, with the approval of the Executive Committee, may appoint representatives or special assistants to agencies of the United Nations, intergovernmental organizations and international nongovernmental organizations, as provided in Policy 8-8, for a period of one year, provided always that the aims and objectives of any such body to which a representative is appointed shall remain compatible with those of the organization.

Only Individual Members of the organization may be appointed JCI Representatives or Special Assistants, and no appointment shall be made without the prior written endorsement of the Appointee's National Organization. Specific terms of reference for each JCI Representative shall be established at the time of appointment, and shall be subject to ratification by the Executive Committee. Terms of reference for Special Assistants shall be established by the President. JCI Representatives shall be observers at meetings of General Assembly. They shall report to the President, who shall include their activities in his report to General Assembly at Congress.

CHAPTER IX

PRESIDENT

BYLAW 9-1. DUTIES:

The President shall serve as chief executive officer of the organization. He shall preside at all meetings of General Assembly, Board of Directors and Executive Committee. He shall supervise the preparation of the annual Plan of Action for the following year, shall direct the overall operations of the organization and shall travel on its behalf. He shall report to General Assembly, the Board of Directors and the Executive Committee. The President may delegate the chairmanship of any meeting to another Officer designated by him, subject to the approval of that meeting.

BYLAW 9-2. SPECIFIC QUALIFICATIONS:

The President shall have served two (2) full terms as an Officer of the organization, one of which shall have been as an elected Officer.

BYLAW 9-3. VACANCY:

SECTION 1. SUCCESSION: Upon the death, disability, resignation or other disposition that shall prevent the President from serving, the Immediate Past President shall automatically become President and shall serve until a duly qualified successor has been elected as hereinafter provided.

SECTION 2. NOMINATIONS: Immediately after the Secretary General is aware of the automatic succession of the Immediate Past President to the presidency, in terms of Section 1 of this bylaw, he shall e-mail or fax a notice thereof to all members of General Assembly. The notice shall include information that nominations for the position of President will be received at the World Headquarters up to and including thirty (30) days from the date of such letter.

SECTION 3. MAIL BALLOT: Should a meeting of General Assembly not be scheduled within ninety (90) days from the date of the succession of the Immediate Past President to the presidency, upon expiration of the thirty (30) day period of the dispatch of the letter, as provided in Section 2, the Secretary General shall immediately dispatch electronic ballot forms to all members of General Assembly.

SECTION 4. COUNT: Ballots must arrive at the World Headquarters not later than ten (10) days after the mailing. The Secretary General shall, together with two (2) other persons appointed by the President, count the ballots, and the person receiving the highest number of votes cast shall be declared President. In case of a tie, a further ballot shall be held if, on the date of counting, sufficient time remains (before the provision of Section 5, below, would become effective), which shall be determined as though the succession of the Immediate Past President to the presidency has occurred on that date. Otherwise, the election shall take place at the first meeting of General Assembly then following, from among those tied for first place.

SECTION 5. ELECTION AT CONGRESS: Should a meeting of General Assembly be scheduled to be held within ninety (90) days from the succession of the Immediate Past President to the presidency, the election of a successor President shall take place at the first session of General Assembly so scheduled, and notice shall be given of all nominations received in the thirty (30) day period, indicated in Section 4 of this Bylaw, immediately after the close of the period.

SECTION 6. QUALIFICATIONS: Each nominee shall meet the qualifications provided by Chapter VIII and Chapter IX of this Constitution, except for the provision of Bylaw 8-15 (1), if he is a member of the Board of Directors when nominated for the presidency.

SECTION 7. EFFECTIVE DATE: The person so elected shall assume the office of President immediately.

SECTION 8. OTHER SELECTION: Should a President die, become disabled, resign or be unable to serve for any other disposition, within thirty (30) days prior to the date of a meeting of General Assembly or during such a meeting, General Assembly, at its first session following his vacating the office, shall then elect his successor from a list of nominees submitted by the Board of Directors.

CHAPTER X

EXECUTIVE VICE PRESIDENTS

BYLAW 10-1. DUTIES:

The duties of an Executive Vice President shall include:

a. Supervision of and assistance to the Vice Presidents assigned to him.

b. Travel, at the request of the President, subject, however, to any overall travel limitations which may be applicable to his office.

c. Liaison with the other Executive Vice Presidents.

d. Reporting to the General Assembly, the Board of Directors and the Executive Committee.

e. Coordinating, supervising and chairing his assigned conferences.

f. Promotion and coordination of the development of programs and activities to provide Officer training for the National Organizations and Local Organizations of the Area, promoting the Individual Area of Opportunity and the Commission System.

g. Promotion and coordination of programs and activities by National Organizations and Local Organizations within the Area, and promotion of the Community, International and Business Areas of Opportunity and the Commission System.

BYLAW 10-2. SPECIFIC QUALIFICATIONS:

An Executive Vice President shall have served for at least six (6) months as a member of the Board of Directors of the organization.

BYLAW 10-3. ASSIGNMENTS:

The President, subject to the approval of the Board of Directors, shall assign to each Executive Vice President responsibility for the supervision of not more than six (6) Vice Presidents.

CHAPTER XI

VICE PRESIDENTS

BYLAW 11-1. DUTIES:

The duties of a Vice President shall be to communicate with, work with and visit the National Organizations assigned to him and to report to his assigned Executive Vice President on the activities of his assigned National Organizations.

BYLAW 11-2. SPECIFIC QUALIFICATIONS:

Each Vice President shall have either: 1) served as an Officer of the organization; 2) held an elected national office in his National Organization (in the context of this bylaw, elected State Officers of JCI USA meet this qualification); or 3) held an appointed position to his National Organizations Executive Committee.

BYLAW 11-3. ASSIGNMENTS:

The President, in consultation with the Executive Vice Presidents, shall assign National Organizations to each Vice President. A Vice President shall not be assigned National Organizations from more than one Area. At least three (3) Vice Presidents shall be assigned to each Area. All assignments shall be specific and shall be subject to the approval of the Board of Directors. Unless excused by his assigned Executive Vice President, each Vice President shall, in his official capacity, visit each of his assigned National Organizations.

CHAPTER XII

TREASURER

BYLAW 12-1. APPOINTMENT:

A Treasurer shall be appointed annually by the President, subject to the approval of General Assembly.

BYLAW 12-2. QUALIFICATIONS:

The Treasurer shall have served as an Officer of the organization or his National Organization (in the context of this bylaw, elected State Officers of the JCI USA meet this qualification). He shall have general business background and experience.

BYLAW 12-3. DUTIES:

SECTION 1. RESPONSIBILITIES: The Treasurer shall chair the Finance Committee and shall be responsible for the financial affairs of the organization, and shall keep the Executive Committee informed of the state of the organization's finances. He shall also serve as an ex-officio member of the Audit Committee.

SECTION 2. BUDGET: The Treasurer shall be responsible for submission of the annual budget to the Finance Committee and to General Assembly.

SECTION 3. AUDIT: The Treasurer shall cause to be prepared accounts for the financial year last concluded for certification by a qualified auditor to be appointed by the President; and certified copies of these accounts shall be forwarded to all National Organizations prior to the next succeeding Congress.

SECTION 4. INTERIM STATEMENT: The Treasurer shall each year cause to be prepared and presented to General Assembly at Congress an interim unaudited statement of accounts for the period ending September 30 of the current year.

SECTION 5. SUPERVISION: The Treasurer, in conjunction with the Finance Committee, shall supervise the administration of financial records in the hands of the Secretary General, and shall recommend fiscal policies to the General Assembly.

BYLAW 12-4. SUBSTITUTE:

In case of the temporary incapacity of the Treasurer, his functions may be discharged by an alternate to be appointed by the President.

CHAPTER XIII

LEGAL COUNSEL

BYLAW 13-1. APPOINTMENT OF GENERAL LEGAL COUNSEL:

A General Legal Counsel shall be appointed annually by the President, subject to the approval of General Assembly.

BYLAW 13-2. QUALIFICATIONS OF GENERAL LEGAL COUNSEL:

The General Legal Counsel shall have served as an Officer of his National Organization (in the context of this bylaw, elected State Officers of JCI USA meet this qualification).

BYLAW 13-3. DUTIES OF GENERAL LEGAL COUNSEL:

SECTION 1. LEGAL: The General Legal Counsel shall be the advisor on legal matters pertaining to the organization and shall advise Officers and National Organizations on interpretation of the Constitution.

SECTION 2. PARLIAMENTARY: The General Legal Counsel shall serve as Parliamentarian to General Assembly and shall rule on matters of parliamentary procedure and legal interpretation, at the request of the presiding Officer.

SECTION 3. ADMISSIONS COMMITTEE: The General Legal Counsel shall serve as Chairman of the Admissions Committee.

SECTION 4. CONSULTATIVE: The General Legal Counsel shall give advice and suggestions to the organization and to National Organizations on the development of constitutions and policies which will give a clear guide for activities.

SECTION 5. SUPERVISION: The General Legal Counsel shall ensure that the Executive Committee and Board of Directors work in accordance with the Constitution.

BYLAW 13-4. ASSOCIATE LEGAL COUNSEL:

When the President deems it necessary, he shall appoint an Associate Legal Counsel as an assistant to the General Legal Counsel to serve at the President's pleasure, with the capacity of Executive Assistant to the General Legal Counsel.

BYLAW 13-5. RESIDENT LEGAL COUNSEL:

The President, in consultation with the General Legal Counsel and the Secretary General, shall appoint a Resident Legal Counsel who shall advise the Secretary General on matters relating to the World Headquarters. The Resident Legal Counsel shall be licensed to practice law in the State of Missouri, U.S.A.

BYLAW 13-6. PARLIAMENTARIAN:

In the absence of the General Legal Counsel at Congress, the President, with the concurrence of General Assembly, shall appoint a Parliamentarian who shall serve for the period of the Congress.

CHAPTER XIV BOARD

OF DIRECTORS

ARTICLE 14-1. COMPOSITION AND DUTIES:

The Officers of the organization shall compose a Board of Directors which shall:

a. Coordinate the activities of all Officers in their duties.

b. Receive reports from all Officers.

c. Consider Constitutional amendments.

d. Make recommendations to General Assembly.

e. Act on all matters referred to it by General Assembly.

BYLAW 14-2. VOTING:

SECTION 1. ENTITLEMENT: All members of the Board of Directors shall have one (1) vote. Proxy votes are not permitted.

SECTION 2. EFFECTIVE DATE: The Board of Directors elected at a Congress shall have the right to act immediately after the adjournment of General Assembly. Such actions shall only become effective on the January 1, following.

SECTION 3. CASTING VOTE: The President shall have the casting vote in the case of a tie.

BYLAW 14-3. QUORUM:

A quorum of the Board of Directors shall comprise a majority of its members.

BYLAW 14-4. MEETINGS:

SECTION 1. WHEN: The Board of Directors shall meet following the conclusion of Congress in the year that it is elected; prior to and during General Assembly sessions at Congress in its year of office; at the JCI World Headquarters one other time during the year, and at such other times as a majority of its members shall determine.

SECTION 2. INCOMING BOARD MEETING: Following the conclusion of Congress, the newly elected Board of Directors shall meet and its agenda shall include:

a. Assignment of specific duties as a result of action by General Assembly.
b. Approval of assignments to the Executive Vice Presidents.
c. Approval of assignments to the Vice Presidents.

d. Establishment of assignment of responsibilities, detailed time schedules and travel plans relating to the Plan of Action for the following year.

BYLAW 14-5. JOINT BOARD MEETING:

A joint meeting of the newly elected Board of Directors and the outgoing Board of Directors shall be held at Congress following the adjournment of General Assembly. At this meeting, the outgoing Board shall approve all open items including minutes taken at Congress; the new Board shall approve new bank signatures; and the two Boards shall discuss specific assignments in Area teams.

CHAPTER XV

EXECUTIVE COMMITTEE

ARTICLE 15-1. COMPOSITION AND DUTIES:

The President, four (4) Executive Vice Presidents, Immediate Past President, Treasurer and General Legal Counsel shall comprise an Executive Committee, which shall:

a. Manage the affairs of the organization within the powers vested in it by the Constitution and General Assembly.

b. Recommend action to the Board of Directors.

c. Advise its members.

d. Constituted as the Finance Committee, review and revise the annual budget as necessary at midyear for submission to the Board of Directors for approval.

e. Receive reports from its members.

f. At midyear, propose, or receive and consider constitutional amendments; and endorse, recommend against or request changes to them. The proposer of the amendment shall be so informed and may maintain, withdraw or alter his amendment.

g. Assign to an Area any National Organization which is not geographically located entirely within one of the Areas specified in Article 4-1.

BYLAW 15-2. VOTING:

SECTION 1. ENTITLEMENT: All members of the Executive Committee shall have one (1) vote. Proxy votes are not permitted.

SECTION 2. EFFECTIVE DATE: The Executive Committee elected at a Congress shall have the right to act immediately after the adjournment of General Assembly, but such actions shall only become effective on the following January 1.

SECTION 3. CASTING VOTE: The President shall have the casting vote in the case of a tie.

BYLAW 15-3. QUORUM:

A quorum of the Executive Committee shall comprise a majority of its members.

BYLAW 15-4. MEETINGS:

The Executive Committee shall meet at the Congress site following the conclusion of Congress in the year that it is elected; in January, at one other time during the first half of the year at the JCI World Headquarters for its midyear meeting, and prior to General Assembly at Congress in its year of office; and at such other times as a majority of its voting members shall determine.

BYLAW 15-5. DISMISSAL OF OFFICERS:

The Executive Committee, on the recommendation of the President, is empowered by a vote of five (5) of its members to dismiss any Officer who does not fulfill his duties.

CHAPTER XVI

SECRETARY GENERAL

BYLAW 16-1. APPOINTMENT:

A Secretary General shall be appointed by the President, subject to the approval of General Assembly, in accordance with the selection process as outlined in Policy 16-1.

BYLAW 16-2. TERM OF OFFICE:

The term of office of the Secretary General shall be for three (3) calendar years to commence on the day stipulated by the President on the recommendation of the screening committee, and shall continue for the entire three-year period for which he was appointed. Any period designated as a training or orientation period immediately preceding his taking office shall not be considered as part of the three-year term. The Secretary General may not hold office twice, but his contract may be extended for additional terms of three (3) years upon the recommendation of the Executive Committee and with the approval of General Assembly at any time following the twenty-third (23rd) month of the contract.

BYLAW 16-3. DUTIES:

SECTION 1. ADMINISTRATOR: The Secretary General shall be the Chief Administrative Officer of the organization. He shall report directly to the President, and shall be responsible for the operation of the World Headquarters and the implementation of policies according to the direction of the President.

SECTION 2. FINANCE: The Secretary General shall act as the Chief Accounting Officer and shall have authority to receive and disburse funds within the limits of the budget and as directed by the appropriate authority, and shall maintain complete records covering all operations of the organization.

SECTION 3. EVALUATION: An Evaluation Committee shall be formed with the purpose of preparing a written evaluation of the Secretary General's performance, comprised of the members of the Executive Committee. This evaluation to be given to the Secretary General once at the Midyear Executive Committee meeting and once at the Executive Committee meeting at Congress each year. This committee may recommend to the Executive Committee the extension or termination of the Secretary General's contract.

SECTION 4. OTHER DUTIES: The Secretary General shall have other duties as follows:

a. Carry out duties assigned by the President.

b. Make recommendations to the President with respect to his assigned duties.

c. Attend all meetings of General Assembly, the Board of Directors and the Executive Committee, without any voting rights.

d. Promote the purposes of the organization.

e. Conduct himself in a manner befitting the organization.

BYLAW 16-4. PERSONNEL:

The Secretary General shall be empowered to employ (and to discharge) such personnel as may be required and authorized within the limitations of the budget. The Secretary General shall be responsible for the establishment of salaries of all other paid employees within the salary ranges established by General Assembly. However, the terms and conditions of employment of all World Headquarters staff shall be regulated by an Operating Policies and Procedures Manual, as approved by the Executive Committee.

BYLAW 16-5. RECORDS:

The Secretary General shall maintain records of dues receivable from National Organizations, and shall be responsible for their collection. The Secretary General shall keep the Treasurer informed on these matters.

BYLAW 16-6. WORLD HEADQUARTERS:

The Secretary General shall be responsible for the operation, maintenance and management of the World Headquarters.

BYLAW 16-7. CONTRACTS:

The Secretary General shall be authorized to execute all contracts and commitments affecting the organization, in consultation with the President, General Legal Counsel and Resident Legal Counsel.

CHAPTER XVII

PLANNING

BYLAW 17-1. STRATEGIC PLANNING COMMITTEE:

At intervals of not less than three (3) and not more than five (5) years, a Strategic Planning Committee shall be appointed to consider in detail the future and long-range policy, procedures and finances of the organization, and the revision, if necessary, of its organizational structure.

CHAPTER XVIII

PROGRAM ACTIVITIES

BYLAW 18-1. AREAS OF OPPORTUNITY:

To facilitate the achievement of the purposes of JCI, the program activities of the organization shall apply to any or all of the following four (4) Areas of Opportunity:

a. Individual Opportunities.

b. Community Opportunities.

c. International Opportunities.

d. Business Opportunities.

BYLAW 18-2. MAJOR EMPHASIS THEME:

SECTION 1. DESCRIPTION: There may be only one (1) Major Emphasis Theme.

