

STATEMENT OF POLICIES OF THE MONTANA JAYCEES

1. **GENERAL:** The policies stated herein shall be the policies of the Montana Jaycees, a Montana corporation. This Statement of Policy shall supplement and interpret the Articles of Incorporation and the By-Laws of this organization. Any matter not resolved by these policies or said articles or By-Laws shall be resolved by the provision of the then current edition of the Robert's Rules of Order. To the extent that any policy stated herein conflicts with any previously adopted policy or resolution of this corporation, save and except the Articles of Incorporation or By-Laws, the policies as stated herein shall control.

The policies are formulated by the Board of Directors of this corporation. Additional policies may be adopted and existing policy statements amended from time to time by a majority of such board. One copy shall be distributed to each Local Chapter of the Montana Jaycees. Additional copies may be obtained on request from the state office at the cost of printing and mailing. One copy of additions or amendments will be furnished to each chapter at no cost. Each Local Chapter is urged to maintain a current copy of these policies at all times.

MISSION STATEMENT:

To provide development opportunities that empower young people to create positive change.

VISION STATEMENT:

To be the leading global network of young active citizens.

2. **MEMBERSHIP:** Membership in the corporation shall include the following classes:
 - A. **LOCAL ORGANIZATION MEMBER (Local Chapter):** Qualifications and procedures are set forth in the By-Laws of this corporation. Each Local Chapter shall pay dues for each individual member.
 1. An application for affiliation can be obtained from the State Office for new chapters and all requirements and qualifications must be completed according to those stated on the application.
 2. Each Local Chapter shall be required to maintain a membership of not less than ten (10) individual members. Any chapter having less than twenty (20) members will pay the difference of members from ten (10) to twenty (20) up to a minimum of twenty (20) members. Any change in the minimum membership of the Local Chapter approved by the National Organization shall be immediately passed on to the Local Organization.
 - B. **INDIVIDUAL MEMBER:** Young persons who meet the membership requirements as defined in Article II, Section 1A of the Bylaws of the Montana Jaycees.
3. **DUES:**
 - A. Each Local Chapter shall pay dues for each Individual Member.
 1. Dues for new Individual Members shall be as follows:

- Montana Jaycees \$14.50
 - U.S. Jaycees \$25.00
 - J.C.I. \$10.50
 - Admin. Fee \$ 5.00
 - Local (if applicable)
- TOTAL: \$55.00 (Payable to the Montana Jaycees)

2. Renewals - All of the above except the \$5.00 Administration Fee.
 TOTAL: \$50.00 (Payable to the Montana Jaycees)

3. Charter Members shall be defined as individual members that join a newly affiliated Local Chapter within the first six (6) months of charter establishment. Dues for Charter Members for the first membership year shall be:

- Montana Jaycees \$ 5.00 - U.S. Jaycees \$25.00
 - Local (if applicable)
- TOTAL: \$30.00 (Payable to the Montana Jaycees)

Charter members shall pay the “Renewal” membership fee for the years subsequent to the charter year.

4. Dues increases approved by the National Organization or JCI shall be immediately passed onto the Local Chapter. Dues increases as previously mentioned shall become effective with the dues billing immediately following such approval.
- B. The amount of Montana Jaycee dues may be changed by a majority of Local Chapters present at an All-State Convention as long as thirty (30) days notice of the change has been given to all Local Chapters.
- C. Chapters will use “direct pay” option to the JCIUSA through Glue-UP.
- D. Chapters must maintain their Membership Database (Glue-Up)- update, renew and add members to the chapter through the Glue-Up website. www.glueup.cpm.com Members must be renewed by the end of the month they are due.
- E. December renew dues will be paid by December 1st. If there is an outstanding balance of past dues and or December renews by December 15th **NO** member renews will be allowed for the incoming year from that chapter. All past due balances will be paid to previous years accounts receivable prior to any money being paid to the current years administration.
- F. Any dues monies left owing the state by the end of the current Month will be assessed a 10% interest charge, with 5% going to the JCIUSA and 5% going to the Montana Jaycees.
- G. TRANSFER OF INDIVIDUAL MEMBERS: In the event an Individual Member of the Corporation in good standing wishes to transfer from one Local Chapter to another, the secretary or president of the receiving Local Chapter shall complete and submit a transfer form through the State Organization to the United State Jaycees. The U.S. Jaycees shall advise the receiving Local Chapter as to the anniversary membership date of said transferring

member. The U.S. Jaycees shall also notify the remitting Local Chapter that such transfer has been affected. The Local Chapter receiving the transferred member will be responsible for the \$5.00 transfer fee.

