

IOWA JCI SENATE Policies –

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1. **Budget Committee** will be the incoming and current presidents, the Chairman of the Board, and the current and incoming treasurers. The proposed budget will be presented at the picnic and voted on at that time.
2. **Audit Committee** shall conduct an audit each year. The Audit Committee is made up of 2 or 3 Senators assigned by the President. At year end, the Treasurer needs to show what income is Line items (example-partial lifetimes being held until paid in full.) Books will be turned over June 30 and committee will have up to **6** weeks to complete the audit. A report is to be presented at the next meeting.
3. Iowa JCI Senate meetings will be held with the Iowa Jaycees, if possible. All Senators attending JCI Iowa/Iowa JCI Senate meetings must pay at least the \$15 basic registration to attend the Senate meeting as agreed upon with JCI Iowa. In return, JCI Iowa provides the Senate a hospitality room in which alcohol can be served and a meeting room at no cost to the Senate.
 - A. The annual meeting will be held at the picnic. This should be bid a year in advance.
 - B. If no bid is presented, the President will arrange the picnic.
 - C. The Annual meeting should be held on the 2nd or 3rd weekend of July (Based upon availability of facilities.)
4. Lifetime membership will be ten times the amount set for the annual dues to the Iowa JCI Senate.
5. The Iowa JCI Senate acknowledges the establishment of Senate Events Inc..
 - A. All financial activities managed by Senate Events Inc can be reported to the treasurer and the membership of the Iowa JCI Senate.
 - B. The Senate treasurer will handle all budgeted income and expenses of the Iowa JCI Senate. All non-budgeted expenses need to be approved at the Senate meetings before payment.
6. **Hospitality Chair** will encourage all Senators to bring donations to share. The hospitality room should open by 5 pm on Friday. The treasurer will pay hospitality_chair's bills after receiving receipts.
 - A. This room is not intended to be a sleeping room.
7. The Senate hospitality is open to JCI Senators, Friendship recipients, Patsy Dunham and Congresswomen. A Senator may bring a guest. A donation basket will be at the door.
8. Hospitality trailer will be licensed in the state of Iowa, and the Iowa JCI Senate will reimburse the annual license fee.
9. The Hospitality room and the Senate meeting room are non-smoking/non-vaping rooms.
10. The Fundraising chair is to promote, collect items, organize and finalize fundraising events.
11. Presidential Sweepstakes chair will promote the sale of tickets and arrange the Iowa donation for the Sweepstakes tickets.
12. The summer newsletter is electronically sent or mailed to all Iowa Senators. The remaining newsletters will be emailed only to paid members. Additional electronic mailings are sent to the appropriate National and Regional contacts and anyone as directed by the President. Surviving spouses of paid Senators can receive a courtesy copy, if requested. The newsletter is to be emailed or sent prior to 30 days before each annual Senate Meeting.
13. Subscriptions for the Mentors are available to the spouse of a deceased Senator by contacting the Mentors subscription manager.
14. The President is to have a copy of Bylaws and Policies at each meeting as provided in Secretary Book.
15. The President or Chairperson will sign all contracts made in the name of the Iowa JCI Senate.
16. Senate applications with checks shall be sent to the current JCI Iowa President. Only the Iowa JCI Senate President and/ or Treasurer are allowed to order badges after receipt of Senator Certificate with number, or copy.
17. In the case of a President not being able to make the US JCI Board Meetings, the President will appoint a delegate for Iowa to attend the President's sessions (if allowed) plus another delegate to vote. The President will decide on payment of budget line for this area.
18. **Region VI Meetings** – the voting delegates for the Iowa Senate will be the President and one Iowa Senator appointed by the President. If the President cannot attend, then two Iowa Senators will be appointed by the President to be our delegates.
19. President will arrange for the Agent of Record to complete biannual requirements for our Articles of Incorporation. Verification will be sent to the Iowa JCI Senate Secretary. Iowa JCI Senate, Inc., was reincorporated in July of 1984. Biennial Reports are completed in March, odd number years
20. Out of State Guests Protocol
 - A. If a National Senate officer is invited to attend an Iowa meeting, we pay for up to 2 registrations and 2 room nights. An Iowa Senator should escort them throughout the weekend.
 - B. When the Region VI Vice President makes their official visit, we pick up the registration and 1 room night. Our President confirms with guest(s) about registration(s) and room accommodations, attire and expectations.
21. Gifts will be the President's discretion
22. In the event the President is unable or unwilling to fulfill his/her duties, the Chairman of the Board will complete the year. If the Chairman of the Board is unable or unwilling, the Board will appointment someone to fulfill the term.
23. **Pin Chair** is to work with the President on design, sales and retail price. Funds are turned in to Treasurer.
 - A. President shall receive 20 free pins and can purchase more at \$2 each (or at cost if cost is greater).

Iowa Pin Sales are the responsibility of the Chair.

24. Upon the death of a past Iowa JCI Senate President, a memorial plant will be sent by the Iowa JCI Senate in memory of the past President by the Chaplain unless a memorial has been requested. The budget item to pay for the plant will be determined by the President and Chaplain or voted upon at the next meeting.

25. **Chaplin** will give the invocation at the meetings. Chaplain is responsible for notifying the Region VI and National Chaplains of any deaths, sicknesses and blessings. Chaplain will include contact address information and the Senate number when available.

26. **Return the Favor Chair** and the President are to decide on awards for Return the Favor for each Sente meeting. The Gary Hogue Memorial Award is presented to the Outstanding Iowa Jaycee at year end, and the Ken Hovenstat Memorial Award is presented as per JCI Iowa choice. These awards are paid for by Iowa JCI Senate Treasurer per Line Item to JCI Iowa

27. **Historian** will compile and archive the history of the Iowa JCI Senate Organization.

28. **Sergeant at Arms** is responsible to make sure there is a United States flag in the meeting room. Seargent at Arms will greet people as they enter, keep orderly conduct throughout the meeting, and pass the Mentors sheet around.

29. **Freshman Senator Chair** is to purchase cards per budget line item and pass them around at the Senate meeting to be signed. Chair is the liaison between the Senate and the chapter presenting. If family is present, it is the chair's duty to help hide them and bring them to the presentation. A set of bylaws and policies and any other information about the Senate should be given to each new Senator. Introduce them and make them feel welcome when they come to the hospitality room.

30. **Scholarship Chair** is to get packets from US JCI Senate Foundation. Deadline for submission to Iowa Senate and any other updates are put on the forms and it is then sent out to the schools. The chair will arrange date (before National Deadline), arrange judges (suggest around 20), and a place to judge. Normal judging process is to pick top 3 in each stack of scholarships and narrow those to top 2 in the state attending college and 1 attending a vocational school. Try to use different judges for the finals. Send top two applications for college and one for vocational school to National representative from the foundation by deadline date.

- A. Notify **The Foundation for Iowa Jaycee Charities** of the names and they will determine the amount of scholarship that the Foundation will give and send the scholarship money to the winner's colleges or vocational school prior to the start of the new school year after confirming the school to be attended. If the student prefers, the check can be sent to them, but it is made out to the student and their school.

31. **Benefit of PAID Membership** in the Iowa JCI Senate includes: receiving all newsletters of the organization and of the Iowa JCI Senate Chaplain Report by email, voting rights at Iowa JCI Senate meetings, and receiving the National JCI Senate magazine (Mentors).

Revised by Cheryl Davis Sauerbrei, Larry Schlapkohl, Pam Robinson, Deb Puls, Dr Tom Molsted, Newton Standridge, Joanne Schwab, and Amanda Birch -
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