SECTION 2. ADOPTION: Proposals for the Major Emphasis Theme shall be submitted by members of the Board of Directors or National Organizations, for consideration by the Executive Committee during its midyear meeting. Such proposals must be submitted to the Secretary General thirty (30) days prior to the meeting. Recommendations of the Executive Committee shall be submitted to General Assembly at Congress for adoption one (1) year prior to implementation. Major Emphasis Theme shall be adopted for a five-year period by a two-thirds (2/3) vote of General Assembly.

SECTION 3. TERMINATION: A Major Emphasis Theme may be terminated by a two-thirds (2/3) vote of General Assembly, upon recommendation by the Board of Directors.

SECTION 4. PROMOTION BY JCI: The Secretary General shall be responsible for all aspects of the promotion of the Major Emphasis Theme, but may be advised by Executive Assistants, appointed by the President because of their technical or other specialized knowledge of the particular theme.

SECTION 5. PROMOTION BY NATIONAL ORGANIZATIONS: National Organizations are encouraged to appoint an Officer to promote the Major Emphasis Theme among the Local Organizations.

BYLAW 18-3. JCI-ENDORSED PROGRAMS:

Programs of minor emphasis shall be known as JCI-endorsed programs. These programs shall be effective programs that have proven to be successful in the respective National Organizations which have carried them out and which can be implemented on a worldwide basis. Sponsorship funds must be obtained for the support of such programs prior to their receiving official recognition by the organization, and all materials for these programs must be supplied by the respective National Organizations for distribution by the organization to other National Organizations on request.

JCI-endorsed programs shall be adopted for a period of not less than three (3) and no more than five (5) years, requiring a two-thirds (2/3) vote of General Assembly. There may be a maximum of four (4) such programs at any one time, with only one program under each Area of Opportunity. The Executive Committee shall have the right to suspend any endorsed program that is not fulfilling the goals of the organization, until such time as it is officially terminated by a two-thirds (2/3) vote of General Assembly.

BYLAW 18-4. AWARDS:

SECTION 1. FUNCTION: To recognize and honor outstanding achievement in the fulfillment of the purposes of JCI by National Organizations, Local Organizations or Individual Members.

SECTION 2. DEVELOPMENT: The development of international awards shall be initiated by the Secretary General who shall ensure their relevance to the Areas of Opportunity and to the membership development of National Organizations and Local Organizations.

SECTION 3. NEW AWARDS AND AWARD CHANGES: The adoption of new awards, of substitutions or of changes in the award descriptions shall require a two-thirds (2/3) vote of General Assembly.

SECTION 4. AWARDS JUDGING AT CONGRESS:

a. Each National Organization shall be entitled to designate up to three (3) members to serve at the awards judging sessions at Congress. The Executive Committee shall appoint an awards judging panel from the names so designated by their National Organizations, and each member of that panel shall have one (1) vote.

b. In case the Executive Committee feels that the number of names received is not sufficient to constitute the panel, it may add more members. However, there shall not be more than three (3) members from one National Organization.

c. Upon completion of judging, the awards judges shall review the entry rules and related matters and propose desirable changes to the Board of Directors at their post-Congress meeting. The Board may adopt these proposals by a simple majority.

SECTION 5. ELIGIBILITY: All National Organizations and members of National Organizations in good standing shall be eligible to submit entries for an award.

BYLAW 18-5. REPORTS:

Annual reports for the four (4) Areas of Opportunity and the Major Emphasis Theme, prepared by the Secretary General, shall be submitted to each Congress.

CHAPTER XIX

CONFERENCES

BYLAW 19-1. PURPOSES:

Four (4) conferences, one (1) in each geographical Area, shall be held every year for the following purposes:

a. To promote the purposes of JCI, fulfill the purposes of the organization and further JCI's Mission.

b. To conduct seminars, workshops and group discussion which have specific objectives to meet the needs of Individual Members at all National Organization and Local Organization levels.

. c. To educate delegates in the aims, objectives and activities of JCI.

d. To consider plans for future activities and submit them to the Board of Directors.

e. To afford the opportunity for exchange of ideas and thoughts among the Individual Members.

f. To adopt an Area program, if appropriate.

g. To review the development of participating National Organizations and their respective Local Organizations, and to discuss procedures and techniques designed to develop and strengthen the organization.

h. To reach external audiences.

BYLAW 19-2. CONFERENCE SITES:

The site and dates for a conference shall be decided at a conference held in that Area two years prior thereto, subject to the approval of the Executive Committee no later than its pre-Congress meeting next following such selection. In the event that no site has been selected for a conference in any Area, the Executive Committee shall select the site and dates at either the Midyear meeting or the pre-Congress meeting in the year preceding the year prior to the conference. The approval or selection shall not take place until a site inspection visit has been carried out by a JCI Officer or Staff Officer designated by the President in consultation with the Secretary General. The selection of a conference site shall be determined by a simple majority vote.

BYLAW 19-3. CONTRACT:

The Secretary General shall execute a contract with the successful bidder for each conference after the conference has been approved or selected by the Executive Committee.

The conference contract shall be approved by the General Legal Counsel and the Resident Legal Counsel as containing the mutual responsibilities and obligations of the parties as established by the Executive Committee. The contract shall provide for the host National Organization to be a party to the contract and to guarantee and be responsible to JCI for the fulfillment of all obligations of the host Local Organization.

BYLAW 19-4. CANCELLATION OF CONTRACT:

The Executive Committee may cancel the contract at any time up to four (4) months before the conference is to take place if it is proven to the satisfaction of the Executive Committee that the successful bidder is, or will be, in serious default of the conditions of the contract.

BYLAW 19-5. PARTICIPATION:

SECTION 1. ALL NATIONAL ORGANIZATIONS: At all conferences, all National Organizations shall be entitled to participate, and those in good standing and present shall have one (1) vote, and shall be entitled to:

a. Announce and promote candidates for JCI office.

b. Announce intentions to bid for a Congress and/or conference.

c. Bid for the site of a conference or meeting in respect of the Area (in the context of this bylaw, Local Organizations of Jeune Chambre Economique Française qualify to bid for the site of a conference or meeting in respect of the geographical area where they are located).

SECTION 2. NATIONAL ORGANIZATIONS ASSIGNED TO THE AREA: Only National Organizations assigned to the Area in respect of which the conference is held and in good standing, shall be entitled to:

a. Submit entries for conference awards (in the context of this bylaw, Local Organizations of Jeune Chambre Economique Française qualify in respect of the geographical area where they are located).

b. Vote on any matter directly related to the Area which shall include:

   i. the selection of the site for a conference or meeting in respect of the Area.
   ii. the selection of any program for the Area.

c. Judge entries for conference awards.

SECTION 3. SELECTION OF CONFERENCE SITE: The selection of the site for a conference in respect to the Area shall be by secret ballot. The number of votes received by each candidacy shall be announced immediately after the selection. If there is only one candidate, the vote may be by acclamation.

SECTION 4. CHIEF DELEGATE: The Chief Delegate representing a National Organization shall be the President of the National Organization, but it shall be competent for a National Organization to appoint an authorized representative to the office of Chief Delegate, provided, however, that said authorized representative shall be an Individual Member of that particular National Organization.

BYLAW 19-6. SPEAKING RIGHTS:

All members of the Board of Directors shall have speaking rights at all conferences, but they shall have no right to vote.

BYLAW 19-7. CHAIRMAN:

Each Area Conference shall be convened and chaired by a JCI Executive Vice President. If for whatever reason that is impossible, the conference shall be chaired by another member of the Executive Committee appointed by the President.

BYLAW 19-8. DURATION:

Conferences shall have a duration of not less than three (3) days.

BYLAW 19-9. FURTHER CONFERENCES:

Further conferences for purposes other than those outlined in Bylaw 19-1 may be authorized from time to time by General Assembly, provided that:

a. Requests to host further conferences are submitted to the Executive Committee at its Midyear meeting in the year preceding the year prior to the conference and that such requests meet all conference requirements stipulated under Policies 19-1,19-2, 19-6, 19-7, 19-8, and 19-9.

b. Further conferences are scheduled in a manner not to conflict with Area conferences or Congress.

BYLAW 19-10. FURTHER MEETINGS:

Further meetings, which may include Area academies, training sessions for multiple National Organizations, special meetings, Area Association meetings or other meetings where multiple National Presidents and/or JCI Board members are assigned or expected to attend, may be authorized from time to time by the Executive Committee, provided that:

a. Requests to host further regional or international meetings are submitted to the Executive Committee at its Midyear meeting in the year preceding the year prior to the meeting and that such requests meet all requirements set out by the Executive Committee, including submission of a budget, schedule of events, purpose, agenda, venues, and any other issues required by the Executive Committee.

b. Further meetings shall not conflict with the World Congress or Area conferences.

The Executive Committee shall take into account the number of meetings National Presidents are attending and the priority or need for additional meetings and/or the purpose of such special events before approving any further meeting.

BYLAW 19-11. QUALITY ASSURANCE AND CONTROL:

SECTION 1: CONTENT: The content and structure of the Conference shall be elaborated by the Secretary General and approved by the Executive Committee Meeting in January of the year in which the Conference is being held and shall serve no other purposes but the furtherance of the Mission of the organization.

SECTION 2: MINIMUM REQUIREMENTS: The Secretary General shall determine the minimum standards of requirements to host a Conference. The Secretary General with the approval of the Executive Committee shall engage the services of an Events Management Consultant to determine such minimum standards of requirements and to ensure the enforcement of the same.

SECTION 3: CONTROL: The Secretary General shall in the interest of organization control and supervise the planning and execution of a Conference. Where the host organization fails to facilitate such control and supervision the Secretary General shall file a report with the Executive Committee which up to four (4) months prior to the Conference can cancel the contract with a host city.

SECTION 4: CONFERENCE DESTINATIONS: While Local organizations and National Organizations shall be encouraged to bid to host the Conference; the determination of the Conference destination shall be based on extensive professional research and strategy.

The Secretary General with the approval of the Executive Committee shall publish during Conference three (3) years prior to the year of the Conference the list of no more than three possible destinations of Conference.

CHAPTER XX

SENATORS

BYLAW 20-1. DEFINITION:

An award known as “JCI Senatorship" granting life membership in the organization and in the JCI Senate may be awarded to Individual Members or past members as a means of honoring them for rendering outstanding service to JCI. The awarding of such status shall not exempt the member from paying regular dues to the organization.

BYLAW 20-2. APPLICATION:

The application shall only be approved by the President of the Local Organization of the applicant; the President of his State Organization, where the applicant's National Organization is so structured; the President of his National Organization, and the President of the organization, and no other approval shall be required or permitted. Prior to, or at the same time as the approval by the President of the organization is requested, a contribution of three hundred dollars (US$300) shall be made to the organization by the sponsoring Local Organization or National Organization.

BYLAW 20-3. REVOCATION:

A Senatorship may be revoked, temporarily suspended or withdrawn at any time by either of the following:

a. The President of the organization, subject to the approval of the Executive Committee, on the recommendation of the National President, if in the opinion of the President of the organization, that Senator has not conducted himself in a manner worthy of the organization.

b. The Executive Committee, on the recommendation of the President of the organization, if the actions of the Senator are not in the best interests of the organization.

In the event of the revocation, temporary suspension or withdrawal of a Senatorship, no part of the contribution made under the provisions of Bylaw 20-2 shall be refunded.

BYLAW 20-4. RIGHTS:

A Senator, as such, is not qualified to be elected an Officer of the organization and shall have no special rights, except those which are granted to ordinary members of JCI age, provided the Senator is within JCI age. Senators who have passed JCI age shall have no rights whatsoever except those which may be granted from time to time by the organization.

BYLAW 20-5. SENATE QUALIFICATIONS:

SECTION 1. CURRENT MEMBERS: Senatorships for current Individual Members shall be restricted to members of at least three (3) years' standing for services rendered at any level of this organization.

SECTION 2. ADDITIONAL REQUIREMENTS: The organization encourages each National Organization to establish additional regulations and requirements designed to upgrade the awarding of Senatorships with due regard to local conditions.

SECTION 3. PAST MEMBERS: Senatorships for past members whose membership extended for a period of at least three (3) years may be awarded by way of presentation, subject to the written approval of the Local Organization and National Presidents who are expected to make such inquiries with respect to the applicant as may, in their opinion, be appropriate.

BYLAW 20-6. JCI SENATE:

SECTION 1. OBJECTIVES: The objectives of the Senate are:

a. To provide a vehicle for the promotion of fellowship and friendship among Senators, internationally, nationally and locally.

b. To encourage and foster international social contacts between individual Senators and Senate groups.

c. To constitute a resource for the current membership in the areas of training and development.

SECTION 2. CHAIRMAN: The Immediate Past President of the organization shall be the Chairman of the Senate, he shall chair the Senators' Forum (or meeting) at World Congress, and he shall, subject to budgetary limitations, be responsible for the preparation and distribution to Senators of information on matters pertaining to the Senate.

SECTION 3. STRUCTURE: The organization of the Senate shall not be too formal or highly structured, and the number of Officers shall be the minimum necessary to perform basic administrative functions. Subject to the provisions of this bylaw, the establishment of a structure for the Senate shall be subject to the approval of General Assembly.

SECTION 4. LIMITATIONS: The Senate shall not engage in any activity which conflicts or is likely to conflict with the purpose or activities of JCI or any National Organization or Local Organization; it shall not make public announcements or media releases; and it shall conform to all constitutional provisions and policies of JCI which relate to Senators individually or as a group.

SECTION 5. FAILURE TO COMPLY: Should any international or national Senate group (other than the JCI Senate) fail to comply with the provisions of this bylaw, the members of such group may have their Senatorships revoked by the Executive Committee under the provisions of Bylaw 20-3, sub-section b.

CHAPTER XXI

DUES

BYLAW 21-1. DUES:

SECTION 1. NATIONAL ORGANIZATIONS: National Organizations shall pay annual dues to the organization in such amounts as may be fixed by General Assembly at Congress. The annual dues payable by National Organizations shall be reviewed by General Assembly at intervals not greater than two (2) years.

SECTION 2. NEWLY AFFILIATED NATIONAL ORGANIZATIONS: Newly affiliated National Organizations shall pay dues for the year that they are affiliated at the time that the application for affiliation is submitted to the Secretary General, as provided for in Section 2 of Bylaws 3-7, 3-11, and 3-16. However, for that year and the following year, they shall not be obliged to pay any minimum amount of National Organization dues set by General Assembly under Section 1 of this bylaw, but rather, payment will be on a per-member basis, except for potential National Organizations, which will pay a nominal sum as approved by General Assembly.

SECTION 3. EXCEPTION: Section 2 of this bylaw shall not apply to a National Organization by reason of its full affiliation, if the National Organization qualified by reason of its provisional affiliation in the previous year.

SECTION 4. COLLECTION OF DUES IN TRUST: All payments made by individual members and/or Local Organization Members for JCI dues shall be held in trust by Local and National Organization Members, included in the National Organization's next membership registration and remitted in full to JCI by the National Organization with its next dues payment.

BYLAW 21-2. DUES ADMINISTRATION:

SECTION 1. REGISTRATION OF MEMBERSHIP: Each National Organization shall register with the Secretary General on or before thirty (30) days before Congress each year the details of its membership, as set out in Policy 21-2. A second registration, to register additional membership, shall be made on or before June 30 each year. Membership registrations shall be certified by the National President and the chief fiscal officer.

SECTION 2. BILLING OF NATIONAL ORGANIZATIONS: The Secretary General shall send, no later than January 15 of each year, an invoice to each National Organization for the amount of dues payable for that year based on the number of members registered on thirty (30) days before Congress the previous year, and, if applicable, a second invoice shall be sent no later than August 1 of each year, for the amount of dues payable for any additional members registered on June 30 of the current year, in accordance with Section 1 of this bylaw.

SECTION 3. PAYMENT OF DUES: Each National Organization shall pay its dues to the organization on or before April 15 of each year. Payment of dues for additional members registered after thirty (30) days before Congress of the previous year shall be made on or before September 15. Dues shall be deemed to be paid when accepted by the Secretary General, or received at the World Headquarters, or deposited in any bank account of the organization with the approval of the Secretary General.

SECTION 4. OFFICIAL CURRENCIES: The payment of all dues and debts shall be in United States of America currency or any currency readily convertible to USA dollars, provided that:

a. Any fees or expenses caused by the transaction are paid for by the National Organization and a written estimate of such costs provided in advance of the transaction.

b. The National Organization wishing to pay its dues or debts in a currency other than USA dollars must receive written approval from the Secretary General before remitting or transferring the money.

c. The Secretary General will have thirty (30) days to convert the currency into USA dollars at his convenience.

d. No later than thirty (30) days after the money has been converted, the Secretary General will inform the National Organization of the full accounting of the transaction.

e. If the Secretary General has been unable to convert the money, he will inform the National Organization with the reason the transaction could not be completed. He will transfer or remit the money back to the National Organization no later than thirty (30) days after the National Organization has been informed. The expenses/fees for this transfer or remittance will be charged to the National Organization, at which point the National Organization will be considered non-financial.

