

# HAWAII JAYCEES POLICIES

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# HAWAII JAYCEES POLICIES

WE THE YOUNG MEN AND WOMEN of Hawaii, believing as we do, 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, do hereby establish these POLICIES for the Hawaii Jaycees.

## ARTICLE I – DEFINITIONS

### SECTION 1-1. NAME.

The policies of the Hawaii Jaycees shall hereinafter be referred to as POLICIES, the Hawaii Jaycees chapters which are members of the purpose of this said Corporation as LOCAL CHAPTERS.

## ARTICLE II – PURPOSE

### SECTION 2-1. PURPOSE OF POLICIES.

The purpose of these POLICIES is to guide the Corporation and the Local Chapters in the efficient and effective administration of the Corporation in order to achieve the objectives set forth in the Bylaws of the Corporation and in order to enhance the ideals and principles of the Jaycee movement.

### SECTION 2-2. SCOPE OF POLICIES.

These policies shall set forth the guidelines for the operation of the state projects and programs not specifically provided for in the Bylaws.

## ARTICLE III – STATE PROJECTS AND PROGRAMS

### SECTION 3-1. STATEWIDE PROJECTS APPROVAL.

Any project or program originated from a Local Chapter, in order to become Statewide in scope, shall first be approved and adopted by the Board of Directors or by the duly-accredited delegates at the Annual State Convention.

### SECTION 3-2. LOCAL CHAPTER PARTICIPATION OF STATE PROJECTS.

Whenever practical, in order to give maximum service to the community, Local Chapters in each district may participate jointly in State programs or projects. For the purpose of this section a state program or project shall include any national project.

### SECTION 3-3. PROFIT-MAKING PROJECTS APPROVAL.

The Corporation may undertake only those profit-making projects approved by the Board of Directors. No outside solicitation of funds by state committees shall be permitted without the prior approval of the Board of Directors, provided that in the event that the Board of Directors is, for any reason, unable to meet for the purpose of rendering its approval, the President or Region Directors may authorize such solicitation of funds. Local Chapters may engage

in profit-making projects for the Corporation, provided, however, that the Corporation shall not be held liable for any losses resulting therefrom or any debts contracted therefore. In the event it is felt necessary for the Corporation to participate in ways and means projects, the following guidelines shall apply:

- (a) Minimum liability to the State organization;
- (b) Minimum commitment of manpower from the Local Chapters;
- (c) Maximum appeal to the community while reflecting favorably on the organization; and
- (d) Maximum return consistent with the investment of time, effort and risk.

#### SECTION 3-4. AREA GROUPING.

All State programs, activities, and projects shall be grouped within the following areas:

- (a) State Management (Executive Vice-President)
  - (1) Finance (Treasurer)
  - (2) Bylaws and Policies (Legal Counsel)
  - (3) State Operations (Secretary)
  - (4) Spiritual Development (Chaplain)
- (b) Priority community development areas (Community Development Vice-President)

#### SECTION 3-5. DEADLINE FOR STATE PROJECTS SUBMISSION

Dates for all State programs, activities, and projects shall be scheduled and submitted to the Executive Committee no later than January 1; and the Executive Committee shall distribute a schedule of State projects for the year to each chapter in the State at the New Board meeting of the operating year.

#### SECTION 3-6. AREA ASSIGNMENTS.

Area assignments shall be one the following basis:

- (a) The Executive Vice-President shall be in charge of the State Management; directly under the supervision of the President.
- (b) The Regional Directors shall be in charge of the Chapter Management Area as assigned by the President.
- (c) The Community Development Vice-President shall be in charge of the Community Development Areas.

#### SECTION 3-7. STATE PROJECTS AND PROGRAMS REQUIRING BIDDING.

The following State projects and programs shall be awarded on a bid basis – the rules, regulations and dates for such bids to be established by the Executive Committee.

- (a) State Meetings

- A. STATE CONVENTION AND NEW BOARD MEETING. After the end of the Jaycee year and no later than the second full weekend in February.
- B. First Trimester BOARD MEETING. After the end of the first trimester and no later than the second full weekend in June.
- C. ANNUAL MEETING AND SECOND TRIMETER BOARD MEETING. After the end of the second trimester and no later than the second full weekend in October.

SECTION 3-8. BID PROJECTS AND PROGRAMS GUIDELINES.

Bid projects or programs shall be self-sustaining and the Corporation's commitment limited to the extent of National appropriations and funds raised through the securing of local sponsors or ways and means projects undertaken by the respective committee concerned. The hosting chapter of the Honors Banquet shall assume all responsibilities therefore, including, but not limited to, the cost of judging expenses and the invitation of judges. A "Bid Project" shall be any project where a hosting function is necessary. The chapter hosting a bid project will work with the state program manager in charge of the program for the project. The chapter successful in their bid shall complete a "bid Agreement: to be approved by the Executive Committee no later than the New Board meeting. The agreement shall include all applicable dates, sites, and responsibilities to be handled by the bidding chapter. The bidding chapter shall be required to make written or oral progress reports to the Executive Committee upon request by the State President.

