

2014 Constitution And Policy Manual

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AMENDMENTS

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TABLE OF CONTENTS

PREAMBLE: INTERPRETATION	i
CHAPTER I: NAME AND TERRITORIAL LIMITS	1
CHAPTER II: AFFILIATION, PRINCIPLES, PURPOSES AND CREED	3
CHAPTER III: MEMBERSHIP	7
CHAPTER IV: OTHER MEMBERS	11
CHAPTER V: GENERAL ASSEMBLY	14
CHAPTER VI: ANNUAL GENERAL MEETINGS	19
CHAPTER VII: OFFICERS.....	21
CHAPTER VIII: PRESIDENT	30
CHAPTER IX: EXECUTIVE VICE PRESIDENTS	32
CHAPTER X: VICE PRESIDENTS.....	33
CHAPTER XI: SECRETARY GENERAL.....	36
CHAPTER XII: LEGAL COUNSEL.....	39
CHAPTER XIII: ADMINISTRATIVE MANAGER.....	40
CHAPTER XIV: BOARD OF DIRECTORS.....	42
CHAPTER XV: PLANNING	46
CHAPTER XVI: ACTIVITIES.....	48
CHAPTER XVII: SENATORS.....	53
CHAPTER XVIII: DUES AND LEVIES	57
CHAPTER XIX: FINANCES	61
CHAPTER XX: ADMINISTRATION.....	68
CHAPTER XXI: JCI MEETINGS / EVENTS.....	71
CHAPTER XXII: HEADQUARTERS AND PRINCIPAL OFFICE	73
CHAPTER XXIII: RULES AND PROCEDURE	73
CHAPTER XXIV: “THE BRIDGE”	74
CHAPTER XXV: AMENDMENTS.....	75

CONSTITUTION

OF

JUNIOR CHAMBER INTERNATIONAL WEST INDIES

As originally adopted at the National Convention 1960 and amended at subsequent Conventions up to, and including, the 54th National Convention (2014)

PREAMBLE TO CONSTITUTION:

We, the young people of the West Indies conscious of our responsibilities both to prepare ourselves as citizens and to offer ourselves for service to our Communities, Nations and the World, do hereby unite ourselves in this Association and under this Constitution.

INTERPRETATION

In this Constitution, unless the context otherwise requires:-

The term “JCI” shall be taken to mean and imply “Junior Chamber” and vice versa, whenever they both appear in this Constitution

“JCI” means Junior Chamber International.

“National Organisation” means the Junior Chamber International West Indies

“Local Organisation” means the local JCI Organisation (sometimes called Chapters) in the local communities of the territories of the West Indies.

Reference to the “Board of Directors” or any “Officer” shall mean the Board of Directors and the participating Officer of the National Organisation.

“He”, “His” or “Him” are to be interpreted as encompassing both the male and female genders, and the singular shall include the plural and vice versa.

CHAPTER I: NAME AND TERRITORIAL LIMITS

ARTICLE 1-1: NAME

This Association of Junior Chamber shall be known as JCI West Indies (Junior Chamber International West Indies) hereinafter in this Constitution referred to as the "National Organisation".

ARTICLE 1-2: EMBLEM

If any, the emblem of the National Organisation shall consist of the emblem of Junior Chamber International, which shall be reproduced as shown below and as recommended by JCI from time to time.



BYLAW 1-2. USE:

SECTION 1-1. LIMIT: The use of the name shall be limited to:

- a. Local Organisation Members and Individual Members of this association whose affiliation is duly recorded, and
- b. Groups of Local Organisations which have been formally recognized under the provisions of [Policy 3-1](#).

SECTION 1-2. The use of the name, initials and emblem of the National Organisation and those of Junior Chamber International shall not be used by others without the written consent of the President.

SECTION 2. APPLICANTS FOR AFFILIATION: All Local Organisations applying for affiliation or re-affiliation are required to use only the word "JCI" followed by the name agreed upon by the Local Organisation or their local community. All Local Organisations must apply directly to the National Organisation for affiliation or re-affiliation.