H.—A complete guide for dues billings and transfer of members can be found on the U.S. Jaycees national web site. www.jciusa.org

4. GOVERNMENT:

- A. This corporation shall have three (3) governing bodies as stated in the By-Laws.
- B. Local Chapters in good standing shall have a minimum of two (2) votes as follows:

10-15 members — 2 votes	16-40 members — 3 votes
41-75 members — 4 votes	76-100 members — 5 votes
101-125 members — 6 votes	126-150 members — 7 votes
151-175 members — 8 votes	176-200 members — 9 votes
201-225 members — 10 votes	226-250 members — 11 votes
- C. The Executive Committee and Board of Directors are set forth in the By-Laws and shall all be members of the Montana Jaycees.
 - 1. The Executive Committee and Board of Directors shall be elected and appointed as set forth in the By-Laws and these Policies.
 - 2. A state uniform shall be used to identify the Board of Directors, with the exception of the local chapter Presidents, to the members of the Montana Jaycees.
 - 3. Name badges will be furnished by the Montana Jaycees for the Board of Directors, with the exception of the local chapter Presidents.
 - 4. The Vice President shall preside at each meeting of the Executive Committee and Board of Directors. In the event of the Vice President's absence, the presiding officer shall be the State President, or in his/her absence, the Membership Vice President, or Community Development Vice President.
 - 5. The Executive Committee may establish standing committees at their discretion. The Board of Directors shall approve these committees.

5. ELECTIONS:

- A. An Election Committee consisting of the members listed in By-Law ARTICLE IV, Section 1, shall oversee the election of officers at the State Convention.
 - 1. The Election committee shall provide all rules and regulations at the election meeting in September.
 - 2. The Treasurer/Secretary shall be in charge of credentials at the State Conventions
 - 3. The Election Committee, with the help of the host chapter of the State Convention, will help with setting up caucus rooms with time schedules.
 - 4. Prior to election, the Election Committee shall verify all candidates and declare the candidates valid.
- B. ELECTION PROCEDURES:
 - 1. Order of Elections: The first officer to be elected shall be the State President, followed by the three (3) Programming Vice-Presidents. An unsuccessful candidate for President may

be nominated for the office of Programming Vice-President without filing an additional petition or paying an additional nominating fee. The order for Programming

Vice-Presidents shall be as follows: Vice President, Membership Development Vice President, and Community Development Vice President.

2. Candidates may be nominated from the floor, provided that there have been none filed for the position. The candidate must submit the filing fee at the time of the nomination.
3. Voting: Each Local Chapter shall have as many votes as are allowed by the By-Laws.

These base membership figures shall be as of August 31st, the year of the elections. The credentials of each Local Chapter must be verified through the Parliamentarian and State Treasurer, immediately after the business meeting is called to order and credentials are closed. All voting delegates shall be in the room at the time of elections.

C. NOMINATION PROCEDURE:

1. Nomination Petition - Each candidate for each office to be elected shall file a nomination petition with the Election Committee one half hour prior to the start of caucusing at the election meeting. Such petition shall include:
 - A. State name and address.
 - B. State age, which shall not exceed 39 years of age upon first day of office, with a copy of the candidates' driver's license, or other form of identification proving age.
 - C. State that the candidate is an individual member of this organization and identify chapter that they are a member of.
 - D. State the office for which the candidate is filing for and state that he has not been elected to said office within the last term.
 - E. Every candidate shall submit an itemized statement of campaign expenses, which are not to exceed \$700.00 for State President and \$350.00 for the Programming Vice Presidents. (This may be presented no later than 1:00 a.m. Saturday of the convention to the Election Committee).
- ~~2.~~ All Candidates must be fully registered for convention.
3. Nomination fee: Each nominating petition shall be accompanied by a nominating/filing fee of twenty-five dollars (\$25). Fees are non-refundable but transferable to another position.
 - A. Any candidate nominated off the floor for position that has not been announced must pay the nomination fee and fill out nomination petition prior to election.
4. Nominating Speeches: Candidates who have filed the required nominating fee may be nominated from the floor during the election meeting. No more than one (1) nominating speech, maximum of five (5) minutes and one (1) seconding speech, maximum of two (2) minutes for each such candidate shall be allowed.

D. CAMPAIGN PROCEDURES:

1. Poster hanging times will be set by the Election Committee. No posters will be hung behind or on the head table. No posters will be hung in any area not designated by the management of the facility. All posters shall be removed prior to the banquet Saturday night.
2. Hospitality rooms shall open at 9:00 p.m. on the night prior to elections and will close during caucusing. They shall open again after the last caucus has concluded and close no later than 1:00 a.m.

3. Caucusing shall be held the night prior to election. Each speaker will be limited to: Presidential candidates - 20 minutes; Vice-Presidential candidates - 15 minutes.
4. Candidates shall be in their rooms at the host hotel/home(if candidates home chapter is hosting convention) by 1:00 a.m. or within one (1) hour after caucusing (which ever is later). No prospective voters shall be allowed in the room after this time. (Family members and registered roommates are excluded from this rule.) The Elections Committee shall have a check of candidates' rooms to verify this. Candidates shall remain in their rooms until 6:30 a.m. on the day of the election.
- E. If any candidate, campaign manager or other person, with the knowledge and acquiescence of such candidate, shall violate any provision of By-Laws, policy, election rules and regulations, the candidate shall forfeit the right to be elected to the office to which the candidate is nominated.

