



**BY-LAWS AND POLICIES
HOPKINS AREA JAYCEES, INC.
REVISED 3/10/16**

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BY-LAWS

BY-LAW I – NAME, VISION, AND MISSION

- SECTION 1: The name of this organization shall be JCI Hopkins, Inc.
- SECTION 2: The office of the organization shall be located in Hennepin County, Minnesota, in the greater Hopkins Area to be determined at the discretion of the Board of Directors.
- SECTION 3: The vision of the organization is to envision a pathway of personal development for young people who emerge as leaders while improving their communities.
- SECTION 4: The mission of the organization is to provide the opportunity for young individuals to develop the leadership skills, social responsibility, entrepreneurship and fellowship necessary to create positive change.

BY-LAW II - AFFILIATION

- SECTION 1: This organization shall be and hereby is affiliated with JCI Minnesota, JCI USA, and the Junior Chamber International (**JCI**), and is subject to the By-laws and Policies of these bodies insofar as they affect and prescribe the functions of local Junior Chamber chapters and are not in conflict with these By-laws and Policies.

BY-LAW III - MEMBERSHIP

- SECTION 1: Any individual between the ages of eighteen (18) and forty (40), both inclusive, regardless of race, sex, creed, disability, color, and sexual preference is eligible for membership in this organization with full privileges and responsibilities thereof.
- SECTION 2: Sponsored membership may be conferred upon anyone between the ages of eighteen (18) and forty (40), both inclusive, by a majority vote of the membership present at any regular or special membership meeting. Said sponsored membership shall be for one (1) year, unless otherwise specified, and shall permit voting or office-holding privileges.
- SECTION 3: Honorary membership may be conferred upon anyone regardless of age by a majority vote of the membership present at any regular or special membership meeting. Said honorary membership shall be for one (1) year, unless otherwise specified, and shall not permit voting rights or the privilege to hold office.
- SECTION 4: Lifetime membership may be conferred upon a past-President between the ages of eighteen (18) and forty (40) by majority vote of a quorum defined in By-law VII, Section 6, provided said past-President has:
- 1) Faithfully fulfilled the duties of the office.
 - 2) All unpaid membership dues owed to the chapter are paid in full.
- SECTION 5: All applications for membership must be in writing. This can be done by completing one of the following:
- 1) Paper Membership Form
 - 2) Online Membership Form
- SECTION 6: Active membership shall terminate on the last day of the anniversary month following the forty-first (41st) birthday of the member, unless currently serving as an officer on the Board of Directors, or similar position within the State, national or International organizations.
- SECTION 7: A member in good standing shall be any member who has paid the required dues as provided in Policy IV, Section 1.

SECTION 8: Any membership may be revoked by a majority vote of the Board of Directors or by a petition subscribed by at least fifteen (15) members in good standing and submitted to the Secretary. Said revocation must be ratified by majority vote of the members in good standing present at the next regular membership meeting provided requirements for a quorum are met.

SECTION 9: Revocation of membership may be appealed by a petition subscribed by at least twenty (20) members in good standing and submitted to the Secretary. Said appeal must be ratified by majority vote of the membership in good standing present at the next regular membership meeting provided requirements for a quorum are met.

BY-LAW IV - GOVERNMENT

SECTION 1: The government of this organization shall be vested in a Executive Committees as listed in By-law V, Section 1.

SECTION 2: All past Presidents, except the immediate past-President, and State Officers shall be ex-officio, non-voting members of the Executive Committees.

SECTION 3: The Executive Committee shall be elected in the manner prescribed by the By-laws and Policies and shall hold office for a period of one year with the exception of President and Treasurer who will hold office until their successors are duly elected and charged.

SECTION 4: The Executive Committee of this organization shall consist of the officers as listed in By-law V, Section 1.

SECTION 5: At such times when the Executive Committee is called on to act in an emergency, actions of the Board of Directors shall be deemed a true consensus of the organization's opinion. Emergency shall be broadly defined to include items requiring immediate action.

