

Florida JCI Senate

Policies and Procedures

2024-2025

The following are the official Policies of the FL JCI Senate, Inc. Changes or additions to the policies can be made by a seventy-five (75) percent majority vote of the Executive Board of the Senate. The Secretary maintains the original copy of the Policies and Procedures Manual.

The masculine or feminine genders used in the Policies and Procedures shall be construed to be neutral and interchangeable as the situation may warrant.

General Policies

1. **Meetings** – Board meetings are for the Board of Directors to discuss the business of the organization. Members may be present; they cannot participate unless they have asked to be on the agenda or are called on by the President or a member of the Board. General Membership (Business) meetings are for the purpose to inform the membership of the activities and recommendations of the Board.
2. **Dress codes** – Board of Directors meetings of the FLJCI Senate are casual (current Senate shirt). For the Business Meeting, the Executive Committee (head table) should be in business attire (dress pants & top or dress for woman, dress pants & jacket for men – no jeans or shorts). Regional Directors may be in their Senate shirts.
3. **Reports** – All reports are to be given from the front of the room. Reports should be no longer than 3 minutes.
4. **Opinions** – Members of the Executive Committee are considered unpaid employees of the FL JCI Senate organization. The opinions of the Executive Committee reflect the entire organization and its membership.
5. **Relationship with JCI Florida** – All members of the Executive Committee should make themselves available to JCI Florida as called upon. We should participate in an advisory capacity only. Executive committee members, elected or appointed, are not eligible from holding any office in JCI Florida.
6. **Communications** – Effective communication is important to the success of the organization. Email, phone calls, the FL JCI Senate Facebook page, and Web site should all be utilized.
 - A. **Social Media – Facebook** – FL JCI Facebook page is a closed group and requires approval to join. Those eligible to join are: JCI Senators, Congresswomen, Senior Statesmen and Friendship Award recipients.
 - B. **Advertisements** are prohibited unless an approved project of the FL JCI Senate.
 - C. **The Communication Team** is responsible for approval of postings to the FL JCI Senate Facebook page.

Florida JCI Senate

Policies and Procedures

2024-2025

7. **Member Dues** – The membership dues for Participating Members are \$40.00 a year. The membership dues for Associate Members (Senior Statesmen, Congress Women and Friendships) are the same as Participating Members. The initial dues for Senior Statesmen are \$50.00 the first year to include the cost of the name badge.
8. **Rosters** – No name or identifying information on any Senator should be sold or distributed for commercial purposes.
9. **Annual Awards** – Annual Awards – at the Year End Awards and Installation Banquet, two (2) awards will be presented, the Homer Sheppard Memorial Award for the Outstanding Elected Executive Committee Officer of the Year (excluding COB) and the Larry Ackerman Memorial Award for the Outstanding Senator of the Year which can be presented to Participating Members and Associate Members. These awards are more fully explained on the Florida JCI Senate Website. Other awards throughout the year are at the discretion of the President and may be covered by the Florida JCI Senate if there are sufficient budget provisions for the awards.
10. **Annual Gift to US JCI Senate** – The FL JCI Senate gives a prize for the US JCI Senate Presidential Raffle. It is to be a \$100.00 value. Traditionally it is one (1) night room and one (1) registration for the Florida BASH in October.
11. **Lost Senatorship** – The Senate will help pay up to \$200.00 for a Senatorship of a FL JC whose chapter is no longer in existence and the person has showed exemplary service to the organization but did not receive a Senatorship. It also must be approved by the Board of Directors. The people or person preparing the Senatorship should send their money and the paperwork before the senate pays the balance.