6. **OFFICERS ELECT:**

- A. The roles of the Officers Elect shall be one of training and preparation for the upcoming year.
- B. The Officers Elect shall be required to have a minimum of one planning/training meeting between the election meeting and L.O.T.S., of the same year. This meeting is for the purpose of planning L.O.T.S., preparing an annual budget, and coordinating National requirements for the upcoming year.

7. **OFFICERS:**

A. **STATE PRESIDENT:**

1. **Qualifications:** Candidate shall be an individual member of the Montana Jaycees. The candidate shall have served 2 years as a local board officer including one (1) year as a local president, and served two (2) years as a member of the State Executive Committee.
2. **Duties:** He shall, along with the Executive Committee, Board of Directors, appointed staff, Program Managers and the local chapters, form a team, working together to build a greater and stronger state organization. He shall be the Chief Executive of the Montana Jaycees.

The President shall:

 - A. Attend all State board and Executive meetings.
 - B. Be the Administrator of the State Office.
 - C. Create contacts with outside governmental leadership organizations and sponsors.
 - D. Be a public relations person for the Montana Jaycees.
 - E. Be the State Representative on the USJC Board of Directors.
 - F. Appoint those officers mentioned in By-Law ARTICLE VI, Section 1-B, and any other staff as may be deemed necessary.
3. **Vacancy:** The Chairman of the Board will serve until a special election is held.
4. **Term:** The term of the President shall be one (1) year from January 1st through December 31st of the same year.
5. The State President shall be required to visit all of the chapters during the term of office.

B. MONTANA JAYCEE VICE-PRESIDENTS (THREE):

1. **Qualifications:** Candidates for the elected and appointed Vice-Presidents shall have served as a local officer for at least two (2) years.
2. **Duties:** They shall be in charge of all State Program Managers assigned to their area of responsibility. They shall also:
 - A. Be responsible to the management, planning and goals of the Montana Jaycees as an organization.
 - B. Require a Project Management Guide (PMG) from each Program Manager in their area.
 - C. Continue to maintain direct lines of communication with the Program Managers and evaluate assigned Program Managers each quarter.
 - D. Require a written report from Program Managers prior to Montana Jaycee meetings and report to the Executive Committee and Board of Directors.
 - E. Must write articles for state publications promoting this area.
3. **Attendance:** Shall be required to attend the following:
 - A. All State Meetings, Executive Committee and Board of Director Meetings.
 - B. Montana Jaycee Training Session
 - C. All Montana Jaycee Planning Sessions
 - D. Regional, Chapter meetings and events.
4. **Vacancy:** Any Vice-President vacancy will be filled by appointment of the State President with approval of the Executive committee.
5. **Term:** Shall be for one (1) year from January 1st through December 31st of the same year.
6. **Areas of responsibilities:**
 - 1) Vice President
 - a) Act as president in situations when the state president cannot be available.
 - b) Facilitate all Board of Director meetings
 - c) Complete Civic Leadership Certification for the state, and assist chapters as needed
 - d) Assist with the nomination, collection and presentation of year end awards.
 - e) Manage the following programs (or appoint Directors):
 - i) Project Management Guides
 - ii) Civic Leadership Certification (Chips)
 - iii) Jaycee Miles
 - iv) Outstanding Young Montanan
 - v) Montana Jaycee Foundation/Scholarship
 - 2) Membership Vice President
 - a) Manage state membership, including reminding chapters of processing deadlines
 - b) Assist chapters with membership recruitment and training
 - c) Act as, or appoint a Chaplain to help encourage members throughout the year and recognize milestone.-In addition to offering prayers at meetings, also heads the Spiritual Development and Family Life program areas and strives to inspire a spirit of fellowship among the members of the Montana Jaycees
 - d) Manage the following programs (or appoint Directors):

- i) Passport to Civic Leadership
 - ii) First Timers
 - iii) Andrew & Charlotte Mungenast Memorial Award (Outstanding Jaycee Family)
- 3) Community Development Vice President
- a) Assist chapters with Community Development projects
 - b) Hold at least 1 state-wide project per year
 - c) Work with Membership Vice President on chapter extensions
 - d) Assist new chapters with development and setting a strong foundation
 - e) Create and manage new program partnerships with JCI USA

C. IMMEDIATE PAST PRESIDENT:

1. Shall be appointed Chairman of the Board.
2. Responsibilities:
 - A. Advisor to the State President
 - B. Interim President, until an election can be held to elect a State President in the event of a vacancy.
 - C. To be utilized at the discretion of the State President.
3. The Past State President of the Montana Jaycees will be responsible for helping the Current Montana Jaycees President to collect all Accounts Receivable from the past year.