SECTION 6: The immediate past-President of this organization shall be Chairman of the Board and Executive Committee. In the event of a vacancy in this position, a past Chairman of the Board and Executive Committee may be assigned to this position by the current Chapter President.

BY-LAW V – EXECUTIVE COMMITTEE

SECTION 1: The executive Committee is composed of:

- 1) President
- 2) International President
- 3) Business Vice President
- 4) Community Vice President
- 5) Individual Development Vice President
- 6) Treasurer
- 7) Chairman of the Board

SECTION 2: The Executive Committee will be responsible for conducting the day-to-day operations of JCI Hopkins subject only to the requirements for action by the General Member contained elsewhere in these By-laws. Any actions taken by the Executive Committee will be reported to the General Membership for final approval. No substitute may be temporarily appointed to exercise the vote of any Executive Committee members during their absence.

SECTION 3: No member of the Executive Committee may cast more than one (1) vote under any circumstances. Proxy and absentee ballots shall not be recognized.

SECTION 4: The Executive Committee will keep a full and complete record of all its proceedings. These records will be open to inspection by any member of this corporation at any time. The President will advise the membership present at the next general membership meeting of any important decisions.

BY-LAW VI – BOARD OF DIRECTORS

- SECTION 1: Members of the Board of Directors include:
- 1) President
 - 2) International Vice President
 - a) Program Managers: National Priority Projects, State Priority Projects, United Nations Millennium Development Goals (UNMDG)
 - 3) Business Vice President
 - a) Program Managers: Secretary, Newsletter, Website, Chapter Fundraising (Festivals)
 - 4) Community Vice President
 - a) Program Managers: Youth Activities, Sr. Activities, Community Fundraising, Charitable Disbursements
 - 5) Individual Development Vice President
 - a) Program Managers: Recruitment, Training/Development and Social
 - 6) Treasurer
 - 7) Chairman of the Board
- SECTION 2: The Board of Directors is the governing body of the corporation. It will meet at prearranged dates and at the call of the President. It will control all property of this corporation and will determine the policies of this corporation. The power of the corporation is vested in the Board of Directors to fulfill the Articles of Incorporation, By-laws and the Policies and Procedures. The Board of Directors may delegate the powers and duties it deems necessary to the Executive Committee.
- SECTION 3: No member of the Board of Directors may cast more than one (1) vote under any circumstances. Proxy and absentee ballots shall not be recognized.
- SECTION 4: The Board of Directors will keep a full and complete record of all its proceedings. These records will be open to inspection by any member of this corporation at any time. The President will advise the membership present at the next general membership meeting of any important decisions.

BY-LAW VII - MEETINGS

- SECTION 1: The organization shall hold Board of Director Meetings once per first week of each Trimester (January, May and September).
- SECTION 2: The organization shall hold at least one (1) executive committee meeting each month.
- SECTION 2: The organization shall hold at least one (1) general membership meeting each month.
- SECTION 3: Special meetings of the membership shall be called by the President or the Business Vice President at the request of at least four (4) members of the Board of Directors or at least ten (10) members in good standing. Notice of special meetings shall be emailed to each member of the organization at his/her last known address at least seven (7) days prior to the meeting date.
- SECTION 4: Special meetings of the Board of Directors shall be called by the President or Business Vice President at the request of at least four (4) members of the Board of Directors. Notice of special meetings shall be given at least twenty-four (24) hours in prior to the meeting time.
- SECTION 5: Special meetings of the Executive Committee shall be called by the President or Business Vice President at the request of at least four (4) members of the Executive Committee. Notice of special meetings shall be given at least twenty-four (24) hours in prior to the meeting time.
- SECTION 6: Fifteen (15) percent of the membership in good standing or twenty-five (25) members, whichever is less, shall constitute a "quorum" where required by the By-laws and Policies to have a quorum.

