

MISSOURI JAYCEES INTERNAL POLICY RULES

POLICY 1 - PURPOSE

To provide more flexibility in the detailed day-to-day operation of the state organization and to permit the expedient handling of minor problems which may, from time to time, arise in the internal operation of the organization.

POLICY 2 - AMENDMENTS

- A. These rules may be amended from time to time by the Executive Committee, upon ten (10) days written notice by any member of said committee, or upon written petition of any local chapter directed to all of the Executive Committee members. A simple majority vote of the Executive Committee shall be required to amend the Internal Policy Rules. A two-thirds (2/3) vote of the General Assembly shall be required to rescind any such amendment of the Internal Policy Rules made by the Executive Committee (see Bylaws, Section 6).
- B. Any amendment shall be initiated by written petition or by a motion accepting a written report of a standing or appointed committee. Said motion or report, as the case may be, shall specify the section sought to be amended and contain the complete proposed wording of the section or portion thereof to be amended.
- C. The effective date of these internal policy rules, as amended, shall be January 18, 2008.

POLICY 3 - SALE OF LOCAL PRESIDENTS MAILING LIST

Upon approval of a simple majority of the President and all Vice Presidents, the mailing list containing the names and addresses of local presidents may be sold to a commercial concern or individual for a prepaid consideration in the amount of five-hundred dollars (\$500) minimum or other amount as established by a majority vote of the above officers.

POLICY 4 - WONDERLAND CAMP FOUNDATION APPOINTMENT

- A. Appointment of the Missouri Jaycees representative to the Wonderland Camp Foundation (Wonderland Camp Program Manger) shall be made by the President and ratified by a simple majority vote of the Executive Committee.
- B. The term of the appointment shall be for one (1) year, or until replaced by their successor.

POLICY 5 - APPROVAL TO USE MISSOURI JAYCEE NAME OR INSIGNIA

- A. Any person desiring to utilize the name of the Missouri Jaycees or its insignia in any manner or fashion shall first obtain permission from the Executive Committee.
- B. On any project so approved, the Missouri Jaycees shall receive a minimum of five percent (5%) of the gross receipts on said project or item so approved. This requirement may be waived upon a simple majority vote of the Executive Committee. A financial report of gross receipts along with payment shall be submitted to the Executive Director on a quarterly basis.
- C. If the ways and means project or item for which approval is given is of a temporary nature or duration, a closing report of gross receipts and payments to the Missouri Jaycees shall be submitted to the Executive Director within sixty (60) days after termination of the project or the date of the last distribution of the item involved.

POLICY 6 - SOLICITATION OF FUNDS FOR STATE PROJECTS

Prior to contacting any business or organization for the purpose of funding a state project, written notice

must be given to the Executive Director no less than thirty (30) days prior to contact. The purpose of this rule is to avoid duplication of requests and to assist in making said contact, if requested.

POLICY 7 - JCI SENATORSHIPS

All applications for JCI Senatorship must be submitted to the State Service Center for approval by the state president. The Executive Director will then forward the application to the U.S. Junior Chamber.

POLICY 8 – PROPOSAL OF NEW STATE PROJECTS OR PROGRAMS

- A. All proposals to add new state projects or statewide programs must first be approved by a simple majority vote of the General Assembly.
- B. At least ten (10) days' notice shall be provided by the sponsoring chapter of the project or program proposal to the Executive Committee members and to all local chapter presidents. This notice requirement may be waived by a two-thirds (2/3) majority vote of the Executive Committee members present or the General Assembly members present at the meeting where the proposal is submitted for consideration.