SECTION 3. FORFEIT: The right to use the name shall be automatically and forthwith forfeited on termination of any member's affiliation or any such group's formal recognition.

ARTICLE 1-3: NATIONAL COLOUR

As adopted at the JCI WI Mid-Year Meeting 2004, the National colour will be **JCI Dark Lilac (Pantone 2582)** as laid out in the Policy Manual, [Policy 1-3](#) Section 1-2. A representation of such use is below. All Local Organisations of JCI West Indies shall adopt the colours of the National Organisation for their use as part of their affiliation to the National Organisation and use of Name ([Bylaw 1-2](#) Use).



POLICY 1-3: ADOPTION OF NATIONAL COLOURS

Section 1

- a) The National Colours shall be JCI Dark Lilac (Pantone 2585)
- b) Representation of the National Colours shall be used in all publications, electronic and print media in the prescribe formats in the JCI Corporate Guide.

Section 2

- a) All Local Organisations affiliated to JCI West Indies must for the purpose of affiliation adhere to [Article 1-3](#)

ARTICLE 1-4: TERRITORIAL LIMITS

The territorial limits of the National Organisation shall be the following territories:-

Anguilla,
Antigua & Barbuda
Barbados
Cayman Islands
The Commonwealth of Dominica
Grenada/ Carriacou / Petite Martinique
St. Vincent / Grenadines
The Co-operative Republic of Guyana
Montserrat
Saint Lucia
The Republic of Trinidad & Tobago
St. Kitts and Nevis

and other territories in and around the Caribbean now or formerly under the sovereignty of Great Britain.

CHAPTER II: AFFILIATION, DECLARATION OF PRINCIPLES, PURPOSES AND CREED

ARTICLE 2-1. AFFILIATION, DECLARATION OF PRINCIPLES:

1. The National Organisation shall be affiliated to JCI and by virtue adopts the Principles of JCI which are based on a belief in:

- faith in God
- the brotherhood of man
- individual freedom and dignity
- government of laws
- the value of human personality
- service to humanity.

ARTICLE 2-2. CREED:

The principles of JCI may be expressed by this Creed:

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.

ARTICLE 2-3. PURPOSE OF THE NATIONAL ORGANISATION:

1. The National Organisation, adopts the Purposes of JCI inspired by the declaration of Principles namely:-

To develop the individual abilities and stimulate the joint efforts of young people for the purpose of improving the economic, social and spiritual well-being of mankind by:-

- a) Promoting the awareness and acceptance of the responsibilities of active citizenship among members.
 - b) Promoting the Vision, Mission and Values of JCI.
 - c) Promoting active participation of the members in planning and executing projects for the development of their leadership potential and for a better community.
 - d) Promoting the understanding, goodwill and cooperation among all peoples.
2. Undertakes to comply generally with the Constitution, Bylaws and Policies of JCI.
 3. Undertakes to give local support to the decisions and recommendations of JCI so far as may be practicable.
 4. Accepts the responsibility to ensure that all Local Organisations are Members of JCI, and each individual member is a member of JCI.

ARTICLE 2-4. POLITICS:

The National Organisation shall refrain from any partisan political activity and shall not undertake the promotion of any one national interest over another within or without its membership.

ARTICLE 2-5. RELIGION:

SECTION 1. RELIGIOUS ACTIVITIES: The National Organisation shall not affiliate with sectarian or religious activities. This shall not be construed as a prohibition upon any member organisation from engaging in religious activities, which are acceptable to its own membership.

SECTION 2. CONCEPT OF GOD: The concept of God in the context of the JCI Creed or Declaration of Principles is to be interpreted according to one's own religious belief.