Florida JCI Senate
Policies and Procedures
2024-2025

Officer Procedures

President

1. By-Law 6.1 defines the duties of the President.
2. The President is expected to attend all National Meetings and the President's Information Exchange (PIE) if held. The FLJCI Senate has two votes at these meetings. The President is the first delegate, and the second delegate is appointed per By-Laws Article 15.1 (b). Such appointment will apply to one meeting only. The yearend convention in June is the responsibility of the outgoing President including participation in the States Party. The President should appoint a FL chairperson to work with the Regional Chairperson.
3. The President is responsible for handling of all Florida Senatorship applications. The application can be mailed or submitted electronically. It should include the completed JCI Senatorship application obtained from the FL JCI Senate website, nomination letter and sent to the current FL JCI Senate President. Each application should be shared with a minimum of two BOD members. The intent is not for approval but to ensure complete exchange of information.
 - A. The fees for the application should be deposited to the General Account of the FL JCI Senate and notated in the books as an income as soon as received. Application should not be forwarded to JCI until original checked has cleared.
 - B. The application is forwarded to the President of JCI Florida for signature.
 - C. The information on the application as to where the Senatorship package should be returned to should be the name and address of the President of the FLJCI Senate.
 - D. Once all required signatures from Florida are on the application, it should be sent by mail along with checks payable to JCI and JCI USA or sent electronically for payment of the fees. Provide information on any rush needs.
 - E. Currently the fees for a Senatorship are \$450.00 for routine processing of 4-6 weeks and \$500.00 for expedited processing (see below). Currently the fees are \$300 (\$315 if credit card is used) to JCI, \$75 to JCI USA, and \$25 to JCI Florida. The \$50 balance pays for a plaque, a black Florida JCI Senate badge, the first year of dues to the FL JCI Senate and postage expense to mail application to JCI and JCI USA (with the current cost of badge and plaque the first year's dues are not fully covered). Expedited postage fees should be collected from the submitter of the application whether a chapter or individual. The FL JCI Senate should not absorb either card charges or expedited handling fees. The transmission of the Senatorship Application to JCI electronically with payment of electronic fees expedites the process without additional postage expense but still results in card charges.
 - F. Once the package is returned with the new Senator number a badge must be ordered and the plaque put together for presentation to the new Senator.
 - G. Membership is not submitted to Nationals until after the Senatorship Presentation.

Florida JCI Senate
Policies and Procedures
2024-2025

- H. After presentation of the Senatorship, a complete copy of the application should go to the Historian to be added to the archives of the FL JCI Senate.

- 4. It is customary for the President to give a gift to any invited out-of-state dignitaries. This includes all events of the FL JCI Senate including the Bash.

- 5. The President is responsible for making sure the Florida JCI Senate abides by the US JCI Senate Protocol Guidelines including advanced written invitations to National Officers and completion of the Official Presidential Invitation form to attend Florida meetings as well as the correct introduction of invited guests.

- 6. Traditionally the sitting President serves coffee to the Past Presidents at their Sunday morning breakfast after a FL JCI Senate conference.

Florida JCI Senate
Policies and Procedures
2024-2025

Management Vice-President

1. Responsible for setting up the meeting room and sees to it that the flags are in place, the head table is set up properly as well as any other requests of the Board.
2. Prepare the agenda for Board Meetings and membership meetings under advisement of the President. Providing agenda 1 week in advance of the meeting to the President and to the Executive Board. A weekend agenda should be prepared by the Management VP under the advisement of the President and sent to the Social Media Chairman for inclusion at the start of the Conference month.
3. Responsible for the introduction of guests and special introductions. i.e.: Past Presidents of the FL JCI Senate and other states, National officers, or visitors according to the National Protocol Officer order of introductions.
4. Responsible for conducting fundraising activities for the Florida JCI Senate. All fundraising activities planned to occur at any event of the Florida JCI Senate require prior approval of the President.
5. Prepare registration forms for all state events of the organization with the approval of the President and forwarded to the Social Media Chairman for the State and National organization for inclusion on the website.
6. Make sure that all Chairpersons/Appointees in this portfolio are present and give a report at meetings.
7. Responsible for coordinating/planning any plaque, pin and/or thank you gift(s) for the outgoing President.

Committees/Chairpersons Under Management Portfolio

1. **Historian** – Per Article 6.11 of the By-Laws of the Florida JCI Senate, “The Historian shall be appointed by the President with the approval of the Executive Board of Directors. He shall be a non-voting, ex-officio member of the Board of Directors. His term of office shall be continuing and automatic except only for removal for good cause, disability, or death. In addition, he shall serve as advisor to the President and Board as they may require regarding past activities and actions of the SENATE.
2. **On To** – Promotes attendance at USJCI Senate National and Regional meetings and events.
3. **JCI Liaison/Return the Favor** – Promotes Senate participation in assisting and mentoring JCI Florida and reporting our activities to the USJCI Senate National Return the Favor Program Manager.
4. **President's Pet Project** – Promotes awareness of and participation in the President's Pet Project.