POLICY 9 – DUTIES OF PROGRAM MANAGERS

- A. All program managers, in addition to their other job descriptions, must submit a written report to their assigned Vice President at least one month prior to the annual Planning Session, with the report to contain a detailed analysis of their project to be used at Planning Session.
- B. General Responsibilities: In addition to the specific duties outlined herein, all program managers are expected to:
 1. Complete the first seven (7) questions of the Chairman's Planning Guide (CPG) within 30 days of being appointed. Send a copy to the President and Executive Director.
 2. Complete the evaluation portion of the CPG within 30 days of completion of the program. Send a copy to the President and Executive Director. If applicable, work with the Executive Director in preparing the final CPG for national judging.
 3. Attend all state functions including Access Day, Planning Session, Executive Committee meetings, General Membership meetings, state conventions, LOTS, Camp Work Weekends (1 in Spring/1 in Fall) to promote assigned program. If unable to attend, must have excused absence from President.
 4. Attend all region meetings to promote assigned program, unless excused by the State President.
 5. Complete a minimum of 20 visitations each trimester, with at least 5 visitations being made outside the program manager's home region.
 6. Fill in on other travel as needed, including recruitment, with the executive team.
 7. Submit *IMPACT* articles quarterly by the posted deadlines.
 8. Submit *Monday Morning Memo* articles monthly, as needed (due the 3rd day of each month).
 9. Train a Missouri Jaycee to take over the position the following year.
 10. Submit monthly reports to assigned Vice President, President, and Executive Director, including visitation summary, chapter evaluations, program status and recommendations.
 11. Dress Code:
 - Chapter Meetings - Shirts, dress pants/khakis and nametags whenever visiting.
 - State Meetings – Friday night: Polo's with black pants, Saturday: business professional attire, Sunday: Denim shirt with khakis. Wear what you want to the dances (as long as it is non-offensive).
 - May wear nice shorts/capris with polo's when attending outdoor summer projects.
 - State T-shirts and jeans/shorts may be worn when you are helping out at projects where you may get messy.
 - Always use good judgment.
 12. Appropriate Behavior – People are watching you at all times and analyzing your behavior. Keep it professional!

- Please keep alcohol consumption to a minimum when at chapter projects and meetings or state projects and meetings.
 - Absolutely no alcohol consumption during the Executive Committee meetings, General Assemblies or chapter meetings.
 - Again...use good judgment.
- C. Access Day at the Fair Program Manager
1. Coordinate all aspects of the program, including parking, tables, seating, lunch, entertainment, invitations, t-shirts, nametags, registration forms and manpower.
 2. Announce date of project as soon as possible.
 3. Solicit monetary donations and manpower commitments from chapters. Maintain a record of all donations received for the project.
 4. Update database and send invitations to institutions & homes.
 5. Send information to all chapters, including directions, parking, time of arrival, etc.
 6. Sell t-shirts and run other fundraisers at state meetings or other events to raise money for the project.
 7. Work with Executive Director on setting budget before any expenditures are made.
 8. Prepare at least two (2) press releases for statewide distribution and submit to the Executive Director by the agreed deadlines.
- D. Competitions Program Manager
1. Coordinate Speak Up, Write Up, and First Timers competitions for all statewide meetings.
 2. Coordinate First Timers Orientation with the Missouri JCI Senate.
 3. Secure competition judges (prior to statewide meeting) and all publications in regards to competitions deadlines and rules.
 4. Participate in award ceremonies for all competitors.
 5. Submit a list of winners for publication in the *IMPACT* newspaper and *Monday Morning Memo*.
 6. Serve as Missouri's national awards judge at the USJC Year-End Celebration and Annual Meeting.
 7. Submit Speak Up and Write Up topics to the *Monday Morning Memo* and/or the *IMPACT* newspaper for publication at least one month prior to the statewide meetings.
- E. National Priorities Program Manager:
1. Educate chapters about USJC priority programs.
 2. Provide educational and promotional materials to interested chapters.
 3. Conduct training forums at regional and statewide meetings as requested.
 4. Maintain a record of chapters that run the program and ensure the proper paperwork is forwarded to the US Junior Chamber.
 5. Communicate program status and updates with the Executive Director.
 6. Works to maximize points received in USJC Parades.
- F. *IMPACT* Editor
1. Responsible for coordinating the publication, circulation and management of the state newspaper.
 2. Responsible for publishing deadlines, promoting and verifying submissions to the POC Program Manager.
 4. Send written communication to every chapter, Executive Committee member and program manager at least two weeks prior to each submission deadline.
 5. Proofread and edit submitted articles.
- G. ON-TO Program Manager:
1. Announce dates of convention as soon as possible.
 2. Send written communication to every chapter, Executive Committee member and program manager as information becomes available.