ARTICLE 2-6. HUMAN RIGHTS:

The organisation, in affirming its Declaration of Principles, which is based on the ideals expressed in its Creed, recognizes the Universal Declaration of Human Rights. The Universal Declaration of Human Rights is commended to National Organisations as an example of the promotion of universal respect for, and observance of, human rights, freedoms and equality.

ARTICLE 2-7. RIGHTS OF THE CHILD:

The National Organisation, in affirming its Declaration of Principles, recognizes and supports the United Nations Declaration of the Rights of the Child, and recommends that Local Organisations conduct permanent and continuing programs which assist with providing for one or more of the basic needs of children as set out in the Declaration:

- THE RIGHT to affection, love and understanding
- THE RIGHT to adequate nutrition and medical care
- THE RIGHT to free education
- THE RIGHT to full opportunity for play and recreation
- THE RIGHT to a name and nationality
- THE RIGHT to special care, if handicapped
- THE RIGHT to be among the first to receive relief in times of disaster
- THE RIGHT to learn to be a useful member of society and to develop individual abilities
- THE RIGHT to be brought up in a spirit of peace and universal brotherhood
- THE RIGHT to enjoy these rights regardless of race, color, sex, religion, national or social origin.

ARTICLE 2-8. WORLD PEACE:

The National Organisation, in affirming its Declaration of Principles and recognizing the fundamental goal of the founder of JCI, Henry Giessenbier, Jr., commits itself to strive for a true and everlasting world peace.

ARTICLE 2-9: THE MISSION, OBJECTS AND POWERS OF JCI WEST INDIES

The purpose of the National Organisation in addition to the above inspired by the JCI Creed, shall be: -

Section 1: The Mission

To provide development opportunities that empower young people to create positive change.

Section 2: The Vision

To be the leading Global Network of young active citizens.

Section 3: Objects & Powers

1. To develop and advance the purpose of JCI in the West Indies;
2. To co-ordinate the activities of its members to achieve these purposes;
3. To promote the extension of membership to all young people in the West Indies;
4. To promote the concept of West Indian and Universal Interdependence;

5. To encourage, foster and sponsor in conjunction with any or all Local Organisations the formation of other Local Organisations in the West Indies;
6. To encourage its members to actively participate in Local Organisation and community affairs with the objective of improving the individual member, the community and mankind;
7. To co-operate with all or any Local Organisations in the West Indies in planning and executing of projects of interest to all Local Organisations;
8. To encourage in young people a greater interest in civic, economic, commercial, industrial and cultural affairs;
9. To strive for the abolition of all forms of prejudice and discrimination;
10. To express the West Indian view point of young people and take common action in the interest of the National Organisation or Local Organisations;

CHAPTER III: MEMBERSHIP

ARTICLE 3-1: DEFINITIONS

Local Organisations whose objectives and activities are in accordance with the purposes of JCI and the National Organisation, and which are formally affiliated to the National Organisation, shall be members of the National Organisation.

POLICY 3-1: DEVELOPMENT OF POTENTIAL LOCAL ORGANISATIONS IN NEW AREAS AND IN EXISTING AREAS

Section 1: Method:-

The Vice President assisted by such Development Officer will achieve this or Executive Assistants as may be assigned by the Board.

Section 2: Development in New Areas: -

Extensions in new areas shall be the responsibility of the Vice Presidents and their efforts shall be carefully co-coordinated with the JCI Secretariat, the JCI Vice President assigned to that area and such Development Officers as may be assigned by the Board.

Section 3: Standing Committees: -

In all development efforts, it shall be an absolute requirement that a Standing Committee be first formed and that it functions for a maximum of six (6) months before being elevated to Local Organisation status and admitted to full membership of the National Organisation.

POLICY 3-2: DEVELOPMENT OF EXISTING LOCAL ORGANISATIONS

Section 1:

It shall be the responsibility of the Vice President Assigned to any Local Organisation to promote development within such Local Organisation by the strengthening and expansion of the existing Local Organisations or by the formation of new Local Organisations where possible within the territory. The Vice President assigned to the Local Organisation shall conduct appropriate seminars and give guidance on local and regional structure and shall encourage Local Organisation extension targets and work towards increasing the number of Local Organisations and individual members.