D. APPOINTED OFFICERS:

1. All appointed officers shall be individual members of the Montana Jaycees and shall have been a local Chapter officer for two (2) years. Local Presidents on the State Board of Directors do not fall under this guideline.
2. The duties and power of the appointed officers of the Montana Jaycees shall be such as are by general usage indicated by the title of the respective office. The State President shall direct these duties and powers and also any duties stated within the By-Laws and policies.
3. State Secretary/Treasurer: shall take minutes at all state meetings, Executive Committee meetings, Board of Director Meetings and any other special meetings, and shall make sure they are on file at the state office for reference; shall be in charge of getting the State Directory compiled and printed; do administrative type duties and any other duties asked by the State President.

Has the responsibility of managing the organization's financial matters, depositing income, paying bills and keeping the books. He/She shall also prepare a financial statement for each state meeting to be approved by the membership present; shall also serve on the Election Committee and assist with credentials. The State Treasurer must approve ONTO funding and accounting.

4. Legal Counsel: advises on all legal matters affecting the state organization and shall also serve on the Election Committee..

5. Parliamentarian: shall be in charge of updating the By-Laws and policies, and can establish a committee to help; also will aid the State President in parliamentary procedures and will be the Chairman of the Election Committee.
6. Any other staff the State President feels necessary shall be approved by the Executive Committee.
7. Appointed Officers shall not compete in any National and/or State competition excluding the Miles competition and Master Speak-Up.
8. Administrative Assistant: shall be a general assistant to the President and assist with coordinating awards at state meetings.

E. PROGRAM MANAGERS:

1. Montana Jaycee Program Managers are to be the expert in their particular program. They are to know the How-Whys-Where's of their program, be prepared to give oral presentations at any chapter, district, and regional or state meetings.
2. Selection: those interested in being Program Managers must submit a chairman's planning guide at the State Convention for approval of the Executive Committee. If there are programs available after convention, those interested may contact the Programming Vice President in charge, submit a chairman's planning guide and the Vice-President may make selections upon approval of the State President, with final approval of the Executive Committee.
3. Qualifications: shall be an individual member of the Montana Jaycees.
4. Responsibilities - duties:
 - A. Responsible for the administration of their program.
 - B. Responsible to the Board of Directors through their Programming Vice-President.
 - C. Submit monthly reports to their assigned Vice-President.
 - D. Present a PMG to their assigned Vice-President within 30 days of receiving the position.
 - E. Utilize the state publications for promotion of your program.
 - F. Be positive, informative and interesting.
 - G. Turn in a final report (PMG) on your program at the Year End State Convention.
 - H. If you have any awards/presentations, be sure to work with your Vice-President.
 - I. At state meetings furnish the judges, coordinate times, sign-up sheets and resumes. If applicable, pick-up resumes. This is not the responsibility of the host chapter.
 - J. A complete disclosure of all financial activities of program; including deposits, sponsorships, and expenditures for review of the MTJC Executive Committee at the Annual Board meeting at Year-End.
5. Attendance:
 - A. Required to attend all state meetings and be prepared to present seminars if requested.

- B. Attend Programming Workshop of JCIUSA if funded.
 - C. Attend Planning Session with suggestions on your program.
 - D. Attend as many Regional Meetings as possible.
 - E. Attend chapter meetings whenever possible.
6. Term: Each State Program Manager shall serve for a period of one (1) year commencing January 1 of the year they are appointed to serve.
7. Program Managers shall not compete in their own area of National and/or State competition.
- F. LIBRARY STATUS PROGRAM MANAGER:
- 1. Acts as clearing house for all programs without State Program Managers.
 - 2. Actively assists State Vice-President in seeking Program Managers for all Library Status Programs. Special emphasis should be given for finding State Program Managers for JCI USA-funded programs.
8. MEETINGS:
- A. The Montana Jaycees shall hold three (3) state meetings during the year for the purpose of education, motivation, recognition and election of new officers.
 - 1. Year-End Meeting Convention on a weekend during the month of February.
 - 2. Election and Annual Meeting Convention - held on a weekend during the month of September.
 - 3. LOTS (Local Officer Training Session) / Planning Session Meeting - held the 1st or 2nd weekend in November.

A weekend is defined as a Friday, Saturday and Sunday.

COMPETITIONS:

OYM - to be held at the Election Convention.

Competitor's Total Scores will be compared with all competitors from the September (Election) Convention and the February (Year-End) Conventions to be eligible to compete at the National Convention in June. The #1 Over-All Winner will be eligible to compete at the National Competition during National Convention in June.

Armbruster/Brownfield/Family: Ties will be broken using the Interview Score.

Write Up: Ties will be broken using the judging sheets, the first row that loses points will be eliminated.

Speak Up: Prepared Speech is 5-7 minutes (topic given at least 2 weeks prior to competition). All competitors will then give an Impromptu Speech 3-5 minutes. (given 30 seconds to compose a speech). The Impromptu Speech score will break any ties.

Jeopardy: A tie will be broken by comparing the tests side by side, the first test with a question marked wrong will be eliminated. If the competition is run live, in the event of a tie in final Jeopardy it will be decided with a tie breaker question

L.O.T.S

The LOTS Training Meeting shall be considered an official meeting of the Montana Jaycees. The LOTS meeting date, location and time will be decided by the President-Elect. No bid required. A registration fee may be charged to cover expenses. A Local Officer Training Session program for Local and State officers will be held so that the individual members have a better knowledge of job duties prior to taking office. The President Elect shall serve or appoint the chairperson for LOTS.