SECTION 5.

a. FAILURE TO REGISTER MEMBERSHIP: If any National Organization shall fail to register its membership by thirty (30) days before Congress, as provided in Section 1, the Secretary General shall send an invoice to such National Organization by the following January 15, for the amount of dues payable on the number of members last registered by the National Organization prior to the billing, and the National Organization will be responsible for payment of the amount of dues as invoiced.

b. FAILURE TO REGISTER FULL AND ACCURATE MEMBERSHIP: If any National Organization shall fail to register its full and accurate membership to the satisfaction of the Finance Committee at least thirty (30) days before Congress, as provided in Section 1, said National Organization may be subject to termination of services. Such National Organization may not host JCI meetings, vote in General Assembly, post candidates for JCI Office, receive development grants, receive JCI Officers' visits, or other related services.

SECTION 6. DELAYED PAYMENT OF DUES: Any National Organization which, for exceptional reasons, considers it may be unable to pay its dues, in whole or in part, on the due date for payment, shall immediately, and in any event, before February 15 each year in respect of its dues for that year, and before August 15 in respect of its dues for their June 30 registration, notify the Secretary General in writing, setting out in full detail the reason for the delay in payment and the National Organization's proposals for settling the dues. The Secretary General shall, if he is satisfied that the National Organization's case is sufficiently meritorious and provided the dues for the year will, in any event, be paid in full by thirty (30) days before the Congress of that year, notify the National Organization of his acceptance of its proposals. If not, he shall so notify the National Organization by thirty (30) days after the deadline date for notification of delayed payment, in which case the dues shall remain payable in full on or before April 15, but the National Organization may request the Finance Committee at its next meeting to reconsider the Secretary General's decision. The Finance Committee may, in such circumstances, endorse, amend or rescind the Secretary General's decision as it shall see fit. In the event that a National Organization has not contacted the Secretary General as provided for in this section by February 15, its dues for that year shall be payable in full by April 15.

BYLAW 21-3. MEMBERSHIP BY SUBSCRIPTION OR OTHER MEANS:

Subject to the approval of the Executive Committee, National Organizations may satisfy the requirements of Bylaw 21-1 and other consequential constitutional provisions by subscribing annually to prescribed publications produced by the organization from time to time, or through other means. The amount payable shall be determined by the Executive Committee, but shall not be less than the annual dues payable by National Organizations under the provisions of Bylaw 21-1.

BYLAW 21-4. UNPAID FINANCIAL OBLIGATIONS:

SECTION 1. PENALTY: If any National Organization shall fail to pay its dues or other financial obligations to the organization by the date provided for payment, or as agreed with the Secretary General or stipulated by the Finance Committee under Bylaw 21-2, Section 6, services of the World Headquarters, including processing Senatorship applications, shall be withheld from such National Organization.

SECTION 2. RESUMPTION OF SERVICES: Services of the World Headquarters shall be resumed as soon as full payment of such dues or other financial obligations is received.

BYLAW 21-5. TERMINATION OF NATIONAL ORGANIZATION MEMBERSHIP:

National Organizations which are delinquent for more than one full calendar year in the payment of dues or other financial obligations shall cease to be National Organizations, provided that:

a. The Secretary General has provided ninety (90) days written notice to the President of the National Organization concerned of the organization's intention to terminate the membership.

b. The delinquent National Organization has been unable to give satisfactory justification for failure to meet the dues or other financial obligations.

c. The President, the assigned Executive Vice President and the Vice President assigned to that National Organization concur in a recommendation which is approved by General Assembly.

CHAPTER XXII

FINANCES

BYLAW 22-1. FINANCIAL YEAR:

The organization's financial year shall be the calendar year.

BYLAW 22-2. ASSETS:

All funds and other assets shall be held in the name of the organization.

BYLAW 22-3. BOOKKEEPING:

The cashbook, ledger and other bookkeeping records of the organization shall be maintained by the Secretary General, under the supervision of the Treasurer, subject to certification, as prescribed in Bylaw 12-3, Section 3.

BYLAW 22-4. QUARTERLY REPORTS:

The Secretary General shall prepare quarterly financial statements and balance sheets and circulate them to members of General Assembly with a statement of all delinquent dues.

BYLAW 22-5. BUDGET:

The procedure for presentation of the budget shall be as follows:

a. A draft budget for the ensuing year shall be presented by the Secretary General to members of the Finance Committee at the Midyear Executive Meeting.

b. This draft budget, together with the Executive's recommendations and any necessary revisions proposed by the Secretary General and Treasurer, shall be mailed to all members of General Assembly no later than forty (40) days before Congress.

c. Members of General Assembly who wish to make any comments, proposals or recommendations on the budget must make written submissions to reach the Secretary General no later than twenty (20) days before Congress.

d. The proposed budget, together with all submissions received, shall be circulated to members of the Finance Committee and placed on the Finance Committee meeting's agenda at Congress. The recommended budget resulting from the Finance Committee meeting at Congress shall then be presented to General Assembly for approval, as prescribed in Bylaw 6-2 (d).

BYLAW 22-6. FINANCE COMMITTEE:

The members of the Executive Committee shall act as the Finance Committee between Congresses, with the Treasurer as Chairman. At Congress the Executive Committee shall be members of the Finance Committee, and the President, with the approval of General Assembly, shall appoint additional members to the Committee, at least four (4) of whom shall be current National Presidents.

BYLAW 22-7. OFFICER EXPENSES:

The Policy Manual shall include detailed policies on what shall be regarded as authorized Officer expenses and the conditions for reimbursement thereof.

It is the intent of the organization that appropriate financial allowances be made to all Officers to reimburse them for expenses incurred in performing their duties satisfactorily.

BYLAW 22-8. ADMINISTRATION POLICY:

The Policy Manual shall include detailed policies on the administration of inventories, bank accounts, insurance, disbursements, signatures, bonds and salaries.

CHAPTER XXIII

ADMINISTRATION

ARTICLE 23-1. PLACE:

The Principal Office of the organization, also known as JCI World Headquarters, shall be situated in the State of Missouri, USA.

BYLAW 23-2. WORLD HEADQUARTERS:

The World Headquarters' function is to serve the members through:

a. Administrative and program support to the President and other Officers.

b. Administrative and program support primarily to National Organizations, and through them to Local Organizations and Individual Members.

c. Development of programs and resource materials for use by National Organizations, Local Organizations and Individual Members.

To fulfill this function, the Secretary General shall retain appropriate staff, in line with the organizational structure currently endorsed by the Executive Committee.

BYLAW 23-3. SERVICES:

The services of the World Headquarters and Officers of the organization shall be extended to all officially recognized contacts, organizing committees and applicants for affiliation within the limits of funds available for this purpose.

BYLAW 23-4. PUBLISHER:

All official publications of the organization, including manuals, handbooks, directories and all other printed or mechanically reproduced materials, shall be published by the Secretary General or, if produced elsewhere, under specific authorization by the Secretary General.

CHAPTER XXIV

LANGUAGES

BYLAW 24-1. LANGUAGES:

SECTION 1. OFFICIAL LANGUAGES: All languages adopted by individual National Organizations as their official languages are the official languages of JCI.

SECTION 2. BASIC RECORDS: In view of the location of the World Headquarters in an English-speaking country, the basic records of the organization shall be maintained in the English language.

SECTION 3. CORRESPONDENCE LANGUAGES: English, French, Spanish and Japanese are the main languages used by the organization for its internal and external communications. Other main correspondence languages may be established from time to time, subject to the approval of General Assembly, upon a National Organization's attaining 50,000 Individual Members, or if such languages are used as the official National Organization languages, by not less than ten (10) National Organizations.

SECTION 4. LANGUAGE SERVICE: Language services will be based upon the needs of the organization and shall not be restricted to the correspondence languages referred to in this bylaw.

BYLAW 24-2. SIMULTANEOUS INTERPRETATION AT CONGRESS:

SECTION 1. ORAL COMMUNICATION: English, Spanish and French are the main languages used by the organization for oral communication internally. Other approved oral communication languages may be established from time to time, subject to the approval of the General Assembly, upon a National Organization attaining 30,000 Individual Members.

SECTION 2. SIMULTANEOUS INTERPRETATION SERVICES: Simultaneous interpretation with respect to approved oral communication languages will be provided at World Congress.

CHAPTER XXV

CORPORATE IDENTITY

ARTICLE 25-1. LOGO:

There shall be an official logo of the organization, which shall be as reproduced below:

BYLAW 25-2. RIGHT TO USE:

SECTION 1. BY THE INTERNATIONAL ORGANIZATION: The use of the official logo by itself shall be limited to the International Organization, its international events and its official materials.

SECTION 2. BY MEMBERS: National Organization Members, Local Organization Members and Individual Members whose affiliation is duly recorded and whose membership is in good standing shall use the official logo with the National or Local Organization's name as per JCI Corporate Identity Guidelines.

SECTION 3. BY GROUPS: International groups that have been formally recognized under the provisions of Policy 3-11 shall be permitted to use the official logo as per JCI Corporate Identity Guidelines.

SECTION 4. FORFEIT: The right to use the official logo shall be automatically and forthwith forfeited on termination of any member's affiliation or any such group's formal recognition.

BYLAW 25-3. CORPORATE IDENTITY AND BRAND GUIDELINES:

There shall be a set of Corporate Identity and Brand Guidelines, wherein all proper usage and display of corporate identity and the official logo shall be listed.

CHAPTER XXVI

RULES OF PROCEDURE

BYLAW 26-1. DESIGNATION:

The business of the organization shall be conducted according to this Constitution and, where not otherwise provided, Robert's Rules of Order Revised.

BYLAW 26-2. MAIL BALLOTS:

SECTION 1. PERMISSION: On matters within the scope of General Assembly, the Board of Directors, and the Executive Committee, and not directed to be done at Congress, a mail vote among their members shall be valid. Such vote may be made by electronic means (fax, e-mail, and/or password-protected Internet ballot site). (Within the context of this document, the references to “mail ballot” are to be interpreted as electronic mail ballot.)

SECTION 2. HOW MAILED: Such votes by mail ballot shall be forwarded by electronic means (fax, e-mail, and/or password-protected Internet ballot site).

SECTION 3. REPLIES: Ten (10) days from the date of mailing shall be allowed for receipt of replies at the World Headquarters.

SECTION 4. MAJORITY: A majority of two-thirds (2/3) of the votes received is necessary for adoption of a proposal submitted by mail ballot.

SECTION 5. MINIMUM VOTES: A minimum of twenty (20) percent of the total possible votes provided in Article 6-7 must be received to validate the ballot.

SECTION 6. METHOD: Any mail ballot for appointments to JCI office shall be counted by at least two (2) scrutineers appointed by the President, who shall count the results at the JCI World Headquarters. The number of votes received by each Appointee shall be announced to General Assembly by electronic mail within two (2) weeks of the count.

CHAPTER XXVII

AMENDMENTS

ARTICLE 27-1. ARTICLES:

The Articles may be amended by General Assembly at Congress by a two-thirds (2/3) majority of the votes cast, provided that written notice of the proposed amendment is given to the Secretary General not less than thirty (30) days prior to the convening of the Midyear Executive Meeting, or provided that General Assembly or the Board of Directors at a prior Congress directed consideration of the amendment to a subsequent Congress, or provided further that the amendment arose from a resolution adopted by a two-thirds (2/3) majority of General Assembly at an Area Conference, or from a resolution adopted by the Midyear Executive Meeting in that year.

The proposed amendments shall be considered by the Executive Committee at midyear in accordance with the provisions of Article 15-1, and shall be reviewed by the Constitutional Amendments Review Committee in accordance with the provisions of Policy 27-1 and by the Board of Directors in accordance with the provisions of Article 14-1.

The Secretary General shall, not later than August 15, forward copies of all proposed amendments, together with the recommendations thereon of the Executive Committee and the Constitutional Amendments Review Committee, to all members of General Assembly. Recommendations of the Board of Directors shall also be circulated to General Assembly.

ARTICLE 27-2. BYLAWS:

SECTION 1. WITH NOTICE: The bylaws may be amended by General Assembly in the same manner as the articles may be amended.

SECTION 2. WITHOUT NOTICE: The bylaws may be amended by a four-fifths (4/5) vote of General Assembly at Congress, but each such amendment shall be submitted for ratification by mail ballot to General Assembly. Such an amendment shall be ratified by General Assembly if two-thirds (2/3) of the votes received within fifteen (15) days from the mailing of the mail ballot are cast in favor of the amendment. Otherwise, it shall be void ab initio.

SECTION 3. BETWEEN CONGRESSES: The bylaws may be amended by a mail ballot of General Assembly upon prior recommendation of the Board of Directors. Such an amendment shall become effective immediately upon receipt of replies at the World Headquarters indicating that two-thirds (2/3) of the total voting strength of General Assembly are in favor of the amendment, failing which, the ballot shall close ten (10) days after the mailing of the request for votes.

ARTICLE 27-3. WAIVER:

SECTION 1. ARTICLES: Any article may be waived by a unanimous vote of General Assembly at Congress, provided that four-fifths (4/5) of the total voting strength of General Assembly registered at Congress participate in the vote.

SECTION 2. BYLAWS: Any bylaw may be waived by a unanimous vote of General Assembly at Congress, provided that two-thirds (2/3) of the total voting strength of General Assembly registered at Congress participate in the vote.

ARTICLE 27-4. EFFECTIVE DATE:

SECTION 1. DATE: This Constitution became effective on January 1, 1965.

SECTION 2. AMENDMENTS: All amendments to the articles and bylaws shall come into force on January 1, following the passing of the amendment, unless provided to the contrary.

CHAPTER XXVIII

POLICY MANUAL

ARTICLE 28-1. POLICY MANUAL:

There shall be a Policy Manual of the organization, containing rules and regulations of a procedural and administrative nature.

ARTICLE 28-2. AMENDMENT:

SECTION 1. VOTE: Policies may be amended by a two-thirds (2/3) majority vote of the Board of Directors.

SECTION 2. PROCEDURE: Amendments may be submitted by members of the Board of Directors or by National Organizations only, and must be submitted in full, legal form. If an amendment is submitted by a National Organization, it must be certified by the National President and Secretary as being a National Organization resolution, and must be accompanied by a copy of the minutes of the National Organization meeting at which the resolution was approved, and shall be presented on behalf of the National Organization by a member of the Board of Directors.

ARTICLE 28-3. WAIVER:

Any policy may be waived by a unanimous vote of the Board of Directors.

POLICY MANUAL

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CHAPTER I

NAME

POLICY 1-1. NAME:

The name shall at all times be printed in the internationally recognized type style adopted by the organization in its corporate identity guidelines; and shall at all times be printed or used in blue (Pantone reference 2925), except that it may also appear in black in printed documents using only that color of ink.

CHAPTER II

DECLARATION OF PRINCIPLES, PURPOSES AND CREED

POLICY 2-1. MANAGING FOR THE ACHIEVEMENT OF THE MISSION:

The guiding management principle of the organization shall be to manage for the achievement of the Mission, as stated in Article 2-3, which shall be the guiding principle in all decisions affecting the activities and services of the organization. To this end, JCI shall:

a. Develop and advance the purpose of JCI.
b. Coordinate the activities of its members to achieve this purpose.
c. Promote the extension of membership to all young people.
d. Promote the concept of universal interdependence.

CHAPTER III

NATIONAL ORGANIZATION MEMBERS

POLICY 3-1. DEVELOPMENT:

SECTION 1. GOALS: The President shall recommend the organization's goals for the ensuing year.

SECTION 2. COORDINATION: Extension efforts shall be coordinated by the World Headquarters within the policy framework established by General Assembly. Organized extension travel and mail efforts shall be carefully coordinated with the World Headquarters and approved by the President and any Executive Vice President concerned.

POLICY 3-2. DEVELOPMENT OF POTENTIAL NATIONAL ORGANIZATIONS:

SECTION 1. METHOD: The steps in the process of development of potential National Organizations will be:

a. Initial inquiries from any person or National Organization interested in the establishment of JCI in a new country will be forwarded to the Secretary General, who will handle such inquiries and forward relevant material.

b. In those cases where the organization takes the initiative without initial inquiries having been made by any person or National Organization, the method to be used to develop the potential National Organizations shall be decided upon by the Secretary General in consultation with the President, and the development of the potential National Organization shall be pursued using the Officers and other resources.

c. The Secretary General, in consultation with the appropriate Executive Vice President, will maintain and coordinate the various contacts established in a country for development purposes and encourage and assist them towards establishing JCI.

d. The Secretary General, in consultation with the appropriate Executive Vice President, will continually review the level of contacts in various countries for development purposes. When a viable Local Organization has been established, or when it appears that there is sufficient interest in the establishment of JCI or that a visit may be useful, the Secretary General, in consultation with the President and on the recommendation of the appropriate Executive Vice President, shall prepare a plan for the development of a National Organization in that particular country. Such development plans shall include details of objectives, assignment of specific responsibilities, services to be given by elected Officers and the World Headquarters, deadlines, and should include the assignment of a Vice President.

e. The Secretary General, in consultation with the appropriate Executive Vice President, shall recommend the type of status any National Organization shall apply for depending on its specific situation; however, the three levels of affiliation status should be applied as the normal progression process.

SECTION 2. DEPENDENT TERRITORIES: In dependent territories, extension efforts shall be coordinated carefully with the President of the National Organization in the nation with which the territory is associated, in addition to the Vice President assigned to the territory.

SECTION 3. LIMIT: The organization will direct its organizing efforts toward people who profess a belief in the principles and purposes of JCI.