BY-LAW VIII - DUTIES OF OFFICERS

- SECTION 1: The President, as chief executive officer of the organization, shall supervise the organization's affairs, activities and shall assist in completing the annual report and awards forms for JCI Minnesota. He/she shall be one of the organization's two (2) representatives on the Board of Directors of JCI Minnesota. He/she shall preside at membership and Board of Directors meetings. If the President is unable to preside, he/she shall appoint a member of the executive committee to preside. In the event that no appointment has been made, the order described in By-law V, Section 1 shall be followed. The President shall supervise and assist the officers and directors in the performance of their duties.
- SECTION 2: The Business Vice President shall work with the President on such affairs of the organization as financial and chapter management, including preparing a Chapter Plan, assist with Chairman Planning Guides, and other Minnesota and U.S. Reports and Awards Forms. The Business Vice President shall be responsible for the building and all property of the chapter and maintenance of tax, legal, and insurance records. He/She is responsible in overseeing Secretary, Newsletter, Website and Chapter Fundraising Program Managers.
- SECTION 3: The International Vice President shall be one of the organization's two (2) representatives on the Board of Directors of JCI Minnesota. He/She shall be a liaison between JCI Minnesota Board of Directors and the chapter, in addition to other chapters throughout the state and nation. He/She shall supervise any chapter extensions and life lines. He/She is responsible in overseeing National Priority Project, State Priority Projects and UNMDG Program Managers.
- SECTION 4: The Community Vice President shall work with the President on community affairs of the organization including project and committee activities, supervise program managers and projects under this area, and assist with awards for this area. He/She is responsible in overseeing Youth Activities, Sr. Activities, and Community Fundraising.
- SECTION 5: The Individual Vice President shall work with the President on such affairs of the organization as training and development of members, supervise program manager and projects under this area, assist with awards for this area and competitions at all levels. He/She shall work with the President on recruitment, orientation, activation, retention of members, supervise directors and projects under this area, and assist with awards in this area. He/She shall issue notices of dues payable and be responsible for collection thereof. He/She shall maintain the chapter roster. He/She is responsible in overseeing Recruitment, Training/Development and Social Program Managers.
- SECTION 6: The Treasurer shall disburse funds as needed and keep record of all financial transactions of the organization. He/She shall report on the financial condition of the organization at least monthly to the Board of Directors and general membership. He/She shall assist with maintenance of the tax, legal, and insurance records, reports, and financial paperwork of the chapter. The Treasurer shall assist in the billing and collection of membership dues.
- SECTION 7: The Program Managers upon acceptance of position shall be responsible for assisting project chairs with projects under their area, completing the paperwork involved for the project, and the other operations of the organization in their area and where needed. They shall work to complete one (1) project in their area per trimester.
- SECTION 8: All members of the Executive Committee defined in By-law V Section 1 are to ensure communication between program managers, project committees, and the Board of Directors, help with encouragement for participation and assistance for all chapter projects, and be responsible for any additional duties as assigned by the President.

BY-LAW IX – VACANCY/REMOVAL FROM OFFICE

- SECTION 1: If there is a vacancy in any office of the corporation, except in the Presidency, the President will appoint a successor to the office who must be approved by the Executive Committee and general membership. If there is a vacancy in the Presidency, the Administrative Vice President will call and conduct a special membership meeting per By-law VII, Section 3, within ten (10) days of the vacancy, of the general membership for the purpose of choosing a successor who will serve out the unexpired term. The Administrative Vice President will serve as President during the interim period.
- SECTION 2: In the event that there is a vacancy in the office of President, the order for presiding officers shall follow the order of By-law V, Section 1.
- SECTION 3: Removal from office of any officer of this corporation for non-performance will be left to the discretion of the President and Executive Committee. Said removal must follow the policies of this corporation.