Planning session will be continuous all year with proper notice given to each Local Chapter of at least twenty-one (21) days prior to a state meeting of changes to be voted on.

B. **BIDS:** The location of All-State meetings shall be determined at least one year in advance, or otherwise provided by the Executive Committee. Local Chapters desiring to host such meetings shall indicate such desire by presenting a signed bid form and performance bond to the State Parliamentarian prior to the first meeting of the Board of Directors to be held at the meeting at which such bid is to be let. The State Parliamentarian shall screen such bids for genuineness and sufficiency and shall offer all genuine and sufficient bids to the Local Chapters for their determination. Such determination shall be made by votes of chapter members cast in an open meeting. The bidder receiving the majority vote of all votes cast shall be awarded the bid. In the event a Local Chapter abstains from voting, its vote shall not be counted as having been cast.

All those bidding for a State Meeting shall submit the “Official State Meeting Bid Form”. The signed form and cash bond furnished by each unsuccessful bidder shall be returned immediately after the successful bidder has been determined. The “Official State Meeting Bid Form” is found within these policies and can also be obtained from the State Office. It will be the responsibility of the administration in office to find out dates of the following year’s GALS, TOYA prior to setting convention dates.

C. **AGENDA/PRESENTATIONS:**

The business to be brought before the general membership at the All-State meetings and State

Convention, shall be determined by the State President with the consent of a majority of the Executive Committee. The agenda of the State Election Convention shall include the election of officers. Local Chapters shall have the right to introduce new matters from the floor during any state meeting, but it is suggested that such matters be brought to the attention of the State President and Vice President. To prevent lengthy night banquets and to promote interest in the State luncheons, all awards and presentations to be made shall be cleared through the Executive Committee prior to the presentation.

D. PROGRAMMING COMPETITIONS: Chapter Presidents may not compete in any National and/or State competition excluding the Miles Competition and Master Speak-Up.

9. BUSINESS AND SERVICES: A.

TRAINING:

Each Local Chapter shall conduct its annual election of officers and shall transmit the officers' names, email and telephone numbers to the State Office no later than thirty days after the election meeting. All chapter officers shall receive the following training:

1. Local Officer Training
2. Mid-Year Training conducted by the Executive committee if there is interest within the state to do so.

B. PUBLICATIONS:

1. All Publications will be electronic and posted on the website.
 - A. The Montana Jaycees will make a decision to email a monthly, bi-monthly, or quarterly electronic Newsletter to each email address in Glue-up.
 - B. The purpose of the newsletter is to serve as the direct communication to all members of the Montana Jaycees. Sent to the current email addresses in Glue-up.
3. Montana Jaycee Directory:
 - A. Chapter's name, address, phone number, meeting place, meeting date and time, all officer's names, website, facebook page, EMAIL address, etc.
 - B. All State Officers, Program Managers, names, email, phone, etc.
 - C. Any other JCIUSA Officer's names, email, etc.
 - D. Revisions sent out. Via State Email/Glue-Up.
 - E. The Directory will be located on the Montana Jaycee website.
 - F. The Directory shall not be distributed to any business or individual not affiliated with the Montana Jaycees or the JCIUSA, for the purpose of solicitation or personal gain.
4. A Book of Forms and Awards: Business & Award Manual located on website.
 - A. This shall be compiled by each of the programming Presidents and shall include:
 1. All report forms for local presidents, and Program Managers.
 2. Entry forms for Armbruster/Brownfield.
 3. Jaycee Miles Forms
 4. Al Rickard Ultimate Jaycee
 5. Any other award areas not mentioned and deemed necessary by the Executive Committee.
 - B. Forms and Awards will be located on the Montana Jaycees Website.
5. All advertisers will get ad space on the Website. & Newsletter and a listing of the sponsors and advertisers shall be in the newsletter for the remaining issues.

C. SPONSORSHIPS:

1. The policy regarding obtaining new sponsors should be as follows:
 - A. Any Montana Jaycee can solicit for a state sponsorship.
 - B. Must submit a Project Management Guide to the Vice-President.

- C. Sponsorship will be subject to the approval of the State President and appropriate State Vice-President and State Programming Chairman before final proposal is submitted to sponsor.
- D. Criteria to consider:
 - 1. Initial support from chapters should be towards existing sponsor.
 - 2. Montana Jaycees cannot guarantee chapter or individual participation.
 - 3. Montana Jaycees cannot guarantee financial gain.
 - 4. Current sponsors should be given first opportunity to continue sponsorship.
- 2. Sponsorships obtained should be disbursed per the program's budget of the PMG for said sponsorship. Any left over money at the end of the fiscal Montana Jaycee year shall be used for the same program for the next year.