POLICY 3-3. DEVELOPMENT OF EXISTING NATIONAL ORGANIZATIONS:

SECTION 1. METHOD: This will be achieved through Vice Presidents who will promote development in their assigned National Organizations. The Executive Vice Presidents will encourage the Vice Presidents assigned to them to conduct appropriate seminars and give guidance on National Organization structure and encourage National Organizations to set up extension targets and work towards increasing the number of Local Organizations and Individual Members.

SECTION 2. COOPERATION: All efforts on behalf of a National Organization to expand and strengthen the aims and purposes of the organization in a given country will proceed only with the cooperation of the existing National Organization. However, if the National Organization does not meet the criteria as prescribed by the Constitution, action may proceed without the cooperation of the National Organization if the Board of Directors decides that this initiative is necessary to fulfill the organization's aims and purposes. All Local Organizations formed in the geographic area of a National Organization shall be subject to the bylaws, policies and directives of that National Organization. Extension of new Local Organizations in a National Organization shall proceed only with the full approval of that National Organization.

POLICY 3-4. PROCEDURES FOR POTENTIAL, PROVISIONAL AND FULL AFFILIATION:

The procedures for potential, provisional and full affiliation of new National Organizations shall be as follows:

SECTION 1. PROCEDURES FOR INQUIRIES COMING FROM WITHIN THE ORGANIZATION:

a. The Secretary General shall transmit copies of the application form and supporting material received in accordance with Policies 3-5, 3-7 and 3-9, to the President, the Executive Vice President assigned to the respective Area of the applicant, the General Legal Counsel and the assigned Vice President and the President of the sponsor National Organization if applicable. These Officers may comment on the application to the Admissions Committee at Congress.

b. The President shall appoint an Admissions Committee to deal with applications for provisional and full affiliation at Congress. The Admissions Committee shall comprise five (5) members, including the General Legal Counsel, who shall act as Chairman. The appointments are subject to approval by the Board of Directors.

c. Announcements of applications for affiliation will be made at the opening General Assembly.

d. The Admissions Committee will meet at the discretion of the Chairman between the opening and closing General Assemblies.

e. The Admissions Committee shall examine the qualifications of all applicants and certify its findings to General Assembly.

SECTION 1.2: PROCEDURES FOR INQUIRIES COMING FROM EXISTING EXTERNAL NATIONAL ORGANIZATIONS:

a. Initial inquiries from any existing external National Organization interested in affiliation with JCI in a new country will be forwarded to the Secretary General, who will handle such inquiries and forward relevant material.

b. The Board of Directors shall set general guidelines for the contact with any existing external National Organization prior to its application for potential affiliation.

c. Specific guidelines for each contact shall be adopted by the Executive Committee at its first meeting following the initial inquiry by the prospective existing organization.

POLICY 3-5. APPLICATION FOR POTENTIAL AFFILIATION:

Each application for an organization to be recognized as a potential National Organization of JCI must be accompanied by the following items:

a. Name of applicant.

b. Mailing and e-mail addresses, telephone and fax numbers to be used for communications.

c. A copy of the constitution and other applicable laws of the applicant.

d. Names, mailing and e-mailing addresses, telephone numbers, and professions and positions held by all of the Officers of the applicant.

e. A report of past activities of the applicant, if any.

f. A proposed program of activities for the coming year.

g. Such additional information as the Secretary General shall require.

POLICY 3-6. ENTITLEMENT OF SERVICES:

Potential National Organizations shall receive basic services from the World Headquarters as determined by the Secretary General and the President. Such services may include the visit of a staff person or any other representative of the organization.

POLICY 3-7. APPLICATION FOR PROVISIONAL AFFILIATION:

Each application for provisional affiliation must be accompanied by the following items:

a. Name of applicant.

b. Mailing and e-mail addresses, telephone and fax numbers to be used for communications.

c. A copy of the revised constitution and other applicable laws of the applicant.

d. Names, mailing and e-mail addresses, telephone numbers and professions and positions held by all of the officers of the applicant.

e. A report of past activities of the organization.

f. A proposed program of activities for the coming year.

g. Mailing and e-mail addresses of all Local Organizations associated with the organization.

h. Evidence, or if required by the Secretary General, a written statement issued by a government indicating the government's attitude towards the establishment of JCI in the country.

i. Such additional information as the Secretary General shall require.

POLICY 3-8. ENTITLEMENT OF SERVICES:

Provisional National Organizations shall receive basic services from the World Headquarters as determined by the Secretary General.

POLICY 3-9. APPLICATION FOR FULL AFFILIATION:

Applications for full affiliation shall be accompanied by details of all changes to the information supplied in the previous year to the Secretary General in accordance with Policy 3-7 or by confirmation that there are no changes. In addition, such applications shall be accompanied by a three- (3) to five- (5) year long-range plan of development and the following:

a. Name of applicant.

b. Mailing and e-mail addresses, telephone and fax numbers to be used for communications.

c. A copy of the revised constitution and other applicable laws of the applicant.

d. Names, mailing and e-mail addresses, telephone numbers and professions and positions held by all of the officers of the applicant.

e. A report of past activities of the organization.

f. A proposed program of activities for the coming year.

g. A proposed plan of action for the coming year.

h. A proposed budget for the coming year.

i. Mailing and e-mail addresses of all Local Organizations associated with the organization and their respective number of members.

j. Evidence or, if required by the Secretary General, a written statement issued by a government indicating the government's attitude towards the establishment of JCI in the country.

k. Evidence or, if required by the Secretary General, a written statement issued by a government indicating that government's policies towards the remittance of dues.

and such other additional information as the Secretary General shall require.

POLICY 3-10. NATIONAL ORGANIZATIONS NOT IN GOOD STANDING:

SECTION 1. NOTIFICATION: If a National Organization fails to meet the requirements of Bylaw 3-18, the Secretary General shall forthwith notify the National Organization in writing that it is not in good standing with the organization.

SECTION 2. APPEAL: A National Organization which wishes to challenge any notification under Section 1 of this policy may present its case to the Finance Committee, whose decision shall be final. Until that decision is reached, the National Organization shall not, for purposes of the Constitution and Policy Manual, be regarded as in good standing.

POLICY 3-11. GROUPS OF NATIONAL ORGANIZATIONS:

Any group, referred to in Bylaw 3-22, may, by letter addressed to the Secretary General, apply to JCI for formal recognition. Each application shall be accompanied by details of the following matters and such additional details as may be deemed appropriate by the Executive Committee.

a. Name and mailing address.

b. A statement of its purposes.

c. A list of member National Organizations.

d. Names and addresses of its Officers.

e. Description of its current activities and plans for future work.

Each application shall be considered by the Executive Committee at its next meeting, and if approved, the group shall be formally recognized by JCI and permitted to use the name and official insignia of JCI.

Every recognized group shall submit an annual report and an objective plan for the ensuing year to the Executive Committee. Should any recognized group fail to submit such annual report and objective plan, or violate the Constitution of JCI, or impinge on the freedom of any National Organization, the Executive Committee shall withdraw recognition of such group and forbid it to continue its activity using the JCI name or official insignia.

POLICY 3-12. NATIONAL ORGANIZATION NAME:

SECTION 1. NAME: Names of National Organizations must be closely associated with the assigned nation, as defined in Article 3-1, Section 2.

SECTION 2. PROCEDURE FOR REQUESTING A NAME CHANGE: Any potential, provisional, or fully affiliated National Organization wishing to change its name shall submit such request in writing to the Secretary General thirty (30) days prior to the Executive Committee meeting at which it is to be considered. Such requests must be certified by the National President and Secretary as being a National Organization resolution and be accompanied by the appropriate minutes of the National Organization general assembly meeting wherein the resolution was approved. Any such request must receive a four-fifths (4/5) majority vote of the Executive Committee for approval.

CHAPTER IV

AREAS

POLICY 4-1. VICE PRESIDENTS:

At least three (3) Vice Presidents shall be assigned to each Area.

CHAPTER V

OTHER MEMBERS

POLICY 5-1. LOCAL ORGANIZATION MEMBERS:

SECTION 1. LOCAL ORGANIZATION MEMBERSHIP:

a. The minimum membership required for the affiliation of a new Local Organization in a National Organization should be twenty-five (25) members.

b. National Organizations should establish policies to require that a minimum membership of twenty-five (25) members in each Local Organization is maintained.

c. Local Organizations should establish a provisional membership period of a minimum of three (3) months to allow for orientation, activation and induction procedures.

d. No National Organization may affiliate with its National Organization any type of a Local Organization outside its geographical boundaries without Executive Committee approval.

e. Any National Organization not yet affiliated to JCI may endeavor to establish Local Organizations within its geographical boundaries.

SECTION 2. SERVICE TO NEW LOCAL ORGANIZATIONS: In order to assist the development of new Local Organizations, the World Headquarters may provide free service, including publications, information, and guidance to new Local Organizations, prior to their affiliation to their National Organizations and to the organization, provided that this free service shall not be given for more than one year.

SECTION 3. METROPOLITAN DEVELOPMENT:

a. Metropolitan Local Organizations are defined as those Local Organizations located in heavily populated areas, such as cities and large towns, with a population of 100,000 or more, with a common infrastructure.

b. The organization, through staff and elected Officers, emphasizes Metropolitan Local Organization affairs and encourages exchanges of ideas and materials among Metropolitan Local Organizations.

c. Where appropriate, a National Organization should form an organization of Metropolitan Local Organizations.

SECTION 4. BUSINESS LOCAL ORGANIZATIONS:

a. Business Local Organizations shall be defined as Local Organizations which operate under the principles and philosophy of JCI, while fostering an enhanced program in business, business training, entrepreneurship and networking.

b. Such Local Organizations shall maintain high standards of membership, advanced training and business-related programs of interest.

c. Where appropriate, a National Organization shall form an association of Business Local Organizations.

SECTION 5. UNIVERSITY LOCAL ORGANIZATIONS:

a. University or College Local Organizations shall be defined as Local Organizations that operate under the principles and philosophy of JCI on a college or university campus.

b. Such Local Organizations shall admit members who are attending or working at the university or college in which they are located and shall provide training and programs of interest to third-level students.

c. Where appropriate, a National Organization shall form an association of university or college Local Organizations.

POLICY 5-2. OATH OF AN INDIVIDUAL MEMBER:

The official oath of an Individual Member shall be as follows:

> "I do solemnly swear (or affirm) that I shall faithfully serve as a member of JCI (LOCAL ORGANIZATION NAME), and will, to the best of my ability, serve as a living example of this organization's philosophy and beliefs and will uphold and enforce the Constitution of this organization at all times."

CHAPTER VI

GENERAL ASSEMBLY

CHAPTER VII

ANNUAL MEETING

POLICY 7-1. THEME:

The corporate slogan shall be the theme of each Congress.

POLICY 7-2. SCHEDULE:

The entire schedule of events of each Congress shall be controlled by the Executive Committee and shall include the following aspects with the objective of providing Individual Members with the maximum opportunities to obtain effective training, exchanges of experience, international involvement and inspiration to continue to serve the organization with enthusiasm:

a. The corporate slogan shall be the focal point of Congress.

b. Formal and informal meetings shall be provided. Individual delegates are to have the opportunity to discuss matters of interest to them, such as membership recruitment, leadership training, retention and other subjects of value to National Organizations and Local Organizations, and to take back from Congress information helpful to them.

c. Delegate involvement in symposiums and seminars dealing with topics of current importance.

d. Home hospitality, whenever this can be arranged.

e. Opportunities, whenever this can be arranged, for delegates to mix freely with JCI Officers.

POLICY 7-3. MEETINGS:

The following meetings will be conducted at each Congress:

a. Meetings of General Assembly, the Executive Committee, the Board of Directors and standing committees, as required by the Constitution.

b. General membership meetings of the organization's four Areas of Opportunity in a total number of meetings determined by subjects of interest in these areas, and special seminars and events concerning the organization's corporate slogan.

c. Training sessions, seminars, workshops and discussion groups for Individual Members, which shall be specific in their objectives and offer multiple choice opportunities. The topics for all seminars shall be announced to National Organizations and Local Organizations at least sixty (60) days prior to the commencement of the Congress.

POLICY 7-4. VOTING:

Each Chief Delegate is urged to join in caucuses where the National Organization's delegates may listen to candidates standing for office. Chief Delegates are encouraged to allow individual delegates a full opportunity to participate in deciding how the votes of that National Organization will be cast.

POLICY 7-5. ELECTIONS COMMITTEE:

SECTION 1. COMPOSITION: By no later than the time of the Midyear Executive Committee meeting, the President shall appoint an Elections Committee, consisting of five (5) members, subject to the approval of the Executive Committee. The President shall appoint a Chairman of the committee from its membership. Any individual appointed to the Elections Committee must be a current member of a National Organization in good standing, have attended at least one Congress, and served on a National Organization Board Of Directors, or as a JCI Officer. Due consideration shall be given to all geographical Areas for representation by the members of the committee; however, individuals from National Organizations with candidates for the offices of JCI President and/or Executive Vice President shall not be eligible for appointment to the committee.

SECTION 2. DUTIES: The duties of the Elections Committee shall be to:

a. Formulate and publish rules, policies and regulations for the elections process, as well as enforce and interpret such rules, policies and regulations.

b. Rigidly enforce all bylaws, policies and rules concerning the elections. Any appeals arising from such enforcement shall be reviewed by the Executive Committee, whose decisions shall be final.

c. Review and certify the financial status and voting entitlement of each National Organization.

d. Prepare ballots for conducting the elections, provide security and secrecy for such ballots, and administer a prompt and secure counting process. Where possible, technological advancements shall be utilized to provide prompt and efficient balloting and counting of the votes. The counting process, whether by scrutineers, auditors, or mechanical or electronic devices, shall be conducted within the General Assembly venue, in full view of Chief Delegates.

e. Conduct and administer the elections, providing for security of the elections process, the General Assembly venue, and all balloting procedures. The rules contained in Robert′s Rules of Order Newly Revised shall be observed when applicable and consistent with these bylaws and policy.

f. Deliver to the President and General Assembly the election count totals for all offices at the conclusion of the counting procedure.

g. Destroy all elections ballots as requested by General Assembly.

POLICY 7-6. BIDDING FOR A WORLD CONGRESS:

a. The site of each Congress shall be determined at the Congress two (2) years prior to such Congress.

b. i. All bids for the hosting of a World Congress shall be lodged with the Secretary General in writing by the bidder on or before the 31st of March preceding the Congress at which the bid is to be considered.

ii. In the event no bids are received by the stipulated deadline, or if all those who notify an intention to bid withdraw without presenting a bid, the Secretary General may extend the deadline for the submission of bids up to thirty (30) days preceding the Congress at which the bid is to be considered.

c. In the event of a bid which has been lodged on time under paragraph "b.i." being withdrawn by the bidder, its National Organization may substitute another of its Local Organizations, subject to the following conditions:

i. Such substitution must be made prior to the Midyear Executive Committee Meeting.

ii. A new site inspection must be conducted prior to the Midyear Executive Committee Meeting.

iii. Any additional cost incurred in such a site inspection must be met by the new bidder.

d. Bidding Local Organizations shall provide such information, commitments and assurances as the Executive Committee shall require, and at such times as the Executive Committee shall require. Amendments to such requirements shall not apply until at least six (6) months after their adoption by the Executive Committee.

e. Each bid shall be accompanied by a total fee of five thousand dollars (US$5,000) represented as follows:

i. Bid Site Inspection Fee: A Bid Site Inspection Fee in an amount to be established by the Secretary General, which shall be used by the Secretary General, or a Staff Officer designated by him, to visit and inspect the site proposed by the bidding Local Organization. The inspecting officer will then prepare a report for submission to the Executive Committee and to General Assembly at Congress regarding the adequacy, or otherwise, of the facilities and any other factors which he considers will have a bearing on the success of a Congress at the bidding site. The inspection will take place between the receipt of the bid and the following Midyear Executive Committee Meeting, and a copy of the inspecting officer's report will be made available to the bidding city concerned within fifteen (15) days of the inspection.

With respect to bids submitted under the provision of Policy 7-6 (b-ii), a site inspection must be completed between the receipt of the bid and the pre-Congress Executive Committee meeting. In that case, a copy of the inspecting officer's report will be made available to the bidding Local Organization prior to said Executive Committee meeting.

ii. Bid Security Deposit: The remainder of the said sum of US$5,000 shall represent a Bid Security Deposit to secure the obligation of the bidding Local Organization for the full and faithful performance of all conditions of the contract. If the bidding Local Organization withdraws its bid or if the bid is not accepted by the organization, the bid security deposit will be returned to the bidding Local Organization forthwith.

f. Should the bid be successful, an additional deposit of ten thousand dollars (US$10,000) in cash, check or money order payable to JCI and drawn on a United States bank or branch shall be paid by the Host City to the organization upon signing the Congress contract. A final US$10,000 shall be paid by January 1 of the year of the Congress. These amounts are in addition to the Bid Security Deposit referred to in paragraph "e" above.

g. The responsibility for all matters concerning the bid for the site of a World Congress and all expenses of promoting such bid is that of the bidding Local Organization, known as Host City. This responsibility will not be affected by the final outcome of the bid.

h. Each bidding Local Organization shall be represented at the Board meeting which takes place immediately prior to the Congress at which the bid is made, and shall answer such questions as the Board shall ask of them.

i. Only bids which shall be certified by the Executive Committee as eligible for balloting at the final selection of the site shall be included in such ballots.

j. Upon the organization's acceptance of a bid to host a Congress, the bid presentation and all supporting material shall be incorporated into and become part of the Congress contract.

k. The Secretary General is empowered to act on behalf of the organization and is designated as the Officer with whom the Host City shall work out all details, mechanics and performance of the Congress contract.