Section 2: Co-operation: -

All National Organisation's efforts on behalf of the Local Organisation to expand and strengthen the aims and purposes of the National Organisation in a given territory will proceed with the co-operation of the existing Local Organisation. However, if the Local Organisation does not meet the criteria as prescribed by the Constitution, action may proceed without the co-operation of the Local Organisation if the Board of Directors decided that this initiative is necessary to fulfil the National Organisation's aims and purposes.

ARTICLE 3-2: QUALIFICATIONS FOR FULL AFFILIATION

Membership of the National Organisation shall be open to Local Organisations in the geographical area of the National Organisation provided that such organisations:

- a. Must comply with the requirements of the National Organisation as laid down in this Constitution and Policy Manual
- b. Has objects and polices which are not inconsistent with the purposes of the National Organisation and JCI;
- c. Is comprised of young people of good moral character between the age limits set out in [Bylaw 4-1](#); and
- d. Has a minimum membership of twenty-five individual members.

BYLAW 3-3: SPECIFIC REQUIREMENTS OF APPLICANTS FOR FULL MEMBERSHIP

Each application for membership in the National Organisation shall be in writing and addressed to the Secretary General and shall reach the Secretariat not less than thirty (30) days before the opening date of the Convention at which the application is to be considered. Each application shall be accompanied by such details of the following matters as may be deemed appropriate by the Board of Directors.

- a. Name and address;
- b. The matter in which the applicant is or has been associated with or become interested in the JCI Organisation;
- c. A statement of the purposes of the applicant;
- d. Names and addresses of the officers and directors of the applicant.
- e. Particulars of incorporation, if applicable;
- f. A copy of the Constitution or other applicable laws of the applicant, and a copy of the rules or bylaws by which the applicant conducts its affairs;

- g. A short history of the applicant from the date of its formation to the date of the application;
- h. Description of current activities, topics considered at meetings and plans for future work;
- i. Evidence of status in the community;
- j. The applicable National Organisation and JCI dues for the subsequent fiscal year
- k. Plan of Action for the ensuing year

The Local Organisation applying for membership must also comply with the following requirements:

- a. Have the records of all its members in the JCI database
- b. Have listed the current local officers in the JCI online Directory.

BYLAW 3-4: PROCEDURE FOR AFFILIATION

The procedure for the admission to a new member shall be as follows:-

- a. The applicant shall supply the information required in [Bylaw 3-3](#) to the Secretary General.
- b. The President, subject to the approval of the Board of Directors, shall appoint an Admissions Committee to deal with applications for membership at the Convention. The Admission Committee shall comprise of three members, including the Legal Counsel as Chairman, and shall examine the qualifications of all applicants and certify its findings to General Assembly.

ARTICLE 3-5: APPROVAL

- (i) Applications for admission to membership which meet with the requirements of this Constitution shall be brought before General Assembly by Motion and shall be accepted if approved by two thirds (2/3) majority of the votes cast by the General Assembly at the Convention, provided that at least fifty percent (50%) of the total voting strength of the General Assembly participate in the voting.

ARTICLE 3-6: LOCAL ORGANISATION CONSTITUTIONS

During its membership of the National Organisation, each Local Organisation shall forward to the Secretary General, copies of all amendments to its Constitution and/or bylaws within thirty (30) days of such amendments.

The Secretary General shall review these and where deemed appropriate, shall request the Legal Counsel to advise the National Organisation, should there be conflict with the Organisation's Constitution.