BY-LAW X - ELECTIONS

- SECTION 1: Not less than thirty (30) days prior to the annual elections, the President shall appoint, with the approval of the Executive Committee, an elections committee of not less than three (3) members. Notice of such election shall be emailed to each member of the organization at his/her last known address at least thirty (30) days prior to the date of such election.
- SECTION 2: The elections committee shall verify membership of the candidates for election. The committee shall also conduct the election.
- SECTION 3: No member of the elections committee shall be eligible as a candidate.
- SECTION 4: At the annual election, there shall be elected, in order:
- 1) President
 - 2) Treasurer
 - 3) International Vice President
 - 4) Business Vice President
 - 5) Community Vice President
 - 6) Individual Development Vice President
- These positions shall constitute the elected officers of the organization.
- SECTION 5: All offices shall be held for a term of one year. No one shall be eligible for the same position for two (2) consecutive full terms. No one shall hold two (2) positions on the Board of Directors of this corporation at the local, state, or national level at the same time. Exceptions to these criteria are defined in By-law IV, Section 3 and By-law X, Section 9.
- SECTION 6: A partial term of six (6) months or more eliminates one from repeating a term in accordance with Section 5 of this By-law.
- SECTION 7: Officers and directors shall take office the first day of the Jaycee year as defined by JCI Minnesota.
- SECTION 8: Directors shall be appointed by the elected officers.
- SECTION 9: In the event that JCI Minnesota changes the “Jaycee year”, elected or appointed members of the Board of Directors shall be eligible for the same position for two consecutive terms provided the first term is less than one (1) year.

BY-LAW XI - COMMITTEES

- SECTION 1: The Board of Directors shall determine the committees deemed proper and necessary to fulfill the objectives and purpose of the organization.
- SECTION 2: The President shall be ex-officio member of all committees. The Vice Presidents shall be ex-officio members of their respective committees.

BY-LAW XII - AUTHORITY TO BIND

- SECTION 1: No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate this organization except by authorization of the Board of Directors or the membership except as provided in Policy IX, Section 5 of Policies.
- SECTION 2: No member shall claim endorsement of this organization or use the name of the organization except by authorization of the Board of Directors or the membership.

BY-LAW XIII – CHAPTER FINANCES

- SECTION 1: The Board of Directors shall have control of the property and management of this organization subject to the will of the membership. Funds of this organization shall be withdrawn from a bank or banks by two (2) to 5 (5) approved signers. Approved signers are:
- 1) President
 - 2) Treasurer
 - 3) Individual Vice President
 - 4) Business Vice President
 - 5) A fifth officer as approved by majority vote of the Board of Directors.

In the event of a vacant office, an additional Executive Board member shall be appointed as a signer with the approval of the Board of Directors.

This must be completed by January 15th.

No two signers may have the same address, or have a familial relationship.

- SECTION 2: Funds shall be withdrawn from organization accounts only after an authorization invoice signed by the President or the appropriate Vice President has been received by the Treasurer.
- SECTION 3: All officers authorized to sign checks shall be insured as designated in Policy IX, Section 2.
- SECTION 4: All expenditures must be approved by the membership by majority vote prior to disbursement except as provided in Policy IX, Sections 4 and 5.
- SECTION 5: It shall be policy of this organization to use temporary bank loans as needed for working capital upon approval of the President and the Executive Board. The President and Treasurer are approved to sign for authorized loans. The loans should not exceed five thousand dollars (\$5,000) and length of the loan should not exceed one hundred eighty (180) days. Loans exceeding five thousand dollars (\$5,000) and/or one hundred eighty (180) days and any other debt contracted or caused in the name of JCI Hopkins, Inc. shall need quorum approval of the membership at a regular membership meeting.
- SECTION 6: It shall be the policy of this organization for each incoming administration to create a high level budget which accounts for major projects, general funds disbursements and charitable gambling as reflected from previous years and anticipated for the upcoming year. This budget will be used to manage chapter finances and plan for expenditures.

BY-LAW XIV – INDEMNIFICATION

SECTION 1: To the extent required by the Articles of Incorporation of the Corporation, the Corporation shall indemnify each of its directors, to the full extent allowed under applicable law, pursuant to the terms, conditions, restrictions and requirements set forth in applicable law, as amended from time to time, who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitral or investigative, by reason of the fact that he/she is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise. The Corporation may indemnify any person, including without limitation, directors, officers, employees and agents of the Corporation, to the full extent allowed under applicable law, or any lesser amount, who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitral or investigative, by reason of the fact that he/she is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, (i) pursuant to the terms, conditions, restrictions and requirements set forth in applicable law, as amended from time to time, with regard to directors and (ii) to the extent the Corporation could provide indemnification for a director, with regard to officers, employees and agents. Any such director, officer, employee or agent desiring indemnification shall make written application for such indemnification to the Board of Directors of the Corporation. A special meeting of the Board of Directors shall be called within ten (10) days after receipt of such application to determine if the person so applying for indemnification was acting in the interest of the corporation and to what extent.