POLICY 7-7. PUBLICITY:

All releases to the press, with regard to business at a Congress, shall be approved by the President. No releases on business at the Congress shall be made until final action has been taken on that business.

POLICY 7-8. PRESS CONFERENCE:

In an effort to achieve worldwide recognition, an international press conference shall be held in conjunction with the Congress, to include the President and the Executive Committee, as well as such other members of the organization as the President deems advisable.

CHAPTER VIII

OFFICERS

POLICY 8-1. TRAVEL:

SECTION 1. CONSULTATION WITH NATIONAL ORGANIZATIONS: In travel on behalf of the organization, Officers shall always consult with the National Organization which they intend to visit in order to arrange a time for the visit which is agreeable to all concerned.

SECTION 2. TRAVEL PRIORITIES: The newly elected Executive Committee is responsible to determine priority travel by all Local Organization, excluding the President. In establishing National Organization travelling priorities, every effort shall be made to ensure that in those National Organizations where travel has been determined a necessity, there is no duplication of visits by Executive Vice Presidents and their assigned Vice Presidents. It shall be encouraged that there be a follow-up visit by the Vice Presidents where necessary and practical.

POLICY 8-2. STANDARD EVALUATION REPORTS:

Standard Evaluation Reports shall be prepared for all Officers (except the President and the Immediate Past President) and Executive Assistants. Such reports shall be completed by the officeholder's immediate superior twice a year; the first to be prepared for the midyear meeting of the Executive and the second to be prepared for World Congress and issued to the Nominations Committee. In all cases, a copy of the report will be supplied to the officeholder concerned.

POLICY 8-3. RESTRICTION ON PROMOTIONAL AIDS FOR CANDIDATES FOR OFFICE:

SECTION 1. RESTRICTION: There may be only one (1) piece of promotional material in respect of each candidate, except in the case of candidates for the office of President, for whom there may be up to three (3) pieces.

SECTION 2. DEFINITION: A brochure, poster, matchbox, button or other printed, mimeographed or manufactured item in any way promoting a candidate, shall be regarded as promotional material for the purpose of this policy. A personal or official letter of an individual nature, directed by or on behalf of a candidate, with or without his knowledge and approval, to another National Organization Officer, will not be considered promotional material if it is of a sufficiently personalized nature and not distributed in quantity in identical form.

SECTION 3. NATIONAL ORGANIZATION PROMOTION OF THE CANDIDATE: National Organizations promoting the candidature of two (2) or more nominees may produce one (1) piece of promotional material in respect of each one of them, or, alternatively, only one (1) single comprehensive piece of material promoting the candidature of all their candidates.

SECTION 4. CONTRAVENTION: Any action considered by the Nominations Committee to be a contravention of any of the above clauses, Sections 1, 2, and 3, shall invalidate the candidate's nomination for the office in question.

POLICY 8-4. ATTENDANCE AT EXECUTIVE COMMITTEE AND BOARD MEETINGS, PRE-CONGRESS CANDIDATES TRAINING SCHOOL AND TRAINING PROGRAMS:

SECTION 1. BRIEFING PRIOR TO CONGRESS: All candidates will receive a briefing as to their duties and responsibilities prior to the commencement of Congress.

SECTION 2. CANDIDATES' ATTENDANCE AT PRE-CONGRESS MEETINGS AND CANDIDATES' TRAINING SCHOOL: Unless for valid reasons he is excused by the President, each candidate must attend the entire pre-Congress Board Meetings and the Candidates' Training School, and, in addition, each candidate for an executive office must attend the entire pre-Congress Executive Committee Meetings. Failure to comply will invalidate the candidate's nomination for the office in question.

SECTION 3. CONGRESS ATTENDANCE: Unless for valid reasons a candidate for JCI office is excused by the President, he or she shall be present the entire JCI World Congress at which he or she stands for election. Failure to do so shall invalidate the candidate's nomination.

SECTION 4. POST-CONGRESS ATTENDANCE: Unless excused by the President, every successful candidate for JCI office shall attend all required post-Congress meetings and training sessions, including the post-Congress Board and Joint Board Meetings. Candidates elected for JCI Executive office shall also attend post-Congress Executive Committee Meetings. The Nominations Committee shall notify General Assembly if a candidate will not be able to comply.

POLICY 8-5. CEREMONY:

After the President has administered the Oath of Office to all Officers elected at the annual Congress, all Officers elected shall repeat the JCI Creed.

POLICY 8-6. EXECUTIVE AND SPECIAL ASSISTANTS:

All Executive and Special Assistants shall be observers at General Assembly sessions and shall act as consultants to the Board of Directors upon request of the President.

POLICY 8-7. BUDGET FOR JCI REPRESENTATIVES:

The amount budgeted for the expenses of JCI Representatives shall be allocated at the discretion of the President.

POLICY 8-8. RELATIONSHIPS WITH INTERNATIONAL ORGANIZATIONS:

To further its objectives, JCI may establish formal or contact relationships with international organizations.

SECTION 1. FORMAL RELATIONSHIP GUIDELINES:

a. A formal relationship with an international organization shall be based on a mutual cooperation agreement or declaration that defines the specific framework to collaborate in future activities and programs.

b. The international organization's programs shall fit into at least one of the Areas of Opportunity and help JCI meet the requirements of Chapter II of this Constitution.

c. The international organization's programs shall be of current interest to a worldwide or regional cross-section of members and not be already represented by another organization with which JCI has formal relations.

d. JCI's representation and JCI member involvement with the international organization must be sustainable for a minimum three (3) years.

SECTION 2. CONTACT RELATIONSHIP GUIDELINES:

a. A contact relationship may be established with any international organization with which JCI wishes to maintain periodic contact. Such contact shall be maintained, when necessary, through the JCI World Headquarters.

b. The international organization's programs shall fit into at least one of the Areas of Opportunity and help JCI meet the requirements of Chapter II of this Constitution.

c. The international organization's programs shall be of current interest to a worldwide or regional cross-section of members and not be already represented by another organization with which JCI has contact relations.

SECTION 3. ORGANIZATIONS WITH FORMAL RELATIONS: The following are the international organizations with which JCI maintains formal relations: the United Nations (UN), its organs and related Non-Governmental Organizations, the International Chamber of Commerce (ICC), the Association of International Students of Economics and Commerce (AIESEC), the Council of Europe and Goal4Africa.

SECTION 4. ORGANIZATIONS WITH CONTACT RELATIONS: The following are the international organizations with which JCI maintains contact relations: Junior Achievement (JA) - Africa Region and Hans Seidel Foundation.

SECTION 5. ANNUAL REVIEW: The Executive Committee, at its pre-Congress meeting, shall review the cooperative activities of all organizations with which it maintains formal and contact relations, and shall make recommendations on continuation or termination of such relations to the Board of Directors.

POLICY 8-9. SELECT COMMITTEES:

SECTION 1. PURPOSES: Select Committees, comprised of Individual Members of the organization, shall be formed from time to time for the purpose of examining, investigating and subsequently reporting upon specific aspects of the functions and activities of the organization.

SECTION 2. APPOINTMENT: Select Committees shall be appointed by the President, who shall define their composition and terms of reference. All appointments shall first have the written endorsement of the Appointee's National Organization.

SECTION 3. REPORTS: Each Select Committee shall be required to report from time to time, as duly notified to the Chairman by the Secretary General, and until such time as the final report and recommendations have been submitted.

CHAPTER IX

PRESIDENT

POLICY 9-1. CONTINUITY AND COORDINATION:

The President and President-elect shall meet at the site of the Congress immediately following the close of all scheduled meetings. The purpose of this meeting is an exchange of information to maintain continuity and coordination.

POLICY 9-2. TRAVEL:

The President shall travel on behalf of the organization. This travel schedule shall include the following:

a. Travel to and from the Congress at which he presides.

b. A visit to the World Headquarters, as soon as practicable following election, but prior to December 31.

c. Attendance at all meetings of the Executive Committee and Board of Directors.

d. A visit to a minimum of one-quarter (1/4) of the National Organizations.

e. Attendance at all JCI Conferences.

f. Attendance at National Conventions and meetings when possible.

POLICY 9-3. TRAVEL PLANS:

When planning the President's travel, the main objective shall be to market the organization and seek corporate partnerships.

POLICY 9-4. TRAVEL PRIORITY:

The President shall endeavor to visit National Organizations that have not received a Presidential visit recently.

POLICY 9-5. PRESIDENTIAL HANDOVER PROTOCOL:

The President shall establish in good order the timing and event at World Congress at which the swearing-in ceremony will take place, as well as the passing of the Presidential Chain of Office.

The President has the right to wear the official chain of office at all Congress events, including the closing Presidential Banquet. He shall make arrangements for the President-elect to receive the chain of office as soon as possible to allow for photographs and other official purposes.

CHAPTER X

EXECUTIVE VICE PRESIDENTS

POLICY 10-1. DUTIES:

Further to the provisions of Bylaw 10-1, an Executive Vice President shall supervise and assist the Vice Presidents assigned to him by:

a. Approving their travel plans.

b. Coordinating their travel with that of Staff Officers, as arranged by the Secretary General.

c. Coordinating, motivating and directing their promotion of the organization's activities.

d. Encouraging the development of Major Emphasis Themes from their National Organizations.

e. Coordinating National Organization-to-National Organization development programs, including the approval of National Organization-to-National Organization development teams, in their National Organizations.

f. Planning for the continuous development of the organization within their National Organizations and recommending to the Secretary General future activities of Area Officers in these National Organizations.

POLICY 10-2. TRAVEL:

Executive Vice Presidents shall travel as directed by the President subject to the provisions of the Constitution.

CHAPTER XI

VICE PRESIDENTS

POLICY 11-1. DUTIES:

Further to the provisions of Bylaw 11-1, a Vice President shall:

a. Communicate with, work with and visit the National Organizations assigned to him for the following purposes:

   i. To promote the purposes of JCI.

   ii. To promote balanced activity among their Local Organizations, including all Areas of Opportunity, the Commission system and the Major Emphasis Theme of the organization.

   iii. To guide, train and assist National Organization Officers to ensure the development of their National Organizations.

   iv. To give training in Local Organization management and train members at Local Organization level to ensure management for the achievement of the mission of JCI.

   v. To promote and give guidance in executing planned extension.

   vi. To ensure effective communication among his assigned National Organizations, between his assigned National Organizations and other National Organizations in the Area, and between his assigned National Organizations and the organization.

   vii. To promote the constant broadening of the base of membership in JCI.

b. To collect and pass on program information to the World Headquarters.

c. To comply with the minimum standards of performance as established by his Executive Vice President.

d. To liaise, where appropriate, with Staff Officers in their development activities.

e. To endeavor to ensure that the dues of the National Organizations assigned to him are paid. He must also, during the course of his visit to his assigned National Organizations, review the reported membership figures and inform the Secretary General and Treasurer.

POLICY 11-2. TRAVEL:

Vice Presidents shall travel on behalf of the organization to their assigned National Organizations, Board meetings, Area Conference and World Congress, unless otherwise directed by their assigned Executive Vice President and President.

POLICY 11-3. STANDARDS OF PERFORMANCE:

The minimum requirements for standards of performance for a Vice President are as follows:

a. To submit all reports, as determined by his assigned Executive Vice President.

b. To communicate with all assigned National Organizations by the 15th of January in his year of office.

c. To visit at least fifty (50) percent of his assigned National Organizations before the end of May, unless his assigned Executive Vice President grants special exemption, but the Vice President is encouraged to visit his assigned National Organizations as early as possible, depending upon local circumstances.

POLICY 11-4. ASSIGNMENTS FOR VICE PRESIDENTS:

SECTION 1. Prior to the incoming Board of Directors meeting, the President-elect and the Executive Vice Presidents-elect shall meet with the President and the Executive Vice Presidents and prepare a suggested plan for assignments and travel for the ensuing year.

SECTION 2. In the interest of providing services to members, at the request of a National Organization, the President may authorize travel of a Vice President outside his assigned Area to that National Organization.

POLICY 11-5. ASSIGNMENT CONSIDERATIONS:

SECTION 1. NATIONAL ORGANIZATION FACTORS: Assignments shall be as equitable as possible and shall take into consideration financial requirements and the following factors relating to the National Organizations:

a. Area to be covered.

b. Number of Local Organizations.

c. Number of Individual Members.

d. Political, religious and racial problems which may be involved.

e. Organization structure of the National Organizations.

f. Voluntary associations of National Organizations already in existence.

SECTION 2. OTHER FACTORS: In making such assignments, the following matters shall be considered with other pertinent ones:

a. Language ability of the Vice Presidents.

b. Geographic location of the Vice Presidents.

c. Other personal qualifications.

d. Assignments shall include nonmember countries where possible.

CHAPTER XII

TREASURER

POLICY 12-1. VISIT TO JCI WORLD HEADQUARTERS:

The Treasurer shall visit JCI World Headquarters immediately prior to the Midyear Executive Meeting to review the preparation of the budget and to finalize the audit of the accounts. Expenses in connection with these visits shall be budgeted.

CHAPTER XIII

LEGAL COUNSEL

CHAPTER XIV

BOARD OF DIRECTORS

POLICY 14-1. TRAINING PROGRAM:

A training program for the purpose of training and preparing them for the offices they will hold in the following year shall be conducted for the newly elected Board of Directors, following the conclusion of Congress, but prior to the Incoming Board Meeting.

POLICY 14-2. FORMAT OF BOARD OF DIRECTORS TRAINING PROGRAM:

The format of the Board of Directors Training Program shall include:

a. Explanation and discussion of the office of Executive Vice President, including supervision of Vice Presidents, responsibilities of conference Chairmen and travel.

b. Explanation and discussion of the office of Vice President, including service to National Organizations, travel and visitation requirements.

c. Training seminars covering such topics as growth, the Major Emphasis Theme, World Headquarters services to Officers, communications, meetings, visitations, conference activity, the transition from National Organization Officer to JCI Vice President, motivation and individual overviews and experiences.

d. Material evaluation questionnaires and analysis.

e. Meetings of Executive Vice Presidents-elect with assigned Vice Presidents-elect to consider, among other matters, reports by Staff Officers on assigned National Organizations, and the drafting of objectives for their year of office.

POLICY 14-3. HANDOVER OF FILES:

Following the election of Officers at Congress, outgoing Executive Vice Presidents and Vice Presidents shall meet with the newly elected Executive Vice Presidents and Vice Presidents for handover of files and exchange of information.

CHAPTER XV

EXECUTIVE COMMITTEE

POLICY 15-1. MINUTE APPROVAL:

The Executive Committee and Board of Directors shall approve their respective minutes at a subsequent meeting, but recommendations from each of these bodies on matters only within the prerogative of General Assembly shall be submitted to that body for approval. These minutes shall be prepared to reflect two parts:

a. Minutes of discussions and decisions on general items to be passed to General Assembly for their information only.

b. Recommendations which must be finally approved by General Assembly.

CHAPTER XVI

SECRETARY GENERAL

POLICY 16-1. SELECTION:

Vacancies in the office of Secretary General shall be filled by selection by a screening committee of five persons, including the incumbent President, the Secretary General, one of the two most recent Past Presidents and two individuals appointed by the President with the approval of the Board of Directors. Such selection shall be from applicants invited from the widest possible field and not necessarily by means of training another staff member for this position.

Upon making the selection, the Selection Committee shall review and finalize the terms of the employment contract.

POLICY 16-2. VACANCY:

In the event of a vacancy in the office of Secretary General, an Interim Secretary General may be appointed by the President until the vacancy in the office is filled.

CHAPTER XVII

PLANNING

POLICY 17-1. STRATEGIC PLANNING COMMITTEE:

SECTION 1. MEMBERS: The Strategic Planning Committee shall consist of not more than thirteen (13) appointed members, including the incumbent President and the Secretary General at the time that it is appointed; except that the President and the Secretary General, in the year in which the Committee is to make its final report, shall, unless they are already members, become additional members of the Committee.

SECTION 2. APPOINTMENT OF MEMBERS AND CHAIRMAN: Members shall be appointed on the joint recommendation of the incumbent President, Immediate Past President and Secretary General, and shall be subject to ratification by the Board of Directors; the Chairman shall be appointed by the incumbent President.

SECTION 3. TERMS OF REFERENCE: At the time of appointment, the Board of Directors shall provide to the Strategic Planning Committee its terms of reference.

POLICY 17-2. STRATEGIC PLANNING:

It shall be the responsibility of the Executive Committee to keep forward and long-range planning constantly under review. In order to discharge this responsibility, successive Executive Committees shall:

a. Review the current JCI Strategic Plan at midyear and present a report to General Assembly at Congress that year for its approval, which shall include:

   i. Such recommendations as are necessary to modify those aspects of the Strategic Plan as may need updating in the light of changing circumstances;

   ii. Financial projections for one further year, with the intent that the JCI Strategic Financial Plan will always cover a three-year period.

b. Give special attention in their deliberations to matters of medium- and long-term importance to the organization, and not be concerned only with decisions affecting only their particular year of office.