VICE PRESIDENT PROGRAM MANAGER'S JOB DESCRIPTIONS

JUNIOR JAYCEES (JUNIOR CHAMBER YOUTH - JCY)

This PM will follow the guidelines set up by the USJC. The PM shall be responsible for promoting the program in all Montana Jaycee chapters, to provide a detailed set of guideline, to provide all necessary forms and information. The PM shall communicate with the State Management Development Vice President in a timely manner. The PM will assist the local project chairmen to enroll in the program successfully. The PM will be responsible for writing a newsletter article in the State Newsletter-to help keep all chapters informed of what is happening in the program. The PM will be responsible for assisting their replacement for the following year. The PM will be required to turn in a final report (PMG) on your program at the Year End State Convention.

OUTSTANDING YOUNG MONTANAN

The OYM PM's responsibilities shall be to promote the program in all Montana Jaycee chapters; to provide the necessary information and forms; and to provide a deadline for completion of requirements. They shall select a qualified panel of three (3) judges. The PM shall be responsible for obtaining sponsorship monies to fund awards, correspondence, etc., unless prior arrangements have been made with the state office. They shall provide a press release immediately following the OYM state meeting and make sure it is distributed to all major publications in the state. They shall work with the current nominee and/or nominees and assist them in preparing a resume for national competition. *These guidelines shall be in addition to those that apply to all PMs and State Chairmen.

*A \$25 fee will be required to accompany each application form. This application fee can only be increased by approval of the MT JC Board of Directors.

ONTO

The ONTO PM shall be in charge of ONTO National Convention(s), and shall promote the program in all Montana Jaycee chapters; provide the necessary information and forms. The PM shall be responsible for seeking sponsorship monies for the purpose of correspondence, etc., unless

prior arrangements have been made with the state office. All items bought for the ONTO Program must be approved first through the State President before funds are allotted for such. They shall work with the current competition winners and assist them in preparing for national competition.

All ONTO money raised and received by the ONTO PM must be turned into the State Treasurer immediately to be put into the ONTO Fund to pay for ONTO items through the State Office. There shall be a published financial statement at the state meeting following National Convention. These guidelines shall be in addition to those that apply to all PMs and State Chairmen.

The PM will be required to turn in a final report (PMG) on your program at the Year End State Convention.

JAYCEE MILES

This PM shall be responsible for promoting the program in all Montana Jaycee chapters and providing a detailed set of rules, which have been first approved by the State Board of Directors, and to govern chapters participating. They shall tally all qualified miles at the end of each Semester and at year-end in the following categories: Individual miles, PM miles, State Officer miles, and Chapter miles. Upon completion, results shall be forwarded to the State Office and the Parade PM when applicable. Certificates, pins or other incentives may be used at the PM's discretion; however, securing sponsorship monies is the responsibility of the Miles PM. Any disputes, which may arise, shall be decided upon by the PM with approval of the Management VP and the Executive Committee. These guidelines are in addition to those that apply to all PMs and State Chairmen.

The PM will be required to turn in a final report (PMG) on your program at the Year End State Convention.

PROJECT MANAGEMENT GUIDE (PMG)

The Project Management Guide PM will promote the correct way to submit the guides to all Montana Jaycees chapters. The PMG document is located on the JCIUSA website www.jciusa.org in "Library" or www.mtjaycees.org The PM shall collect the guides by email, then forward them on to selected judges.

The PM shall train members how to write and submit to nationals for further judging. These guidelines are in addition to those that apply to all PMs and State Chairmen.

CIVIC LEADERSHIP CERTIFICATION (CLC)

The Civic Leadership Certification (CLC) PM's responsibilities shall be to promote the CLC program in all Montana Jaycee chapters; to provide the necessary information and forms; to conduct a training session at LOTS; and to establish deadlines for completion of requirements. All requirements are sent via email to National PM and verified directly by that PM. Certification will be received at the National Convention and recognized at Montana Jaycees Conventions.

The PM will be required to turn in a final report (PMG) on your program at the Year End State Convention.

CORPORATE SPONSORSHIPS

The Corporate Sponsors PM shall be in charge of applying for and securing sponsorship monies from reputable corporations or trust funds. Any application must first meet the approval of the Executive Committee of the Montana Jaycees. These monies may be applied for concerning a specific Montana Jaycee program, or to aid in the general operations of the Montana Jaycees. This PM shall also assist any local chapter who is seeking a grant or sponsorship money for a local

project. They shall give a trimester progress report to the State Board of Directors at each All State meeting as well as a year-end report. These guidelines are in addition to those which apply to all PMs and State Chairman.

COMPETITIONS PROGRAM MANAGERS JOB DESCRIPTIONS

The Montana Over-All Winner from each eligible competition will advance to the National Competition, as approved by the State President.

Armbruster & Brownfield

The Armbruster & Brownfield PM shall be responsible for promoting the program in all Montana Jaycee chapters, to provide a detailed set of competition rules and guidelines, to provide all necessary forms and information, and to be present to coordinate the competitions at convention. This PM shall be responsible for the collection of competitors and resumes at each convention. They shall assign three (3) qualified judges for each competition. A copy of each competitor's resume shall be given to each judge for reviewing prior to each competition. All judges must be approved by the Executive Committee before being deemed as qualified. The PM shall assign competition times to all competitors by providing a schedule at the registration desk at state meetings. They shall provide results to the state office immediately upon completion of competitions. The PM is responsible for securing any sponsorship monies needed for this program.