SECTION 3-9. STATE PROGRAM MANAGER AND STATE OPERATION CHAIRMEN RESPONSIBILITIES.

A state program manager shall be appointed by the President, upon consultation with the individual Development, Management Development or Community Development Vice-President in charge of the portfolio and with approval of the Executive Committee, for each portfolio to which an individual Development, Management Development or Community Development Vice-President is assigned. For the State Operations, Finances, Bylaws and Policies, and Religious Activities portfolios, the Executive Vice-President, Treasurer, and Chaplain respectively, shall serve as chairman.

- (a) The program manager shall formulate, promote, coordinate and execute all program, projects and activities within the portfolio area. He shall pass on information through bulletins printed and distributed periodically and other means of communications on state, national and other programs, projects, and activities within the portfolio.

SECTION 3-10. PORTFOLIO OFFICER TO APPOINT PROJECTS CHAIRMEN.

The officer of the Corporation in charge of the portfolio, upon consultation with the program manager, the President, and the Secretary, may appoint, as needed, chairman for the specific projects or activities within the portfolio.

- (a) The project or activity chairperson shall aid the program manager in promoting and executing specific state projects or activities within the portfolio.

SECTION 3-11. PORTFOLIO OFFICER TO APPOINT DISTRICT REPRESENTATIVES.

The officers of the Corporation in charge of a portfolio, upon consultation with the portfolio chairman, the President, and the Secretary may appoint as needed, a representative in each district to aid in carrying out the program or specific project or activity within the portfolio.

SECTION 3-12. PREFERENCES I N APPOINTMENT OF PORTFOLIO OR ACTIVITY CHAIRPERSON.

In the appointment of the portfolio or project or activity chairman, first consideration shall be given to the individual winner or the chairperson of the winning Local Chapter in the statewide Brownfield Award and Community Development Award competition of the immediately preceding fiscal year.

#### ARTICLE IV – PRIORITY

##### SECTION 4-1. STATE FINALISTS REPRESENTING CORPORATION.

Priority of state finalists to represent the Corporation at the expense, in whole or in part, of the Corporation in national competition in projects shall be based on the order adjudged at the state finals. Priority may be waived only in writing by the Local Chapter sponsoring the state finalist or by the individual state finalist.

##### SECTION 4-2. WAIVER TO ALLOW CHAPTER FINALISTS TO COMPETE.

A Local Chapter may at its expense, send its state finalist to compete nationally as a representative of the Corporation, provided that it has secured a written waiver from those Local Chapters whose state finalist have higher priority but will not participate in National Competition.

##### SECTION 4-3. STATE FINALISTS DEFINED.

The language state finalist as used in this article shall mean a person who is sponsored by a Local Chapter, who has participated in the state finals, who is eligible for national competition and whose rank relative to other participants has been adjudged at the state finals.

#### ARTICLE V – SPECIAL MEMORIAL AWARDS

##### SECTION 5-1. MASATO MEMORIAL AWARD

The Masato Kamisato Memorial Award shall be presented annually to the most outstanding Local Chapter president of the Hawaii Jaycees. This person shall be selected in the following manner:

- (1) Each Chapter may submit their chapter president as a nominee.
- (2) The Awards Committee shall select the top ten from those nominated.
- (3) The President, Executive Vice-President and Region Directors shall select by secret ballot the award recipient.

##### SECTION 5-2. R. ALLEN WATKINS MEMORIAL AWARD.

The R. Allen Watkins Memorial Award shall be presented annually up to five (5) outstanding local chapter presidents. These five (5) local presidents shall be selected through the process outlined in Section 1.

##### SECTION 5-3. RODNEY M. MIYAMURA MEMORIAL AWARD.

The Rodney M. Miyamura Memorial Award shall be presented annually up to five (5) outstanding local chapter directors who must be voting members of their respective board of directors.

- (1) Each chapter may submit a maximum of two (2) nominees.

- (2) The Awards Committee shall select the top ten from those nominated.
- (3) The President, Region Directors, Programming Vice-Presidents, and two (2) other Executive Committee members appointed by the President shall select by secret ballot the five (5) award recipients.