BY-LAW XV – BY-LAW AMENDMENTS

SECTION 1: By-laws may be enacted, rescinded and amended by a majority vote of the membership where a quorum is present, if written notice of the proposed change is emailed to each member of the organization at his/her last known address at least thirty (30) days prior to action thereon. Such notice will include full written text of the proposed changes. At least seven (7) days before such notice is given, the proposed change must be submitted to the By-laws Committee.

BY-LAW XVI – POLICY AMENDMENTS

SECTION 1: Policy supplementary to the By-laws may be enacted, rescinded and amended by a majority vote of the membership if written notice of the proposed change is mailed to each member of the organization at his/her last known address at least ten (10) days prior to action thereon. Such notice must include full written text of the proposed change. Prior to mailing of such notice the proposed change must be submitted to the By-laws Committee.

POLICIES

POLICY I – CREED

SECTION 1: 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!

POLICY II – RULES OF ORDER AND PARLIAMENTARIAN

SECTION 1: ROBERTS' RULES OF ORDER NEWLY REVISED (most current publication) shall govern the proceedings of all meetings of the organization and its constituent parts except as provided in these By-laws and Policies.

SECTION 2: At the first meeting of the newly elected Board of Directors, the President shall appoint a member of the board to act as the organization's parliamentarian for the year. Such appointment must be approved by a majority vote of the Board of Directors.

POLICY III – OPERATIONS FISCAL YEAR

SECTION 1: All financial operations of this corporation shall be on a fiscal year as defined by JCI Minnesota.

POLICY IV – DUES

SECTION 1: The annual dues for active membership in the organization shall be set by the Board of Directors.

SECTION 2: All dues payable JCI Hopkins for individual members shall be payable upon receipt by the chapter of the member's application.

SECTION 3: Dues are paid for sponsored members by the corporation.

SECTION 4: There shall be no dues for honorary memberships.

SECTION 5: The Membership Development Vice President shall notify all members in writing by the first day of the month **sixty (60) days prior to the member's renewal month**.

SECTION 6: Dues for Membership Renewal are due one month prior to the member's anniversary date.

POLICY V – REMOVAL FROM OFFICE

SECTION 1: Any officer or director may be removed from office for good cause shown.

SECTION 2: Said removal shall follow the following procedure:

- 1) A petition stating the charge or charges shall be filed with the Business Vice President by (a) majority of the Board of Directors or (b) majority of the membership in good standing or (c) fifty (50) members in good standing, whichever is less.
- 2) The Business Vice President shall notify said officer or director by written notice sent by registered mail at least fifteen (15) days before the question will be placed on a meeting agenda.
- 3) The Business Vice President shall mail or email notice to each member at his/her last known address at least ten (10) days before the question will be placed on a meeting agenda.

- 4) The petitioners shall present their case first and said officer or director shall be heard second. After due consideration by the membership, during which no new evidence may be presented, a vote shall be taken. Majority of a quorum of members in good standing present and voting shall be necessary to remove said officer or director from office.

SECTION 3: Voting shall be by secret ballot. Ballots shall be counted by the Business Vice President and three (3) members appointed by the presiding officer.

SECTION 4: Should said officer be the President, the Business Vice President shall preside during the removal proceedings. Should said officer be the Secretary, the Treasurer shall receive the petition, make notifications as required, and count the ballots.

SECTION 5: No removal proceedings shall be based more than once on the same charge or charges for the same incident.