The PM will be required to turn in a final report PMG on your program at the Year End State Convention. * These guidelines are in addition to those that apply to all PMs and State Chairmen.

Jaycee Jeopardy

This PM will follow the guidelines set up by the USJC. The PM must be present at each convention to run the Jaycee Jeopardy program. They shall assign three (3) qualified judges for each competition. All judges must be approved by the IDVP before being deemed qualified. A minimum of twenty (20) written questions and five (5) oral or tiebreaker questions and their answers must be compiled for each competition. The PM shall set times for preliminary (written) round and final (oral) round at each convention with approval of the Competitions PM. A sign up schedule shall be provided at the registration desk at each convention. The PM is responsible for securing any sponsorship monies needed for this program and to promote the program to the chapters of the Montana Jaycees.

A PMG must be completed for the year on the program.

*These guidelines are in addition to those that apply to all PMs and State Chairpersons.

Andrew & Charlotte Mungenast Memorial Award (Outstanding Jaycee Family)

The program will be offered to the First Person of the Montana Jaycees. If they choose not to run the program a PM will be selected by the Chaplain. The PM shall be responsible for promoting the program in all Montana Jaycee chapters, to provide a detailed set of competition rules and guidelines, to provide all necessary forms and information, and to be present to coordinate the competitions at each convention. They shall assign three (3) qualified judges for each competition. A copy of each competitor's resume shall be given to each judge for reviewing prior to each competition. All judges must be approved by the Executive Committee before being deemed as qualified. The PM shall assign competition times to all competitors by providing a schedule at the registration desk at state meetings. They shall provide results to the state office immediately upon

completion of competitions. A PMG must be completed for the year on the program. The PM is responsible for securing any sponsorship monies needed for this program.

* These guidelines are in addition to those that apply to all Program Managers and State Chairmen.

***Family competitors must consist of one of the following: married couple with or without children, single member parents with children, or siblings living in the same household. The entire "Family" will be interviewed, although children are not required to be present.*

Durward Howes Memorial Award (Speak-Up)

This PM will follow the guidelines set up by the USJC. The PM shall be responsible for promoting the program in all Montana Jaycee chapters, to provide a detailed set of competition rules and guidelines, to provide all necessary forms and information, and to be present to coordinate the competitions at each convention. They shall assign three (3) qualified judges for each competition. All judges must be approved by the Executive Committee before being deemed as qualified. There shall be a topic selected for each competition. The PM shall assign competition times to all competitors by providing a schedule at the registration desk at state meetings. They shall provide results to the state office immediately upon completion of competitions. A PMG must be completed for the year on the program. The PM is responsible for securing any sponsorship monies needed for this program and to promote the program to the chapters of the Montana Jaycees. The

* These guidelines are in addition to those that apply to all Program Mangers and State Chairmen.

Write-Up

This PM will follow the guidelines set up by the USJCs. The PM shall be responsible for promoting the program in all Montana Jaycee chapters, to provide a detailed set of competition rules and guidelines, to provide all necessary forms and information, and to be present to coordinate the competitions at each convention. They shall assign three (3) qualified judges for each competition. All judges must be approved by the Executive Committee before being deemed as qualified. There shall be a topic selected for each competition. The National topic for competition should be used when available. The PM shall assign competition times to all competitors by providing a schedule at the registration desk at state meetings. They shall provide results to the state office immediately upon completion of competitions. A PMG must be completed for the year on the program. The PM is responsible for securing any sponsorship monies needed for this program and to promote the program to the chapters of the Montana Jaycees.

* These guidelines are in addition to those that apply to all Program Mangers and State Chairmen.

Master Speak-Up

This PM will follow the guidelines set up by the USJCs. The PM shall be responsible for promoting the program in all Montana Jaycee chapters, to provide a detailed set of competition rules and guidelines, to provide all necessary forms and information, and to be present to coordinate the competitions at each convention. They shall assign three (3) qualified judges for each competition. All judges must be approved by the Executive Committee before being deemed as qualified. There shall be a topic selected for each competition. The National topic for

competition should be used when available. The PM shall assign competition times to all competitors by providing a schedule at the registration desk at state meetings. They shall provide results to the state office immediately upon completion of competitions. A PMG must be completed for the year on the program. The PM is responsible for securing any sponsorship monies needed for this program and to promote the program to the chapters of the Montana Jaycees. * These guidelines are in addition to those that apply to all PMs and State Chairmen.