Florida JCI Senate
Policies and Procedures
2024-2025

The Administrative Vice President

1. Planning, setting up, and maintaining the hospitality room for all Senate meetings. It is recommended that a team be formed to accomplish this. Plans should include registration check-in (Friday 5 p.m.) and identifications badges for the event.
2. Coordinating with the Bash chairman for the set up and operation of the annual Florida Bash. Although the Bash is separate from Hospitality – the Administrative VP is the supervising Senate officer and should remain in contact through out the planning stages of the Bash. The Administrative Vice President's main responsibility with the Bash is to handle registration. The Bash committee should take care of everything else.
3. Maintaining and housing the supplies of the Senate hospitality room (trailer).
4. Traditionally the FL JCI Senate will reserve the hospitality room with their room blocks, the Administrative Vice President must reserve and pay for their personal room.
5. Make sure that all Chairpersons/Appointees in this portfolio are present and give a report at meetings.

Committees/Chairpersons of the Administrative Portfolio

1. **Bash** – Plan meals, purchase items needed, set up and preparing of the meals for the Bash within the guidelines of the budget. Provide updates to the Administrative VP as to event plans.

Florida JCI Senate
Policies and Procedures
2024-2025

Treasurer

1. By-Laws 6.3 defines the duties of the Treasurer, as the duly elected financial officer of the Senate.
2. Responsible for setting up a budget at the beginning of the Senate year with the President and input from the Executive Committee and then have the proposed budget approved by the Finance Committee, Executive Board and accepted by the General Membership at the First Quarter Meeting.
3. The Treasurer shall keep an accounting of the financial transactions of the Senate. This can be made easy using Quick Books or other software program.
4. Only budgeted items can be paid without prior approval. Signatory Authority cannot write check payable to themselves.
5. By using the budget, the Treasurer should work with the President by advising of the actual transactions vs. the budget. If the budget gets out of sync, he/she should advise the President and Finance Committee
6. **Receivables and Payables**
 - A. Cash receipts are recorded in the receipts journal in a timely manner.
 - B. All monies must be given to the Treasurer for deposit and proper accounting of funds.
 - C. All receipts and deposits are processed timely to the respective bank account, but no later than (15) fifteen days. Special Projects bank accounts (subcommittee accounts) must be settled and closed within (90) ninety days of the date of the event.
 - D. Board approved expenses incurred by members are timely reimbursed in the form of a check, provided the Florida JCI Senate Reimbursement Form is completed & submitted along with the relevant receipts/documentation supporting the expense.
 - E. Monies received at a conference should be deposited within 1 week of the conference. Any checks that need to be sent out to National (Mentors, Sweepstakes.) should be sent during the 1st week after the conference.
7. **Dues Billing** – The dues billing for every name on the entire Florida JCI Senate roster should be prepared and ready to mail by late June or early July. Previous membership mail-outs have included: letter from the President, letter from the Treasurer, dues billing card or letter containing update information, and an envelope to return the payment, addressed to you. This is mailed by bulk mail therefore weight is not a big issue; however, each item must be identical in weight. The type of mail out should be determined by the Treasurer and the President for each year. The FL JCI Senate Foundation has paid for the postage cost of the membership letter in some years and has included information about the Foundation. A letter should be sent to the Foundation President before the May meeting if the Senate would like to continue this practice. Currently there are approximately 800 names of Senators who should receive this mail out. The mail out has been sent at discounted standard rate some years and first class in other years.