ARTICLE 3-7: DISQUALIFICATION

The Board of Directors may, by a two-thirds (2/3) majority vote, suspend or terminate the membership of any Local Organisation subject to ratification by General Assembly if in the opinion of the Board of Directors that Local Organisation:-

- a. Is no longer qualified for membership under the provisions of this Constitution;
- b. Has made any amendments to its constitution which is contrary to any requirement of this Constitution or Policy made there under;
- c. Has objectives and implements policies inconsistent with the purposes and policies of JCI and the National Organisation ;
- d. Fails to maintain a minimum membership of twenty-five (25) individual members.

ARTICLE 3-8: RESIGNATION

Any Local Organisation wishing to retire from membership of the National Organisation shall cease to be a member immediately upon receipt by the Secretary General of a resignation in writing. Upon resignation, such Local Organisation shall cease to have an interest in, or claim on the funds of the National Organisation, but all debts due to the National Organisation by such Local Organisation, shall remain payable.

CHAPTER IV: OTHER MEMBERS

BYLAW 4-1: INDIVIDUAL MEMBERS

Persons who are members of any Local Organisation shall be individual members of the National Organisation. All individual members shall be between the ages of eighteen (18) and forty (40) years, provided that membership shall continue to the end of the year of operation in which the person reaches the age of forty (40) years. Individual members shall have no direct voting or property rights in the National Organisation; their voting privileges are through the Local Organisation representative through which they are affiliated.

POLICY 4-1: OATH OF AN INDIVIDUAL MEMBER

The official Oath of an individual member shall be as follows: -

“I do solemnly promise that I shall faithfully serve the purposes of JCI and shall at all times uphold its ideals and principles”

BYLAW 4-2: JCI ALUMNI MEMBERS

Section 1: Eligibility

- a. Individual members of any Local Organisation who have attained the age of forty (40) years and who remain members of such Local Organisation after the end of the calendar year in which such persons reach the age of forty (40) years; or
- b. Persons who have attained the age of forty (40) years, and who become members of a Local Organisation.
- c. Such membership shall be granted upon payment to the required annual due

Section 2: Rights

JCI Alumni Members shall be entitled to all of the rights and privileges of membership, except the right to vote, hold office or be counted in any vote totals.

BYLAW 4-3: JCI AMBASSADORS

SECTION 1: ELIGIBILITY

Any individual recognized for outstanding political, business, cultural, scientific or social contributions and whose actions reflect JCI principles, Mission and philosophy may be appointed as a JCI Ambassador to promote our organisation and further its impact.

SECTION 2: PROCEDURE

JCI Ambassadors shall be appointed by the President, subject to the approval of the Board of Directors, to promote JCI and its activities.

SECTION 3: REVOCATION

A JCI Ambassadorship may be revoked, temporarily suspended or withdrawn at any time by the Board of Directors on the recommendation of any member of the Board of Directors if a JCI Ambassador has not conducted himself in a manner worthy of the organisation or his actions have not been in the best interests of the organisation.

BYLAW 4-4: SUSTAINING MEMBERS

Section 1: Eligibility

Any reputable individual or any reputable entity desiring to assist financially in extending and promoting the purposes of the National Organisation shall be eligible for affiliation as a Sustaining Member.

Section 2: Rights

Sustaining Members shall not be entitled to any rights and privileges of membership, except such specific rights and privileges as may be determined by the Board from time to time.

Section 3: Acceptance

Sustaining Membership for periods of one year shall be granted by the General Assembly at the General Meeting by a majority of the votes cast provided that at least 50% of the total voting strength of the General Assembly participate in the voting, and may be renewed annually.

Section 4: Requirements

Requirements for Sustaining Membership shall be established from time to time by General Assembly.

POLICY 4-2: SUSTAINING MEMBERS

Section 1: Approval

Only those persons designated in advance in writing by the President may solicit sustaining Membership.

Section 2: Review

Prior to any solicitations for Sustaining Members, the President shall review any planned solicitation with the President of the Local Organisation in whose territory such solicitations are made.