## ARTICLE VII – THE ONTO CONVENTION COMMITTEE

### SECTION 7-1. CHAIRMAN.

- (a) QUALIFICATIONS. Before one may be selected to be Onto Chairman, he must meet the following qualifications:
  - (1) Attend at least one (1) national convention and demonstrate knowledge of committee activity.
  - (2) Serve at least one (1) year on a previous Onto Committee, or have some expertise in organizing travel junkets, or demonstrate some other substantial qualifications.
- (b) SELECTION. The Onto Chairman shall be appointed by the President and subject to the approval of the Executive Committee.
- (c) TRIPS AND PINS. The Onto Chairman shall be granted a free trip and pins at cost provided he meets the following criteria:
  - (1) Guarantees a state's party and hospitality room.
  - (2) Guarantees to host a party in addition to the provisions mentioned in (1) if there is a minimum of forty (40) people attending.
  - (3) Guarantee a free trip (or the money for an airline ticket) for the State Armbruster, Brownfield, and Speak-Up winners, and the incoming President in addition to the provisions mentioned in items (1) and (2) if there is a minimum of sixty (60) people attending.
- (d) ONTO SITE INSPECTION EXPENSE.
  - (1) The Onto committee will provide the funds for the airfare and hotel ONLY for the Onto chairperson for the sole intent to personally inspect the hotels, convention center and any others relating areas for the annual National Convention subject to availability of funds.
  - (2) No reimbursement from the Onto will be given for any other expenses incurred during the Onto inspection other than Section 7.1 D.1 without the majority approval of the Onto Committee.

### SECTION 7-2. PRESIDENT'S PINS.

Pins should be sold to both the outgoing and incoming State Presidents at cost.

### SECTION 7-3. BANK ACCOUNT.

The State Treasurer shall open a bank account to be utilized only for the receipts of the Onto Convention Committee. Any disbursement from the account must bear the signature of both the State Treasurer and State Onto Chairman.

SECTION 7-4. INVENTORY CONTROLS.

The Onto Convention Committee shall establish such inventory controls as are deemed necessary by the State Treasurer.

SECTION 7-5. FINANCIAL REPORTS.

The Onto Convention Committee shall issue a financial report on a quarterly basis to both the Executive Committee and the Board of Directors. A final financial report shall be submitted to both the Executive Committee and to the board of Directors within 90 days after the national convention. The final report shall be audited by the State Treasurer (or his representative) no later than 120 days after the national convention.

SECTION 7-6. EXCESS FUNDS.

After the final audit report, any excess funds shall be kept in the Onto convention committee bank account for the exclusive use of the succeeding Onto Committee. Only if the state can demonstrate extreme financial need shall profits of the Onto committee be channeled for other uses with the approval of the Executive Committee and the Board of Directors.

SECTION 7-7. FINANCIAL LIABILITY.

- (a) MEMBERS OF COMMITTEE. The individuals on the Onto Convention committee shall be held personally liable for any pins, patches, and other related sales items that are unaccounted for.
- (b) STATE. The State shall be financially liable for all Onto Committee activities, including the fronting of monies for pins, on-site inspection, and other costs borne by the committee. All front money shall be paid back to the state prior to the departure to the national convention.

SECTION 7-8. FINAL REVIEW OF DECISIONS.

- (a) EXECUTIVE COMMITTEE. The Executive Committee shall serve as the final review board for all matters affecting the Onto Convention committee.
- (b) BOARD OF DIRECTORS. Only when Bylaw or Policy changes are necessary, shall the Board of Directors render final decisions for all matters affecting the Onto Convention committee.

ARTICLE VIII – RULES OF OPERATION

SECTION 8-1. BYLAWS TO CONTROL.

Wherein these POLICIES or any provisions thereof are in conflict with the Bylaws of the Corporation or the United States Jaycees, said Bylaws shall be controlling.

SECTION 8-2. GENDER.

In the Policies, the use of words of the masculine gender shall include the feminine gender as appropriate and vice versa, and the use of words of the neuter gender shall include the feminine or masculine gender, or both, as appropriate.

## ARTICLE IX – AMENDMENT

### SECTION 9-1. MAJORITY VOTE REQUIRED.

These POLICIES may be amended by a majority vote of the duly accredited delegates at the annual state convention or by a majority vote of the members of the Board of Directors at any Board of Directors meeting.

HISTORY: Adopted May 11, 1957 Revised: September 1957 (Art X, Sec 4) Re-issued: July 1958 Amended: September 30, 1958; May 16, 1959; May 20, 1961; May 26, 1962; September 15, 1962; May 25, 1963; May 23, 1964; May 22, 1965; May 22 1966; May 20 1967; May 24, 1968; May 17, 1969; May 16, 1970; May 15, 1971; May 19, 1973; May 17, 1974; May 16, 1975; May 15, 1976; May 20, 1978; May 24, 1980; May 21, 1983; May 25, 1985; May 16, 1987; May 21, 1989; May 15, 1993.