Florida JCI Senate

Policies and Procedures

2024-2025

8. **Roster** – Currently the Florida JCI Senate Master Roster is in an Excel file and is maintained by the “Roster Chairman.” The Roster is a vital document for our organization and is a living, breathing entity. Changes are made constantly, therefore if anyone needs a copy, they should only ask and receive a copy from the Roster Chairman, as they have the most updated and correct version. Please do not ask or receive a roster from anyone else as changes may have been made since that person received it. A copy can be sent to Senators via e-mail if a request is made to the Roster Keeper from the e-mail address you want it sent to. **No name or identifying information on any Senator should be sold or distributed for commercial or personal purposes.**

The Treasurer will work with the Roster Chairman to keep the roster up to date. Rosters from the US JCI Senate will be forward to the Roster chairman when received from the MIS Chairman. A/C/D forms are to be sent to the Roster Chairman when sent to the US JCI Senate.

9. **E-Mail Roster** – The E-mail Roster is a list of dues paid senator’s e-mail addresses for the sole use to send Senate information out to the current directory, National Officers, and Region IV Presidents. The Roster Keeper also oversees this list and is responsible for sending out all communications. This list will never be distributed to anyone and is used for Senate approved communications only. All e-mail addresses are on the Current Roster and if e-mails are needed, you can find them on the current roster. It is highly suggested if you are sending out “Mass E-mails” the BCC (Blind Carbon Copy) feature is used to protect our members. E-mail addresses are not to be used for commercial or personal use, or to be added to unwanted subscriptions to other Senate groups.
10. **National Dues Billing** – The National Treasurer will instruct as to how the dues billing to be prepared and sent. If attending the National meeting it is **expected** to attend Treasurer’s Information Exchange (TIE). Before sending the dues billing to National the Treasurer should confer with the President. Treasurer should see to it that the National Dues billing is e-mailed early or no later than the due date to the National MIS Chairman and the check sent to the National Treasurer. Copy the National Vice President for Region IV, President and Roster Chairman.
- A. All dues are to be collected in full prior to submission to national each quarter prescribed by the national deadlines in the quarter in which they are due.
 - B. New members are to be submitted in the quarter in which they are received.
 - C. Submit all names, addresses and membership status changes to National on the Add/Change Form provided by US JCI Senate.
11. **Membership Director (Activation/First Timers)** – Encourage new Senators or inactive Senators to get involved in the Senate organization. Coordinate with RD for Senate Activation and dues.
12. **Life Memberships** – Even though life members are not responsible for paying annual dues they are included in our mailing to maintain address/phone changes. Life members are automatically renewed with National in the quarter they are to be renewed. At the end of the year transfer 2/3 of the income from each new life member to the Past President Life Member

Florida JCI Senate

Policies and Procedures

2024-2025

account. If there is insufficient interest from the Past President Life Member account, the FL JCI Senate shall make up the difference to pay national dues for the living members. Upon successful completion of his/her year the outgoing President shall be presented their life membership if they do not already have one and no monies shall go to the Past President Life Member account.

13. Reporting

- A. Financial reports are to be created quarterly (or monthly/annually) and approved by the Finance Committee, Executive Board and accepted by the General Membership. The Treasurer shall provide a written report for the Finance Committee one week prior to the meeting and send by email to the finance committee members, which includes the following:
 - 1. Transaction Journal
 - 2. Monthly Reconciliation of reports for all bank accounts (Operating, Savings)
 - 3. Budget vs Actual Report
 - 4. Balance Sheet (at year-end)
 - 5. Paid Senator Report
 - 6. Balance Sheet
- B. Budget vs. YTD actual reports are provided for review by the Finance Committee, the Board of Directors, and the membership at each quarterly meeting.
- C. Balance Sheet and Paid Senator Report are provided for review by the Board of Directors at each quarterly meeting.
- D. Reports of special projects accounts from the respective chairperson.
- E. The Treasurer coordinates with the Compliance Officer in completing and filing of the Federal Form 990 annually as required by IRS regulations.

14. End of Year Accounting – Incoming & Outgoing Treasurer should work together to complete the final accounting of the year.

- A. The outgoing Treasurer will keep the treasury books until the June bank statements are balanced; and all year-end financial reports are completed.
- B. Treasury books and laptop are turned over to Incoming Treasurer no later than the completion of the June reconciliation and 4th Quarter Reports.
- C. Incoming Treasurer will receive and deposit all monies beginning June 1.
- D. Ensure that the balances of all Senate accounts are obtained as noted in the year-end balance sheet and coordinate with the Compliance Officer to facilitate year-end regulatory reporting.
- E. Provide documentation to facilitate an audit of the organization's records.