POLICY 4-3: SUSTAINING MEMBERSHIP OF LOCAL ORGANISATIONS

Section 1:

Local Organisations are recommended to introduce a form of Sustaining Membership similar to that prescribed in the Constitution.

CHAPTER V: GENERAL ASSEMBLY

ARTICLE 5-1: SUPREME AUTHORITY

The General Assembly shall constitute the Supreme Authority of the National Organisation. It shall direct the affairs of the National Organisation and as the Supreme Authority; the General Assembly shall retain all rights and privileges not specifically assigned to the Board of Directors, the President or any other Officer of the Organisation.

BYLAW 5-2: EXCLUSIVE PREROGATIVES

The General Assembly exclusively shall have the prerogative to vote on any and all of the following matters:

- a. Election of all elective officers;
- b. Approval of appointment of the Secretary General, General Legal Counsel and other Officers appointed to fill vacancies;
- c. Admission to Membership of Local Organisations;
- d. Acceptance of Sustaining Members;
- e. Amendments to the Constitution and Policy Manual;
- f. Approval of the budget for the ensuing year.

BYLAW 5-3: SPECIFIC RESPONSIBILITIES

The General Assembly shall:

- a. Receive and act upon reports from the President, Executive President, Vice Presidents and Secretary General.
- b. Receive and act upon reports and general policy recommendations from the Board of Directors.
- c. Receive and act upon recommendations with regard to programmes or projects dealt with by the Discussion Groups.
- d. Decide matters of Policy.
- e. Receive reports and recommendations from all sources.
- f. Co-ordinate the efforts and endeavours of the National Organisation.
- g. Receive financial reports and balance sheets and the Auditors report.
- h. Determine the Convention and Mid-Year Meeting Site.
- i. Participate in an act upon the recommendations of the operations review exercise conducted at that National Convention.

ARTICLE 5-4: MEETINGS

The Annual Meeting of the General Assembly shall be held no later than 31st December, in each year.

ARTICLE 5-5: SPECIAL MEETINGS

Special meetings of the General Assembly may be summoned: -

1. By the Majority Vote of the Board of Directors;
2. On the requisition of members of General Assembly together having not less than one-third (1/3) of the total possible votes provided by [Article 5-12](#).

Any requisition for a Special Meeting shall be in writing addressed to the Secretary General and shall state the nature and purpose of the meeting and the subject or subjects to be discussed.

Within fourteen (14) days of the receipt of such a requisition, the Secretary General shall give at least thirty (30) days clear notice in writing of the date and place of the Special Meeting to the members of General Assembly and the notice convening the meeting shall give all details relevant to the subject or subjects to be discussed.

ARTICLE 5-6: NOTICE OF MEETINGS

The Secretary General shall notify in writing all members of the General Assembly of the date and place of all Meetings of General Assembly, such notice to be posted at least thirty (30) days before the date of such meetings. The Notice shall specify particulars of all business to be discussed at the Meeting.

ARTICLE 5-7: SPECIAL BUSINESS

Any member of General Assembly wishing to raise any matter of Special Business at a meeting of General Assembly shall give notice to the Secretary General of his intention to do so at least forty five (45) days prior to the date of the meeting.

ARTICLE 5-8: COMPOSITION

The General Assembly shall comprise of:

Section 1: National Councillors

National Councillors representing Local Organisations. The National Councillor representing such a Local Organisation shall be the President of the Local Organisation, but it shall be competent for that Local Organisation to appoint an authorised representative to the office of National Councillor, provided that the said authorised representative shall be an ordinary member of that particular Local Organisation and the President of such Local Organisation shall not be in attendance at the meeting of the General Assembly.

Such appointment shall be in writing addressed to the Secretary General and shall be under the hands of the President and either the Secretary or the Vice President of the Local Organisation. No person shall serve as a National Councillor for more than two consecutive years. During General Assembly, a National Councillor may with the approval of the Chairman of the General Assembly appoint an individual member of that National Councillor's Local Organisation as a Deputy to exercise his powers in his stead and may at any time thereafter with the approval of the Chairman of General Assembly revoke such appointment.