POLICY VI – ELECTIONS

SECTION: 1 Seconding and campaign speeches on election night shall be limited as follows;

- 1) Candidates for President shall be allowed:
 - a) One (1) nominating speech and one (1) seconding speech limited to two (2) minutes each
 - b) One (1) campaign speech by the candidate limited to six (6) minutes
- 2) Candidates for each Vice President position shall be allowed:
 - a) One (1) nominating speech and one (1) seconding speech limited to two (2) minutes each
 - b) One (1) campaign speech by the candidate limited to four (4) minutes
- 3) All other candidates for positions on the Board of Directors shall be allowed:
 - a) One (1) campaign speech by the candidate limited to two (2) minutes

SECTION 2: The retiring President shall not be allowed to give a nominating, seconding, or campaign speech for any candidate other than himself/herself.

SECTION 3: Elections shall be conducted in the order enumerated in By-law X, Section 5. There shall be separate voting for each position.

SECTION 4: Additional names may be placed in nomination from the floor prior to balloting for each office. When nominations are closed for each office, seconding and campaign speeches will be made. Speeches shall be limited in accordance with Policy VI, Section 1. Balloting shall follow speeches for each position.

SECTION 5: Voting shall be by secret ballot or acclamation and no person shall have more than one vote. Only members in good standing shall be allowed to vote. Proxies will not be recognized. Absentee ballots will be recognized if delivered by the member to a member of the nominating committee at least twenty-four (24) hours prior to the start of the elections meeting.

SECTION 6: After the balloting has been completed for each office, the results shall be immediately tabulated and the winner announced. A candidate must receive a majority (more than 50%) of the legal votes cast to be elected. If any candidate for office does not receive a majority, the balloting shall continue until a majority is received. However, after a second ballot has been taken, the name of the candidate receiving the least votes on the preceding ballot for that office shall be dropped from consideration and only the remaining candidate(s) may be considered.

SECTION 7: A quorum must be present for elections to be held.

POLICY VII – INSURANCE

- SECTION 1: The chapter shall have in place an insurance policy covering the contents and replacement value of the building, and any other assets deemed necessary by the Board of Directors.
- SECTION 2: Any event where alcohol is being provided to and consumed by members of the public shall be covered by dram shop insurance.
- SECTION 3: Liability insurance will be provided by JCI Minnesota. In the event JCI Minnesota no longer provides insurance to the chapter, the chapter would purchase liability coverage.

POLICY VIII – PROJECTS

- SECTION 1: Projects must have a chairperson(s). Chairpersons are required to complete a budget and encouraged to complete the first seven questions of the Chairman's Planning Guide and have it approved by the Board of Directors before access to budgeted moneys.
- SECTION 2: All chair people shall be required to remain within the budget authorized by the members or Board of Directors. Included in this budget shall be all expenses. If expenses exceed budget, approval must be obtained from the membership and Board of Directors.

POLICY IX – FINANCES

- SECTION 1: The funds of this organization shall be on deposit with a bank in the Hopkins area.
- SECTION 2: The officers authorized to sign checks shall be insured against theft in an amount set by the Board of Directors. This amount should be set at a reasonable level to protect the chapter from material losses.
- SECTION 3: Any member who accepts an item for sale or resale on behalf of the organization shall be responsible for the cost (not selling price) of the item. Any item not sold must be returned to the organization within thirty (30) days of the end of the event.
- SECTION 4: The board of directors shall be limited to an expenditure of five hundred (500) dollars when exercising By-law XIII, Section 4.
- SECTION 5: The President shall have the power to expend fifty (50) dollars per transaction without approval of the membership or Board of Directors.
- SECTION 6: Disbursement of funds for any reason shall be made through the checking account of the organization where the amount is more than twenty (20) dollars. Receipts and/or invoices shall accompany all transactions.
- SECTION 7: All cash received by the chapter shall be counted in the presence of two (2) individuals whom are members in good standing. Any projects which generate more than five thousand dollars (\$5,000) must have at least three (3) members in good standing present to count cash; cash must be counted within twenty four (24) hours of the close of the event and shall be kept in a safe until counted.

POLICY X – PROPERTY

- SECTION 1: An inventory will be taken and maintained of all chapter physical property for insurance purposes.