POLICY 17-3. ANNUAL PLAN OF ACTION:

The annual JCI Plan of Action shall be prepared and approved in the following manner:

a. It shall be prepared within the framework and in accordance with the provisions of the current JCI Strategic Plan.

b. The President or his designee shall submit to the Executive Committee at midyear for its approval, a proposed Plan Of Action for the following year, which shall include objectives, policies, activity plans, time schedules and budgetary provisions.

c. The proposed Plan of Action approved by the Executive Committee shall be mailed no later than sixty (60) days, to all members of General Assembly for their review and consideration, and it shall also be mailed to all candidates for JCI office.

d. General Assembly at Congress shall approve the Plan of Action for the following year.

e. The Board of Directors shall consider the approved Plan of Action at the January Board Meeting and shall establish the detailed assignment of responsibilities to individual Board members, detailed time schedules and deadlines, and travel plans, for the following year.

CHAPTER XVIII

PROGRAM ACTIVITIES

POLICY 18-1. TERMS OF REFERENCE:

All Areas of Opportunities shall develop the managerial skill of the Individual Member by offering managerial training and actual experience as a leader at all levels of the organization. The terms of reference for the Areas of Opportunities shall be as follows:

a. Individual Opportunities: To provide the opportunity for the Individual Member to realize his or her personal potential through training programs.

b. Community Opportunities: To develop the sensitivity of the Individual Member to societal problems, and knowledge of community dynamics in solving these problems, through actual experience.

c. International Opportunities: To provide the opportunity for the Individual Member to contribute to the development of goodwill, understanding and cooperation among all peoples.

d. Business Opportunities: To provide the opportunity for the Individual Member to contribute to the development and enhancement of the economic infrastructure, prosperity and well-being in all nations.

POLICY 18-2. NAMES OF PROGRAMS:

The names of all JCI programs shall include the initials JCI (e.g. JCI TOYP).

POLICY 18-3. PROGRAM ACTIVITIES MANAGEMENT:

Each Area of Opportunity shall be managed in a manner to ensure:

a. Education of the Individual Member.
b. Exchange, among members, of knowledge and experience.
c. Pertinent records and efficient retrieval of information.
d. Critical evaluation of achievements.
e. Maintenance of staff liaison with organizations of interest.
f. Comprehensive research and the widening of resources.

POLICY 18-4. COMMITTEES:

The President may form and appoint committees within the framework of the Areas of Opportunity for the execution of specific assignments.

POLICY 18-5. COMMISSIONS:

It is recommended to National Organizations and Local Organizations that, in order to organize their activities in a balanced and orderly manner, their program activities be conducted by the following commissions established under the Areas of Opportunity.

1. Individual Opportunities Commission

2. Community Opportunities Commission

3. International Opportunities Commission

4. Business Opportunities Commission

POLICY 18-6. JCI TRAINING:

SECTION 1. OBJECTIVE: The purpose of JCI Training shall be to research, design, certify trainers, endorse and conduct training and development courses aligned with the JCI Mission and Vision and the annual JCI Plan of Action and current strategic plan.

SECTION 2. STRUCTURE: The JCI President shall appoint, subject to the approval of the Executive Committee, a JCI Training Director. Furthermore, the JCI President shall appoint four (4) Commission members (one from each Area), who may serve for one (1) year and must have achieved International Training Fellow (ITF) or International Graduate (IG) certification prior to their appointment. The JCI Training Director and Commission members must be within JCI age during their term of office.

SECTION 3. JCI TRAINING COMMISSION: The JCI Training Commission shall be comprised of the JCI Training Director, as Chairman; the four (4) Commissioners, and the Staff Officer responsible for Training. The Staff Officer shall not have voting rights at the Commission Meetings. The Commission shall meet on a regular basis as needed to evaluate and vote on all certification applications; review JCI's training strategy; and make recommendations to the Executive Committee.

SECTION 4. DUTIES: In addition to the functions outlined in Section 1 of this policy, the JCI Training Director shall research, plan, implement and evaluate the training programs of all JCI Academies, Area Conferences and World Congresses in conjunction with the relevant Academy, Area conference and Congress Chairpersons, Area Directors, and Commissioners. The JCI Training Commissioners shall provide support for the implementation of all logistical and administrative operations of the academic program at each Area Conference and World Congress.

SECTION 5. SELECT COMMITTEES: The JCI President may, from time to time, appoint select committees to advise the JCI Training Director on technical matters, research, design, or facilitation of key training courses.

SECTION 6. HONORARY FELLOWSHIPS: JCI Training may present an Honorary International Training Fellowship to distinguished members who have significantly contributed to the success of JCI Training, or to education, leadership or business personalities who have realized major achievements through their work, subject to the approval of the Executive Committee.

SECTION 7. OPERATIONAL GUIDELINES: The Executive Committee shall approve the JCI Training Operational Guidelines proposed by the JCI Training Director to achieve high standards of performance in the management of training courses, trainers, and certification or endorsement processes.

POLICY 18-7. AREA PROGRAMS:

Groups of National Organizations are encouraged to join together to conduct programs of special interest to their Areas. The organization will provide financial or other assistance to the Area programs at the direction of the Executive Committee.

POLICY 18-8. NATIONAL ORGANIZATION OFFICERS FOR AREAS OF OPPORTUNITY:

Each National Organization is encouraged to designate an Executive Vice President to be responsible for either or all of:

a. Supervising promotion and content of the four (4) Areas of Opportunity.

b. Receiving materials from JCI and adapting them to the National Organization's needs.

c. Communicating with JCI Officers assigned to the National Organization and reporting on promotion of the Areas of Opportunity.

POLICY 18-9. PROMOTION OF AREAS OF OPPORTUNITY:

It shall be the responsibility of the Secretary General to coordinate the dissemination of information and promotional materials on all Areas of Opportunities within the limits of funds provided for that purpose. The Secretary General shall also initiate the production of new publications and materials in accordance with plans and budget approved.

POLICY 18-10. PROGRAM ACTIVITIES EXCHANGE:

SECTION 1. PROGRAM INFORMATION CENTER: A comprehensive Program Information Center shall be maintained at the World Headquarters, consisting of program and project ideas collected from around the world. The contents thereof shall be advised annually to National Organizations and Local Organizations and detailed information will be made available to them upon request.

SECTION 2. AT CONFERENCES AND CONGRESS: National Organizations and Local Organizations represented by them are encouraged to bring ideas, techniques and suggestions for improvements to Congress and conferences.

POLICY 18-11. JCI-ENDORSED PROGRAMS:

National Organizations sponsoring JCI-endorsed programs shall submit an annual report in writing to the Executive Committee and Board of Directors at their pre-Congress meetings as well as to General Assembly. This report shall include details of the projects and activities undertaken throughout the world during the preceding twelve months and those projects and activities planned for the next twelve months.

POLICY 18-12. NATIONAL ORGANIZATION PROPOSALS FOR SPECIAL PROJECTS ORGANIZED BY JCI:

SECTION 1. APPROVAL: All National Organization proposals for special projects to be organized by JCI shall be submitted for approval by the Executive Committee no later than six months prior to the commencement of the project.

SECTION 2. REQUIREMENTS: Project proposals submitted for consideration by the Executive Committee shall meet the following criteria:

a. Project should further the Purpose (Mission) of JCI and promote the principles of JCI.
b. Project should enhance member participation in at least one current program of JCI (e.g. JCI MET or JCI TOYP).
c. Project should not be carried out at the same time as other JCI events (conferences or Congress) and not interfere with the normal functioning of JCI.
d. Project should guarantee favorable public image of JCI among the participating countries and JCI National Organizations.

The proposal should also include the following:

a. Detailed plan of action with implementation schedule
b. Budget
c. Manpower required by JCI
d. Objectives and perceived benefit
e. Confirmed dates
f. Certification by the National President of full and committed funding
g. Marketing plan to promote program

SECTION 3. STEERING COMMITTEE: Upon approval of the project, a steering committee, comprised of representatives from the sponsoring National Organization and other members appointed by the JCI President, shall be established to manage the project's plan of action and budget. The steering committee should submit regular progress reports to the Executive Committee, as well as any revisions to the budget for approval.

SECTION 4. FUNDING: Full funding of the project must be secured by the sponsoring National Organization no later than six months prior to the date of the project.

POLICY 18-13. BUSINESS COMMISSION:

SECTION 1. COMPOSITION: The President shall appoint, subject to the approval of the Executive Committee, a Business Commission which shall comprise of one Chairman, a minimum of four (4) members, at least one from each Area, and the Secretary General. The Commission shall report to the President.

SECTION 2. MEETINGS: The Business Commission shall meet annually at the World Congress.

SECTION 3. RESPONSIBILITIES: The Business Commission shall be responsible for overseeing all aspects of the Business Area of Opportunity, including National Business Networks, JCI International Business Network, Business Day at the Congress and Conferences and the JCI Business Academy Certification Programs.

POLICY 18-14. JCI DEVELOPMENT COUNCIL:

SECTION 1. OBJECTIVE: The objective of the JCI Development Council shall be to assist the development of National Organizations and their membership, in terms of quality and quantity.

SECTION 2. CHAIRMAN: The President shall appoint a JCI Development Council Chairman and a Deputy Chairman who shall target, in consultation with the President and Executive Vice Presidents, countries where it is felt that intensive recruitment and retention efforts could yield significant increases in quality JCI members. The Chairman shall implement and administer a strategic growth plan for the targeted nations, including funding support, incentive program orientation activities, retention efforts and overall tactics to increase the number and quality of JCI members. He shall serve for a period of one (1) year and shall report to the President.

SECTION 3. DEVELOPMENT CHAIRMEN: The President shall appoint four (4) Area Development Chairmen (one per Area), to serve on the JCI Development Council, to create and utilize effective recruitment and extension teams to assist National and Local Organizations in their development efforts. Area Development Chairmen shall generate growth in the targeted nations, in terms of quantity and quality; encourage Local Organizations to reach a minimum membership of twenty-five (25); and extend the movement to new communities in existing National Organizations and in new nations. Area Development Chairmen shall serve for a period of one (1) year, and shall report to the Chairman of the JCI Development Council.

SECTION 4. JCI DEVELOPMENT COUNCILLORS: The President, on the advice of the Executive Vice Presidents, the Secretary General and other members of the JCI staff requested by the President to assist, will select Development Councillors to help implement the growth and development strategy and to work in coordination with the Area Development Chairman. Area Development Councillors shall serve for a period of one (1) year and shall report to the Area Development Chairman.

SECTION 5. ALLIED AREA GROUPS: Area associations, Area teams, Area Directors and sponsor National Organizations will be utilized to assist in the work of the JCI Development Council.

POLICY 18-15. JCI OPERATION HOPE:

A permanent fund made up of donations from members and nonmembers shall be maintained to assist, through JCI members, the victims of natural or other disasters. The fund shall be administered by the Executive Committee.

POLICY 18-16. JCI SALES:

The JCI World Headquarters may appoint an agent to sell and market only items approved by the JCI Secretary General.

CHAPTER XIX

CONFERENCES

POLICY 19-1. BIDDING FOR A CONFERENCE:

a. Any Local Organization which wishes to bid to host a conference must submit three copies of a completed Standard Conference Contract, together with attachments containing such information, commitments and assurances as the Executive Committee shall prescribe, by mail to the Secretary General, to be received by December 31 of the year preceding the year when the Local Organization would be bidding.

In the event no bids are received by the stipulated deadline or if all those who notify an intention to bid withdraw without presenting a bid, the Secretary General may extend the deadline for the submission of bids up to the opening of the conference at which the bid will be considered.

b. Each bid shall be accompanied by US$5,000 in cash, or check, or money order payable to JCI and drawn on a United States bank or branch, to secure the obligation of the bidding Local Organization for the full and faithful performance of all conditions of the contract. If the bid is not accepted by the organization, this bid security deposit will be returned forthwith to the bidding Local Organization.

c. The responsibility for all matters concerning the bid for the site of a conference, and all expenses of promoting such bid, is that of the bidding Local Organization, known as "the Host Local Organization." This responsibility will not be affected by the final outcome of the bid.

d. Except where the deadline for the submission of bids has been extended in accordance with sub-section "a" of this policy, only bids which have been certified as eligible by the Secretary General, shall be included in the balloting at a conference for the selection of the site of a future conference. Where the deadline for submission of bids has been extended, a bid which has not been certified as eligible before balloting, shall require to be so certified by the Secretary General prior to approval by the Executive Committee.

e. Upon the organization's acceptance of a bid to host a conference, and upon approval of the conference by the Executive Committee, the bid presentation and all supporting material shall be incorporated into and become part of the conference contract.

f. The Secretary General is empowered to act on behalf of the organization, and is designated as the officer with whom the Host Local Organization shall work out all details, mechanics and performance of the conference contract.

g. The bid security deposit will be refunded by the organization to the Host Local Organization immediately upon receipt of a report from the conference chairman indicating the satisfactory conclusion of the conference, and upon receipt of the Report of Proceedings from the Conference Director.

h. In the event that either:

i. the conference is cancelled by the Secretary General, and his action, after consideration of the reasons therefore, is endorsed by the Executive Committee; or

ii. the obligations of the Host Local Organization, as provided in the conference contract, are not fulfilled at least thirty (30) days prior to the commencement of the World Congress following the conference,

the Host Local Organization will automatically forfeit the bid security deposit.

POLICY 19-2. PRE-CONFERENCE INSPECTION VISIT:

The Conference Chairman shall make a pre-conference inspection visit to the conference site prior to the January meeting of the Executive Committee. If the Chairman is unable to make such a visit, the President shall appoint someone else to make the visit in his place. This visit, if made by the Executive Vice President, will not be included in the travel limitations as specified in Policy 10-2.

POLICY 19-3. CONFERENCE DATES:

All Area Conferences shall commence prior to June 15 each year.

POLICY 19-4. CONFERENCE THEME:

a. The theme of each conference shall deal with socioeconomic issues of the particular Area, and each conference shall have the goal of adopting declarations or resolutions aimed at resolving them.

b. The Conference Organizing Committee shall submit a proposed theme or proposed themes to the Secretary General at least thirty (30) days prior to the Midyear Executive Committee meeting in the year prior to the conference. The Executive Committee shall approve the theme of the conference and the Secretary General shall advise the organizing committee of the theme approved within thirty (30) days of the meeting.

POLICY 19-5. SCHEDULE OF EVENTS AND AGENDAS:

SECTION 1. PROGRAM REQUIREMENTS: A minimum of two-thirds (2/3) of the time allotted to business meetings at a conference shall be devoted to JCI subjects. At least one half-day session shall be devoted to seminars, workshops, discussion groups or similar meetings on the corporate slogan, and sufficient time shall be devoted to the conference theme and the Area Program (if any).

SECTION 2. SCHEDULE OF EVENTS: The Executive Committee shall be responsible for the approval of the conference schedule of events. The Secretary General, after consultation with the National Organizations assigned to the Area, shall establish a proposed schedule of events with the Conference Organizing Committee, which he shall submit to the Executive Committee for its approval at the midyear meeting in the year prior to the conference. The Secretary General shall forward the approved schedule of events to the Conference Organizing Committee within thirty (30) days of the meeting.

SECTION 3. TOPICS AND AGENDAS: The Conference Chairman shall be responsible for the approval of the topics and agendas for official JCI meetings, seminars and workshops. The Secretary General shall prepare draft topics and agendas and shall submit same, together with recommendations as to Chairmen and speakers, to the Conference Chairman before the post-Congress Executive Committee meeting in the year prior to the conference. The Conference Chairman shall discuss those proposals with the Conference Organizing Committee on his pre-conference inspection visit, and shall establish the approved topics and agendas prior to the conclusion of the January Executive Committee meeting, or ninety (90) days prior to the commencement of the conference, whichever is earlier. If the Chairman shall fail to establish the approved topics and agendas by the deadline, then the draft topics and agendas submitted by the Secretary General shall become final and approved. The approved topics and agendas shall be sent to the Conference Organizing Committee by the Secretary General immediately after they are established, and, in no event, later than fifteen (15) days after the conclusion of the January Executive Committee Meeting.

SECTION 4. SUBMISSION TO NATIONAL ORGANIZATIONS AND OFFICERS: The approved schedule of events and agendas for a conference shall be circulated by the Conference Organizing Committee, at least sixty (60) days prior to the opening of the conference, to all JCI Officers and to all National Organizations assigned to the Area in which the conference will be held.

POLICY 19-6. CHAIRMEN OF JCI MEETINGS, SEMINARS AND WORKSHOPS:

The names of such Chairmen and speakers shall be forwarded to the Conference Organizing Committee by the Conference Chairman or the Secretary General, no later than thirty (30) days before the opening of the conference.

POLICY 19-7. SIMULTANEOUS INTERPRETATION:

Professional simultaneous interpretation services shall be provided by the organizing committee at all conferences where needed.

POLICY 19-8. SERVICES TO CONFERENCES:

Conferences shall receive the following services from the organization:

a. Coordination of the timing and site of conferences.

b. Publicity through publications of the organization.

c. Supervision and guidance from the Conference Chairman.

d. Arrangements for specialized speakers for JCI seminars and workshops.

e. Supply by the JCI World Headquarters of materials, including two JCI flags.

f. Provision of two sets of JCI mailing labels of the National Organizations within the Area in which the conference will be held, for distribution of conference information and promotional mailings. At the discretion of the Secretary General, address mailing labels of Senators in the said National Organizations may also be provided.

POLICY 19-9. CONFERENCE RESOLUTIONS:

The Conference Chairman shall, within twenty-eight (28) days of the conclusion of a JCI Conference, submit details in writing to the Secretary General of all resolutions passed; copies of such resolutions shall be forwarded by the Secretary General to all members of the Board of Directors.