3. Attend on-site weekend (if applicable).
 4. Coordinate all ON-TO merchandise and fundraising efforts to support the program. Receive approval on all merchandise prior to ordering from the State President and Executive Director.
 5. Stay in contact with national ON-TO chairman and national office.
 6. Coordinate financing and disbursements of such with the Executive Director. Money raised through the program will determine the amount of program incentives provided.
 7. Attend on-site activities at both the Year-End Celebration and the Annual Meeting.
 8. Coordinate room reservations and hospitality facilities.
- H. Outstanding Young Missourians/Farmer Awards (OYM/OYF) Program Manager:
1. Solicit nominations from local chapters.
 2. Work with Executive Director on setting budget before any expenditure is made.
 3. Coordinate with Executive Director to notify winners, non-winners, and the chapters that submitted a nominee.
 4. Work with Executive Director on getting out-of-state judges and to order awards.
 5. Create script for video program.
- I. Parade of Chapters (POC) Program Manager:
1. Promote chapter participation in the POC program.
 2. Reconcile POC packets received from chapters and compile points.
 3. Submit POC rankings with point totals to the Executive Director by the required deadlines.
 5. Submit a list of winners for publication in *IMPACT* and the *Monday Morning Memo*.
- J. Training Coordinator:
1. Coordinate all state training sessions (LOTS, state meetings, MYLOTS, etc).
 - Includes local presidents, program managers, district directors and region directors
 - Includes any presentation materials needed to efficiently run training sessions
 - Includes coordinating meals, if necessary
 - Have the training sessions set up at the beginning of the year
 - Have a published training agenda at least two months prior to the training
 - Coordinate with the Missouri JCI Senate for trainers
 2. Assist regions, districts or chapters in organizing training sessions.
 3. Select training topics in consultation with the President.
 4. Promote attendance at all training sessions, including national training sessions.
- K. Wonderland Camp Program Manager:
1. Educate chapters about Wonderland Camp & provide promotional materials.
 2. Solicit monetary and material donations from the chapters.
 3. Announce date of Camp Work Weekends as soon as possible.
 4. Run fundraisers at state meetings or other events.
 5. Travel to all Wonderland Camp projects or arrange for someone to attend in your place.
 6. Be an active member and attend all meetings of the Wonderland Camp Foundation Board.
 7. Attend all meetings of the Missouri Jaycees Foundation to give a status report.
 8. Coordinate all aspects of all Wonderland Camp Work Weekends.
 9. Prepare at least two (2) press releases for statewide distribution and submit to the Executive Director by the agreed deadlines.

POLICY 10 - STATE AWARDS

- A. Presented at Spring and Fall Board Meetings, at the discretion of the State President:
1. Chapter Awards:

- a. Travel Trophy: A travel trophy is presented at each statewide meeting to the local chapter who has the most members registered at the statewide meeting multiplied by the number of miles they traveled from their respective city to the state meeting divided by the chapters voting strength. The members must be present at the time of the presentation of the travel trophy.
 - b. Programming Awards: Certificates to 1st, 2nd and 3rd place overall in each Area of Opportunity.
 - c. Outstanding Chapter of the Month: Plaque (4x6) - Criteria to be established by the President's Cabinet.
 - d. Outstanding Chapter of the Trimester: Plaque (5x7) - Criteria to be established by the President's Cabinet.
 - e. Growth Chapter of the Month: Certificates to chapters with growth for the month - criteria to be established by the President's Cabinet.
 - f. Growth Chapter for the Trimester: Certificates to chapters with growth for the trimester - criteria to be established by the President's Cabinet.
 - g. Chapter Leaderboard Awards: Plaque (5x7) to 1st Place; Certificate to 2nd – 10th Place. Chapters compete among themselves for rankings in the leaderboards, which are calculated using the following information: year-to-date new member adds; growth; retention; chapters at ACS; percent of chapters at growth; percent of membership over January 1 base; and completed extensions.
 - h. Parade of Chapters: Plaque (5x7) to 1st Place; Plaque (4x6) to 2nd – 5th place. Rules established by the President's Cabinet.
2. State Officer Awards:
- The criterion for each of the following awards is to be established by the President's Cabinet.
- a. Outstanding District Director of the Month: Plaque (4x6)
 - b. Outstanding District Director of the Trimester: Plaque (5x7)
 - c. District Director Leaderboard Awards: Plaque (5x7) to 1st Place; Certificate to 2nd – 5th Place. District Directors compete among themselves for rankings in the leaderboards, which are calculated using the following information: year-to-date new member adds; growth; retention; chapters at ACS; percent of chapters at growth; percent of membership over January 1 base; and completed extensions.
 - d. Outstanding Region Director of the Month: Plaque (4x6)
 - e. Outstanding Region Director of the Trimester: Plaque (5x7)
 - f. Region Director Leaderboard Awards: Plaque (5x7) to 1st Place; Certificate to 2nd – 5th Place. Region Directors compete among themselves for rankings in the leaderboards, which are calculated using the following information: year-to-date new member adds; growth; retention; chapters at ACS; percent of chapters at growth; percent of membership over January 1 base; and completed extensions.
 - g. Outstanding Program Manager of the Month: Plaque (4x6)
 - h. Outstanding Program Manager of the Trimester: Plaque (5x7)
3. Miscellaneous Awards:
- a. Outstanding Local Chapter Member of the Month or Trimester: Name badge - Criteria to be established by the President's Cabinet.
 - b. Outstanding Local Chapter Officer of the Month or Trimester: Name badge - Criteria to be established by the President's Cabinet.
 - c. Presidential Awards of Honor: Plaque (5x7) - Criteria to be established by the State President.
 - d. Region Excitement Trophy: An excitement trophy is presented to the region that shows the most enthusiasm, excitement, respect and the most overall Jaycee spirit at each statewide meeting.

B. Presented at State Convention, at the discretion of the State President:

1. Chapter Awards:

- a. Travel Trophy: A travel trophy is presented at each statewide meeting to the local chapter who has the most members registered at the statewide meeting multiplied by the number of miles they traveled from their respective city to the state meeting divided by the chapters voting strength. The members must be present at the time of the presentation of the travel trophy.
- b. Programming Awards:
 - 1) Single Project Awards: Certificates to 1st, 2nd and 3rd place overall in each Area of Opportunity. Chapters selected as first- or second-place winners at year-end may submit their books for national competition. Revisions may be made between the time state judging occurs and the deadline for submission to USJC.
 - 2) Chapter Annual Programming Awards: Certificates to 1st, 2nd and 3rd place in each Area of Opportunity per pop. division.
 - 3) Chapter Annual Programming Sweepstakes Awards: Plaque (5x7) to 1st place overall in each Area of Opportunity.
 - 4) Overall Annual Programming Awards (Giessenbier Memorial): Presented annually to the top chapter in each population division and the top chapter overall who has the best overall programming in the five Areas of Opportunity. First- and second-place winners in each population division are eligible to enter the national competition for the Clarence H. Howard Memorial Award, Institutional Chapter Howard Award or the Hampton Whetsell Memorial Award. Plaque (5x7) to 1st place in each pop. division and Plaque (7x9) to 1st place overall.
 - 5) Milestone Awards: Presented annually to up to three (3) first-year chapters that conducted the most outstanding activities during their first year of affiliation. The year of affiliation must be concluded during the award year, January 1 through December 31. No population division breakdown is used in determining the winners. The same criteria and format used for the Overall Annual Programming Awards (Giessenbier Memorial Award) is used and based on the first twelve (12) months of the chapter's activities. Winners will each receive a plaque (5x7). First- and second-place winners are eligible to enter the national competition for the Hampton Whetsell Memorial Award.