You're Hired

This PM shall be responsible for promoting the program in all Montana Jaycee Chapters, to provide a detailed set of competition rules and guidelines, to provide all necessary forms and information, and to be present to coordinate the competitions at each state convention. The You're Hired PM shall be responsible for compiling a list composed of State Officers and PMs willing to participate. They must be present by eight o'clock on Friday evening of each state meeting to brief officers and PM's of their duties before they start the You're Hired Program. They shall present to the state office a list of their participants and winners before noon on Saturday. They shall arrange their own sponsorship monies for this program if needed. Since this program is tailored to develop new and old members of our organization, it is extremely important to offer constructive feedback and conduct yourself in a friendly and orderly manner. These guidelines are in addition to those that apply to all PMs and State Chairmen.

MEMBERSHIP DEVELOPMENT PROGRAM MANAGER'S JOB DESCRIPTIONS

First Timers

The PM shall be responsible for promoting the program in all Montana Jaycee chapters, to provide a detailed set of competition rules and guidelines, to provide all necessary forms and information, and to be present to coordinate the competitions at each state convention. The First Timers PM shall be responsible for compiling a list composed of State Officers and PMs willing to participate, and distributing them to first time convention participants. They must be present by eight o'clock on Friday evening of each state meeting to brief officers and PM's of their duties before they start the First Timers Program. They shall present to the state office a list of their participants and winners before noon on Saturday. They shall arrange their own sponsorship monies for this program. Since this program may represent the state organization's first chance to make an impression on new Jaycees, it is extremely important that the PM and participating State Officers and PMs are aware that they must present themselves in a friendly and orderly manner before they start the First Timers Program. These guidelines are in addition to those that apply to all PMs and State Chairmen.

Passport to Civic Leadership (Degrees of Jaycees)

The P2CL Program Manager shall be responsible for promoting the program. The PM shall have an awards program that is acceptable with the Membership Vice President as well as the state office. The PM shall stay in close contact with chapters who are not actively promoting the program. The PM shall keep the members of the Montana Jaycees abreast of all changes to the

program from the national level. The PM shall arrange for their sponsorship monies. These guidelines are in addition to those that apply to all PMs and State Chairmen. The PM will be required to turn in a final report (PMG) on your program at the Year End State Convention.

Innovators

The PM shall be responsible for promoting the program in all Montana Jaycee chapters, to provide a detailed set of competition rules and guidelines, to provide all necessary forms and information, and to be present to coordinate the competitions at each state convention. The Innovators PM shall be responsible for compiling a list of State Officers and PMs willing to participate, and distributing them to returning convention participants. They must be present by 8 o'clock on Friday evening of each state meeting to brief officers and PM's of their duties before they start the Innovators Program. They shall present to the state office a list of their participants and winners before noon on Saturday. They shall arrange their own sponsorship monies for this program if needed. Since this program represents the activation and engagement of longer standing members of the organization, it is extremely important the PM and participating State Officers are aware they must present themselves in a friendly and orderly manner before they begin the Innovators Program. These guidelines are in addition to those that apply to all PMs and State Chairman.

COMMUNITY DEVELOPMENT PROGRAM MANAGER'S JOB DESCRIPTIONS

Youth Sport Activities

The PM shall be responsible for promoting Pitch, Hit, Run (PH&R), and the Junior Olympics in all Montana Jaycee chapters, to provide a detailed set of guideline, to provide all necessary forms and information. The PM will be responsible for acquiring all applications from participating chapters. The PM shall communicate with the Regional Directors in a timely manner. The PM shall communicate with the State Community Development Vice President in a timely manner. The PM will assist the local project chairmen to complete their projects successfully. The PM will be responsible for writing a newsletter article in the State Newsletter to help keep all chapters informed of what is happening in the program. The PM will be responsible for assisting their replacement for the following year. The PM will be required to turn in a final report (PMG) on your program at the Year End State Convention.

REVISION LOG:

These Policies have been updated as of January 26,1999. Bill Barnhart 1999 Parliamentarian

These Policies have been updated as of January 22, 2000. Bill Barnhart 1999 Parliamentarian.

These Policies have been updated as of December 9, 2000. Ronnie Jackson 2000 COB.

These Policies have been updated as of January 1, 2002. Janet R. Prescott, 2001 Parliamentarian.

These Policies have been updated as of January 11, 2003. Carrie Barnhart, 2002 Parliamentarian.

These Policies have been updated as of January 10, 2004. Jeanne Rickard 2003 Parliamentarian.

These Policies have been updated as of December 29, 2004. Todd Senescall, 2004 Parliamentarian.

These Policies have been updated as of December 31, 2005. Howard Rickard 2005 MTJC Parliamentarian.

These Policies have been updated as of December 31, 2006. Cliff Plum 2006 State President.

These Policies have been updated as of February 1, 2009. Chamene Plum, 2009 State IDVP.

These Policies have been updated as of November 9, 2009. Chamene Plum, 2009 State IDVP.

These Policies have been updated as of March 1, 2013. Chamene Plum, acting 2013 Parliamentarian.

These Policies have been updated as of November 9, 2013. Chamene Plum, acting 2013 Parliamentarian.

These Policies have been updated as of May 1, 2023, TJ Daulton 2023 MTJC Parliamentarian.