POLICY 19-10. MULTINATIONAL MEETINGS:

In addition to the annual Congress and the conferences, the organization encourages the holding of meetings among National Organizations and/or potential National Organizations in order to develop a spirit of international cooperation, outlook and understanding. Such meetings will afford the opportunity for exchange of ideas by young people of different races, creeds and beliefs.

POLICY 19-11. PARTICIPATION AT AREA CONFERENCES:

SECTION 1. HOSTING A CONFERENCE OUTSIDE THE AREA: Any Local Organization that successfully bids to host a Conference outside the Area to which it is assigned as per Articles 4-1 and 4-2 shall host the Conference as if it were a Local Organization in the Area where it is geographically located.

SECTION 2. AWARD ENTRIES. Local Organizations that, because of their geographical remoteness to their National Organization, submit an entry for an award at the geographical Area where they are located shall be precluded from submitting the same entry at the conference of the Area to which they are assigned.

CHAPTER XX

SENATORS

POLICY 20-1. SENATORSHIPS:

SECTION 1. PROSPECTIVE SENATORS: A Senatorship is awarded to honor current or past Individual Members who have rendered outstanding service to JCI. In this context, the awarding of a Senatorship shall be available not only to current or past Officers, but also to outstanding members who, because of personal or business circumstances beyond their control, were unable to serve as Officers of their Local Organization or National Organization.

SECTION 2. STATUS OF SENATORS: The organization encourages each Local Organization and National Organization to include a self-operative provision in its constitution that, upon the awarding of a Senatorship to any member, past or current, said member shall also be a life member of his Local Organization and National Organization. The question of whether Senators shall be liable for the payment of Local Organization and National Organization dues is a matter wholly for local and/or national policy legislation.

SECTION 3. PRESENTATION OF SENATORSHIPS: The organization urges each Local Organization and National Organization to conduct the presentation of Senatorships with appropriate dignity, preferably at a formal presentation ceremony.

POLICY 20-2. SENATE GROUPS:

SECTION 1. GOVERNING BOARDS: JCI organizations will have governing power over their respective Senate organizations. The governing JCI Board will be the National Organization Board Of Directors for national Senate organizations, the state/regional board of directors for state/regional Senate organizations and the Local Organization board of directors for local Senate organizations.

All Senate organizations must seek approval from their governing JCI Board for any programs, contracts, and/or projects that they wish to enter into or conduct, and any such Senate programs, contracts and/or projects must not in any way conflict with or be contrary to the programs, contracts and/or projects of their governing JCI Boards.

All budgets of Senate organizations must be approved annually by their governing JCI organization. National Organizations shall include in their constitutions a provision indicating that Senate groups are subject to the bylaws, policies and regulations of the National Organization.

SECTION 2. SENATE GROUP REPORTING: International and national Senate groups shall submit to the Senate Chairman of the organization at Congress a report of their activities for the year. Each report shall be accompanied by details of the following matters and such additional details as may be deemed appropriate by the Executive Committee:

a. Name and mailing address.
b. A statement of its purposes.
c. Names and addresses of its Officers.

d. Description of its current activities and future plans, including:

i. Description of activities for the current year, including the activities of state Senate groups, when applicable

ii. Schedule of meetings for the coming year

iii. Description of planned activities for the coming year

Failure of any Senate group to submit such annual report and plan, or any attempt to violate the Constitution of JCI, or impinge on the freedom of any National Organization, shall be interpreted as failure to comply, under the provisions of Bylaw 20-6, Section 5.

CHAPTER XXI

DUES

POLICY 21-1. LOCAL ORGANIZATION MEMBERSHIP DECLARATIONS:

National Organizations are recommended to establish a central collection system for dues from their Local Organizations, with membership declarations from their Local Organizations required on a quarterly basis, and a complete list of names and addresses of their members should be established and maintained so that the correct number of members in their Local Organizations can be verified.

POLICY 21-2. MEMBERSHIP REGISTRATION DETAILS:

SECTION 1. ANNUAL REGISTRATION: The details to be supplied by a National Organization when registering its membership thirty (30) days before Congress each year shall include:

a. The total number of individual members registered with the National Organization during the previous twelve (12) months.

b. The name and current mailing address of each of its Local Organizations.

c. The number of individual members in each Local Organization.

d. Explanation of any reduction of five percent (5%) or more in total membership of the National Organization from the previous year.

e. A copy of its financial statements in one of the correspondence languages of the organization, for the financial period ended during the previous twelve (12) months. The financial statements shall be sent to the Secretary General within ten (10) months of the end of the financial period. The Executive Committee may require that a National Organization's financial statements be certified by a public accountant to be resubmitted to the Secretary General within sixty (60) days after the National Organization is notified of the Executive Committee's decision to require such certification.

f. A copy of the current National Organization constitution in one of the correspondence languages of the organization. Any amendments to it since the last membership registration must be filed within ninety (90) days after they have been adopted. The Secretary General shall review these and, where deemed appropriate, shall request the General Legal Counsel to advise the National Organization, should there be conflict with the organization's constitution.

SECTION 2. ADDITIONAL REGISTRATION: Details to be supplied by a National Organization when registering additional members after their annual registration outlined in Section 1 shall include:

a. The total number of additional individual members registered with the National Organization after the registration made thirty (30) days before Congress; or

b. The affiliation of a Local Organization, by registering its name, mailing address and number of individual members; or

c. Increases in the number of individual members of a Local Organization.

SECTION 3. OTHER CHANGES DURING THE YEAR: National Organizations shall notify the Secretary General immediately of other changes in their current membership registration, as a result of:

a. The disaffiliation of a Local Organization, by giving its name; or

b. Significant decreases in the number of individual members of a Local Organization.

Notification of these changes will not result in any change to the amount of dues invoiced on the basis of the current registration, but will, of course, be taken into account in computing the following year's dues if they are reflected in the registration made thirty (30) days before the following Congress.

SECTION 4. FURTHER REQUIREMENTS: Each National Organization shall furnish the following details of its individual members:

a. Name
b. Mailing address
c. Date of birth
d. Occupation
e. Date of joining JCI
f. Senate number (if any)
g. Trainer status (if any)
h. E-mail address
i. Gender

POLICY 21-3. ACCEPTABLE FORMS OF DUES PAYMENT:

SECTION 1. FORMS OF PAYMENT: Remittance of dues by a National Organization to JCI will be accepted through the following methods of payment:

a. U.S. dollars cash
b. U.S. dollars Travelers Checks
c. U.S. dollars bank draft or check drawn on a U.S. bank
d. U.S. dollars wire transfer
e. Hard currency approved credit card (if this method is used, the credit card fees will be added to the entire transaction)

SECTION 2. BANK DRAFTS: Bank drafts in any currency other than U.S. dollars are not acceptable unless readily convertible to U.S. dollars, and express written approval for this particular transaction has been given by the Secretary General. A written estimate of any fees or expenses caused by this transaction will then be made by the JCI World Headquarters to the National Organization (Bylaw 21-2, Section 4).

CHAPTER XXII

FINANCES

POLICY 22-1. GENERAL BUDGETARY POLICY:

SECTION 1. BUDGET:

a. Preparation: Each year, on or before June 1, a Draft Operating Budget for the ensuing fiscal year shall be prepared by the Secretary General for presentation, in accordance with Bylaw 22-5, to the Finance Committee and the Audit Committee at its midyear meeting.

b. Capital Expenditure Budget: Each year, on or before June 1, a Draft Capital Expenditure Budget for the ensuing fiscal year for replacement or acquisition of assets shall be prepared by the Secretary General for presentation, in accordance with Bylaw 22-5, to the Finance Committee and the Audit Committee at its midyear meeting.

c. Capital Expenditure Budget Limit: The Capital Expenditure Budget shall be prepared, taking into account the working capital and cashflow requirements of the organization, such that the operating cash reserves at the end of any fiscal year should not fall below the equivalent of an average of two (2) months' accounts payable as determined from the Operating Budget for the ensuing year.

d. Cashflow Projections: Based on the Operating and Capital Expenditure Budgets referred to in (a) and (b) of this policy, the Secretary General shall prepare cashflow projections of receipts, payments and bank account balances on a monthly basis. These projections are to be presented to the Board of Directors at its January meeting and shall be subject to review in June each year as part of the general budget review provided for in Policy 22-2.

SECTION 2. CONTINGENCIES ACCOUNT: General Assembly may include in the budget a sum not exceeding two (2) percent of dues income under the heading of Contingencies Account. The Finance Committee or the President is empowered to expend all or part of the amount allocated to further the interests of the organization within the limits of current policy. No more than one-third (1/3) of the Contingencies Account shall be spent under any one budgeted heading.

POLICY 22-2. REVISION OF BUDGET:

In January and June of each fiscal year, the Treasurer shall recommend to the Finance Committee revisions to the budget based on any unusual or unexpected changes in income or expense. The Finance Committee shall submit such budget revisions to the Board of Directors for approval at its January meeting or by mail ballot.

POLICY 22-3. INCOME BUDGET:

Dues income will be estimated as accurately as possible for budget purposes on the basis of membership registrations submitted by National Organizations to the Secretary General. National Organizations which have a substantial amount of unpaid dues at a Congress shall not be considered when establishing the dues base for the following year.

POLICY 22-4. ACCOUNTING POLICIES:

The accounts of the organization shall be prepared in accordance with the generally accepted accounting principles as established by the American Institute of Certified Public Accountants (AICPA) and the Financial Accounting Standards Board (FASB) Committee.

POLICY 22-5. FINANCE COMMITTEE MEETING:

During the Finance Committee Meeting held at the annual Congress, any member of the Finance Committee who is a candidate for office shall be allowed to leave the meeting for the purpose of appearing before a caucus meeting. Finance Committee meetings at Congress shall be held at times to be decided upon by the Executive Committee.

POLICY 22-6. OFFICER EXPENSES:

SECTION 1. PRESIDENT: The budget shall provide for the travel, administrative, and other business-related expenses of the President, to enable the effective fulfillment of his duties. The budget shall also provide, within the President's expenses, for the travel and sundry travel-related expenses of the President's spouse, to a maximum of two (2) National Conventions, a maximum of two (2) Area Conferences and World Congress; and for the economy-class travel of the President's children to World Congress.

No other person's expenses shall be covered by the President's budget, and in no case shall reimbursement for expenses exceed the total amount budgeted for the President's expenses.

SECTION 2. PROCEDURE: Claims for reimbursement within the budgeted amount of expenses incurred must be submitted to the JCI World Headquarters within 45 (forty-five) days of incurring the expense. A copy shall be forwarded to the appropriate Executive Vice President when applicable. Claims submitted late shall not be reimbursed except with the specific consent of the President, and only in extraordinary circumstances. No reimbursement for expenses shall be made for claims submitted later than January 31 following the fiscal year to which they relate.

SECTION 3. ADVANCES: The President may authorize advances against travel and administration budgets of Officers and appointed officials at his discretion.

SECTION 4. AUTHORIZED TRAVEL EXPENSES: Authorized travel expenses are the actual cost to the Officers of transportation, travel insurance, actual cost of hotel and meals, laundry and valet, passport and consular fees, excess luggage and similar expenses connected directly with official travel on behalf of the organization.

SECTION 5 LIMITS: Travel of a Vice President beyond his assignments is not an authorized expense unless, in the opinion of the President, upon recommendation of the Executive Vice President to whom the Vice President is assigned, special circumstances justify the use of funds for this purpose.

SECTION 6. AUTHORIZED ADMINISTRATIVE EXPENSES: Authorized administrative expenses include stenography, stationery, postage, telephone, telefax, telex, cable, insignia of office, publicity, photographs and news releases, and similar expenses of the Officer's administrative responsibilities.

SECTION 7. MAXIMUM: The maximum expense allotment available to Officers as established by the budget shall cover all expenses and services of such Officers during their actual term of office, and in no case shall reimbursement for such expenses and services exceed the budgeted amount.

SECTION 8. PERSONAL EXPENSES: Personal expenses paid on behalf of any Officer by the organization shall be repaid to the organization within thirty (30) days of such payment or of billing, whichever comes first.

SECTION 9. CREDIT FOR DUES: Dues shall not be credited against an Officer's account except in extenuating circumstances, and with the specific authority of the President. No such approval shall be granted unless due cause is shown, together with an actual statement of the expenses involved. Such statement shall equal or exceed the outstanding dues of the National Organization from which the Officer comes and shall be accompanied by a written request made both by the National Organization and the Officer concerned. If the President is satisfied that reasonable cause has been shown and all other conditions of this paragraph met, the Secretary General shall take such steps as shall be necessary to implement such a credit.

SECTION 10. REQUIRED REPORT: A written report shall be submitted by each Officer pertaining to the action for which he is requesting reimbursement before the expenses thereof shall be paid to him. All reports and claims for expenses shall be submitted immediately after the expense is incurred in order that the finances of the corporation may be in proper order at all times. In order that complete travel and extension plans may be prepared at Congress, no Vice President shall be paid expenses for any travel prior to Congress for which a report and claim have not been presented prior to Congress.

SECTION 11. TRANSFERS: With the consent of the Officer concerned, the President, upon recommendation of the appropriate Executive Vice President, may transfer budget allocation from one Officer to others for worthwhile purposes.

SECTION 12. CONGRESS TRAVEL: Funds are provided for members of the Board of Directors to attend the annual Congress, so that the benefit of their year's experience may be available to the organization. To be so entitled, each such Officer shall be present for all meetings of General Assembly, the Board of Directors and any appropriate meeting and shall submit to the Secretary General the required handover files. Any Officer accepting such funds in advance, and not complying with this policy, shall not receive further funds due to him until he shall reimburse the organization for the advance. No reimbursement shall be made to any Officer not complying with this policy unless illness or other valid reasons, as determined by the President, shall have prevented such compliance.

SECTION 13. CONDITIONS: No advance shall be given to a Vice President for Congress travel unless prior to such advance he shall have visited every National Organization assigned to him for travel prior to his trip to Congress and submitted the required report. No payment for Congress travel shall be made until such conditions are met.

SECTION 14. EXCEPTION: The Executive Committee, by a two-thirds (2/3) vote of those present and voting, may grant an exception to Section 13 of this Policy, provided it shall first find that there was good cause for such exception.

POLICY 22-7. DEVELOPMENT GRANTS:

SECTION 1. National Organizations and Area Associations may request financial assistance in the form of development grants for specific projects contributing to growth and development, leadership development, training and Local Organization or National Organization extension.

Such requests may be considered for approval by the JCI Executive Committee, provided the application has been made to the JCI Secretary General at least fourteen (14) days prior to the meeting at which the application is to be considered. Seven (7) days prior to the Executive Committee meeting, the JCI Secretary General shall provide the Executive Committee with the total amount of funds available for disbursement as grants. Such funds shall be distributed among the four Areas based on the current membership strength of each Area. The assigned Executive Vice President of each Area and the Area Director shall review the applications and determine the amounts to be granted to the applying National Organizations.

All applications, once reviewed by the Area Director and Executive Vice President shall be presented to the Executive Committee for approval.

SECTION 2. Applications must be made in advance of the commencement of the project concerned and shall contain sufficient information to enable the Executive Committee to properly consider it, to include such items as:

a. Detailed plan of action.

b. Proposed detailed budget, which must include a National Organization contribution to the project greater than or equal to thirty (30) percent of the grant request.

c. Travel itinerary, where applicable.

d. Names of persons involved.

e. Proposed dates of the project.

f. Objectives and perceived benefits.

g. Where appropriate, evidence to support the request.

h. All requests must be signed by the President and/or Secretary General of the applying National Organization or Association.

At the discretion of the JCI Executive Committee, an advanced payment of thirty-three percent (33%) of the approved grant may be paid at the commencement of the project on the recommendation of the relevant Area Director and Executive Vice President.

National Organizations which fail to honor their commitment in terms of submitting written reports and certified financial statements, or fail to return the grant advance, will be considered delinquent in their financial obligations to the organization.

SECTION 3. Before payment of the grant is approved by the Executive Committee, a written report must be submitted, giving full details of results and achievements of the project concerned, including financial statements certified by the National President and Treasurer or the association Chairman and Treasurer of the recipient organization substantiating the amount of the grant being claimed. National Organization development grants shall be reviewed by the Executive Committee at their January and midyear meetings to consider achievements and membership growth, to determine further development action and grants.

SECTION 4. Claims for payment of the grant must be made within twelve (12) months of the date it was approved by the Executive Committee; otherwise, the grant will be forfeited.

SECTION 5. Any development funds, which remain unallocated at the end of any fiscal year, will automatically be carried forward to the ensuing fiscal year's development fund. This shall also apply to undisbursed grants, which are forfeited in terms of Section 4 of this Policy.

SECTION 6. General Assembly may include in the budget, under a separate line item, Special Development Fund, an amount not to exceed US$15,000, which the Secretary General may use to respond to urgent or specific requests to assist developing National Organizations. Grants allocated from this line item shall be up to US$1,000, on a one-time basis per developing National Organization per year, and the Secretary General shall report any such allocations to the President and to the next regular meeting of the JCI Executive Committee. For purposes of this section, developing National Organizations shall be defined as National Organizations in existence for less than five (5) years, or with fewer than 1,000 members, and criteria for requests for allocations from this fund will be growth opportunities, National Organization emergencies, or other urgent situations which require prompt assistance.