15. The Treasurer shall also provide written reports for all Board meetings as well as the

Florida JCI Senate

Policies and Procedures

2024-2025

Membership meetings.

16. Makes sure all Chairpersons/Appointees in this portfolio are present and give a report at meetings.

Committees/Chairpersons under the Treasurer's Portfolio

1. **Membership Director** (Former Activation/First Timers) – shall serve as liaison between the Treasurer and Regional Directors for purposes of membership. Encourage Senators to participate in Senate functions. Introduce new Senators to the hospitality room; make them feel at home with the Senators. Coordinates with JCI Florida when they meet with the Florida JCI Senate in their First Timer's Program.
2. **Roster Chairman** – Shall maintain a current roster of all known senators residing in Florida and members of the Florida JCI Senate regardless of residence. If a directory is published that will be the responsibility of the Roster Chairman. Additionally, the Roster Chairman will be responsible for providing addresses for a membership mail- out as well as distribution of the Senate Chambers.
3. **Marketing** – this chairmanship will secure sponsors, advertise the organization and publicize activities. They are also responsible for write-ups for Mentors for new senators and active senators that have passed.
4. **Past Presidents Committee – Reserve and Life Member funds:**
 - A. **Reserve funds** are set aside for continued existence of the FL JCI Senate. Each year the interest of this fund is disbursed to the General fund.
 - B. **Life Member funds** pay for the Life members of this organization. 2/3rds of the monies from new Life Memberships should be put into this fund. Interest from this account is disbursed annually to pay the annual dues to the US JCI Senate. These funds are overseen by the Past President's Committee.
5. **Finance Committee** – shall be responsible for monitoring and communicating to the Board of Directors the organization's overall financial health; along with being available to guide, assist, and mentor the Treasurer.
6. **Compliance Officer** – Is defined in the By Laws of this organization. Additionally, the Compliance Officer promotes ethical conduct and compliance with rules, regulations and standard processes that govern how service organizations should conduct financial business. This applies to how financial transactions and trades are handled, how client accounts are maintained and processed and how the organization operates as a business.

Florida JCI Senate
Policies and Procedures
2024-2025

Secretary

1. The Secretary shall take minutes at all meetings of the FL JCI Senate.
2. Prepare the minutes and distribute for each meeting of the FL JCI Senate for approval. Minutes should be prepared as close to the meeting as possible.
3. Publicize and organize items for the Florida e-Blast and work with Roster Chairman to publish to membership.
4. Have a Mentors envelope and sign-up sheet available at all State meetings. Pass the monies to the Treasurer to send to the Mentors Business Manager. Print up the list and send to US JCI Senate within 2 weeks of the meeting.
5. Is responsible for the social media of the organization. All posts to a social media account must be approved by Secretary, Chairpersons Under the Secretary's Portfolio or the President. Only Senate-related information should be posted on social media unless previously approved by the Board of Directors.
6. Make sure that all Chairpersons/Appointees in this portfolio are present and give a report at meetings.

Committees/Chairpersons Under the Secretary's Portfolio

1. **Chambers Editor** – As per the By-Laws Article 6.8; “The Editor shall be a non-voting member of the Board of Directors, appointed by the President subject to the approval of the Executive Board of Directors. He shall be required to publish the “SENATE CHAMBERS” 30 days prior to each regularly scheduled meeting and to provide the membership with any special bulletins as may be required by the President or the Board of Directors.”
2. **Social Media** – The Social Media Chairman shall be a non-voting member of the Board of Directors appointed by the president, subject to the approval of the Executive Board of Directors. The Chairman shall setup and maintain the website of the FL JCI Senate. Information should be sent to the webmaster to keep information current. They are also responsible for other Social Media platforms (Facebook, Twitter, YouTube and Zoom). A Zoom Chairman may be appointed to use our license to start and record our Zoom sessions. Facebook posts are approved by 1) President, 2) Secretary, 3) Social Media Chairman and 4) Chaplain.
3. **Chaplain** – As per the By-Laws Article 6.7; “The Chaplain shall be a non-voting member of the Board of Directors, appointed by the President, subject to the approval of the Executive Board of Directors. He shall give the non-denominational invocation before all meetings. He shall take proper action to ensure an expression of sympathy is sent to Senate Member or Family in the

Florida JCI Senate

Policies and Procedures

2024-2025

event of sickness or death, including notice to the Editor of "SENATE CHAMBERS." He is responsible for directing the payment of a memorial contribution of \$50 to the FLJCI Senate Foundation, Inc. on behalf of each dues-paying, deceased Senators during the current Senate year. Notification of senator deaths should be sent to the Regional and/or National Chaplain(s).