If a chapter desires to compete for both the Giessenbier and Milestone, they must provide two copies of the Annual Report. The same copy may not be used for both entries. Plaque (5x7) to 1st, 2nd and 3rd Place.
 - 6) Project of the Year: Plaque (7x9) to president and project chairperson.
- c. Outstanding Chapter of the Month: Plaque (4x6) - Criteria to be established by the President's Cabinet.
- d. Outstanding Chapter of the Trimester: Plaque (5x7) - Criteria to be established by the President's Cabinet.
- e. Outstanding Chapter of the Year: Plaque (5x7) - Criteria to be established by the President's Cabinet.
- f. Growth Chapter of the Month: Certificates to all chapters with growth for the month - criteria to be established by the President's Cabinet.
- g. Growth Chapter for the Trimester: Certificates to all chapters with growth for the trimester - criteria to be established by the President's Cabinet.
- h. Growth Chapter for the Year: Presented annually to the top ten (10) growth chapters in the state Plaque (5x7) to 1st Place; Plaque (4x6) to 2nd – 10th Place.
- i. Double Up, Triple Up and Grand Slam Awards: Plaque (5x7). Presented at year-end to chapters that double, triple or quadruple their membership during the year.
- j. Chapter Leaderboard Awards: Plaque (5x7) to 1st Place; Certificate to 2nd – 10th Place. Chapters compete among themselves for rankings in the leaderboards, which are calculated

using the following information: year-to-date new member adds; growth; retention; chapters at ACS; percent of chapters at growth; percent of membership over January 1 base; and completed extensions.

- k. Parade of Chapters: Plaque (5x7) to 1st Place; Plaque (4x6) to 2nd – 10th place. Rules will be published by the POC Program Manager.

2. State Officer Awards:

The criterion for each of the following awards is to be established by the President's Cabinet.

- a. Outstanding District Director of the Month: Plaque (4x6)
- b. Outstanding District Director of the Trimester: Plaque (5x7)
- c. Outstanding District Director of the Year: Presented annually at state convention to up to five (5) of the most outstanding District Directors. Judging will be done by the President's cabinet. Plaque (5x7)
- d. District Director Leaderboard Awards: Plaque (5x7) to 1st Place; Certificate to 2nd – 5th Place. District Directors compete among themselves for rankings in the leaderboards, which are calculated using the following information: year-to-date new member adds; growth; retention; chapters at ACS; percent of chapters at growth; percent of membership over January 1 base; and completed extensions.
- e. Outstanding Region Director of the Month: Plaque (4x6)
- f. Outstanding Region Director of the Trimester: Plaque (5x7)
- g. Outstanding Region Director of the Year: Presented annually at state convention to the most outstanding Regional Director in the state. Judging will be done by the State President, Chairperson of the Board, and Vice Presidents. Plaque (5x7)
- h. Region Director Leaderboard Awards: Plaque (5x7) to 1st Place; Certificate to 2nd – 5th Place. Region Directors compete among themselves for rankings in the leaderboards, which are calculated using the following information: year-to-date new member adds; growth; retention; chapters at ACS; percent of chapters at growth; percent of membership over January 1 base; and completed extensions.
- i. Outstanding Program Manager of the Month: Plaque (4x6)
- j. Outstanding Program Manager of the Trimester: Plaque (5x7)
- k. Outstanding Program Manager of the Year: Presented annually at state convention to up to four (4) of the most outstanding state program managers. Judging will be done by the State President, Chairperson of the Board, and Vice Presidents. Plaque (5x7)

3. Miscellaneous Awards:

- a. Outstanding Chapter President (William Gerhardt Memorial Award): Presented annually at state convention to up to five (5) of the most outstanding local chapter presidents in the state. Judging will be done by the President's Cabinet. Plaque (5x7)
- b. Outstanding Local Chapter Member of the Month or Trimester: Name badge - Criteria to be established by the President's Cabinet.
- c. Outstanding Local Chapter Officer of the Month or Trimester: Name badge - Criteria to be established by the President's Cabinet.
- d. Presidential Awards of Honor: Plaque (5x7) - Criteria to be established by the State President.
- e. Region Excitement Trophy: An excitement trophy is presented to the region that shows the most enthusiasm, excitement, respect and the most overall Jaycee spirit at each statewide meeting.