SECTION 7. All interest earned from the Jaycees International Foundation investments, after deduction of operations expenses for the Foundation, shall be budgeted each year for the Development Fund and the Special Development Fund.

SECTION 8. All parties who wish to apply for a development grant for a specific program shall follow the above-noted guidelines and submit an application to the Secretary General at least fourteen (14) days prior to the JCI Executive Committee meeting at which the application is to be considered. Approval of grants shall be subject to availability of JCI's resources.

POLICY 22-8. EMERGENCY TRAVEL FUND:

General Assembly may include in the budget, under Officer Travel Expenses – Emergency Travel Fund, an amount not to exceed US$5,000.

The Emergency Travel Fund shall be used for the purpose of paying for unusual or unexpected officer travel in the interests of the organization, and disbursements from the funds shall be made on the approval of the President.

POLICY 22-9. FINANCIAL POLICY:

a. Service to members should be covered by membership dues or subscriptions.

b. Programs should be financed as in "a." above or by special sponsorships.

c. The budget of the organization shall take into account sponsorship money which is firmly committed, but not any conditional or anticipated sponsorships.

d. The organization shall budget each year to provide, out of its dues income or other internal income, all services and publications of a continuing nature, without taking into account sponsorship potential.

e. Development should be financed by Senate funds and/or dues income and/or sponsorships.

POLICY 22-10. INVENTORIES:

All the property of this corporation shall be held in the name of the organization. The Secretary General shall be the accountable Officer and shall be responsible for all property held in such name. He shall maintain a perpetual inventory of all property including furnishings, office equipment and gifts presented to the World Headquarters. Upon assuming office, a new Secretary General shall immediately become accountable for the organization's property and shall sign a written inventory of properties received, a copy of which shall be furnished to the President, the Treasurer and the General Legal Counsel.

POLICY 22-11. ACCOUNTS:

All funds of this corporation shall be deposited in bank accounts in the U.S.A. (except as may be arranged in accordance with Policy 22-12 below), subject to appropriate measures being taken to ensure the safety of the accounts.

POLICY 22-12. INTERNATIONAL ACCOUNTS:

Upon the recommendation of the Treasurer, and with the prior approval of the President, bank accounts may be established outside the United States of America, provided that such accounts are found by the Officers to be necessary in order to receive funds which cannot be transferred to a United States account or for the temporary operation of programs or meetings of the organization. The management of, and signing for, international accounts shall be as for accounts maintained in the U.S.A. Bank statements, duplicate deposit slips and other records of transactions in the international accounts shall be forwarded directly to the Secretary General. The Secretary General shall retain custody of the checkbooks on all such accounts, and the Treasurer shall be kept informed as to the state of the international accounts. Funds in such accounts shall be repatriated to the United States of America as soon as permitted, or as soon after the conclusion of a program or meeting as the Secretary General deems appropriate.

POLICY 22-13. INVESTMENT OF FUNDS:

Surplus funds of the organization may be invested by the Secretary General in accordance with guidelines which are established from time to time by the Executive Committee.

POLICY 22-14. SUPPLIES:

SECTION 1. INVENTORY AND SALE OF MEMBERSHIP SUPPLIES TO NATIONAL ORGANIZATIONS: The Secretary General shall maintain an inventory of jewelry and membership supplies, based on officially approved designs, as a membership service. The Secretary General shall maintain records of jewelry and supplies purchases and shall submit to the Executive Committee, at its midyear meeting, a complete inventory of jewelry and supplies held.

SECTION 2. PROMOTION: The promotion of any designated item of jewelry or supplies shall be handled exclusively by the organization, and any new items proposed shall be referred to the Secretary General for consideration.

SECTION 3. SALE OF ITEMS BEARING NAME, LOGO OR CREED: The sale or resale of any item of supply, which might bear the name or names, logo or Creed of the organization, shall first be approved by the Secretary General, who shall, with the approval of the President, be empowered to place any restriction on the sale or distribution thereof.

SECTION 4. ORDERS TO BE ACCOMPANIED BY CASH, MONEY ORDER OR CHECK: All orders for supplies or jewelry must be accompanied by cash, money order or check. Orders from within the United States may be accepted on "cash on delivery" through the United States Post Office.

SECTION 5. SUPPLIES AND JEWELRY SOLD AT CONGRESSES AND CONFERENCES: Only the jewelry and supplies provided by the supplies department of the organization shall be sold at the annual World Congress and conferences.

SECTION 6. SUPPLIES AND JEWELRY FROM OTHER SOURCES: Jewelry and supplies from sources other than the supplies department of the organization may be sold at a World Congress or a conference, subject to the approval of the Secretary General.

POLICY 22-15. DISBURSEMENTS:

All disbursements shall be made by check, in the manner authorized by the Secretary General.

POLICY 22-16. BANK SIGNATORIES:

All disbursements from the organization's bank accounts or certificates of deposit shall require at least two (2) authorized signatures. The authorized persons shall be the President, Treasurer, Secretary General, Staff Officer responsible for finance and any one of two other Staff Officers designated by the Secretary General. Normally the Secretary General and the Staff Officer responsible for finance shall sign all checks and withdrawals.

POLICY 22-17. DISBURSEMENT PRIORITIES:

The Secretary General, in making disbursements of the organization's funds, will be guided by the policy that, wherever possible, funds in international bank accounts shall be used to liquidate indebtedness to officers or any other creditors of the organization.

POLICY 22-18. BOND:

The President, Treasurer, Secretary General and all paid employees shall be covered by a blanket fidelity bond, taken out in the name of the organization, in the amount of one hundred thousand dollars (US$100,000).

POLICY 22-19. INSURANCE:

The organization shall provide or reimburse the cost of life and medical insurance coverage for all Officers and Staff Officers during their term of office on terms as set out hereunder:

a. The beneficiary of the life insurance policy shall be the organization, except that any claim proceeds paid to the organization shall not be retained by the organization for its own purpose, but shall be disposed of in such a manner as the Executive Committee shall determine.

b. Life insurance coverage, incorporating indemnity for accidental death (subject to insurability), shall be provided as follows:

US$ 500,000 ..... President
US$ 100,000 ..... Board members

A minimum of eighty percent (80%) of these amounts shall go directly to the family of the deceased as per a consent form to be signed by each Officer at the World Congress where elected. Based on any expenses that JCI may incur, the other twenty percent (20%) may be retained by JCI or also forwarded to the family at the discretion of the Executive Committee.

c. Travel insurance: The cost incurred by Officers for comprehensive travel insurance, covering such expenses as emergency medical treatment, emergency evacuation, repatriation of mortal remains and baggage insurance, shall be treated as authorized expenses for reimbursement and shall be required coverage to be in place for the travel of all Officers, while traveling on approved official JCI business. Officers must submit evidence of having obtained such travel insurance along with their travel quotations and annual budget request. Where an Officer cannot obtain such coverage locally, it shall be obtained by JCI and charged to his budget.

POLICY 22-20. DONATIONS:

SECTION 1. SOLICITED DONATIONS:

a. The Secretary General shall be responsible for cultivating current sponsor relationships and soliciting new sponsor funds through a definite plan of:

i. Reviewing international corporate prospects and foundations, etc.

ii. Researching their self-interests and background.

iii. Maintaining adequate records regarding National Organizations that currently and in the past had corporate or special financial arrangements.

iv. Preparing a presentation and request for sponsor funds to conduct said activity and the actual presentation.

b. The authority to accept sponsorship funds shall lie with the Secretary General, as the authorized representative of the organization, after consultation with the National President of the country from which the sponsorship is derived, except that he must obtain the approval of the Executive Committee (by mail ballot if necessary) before concluding any sponsorship agreement.

SECTION 2. UNSOLICITED DONATIONS: The Secretary General, in his discretion, may accept unsolicited donations of money and/or materials if he deems the donor reputable, provided that, if such donation is restricted in its use, it shall be for an expense item in the annual budget. The Secretary General shall report each such donation to the Finance Committee.

POLICY 22-21. SALARIES:

SECTION 1. SALARY RANGES: The Board of Directors shall from time to time establish salary ranges for all employees of this corporation.

SECTION 2. SECRETARY GENERAL: The President shall have the authority to set the salary of the Secretary General within the salary range, subject to the limits of the budget.

SECTION 3. EMPLOYEES: The Secretary General shall have the authority to set the salaries of all other employees within the salary ranges, subject to the limits of the budget.

SECTION 4. SALARY RANGES REVIEW COMMITTEE: A Salary Ranges Review Committee shall be established each year by the President, and this committee shall be comprised of the President, Immediate Past President, Secretary General and Treasurer, together with others whom the President may deem necessary. This committee shall meet at least once every year.

POLICY 22-22. ACTIVITY EXPENSES:

SECTION 1. LIMITS: Expenses incurred in the promotion and conduct of program activities within the Areas of Opportunity and the Major Emphasis Themes, and the organization's contribution to Area programs approved by conferences and to National Organizations' authorized translations of the organization's publications, shall be limited to amounts set by General Assembly in the annual budget.

SECTION 2. FUNDRAISING: In the case of fundraising campaigns, campaign expenses in amounts determined by the Board of Directors may be deducted from funds collected in the campaign during the current administrative year.

POLICY 22-23. SENATE FUNDS:

The net income from Senate fees, after deducting operating expenses of the Senate department, shall be used for development.

POLICY 22-24. AUDIT COMMITTEE:

SECTION 1. MEMBERSHIP: The Board of Directors shall appoint an Audit Committee, which shall consist of the Treasurer, ex officio, along with four other members with no executive responsibility for the management of the organization. The Chairman of the Committee shall be determined by the President from one of the four members. A quorum shall be three members. Members eligible for appointment must be either past or serving elected JCI Officers. At least two members, excluding the Treasurer, shall have a background in finance, accounting or auditing. The Committee may, if it considers it necessary or desirable, co-opt members with a particular expertise.

SECTION 2. AUTHORITY: The Committee is authorized by the Board of Directors to:

a. Investigate any activity within its terms of reference. It is authorized to seek any information it requires from any employee, and all employees are directed to cooperate with any request made by the Committee.

b. Obtain independent professional advice and secure the attendance of nonmembers with relevant experience and expertise if it considers this necessary.

SECTION 3. PROCEEDINGS: The Committee shall normally meet twice per year, at the Midyear Executive Meeting and at World Congress. The Secretary General shall attend the Audit Committee meetings, together with other staff invited to attend. The external auditor shall normally attend the meetings where an external audit report or related issue is being considered.

SECTION 4: DUTIES:

a. Internal Control:

i. Reviewing and advising the Board of Directors on the auditor's assessment of the effectiveness of the organization's financial and other internal control systems, including controls specifically to prevent or detect fraud or other irregularities as well as those for securing economy, efficiency and effectiveness.

ii. Reviewing and advising the Board of Directors on its compliance with corporate governance requirements and good practice guidance.

iii. Responding appropriately to notification of fraud or other improprieties received from the internal auditor.

b. Audit:

i. Advising the Board of Directors on the selection, appointment, annual reappointment and remuneration, or removal, of the external auditors and the scope of their work.

ii. Considering the organization's annual financial statements and the auditor's report prior to submission to the Board of Directors by the Finance Committee. The Committee shall consider the audit opinion, the Statement of Members' Responsibilities and any relevant issue raised in the auditor's management letter.

iii. Reviewing the auditor's annual Management Letter and monitoring management action on the implementation of the agreed recommendations contained therein.

iv. Responding appropriately to notification of fraud or other improprieties received from the auditor.

v. Advising the Board of Directors of salient issues arising from the external auditor's management letter and any other audit reports, and of management's response thereto.

vi. Reviewing the statement of corporate governance.

vii. Establishing appropriate performance measures and indicators to monitor the effectiveness of the audit provision.

viii. Reviewing the audit strategy and plan.

ix. Holding discussions with the auditors and ensuring their attendance at Audit Committee and Board of Directors meetings as required.

x. Considering the objectives and scope of any non-statutory audit work undertaken or to be undertaken, by the auditor's firm and advising the Board of Directors of any potential conflict of interest.

c. Value for Money:

i. Establishing and overseeing a review process for evaluating the effectiveness of the organization's arrangements for securing the economical, efficient and effective management of the organization's resources and the promotion of best practice and protocols, and reporting to the Board of Directors thereon.

ii. Advising the Board of Directors on potential topics for inclusion in a program of value for money reviews and providing a view on the party most appropriate to undertake individual assignments considering the required expertise and experience.

d. Budget Review:

i. Review the annual budget for the forthcoming year comprising detailed income and expenditure, balance sheet and cash-flow statements as prepared by the Chief Financial Officer and ensure that it is soundly prepared and that it meets the strategic objectives of the organization.

ii. Report to the Board of Directors on the budget for the forthcoming year and whether it meets the Board's published objectives.

iii. Ensure that a five- (5) year long-range financial plan is prepared and kept up-to-date in line with the strategic objectives of the organization, and report to the Board of Directors as to the long-term soundness of the organization and its ability to meet its service commitments and its liabilities.

iv. Review the detailed management accounts on a quarterly basis and ensure that the financial results are in line with the established budget, and report to the Finance Committee and the Board of Directors on any matters that it feels should be brought to their attention.

e. Advice to the Board of Directors:

i. Reviewing the organization's compliance with the generally accepted good Audit Practice and advising the Board of Directors on this.

ii. Producing an annual report for the Board of Directors.

iii. Reviewing reported cases of impropriety to establish whether they have been appropriately handled

CHAPTER XXIII

ADMINISTRATION

POLICY 23-1. CORRESPONDENCE:

Since correspondence is the lifeblood of an international organization, it shall be the policy of the organization for all Officers, officials and committees to furnish information copies of their correspondence to all interested persons.

POLICY 23-2. AWARDS OWNERSHIP:

Perpetual trophies and plaques, presented to the organization for competition, shall remain the property of the organization and shall be permanently retained at the World Headquarters. Award donors must furnish and carry to Congress replicas of the original awards to be presented to annual winners at Congress.

POLICY 23-3. DATE AND LEGAL AUTHORITY:

All manuals or handbooks containing rules of procedure of the organization shall indicate the date of printing and the authority of the rules or the procedure.

POLICY 23-4. NATIONAL ORGANIZATION USE OF JCI PUBLISHED MATERIAL:

National Organizations and Local Organizations reproducing any text from publications, JCI News or other documentation from the organization shall clearly attribute same to JCI on such reproduction howsoever made. No National Organization or Local Organization may offer any JCI publication for sale without the expressed written permission of the Secretary General.

POLICY 23-5. WORLD HEADQUARTERS SERVICES:

The World Headquarters shall provide the following services:

a. Publications, manuals and handbooks of general interest and application in such languages as General Assembly may direct, and special publications, manuals and handbooks as the Secretary General may determine within budgetary limits set by General Assembly.

b. Directory of Officers and committees, and of National Organizations and their Officers.

c. Officially approved JCI and Senate jewelry and supplies.

d. A library, to be known as the Program Information Center, which shall contain a record, suitably indexed, of such material and activities, projects and films relating to the organization, as the Secretary General may direct.

e. Officer support, including full translation facilities in the correspondence languages, where officers correspond with assigned National Organizations with primary languages different from their own.

POLICY 23-6. SERVICES TO NATIONAL ORGANIZATIONS:

The Secretary General shall, after consultation with the President, have discretion to adjust JCI World Headquarters services to individual National Organizations, with a view to best meeting their needs.

POLICY 23-7. INFORMATION TECHNOLOGY COMMITTEE:

The President shall appoint an Information Technology Committee to work to keep JCI abreast with the latest technological developments. This committee shall comprise the Secretary General and five (5) members and nonmembers. At least three (3) of them shall have information technology backgrounds. The appointments are subject to approval by the Executive Committee.

CHAPTER XXIV

LANGUAGES

CHAPTER XXV

CORPORATE IDENTITY

POLICY 25-1. CORPORATE IDENTITY GUIDELINES:

Corporate Identity Guidelines shall be set forth to maintain the professionalism and consistent usage of the JCI logo by all National Organizational Members, Local Organizational Members and Individual Members whose affiliation is duly recorded and whose membership is in good standing, as well as by all international groups that have been formally recognized under the provisions of Policy 3-11.

POLICY 25-2. CORPORATE SLOGAN:

JCI's Corporate Slogan shall be “Be Better™."

CHAPTER XXVI RULES

OF PROCEDURE

CHAPTER XXVII

AMENDMENTS

POLICY 27-1. CONSTITUTIONAL AMENDMENTS REVIEW COMMITTEE:

SECTION 1. COMPOSITION: The President, Immediate Past President, General Legal Counsel, Resident Legal Counsel, Secretary General and one staff person appointed by the President shall constitute the standing Constitutional Amendments Review Committee, to be chaired by the General Legal Counsel. If necessary at Congress, the President may appoint additional members to replace those who may be absent.

SECTION 2. DUTIES: The Constitutional Amendments Review Committee shall consider all resolutions adopted by the Executive Committee at midyear, and, for their implementation, where necessary, shall prepare amendments to the articles, bylaws and policies. The Committee shall also review all proposed constitutional amendments, after they have been considered by the Executive Committee at midyear, and whenever it may be required to do so by the President, and may recommend changes to them or necessary consequential amendments. The Committee shall endeavor to ensure that all constitutional amendments contain clear, simple and uniform language, and readily translatable terminology.

CHAPTER XXVIII

POLICY MANUAL