Section 2: Officers of the National Organisation

All members of the Board of Directors shall be members of the General Assembly with speaking rights, but with no right to vote except as provided by [Bylaw 5-18](#). However, members of the Board of Directors shall have the power to propose motions.

BYLAW 5-9: CHAIRMAN

The Chairman of General Assembly shall be the President and in his absence the Immediate Past President. In the absence of the Immediate Past President a Chairman shall be elected by General Assembly from among the remaining members of the Board of Directors.

BYLAW 5-10: DELEGATES

All individual and alumni members of the National Organisation shall be entitled to attend all meetings of the General Assembly but shall have no rights except as may be provided in this Constitution.

ARTICLE 5-11: QUORUM

A quorum for the General Assembly shall comprise of Head Delegate or their authorize deputies. A quorum shall comprise of not less than one-third (1/3) of the members thereof entitled to vote.

ARTICLE 5-12: VOTING STRENGTH

In any vote by the General Assembly all Local Organisations whose current dues and levies as prescribed by this Constitution are paid and which are entitled to vote shall have a total number of votes based on the sum of their maximum entitlement under each of the following schedules:-

Section 1: Schedule 1 - Based on Affiliation: one vote by virtue of its Affiliation

Section 2: Schedule 2 - Based on Individual member:

<u>Votes</u>	<u>Membership</u>
1 for	0 - 29
2 for	30- 39
3 for	40-49
4 for	50-69
5 for	70-79
6 for	80-99
7 for	100-149
8 for	150-199
9 for	200-249
10 for	250 and over

BYLAW 5- 13: VOTING PROCEDURE FOR ELECTIONS AND CONVENTIONS SITES

Section 1 - Secret Ballot – The elections of Officers and selection of convention sites shall be done by secret ballot.

Section 2 – Announcements of Votes – The number of votes received by each candidate shall be announced by General Assembly after, a) Each election of Officer and b) Each selection of convention sites.

ARTICLE 5-14: PROXIES

Proxy votes will not be allowed in General Assembly nor in Discussion Groups.

BYLAW 5-15: INCREASED VOTING STRENGTH

If any Local Organisation makes a declaration in writing at any Meeting of General Assembly showing an increase in Local Organisations and/or individual members since its last Membership Declaration, it may have its voting strength increased by a majority vote of General Assembly provided that dues for such additional individual members are paid in full for the financial year at the time of the making of the declaration.

BYLAW 5-16: DUES & VOTING

Section 1. Subject to the provisions of Chapter XVII entitlement of Local Organisations to vote at all meetings of General Assembly shall be conditional upon its dues and levies having been paid.

Section 2. The Structure of Dues shall be as the following:

<u>Local Membership</u>	<u>Individual Member Dues</u>
0-50	US\$55
51-100	US\$50
101-200	US\$40
201-400	US\$30
401-750	US\$25
751 and over	US\$20

BYLAW 5-17: MAJORITY

Unless otherwise provided all matters to be determined by General Assembly shall be by a simple majority of votes cast, provided that at least fifty (50%) of the total voting strength of the General Assembly participates in the voting.

BYLAW 5-18: CASTING VOTE

The Chairman shall have the casting vote in case of equality of votes except in the case of election of Officers and the selection of the site of the National Convention and Mid-Year Meetings. In case of a tie when voting to select an officer or convention site, the General Assembly shall vote until there is no tie.

BYLAW 5-19: ENTITLEMENT TO SPEAK

No person other than members of General Assembly will speak there, unless with the special permission of the Chairman.

BYLAW 5-20: MINUTES

The Secretary General shall keep correct Minutes of all Meetings of the General Assembly, and shall forward copies of such Minutes to all members of the General Assembly within sixty (60) days of the holding of any meeting of General Assembly.