C. Individual Member Awards:

1. Local members are encouraged to compete in any other following individual competitions:
 - a. Speak-Up: Presented at each statewide meeting. Winners will be decided by a panel of judges,

based upon the presentation, contents of speech, and time guidelines. Certificates will be awarded to each participant and the winner will receive a plaque (4x6).

- b. Write-Up: Presented at each statewide meeting. Winners will be decided by a panel of judges, based upon the presentation, grammar, and contents of essay (see rules and procedures). Certificates will be awarded to each participant and the winner will receive a plaque (4x6).
 - c. First Timers Award: Presented at each statewide meeting to the individual with the highest number of points totaled from completed and timely filed first timer forms. Certificates will be awarded to each participant and the winner will receive a plaque (4x6).
2. Past national competitors, local chapter presidents, members of the Executive Committee, current or past national officer, and current or past state presidents are not eligible for individual competition.
 3. The Missouri Jaycees will pay the competition fee for state winners of the Speak-Up, Write-Up, and Jaycee Jeopardy competitions at the USJC competitions, as allowed in the annual state budget.

POLICY 11 - SUGGESTED CHAPTER AWARDS TO LOCAL MEMBERS

The following section briefly describes awards a local chapter may wish to present to its outstanding members.

- A. Diplomas or certificates for those members who complete Individual Development programs, the Speak-Up or Write-Up program or the orientation program.
- B. Individual and committee excellence awards are presented to recognize individuals that have made outstanding contributions to each chapter throughout the year. Such awards include:
 1. Jaycee of the Month, Trimester, Year
 2. Rookie (First-Year) Jaycee of the Month or Trimester
 3. Brownfield Award: Outstanding first-year Jaycee
 4. Armbruster Award: Outstanding member of more than one year
 5. Outstanding Chapter Officer of the Month, Trimester, Year
 6. Outstanding Local Director of the Month, Trimester, Year
 7. Project Chairman of the Month, Trimester, Year
 8. Committee of the Year - certificates to each committee member
 9. Speak-Up, Write-Up, and Jaycee Jeopardy Competition winners
 10. Outstanding Exhausted Rooster (or Alumni member) of the Year
 11. USJC Ambassadorship
 12. JCI Senatorship
 13. Springboard and Degrees of Jaycees

POLICY 12 - JUDGING OF PROGRAMMING AND SINGLE PROJECT ENTRIES

1. Book judging will be held at a time and place to be determined by the Executive Director.
2. The basis of judging CPG book entries shall be basically the same used by the National Awards Committee and the U.S. Junior Chamber.
3. Judging of individual project CPG's and Area of Opportunity books for each population division will be completed by a determined set of judges to establish the top three (3) projects in each Area of Opportunity. Another set of judges should be utilized to pick the best overall project in each Area of Opportunity, in each population division, from these three and to select the overall sweepstakes winner.
4. Area of Opportunity books will only be judged at year-end.

5. Any CPG entry receiving a 1st, 2nd or 3rd place award can be resubmitted for judging at a later competition, but is ineligible for additional awards until year-end.

POLICY 13 - MEMORIAL AWARDS

There will be a one-time fee of five-hundred dollars (\$500) payable to the Missouri Jaycees for establishment of a memorial award. A member of the sponsoring chapter will be encouraged to assist in the awards annual presentation.

POLICY 14 – PERSONAL CONDUCT

- A. Members of the Missouri Jaycees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that members, in both their business and personal life, refrain from any behavior that might be harmful to themselves, other members of the Missouri Jaycees, or the state organization, or that might be viewed unfavorably by current or potential members or by the public at large. Each member's conduct reflects on the Missouri Jaycees. Members are, consequently, encouraged to observe the highest standards of professionalism at all times.
- B. The Missouri Jaycees prohibit any form of retaliation against any employee or member for filing a bonafide complaint under this policy or for assisting in a complaint investigation. Complaints and problems can only be resolved with the cooperation of employees and members of the organization. Also, the Missouri Jaycees does not condone complaints that are not made in good faith.