4. **Communications Director** – Responsible for:
 - **The Florida Blast** (This publication is being sent by email to all dues paying members of our organization to highlight upcoming events and meetings. The Florida Blast will be published every month except for the months when the "Chambers" is published)
 - **PR Releases**
 - **Empty Chair** (work with the Chaplain to produce article for the Chambers and Mentors for deceased Senators).

Florida JCI Senate
Policies and Procedures
2024-2025

Regional Directors

As per the By-Laws Article 6.5; “Each Regional Director of the SENATE shall be responsible for coordinating SENATE functions that may from time to time occur in his designated region. He shall encourage the Senators in his region to meet on occasion for purposes of fellowship. He shall promote Participating Membership to all Senators-at-Large in his region. In addition, he will act as an advisor to all JCI groups of this region regarding information on Senator Nominee requirements, nomination forms and how they may obtain such items. He shall call an annual regional meeting at which time he may conduct an election for Regional Director. He shall refrain from making any statement or comment to JCI regarding the qualifications of any nominee.”

Chairman of the Board

As per the By-Laws Article 6.6; “The Chairman of the Board shall act as an advisor and consultant to the President. He shall be the presiding officer during the annual elections. In addition, he shall perform those duties as may be delegated to him by the President.”

1. The Chairman of Board is chairperson of the nominating committee. In February, the nomination committee shall meet and interview candidates seeking a position on the Board of Directors for the next fiscal year. Qualified candidates are announced at the general membership meeting by the Chairman of the Board.
2. The Chairman of the Board officiates the elections at the election meeting in May.
3. The Chairman of the Board is responsible to arrange the Past Presidents breakfast on Sunday morning after each conference.

Appointed Committees

Parliamentarian

As per the By-Laws Article 6.9; “The Parliamentarian shall be a non-voting member of the Board of Directors, appointed by the President, subject to the approval of the Executive Board of Directors. He shall make all decisions as to proper parliamentary procedure as contained in newest edition of ROBERTS RULES OF ORDER and interpretation of these Bylaws. The Parliamentarian’s decision in the event of any dispute, as to parliamentary procedure, is final and binding, until it is proven to the satisfaction of the Board of Directors that the ruling was in error. In addition, heshall be a member, if not Chairman, of any Bylaw Revision or Review committee as appointed by the President.”

Florida JCI Senate
Policies and Procedures
2024-2025

Legal Counsel

As per the By-Laws Article 6.10; “The Legal Counsel shall be a non-voting member of the Board of Directors, appointed by the President, subject to the approval of the Executive Board of Directors. He shall act as an advisor to the President and Board of Directors in such matters as deemed necessary. In addition, he shall represent the SENATE in any matter requiring legal representation.”

Future Directions Committee

As per the By-Laws Article 7.5; “The Future Directors Committee shall be appointed by the President. The Committee shall consist of 5 members serving 1-year terms with a 3-year term limit. The purpose of the Committee is to plan for the sustainability of the FL JCI Senate and make recommendations to the Board of Directors and General Membership.”

Bylaws Review and Revision Committee

As per the By-Laws Article 7.6 “The Bylaws Committee shall be appointed by the President. The Committee shall consist of 6 members with 3 members appointed to a 1-year term with a 3-year term limit, consisting of a Past President and 2 members from the general membership. The Parliamentarian as Chairman of the Future Directions Committee shall be voting member. The SENATE Legal Counsel serves as permanent non-voting member. The purpose of the Committee is to review current Bylaws, make recommendations to the Board of Directors and propose Amendments as provided in Article XIII of the Bylaws