POLICY 15 – HARASSMENT

- A. The Executive Committee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise, at Missouri Jaycees' functions. Further, members are responsible for respecting the rights of other members and employees. If a member or employee experiences harassment by an employee or Executive Committee member at any time, or by any member at a Missouri Jaycees function, based on sex, race, national origin, disability, or another factor, or believe they have been treated in an unlawful, discriminatory manner, they should promptly report the incident to the Chairman of the Board. The Chairman of the Board is responsible for investigating the matter and taking immediate and appropriate corrective action, which may include a recommendation to the President to terminate employment or a recommendation to the Executive Committee to revoke an individual's membership in the Missouri Jaycees.
- B. With respect to sexual harassment, it is illegal and against the policy of the Missouri Jaycees for any member to harass any employee or member by making unwelcome sexual advances or favors as condition of employment. The Missouri Jaycees will not condone or tolerate any sexual harassment of its employees or members. All employees and members will be subject to discipline, up to and including dismissal or revocation of membership, for any verified act of sexual harassment.
- C. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly as a term or condition of employment or membership;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or membership; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment, such as persistent comments on an employee's or members sexual preference, the display of obscene or sexually oriented photographs or drawings, offensive comments, jokes, innuendoes, and other sexually oriented statements.
- D. Reporting incidents of harassment:
 1. An employee or member who believes he or she is experiencing harassment should promptly

- report the incident to the Chairman of the Board who in turn will review the facts and conduct an investigation.
2. If the employee or member believes it would be inappropriate to discuss the matter with the Chairman of the Board, he or she may bypass the Chairman of the Board and report the incident directly to the President.
 3. In incidents that may allege a violation of discrimination or harassment by the Chairman of the Board, the employee or member should take the complaint directly to the President who will be responsible for conducting the investigation.
 4. Any employee or member who believes he or she has witnessed harassment should immediately report the alleged incident to the Chairman of the Board who in turn will review the facts and conduct an investigation into the matter.
- E. Within five (5) days of receiving a harassment complaint, the Chairman of the Board is required to notify the President in writing that a complaint has been received, the nature of the complaint, and the status of the investigation. Furthermore, the Chairman of the Board is required to notify the President of the final disposition of the complaint within 24 hours of rendering their decision.
- F. All investigations will be conducted in a prompt, thorough, and impartial manner. The confidentiality of harassment complaints will be protected to the extent possible.
- G. Corrective action can only be taken if harassment is reported. No employee or member will be subject to retaliation or discipline for reporting and pursuing a suspected incident of harassment. Any employee or member who retaliates against a person for reporting suspected harassment will be subject to appropriate disciplinary action, up to and including termination of employment or revocation of membership.
- H. Each local chapter is strongly encouraged to adopt a conduct policy that prohibits harassment of any type, including sexual harassment, and outlines action the chapter will take to investigate such complaints and administer appropriate corrective action.

MISSOURI JAYCEES EXTERNAL POLICY RULES

1. A declaration of external policy may be made in the following manner:
 - a. The President shall forward a written copy of such proposal to each voting member of the Executive Committee and each local chapter for immediate review and consideration.
 - b. Any such proposal, if carried by a two-thirds (2/3) majority of the voting members of the Executive Committee and local chapters, shall become official external policy of the Missouri Jaycees.
2. Should the President decide that circumstances have arisen which present an unusual and compelling reason for the Missouri Jaycees to take an emergency declaration of external policy, then a declaration of external policy may be made in the following manner:
 - a. The President shall forward a written copy of such emergency resolution or proposal to each voting member of the Executive Committee and each local organization president for immediate review and consideration.
 - b. Within ten (10) days after the date of mailing of such emergency resolution or proposal by the president, each voting member of the Executive Committee, and each local chapter president shall communicate his/her position to the President within the aforesaid time period by forwarding to him a written memorandum with such position clearly stated thereon.
 - c. Any such emergency resolution or proposal, if carried by a two-thirds (2/3) majority of the voting members of the Executive Committee, and local chapter presidents responding, shall become official external policy of the Missouri Jaycees having the force and affect as external policy as otherwise provided in this external policy.
3. Declarations of external policy shall expire three (3) years after the date of their adoption.
4. Current external policies shall be published and furnished to all members of the Executive Committee and all local chapter presidents, and shall be available upon request from the State Service Center.