POLICY 5-1: AMENDMENTS BY MEMBERS OF GENERAL ASSEMBLY PRIOR TO THE MEETING

When Minutes of General Assembly are circulated to all members of General Assembly in accordance with the provisions of the Constitution, it shall be the duty of such members to send to the Secretary General a list of any amendments which they deem ought to be made thereto within thirty (30) days of the receipt of such minutes and it shall be the duty of the Secretary General to bring these amendments to the attention of General Assembly at its next sitting.

CHAPTER VI: ANNUAL GENERAL MEETINGS

ARTICLE 6-1: TITLE

An Annual General Meeting of the National Organisation shall be known as a National Convention.

BYLAW 6-2: DATE AND PLACE

An Annual General Meeting should be held in each year not later than December 31. The date and place of each National Convention shall be decided upon by a simple majority of votes by the General Assembly at the National Convention two years prior thereto.

BYLAW 6-3: CHANGES

In the event that the General Assembly does not provide for the date and place for National Convention at the appropriate National Convention, or in the event that any of the original decisions as to the date and place cannot be implemented, the Board of Directors shall appoint a date and place.

POLICY 6-1: THEME

All Local Organisations shall be circulated by the Secretary General, by 31st March of each year, for suggestions for the Theme of the National Convention in the following year. At each National Convention the Board of Directors shall select the Theme for the succeeding National Convention.

POLICY 6-2: SCHEDULE

The entire schedule of activities at each Convention shall be decided and controlled by the Board of Directors.

POLICY 6-3: MEETINGS AT NATIONAL CONVENTION

The following meetings shall be conducted at each National Convention.

1. General Assembly Meeting to review the activities of Officers and of Local Organisations and to consider recommendations for the operation and improvement of the JCI Movement, and business to be discussed at the next National Convention.
2. Seminars, training sessions, workshops and forums for the benefit of the individual member.
3. An Operations Review exercise involving the Board of Directors and the Head Delegate of each Local Organisation to review in details the operation of each Member Local Organisation and to generate specific recommendations for implementation by each Local Organisation.

BYLAW 6-4: CONTRACT

The Secretary General shall execute a successful contract with a successful bidder for a National Convention. Such contract shall be approved by Legal Counsel as containing the mutual responsibilities and obligations of the parties as established by the Board of Directors.

POLICY 6-4: BIDDING FOR NATIONAL CONVENTION

1. As provided in [Bylaw 6-2](#), the site of each National Convention shall be determined at the convention two years prior to such Convention.
2. General Assembly shall establish the basic requirements of and demand commitments from any Local Organisations bidding for a National Convention. These requirements shall be compiled in the Convention Bid Document and a Convention Contract, and copies shall be available at the Secretariat to be sent to any Local Organisation upon request. The Secretary General shall carefully follow the requirements contained in the Convention Contract and shall make every effort to ensure that the terms of the Contract are kept by the Local Organisation hosting a National Convention.

BYLAW 6-5: CANCELLATION OF CONTRACT

General Assembly may on the recommendations of the Board of Directors cancel the contract at any time before the National Convention is to take place if General Assembly is satisfied that the successful bidder is or will be in serious default of the terms of the Contract.

BYLAW 6-6: SUPERVISION OF BUSINESS

Supervision of Business arrangements and the general programme of a National Convention shall be the responsibility of the Secretary General acting in close consultation with the President.

POLICY 6-5: PUBLICITY

All releases to the Press with regard to business at a National Convention shall be approved by the President. No releases on business at the National Convention shall be made until the final action has been taken on that business.

POLICY 6-6: LEVY

Net proceeds of the Income of the National Convention shall be shared in the ratio 25:75 in favour of the National Organisation and the host Local Organisation, respectively.

CHAPTER VII: OFFICERS

ARTICLE 7-1: ELECTED OFFICERS

The Elected Officers of the National Organisation shall be: -

1. a. The President
- b. One Executive Vice President
- c. Two Vice Presidents of equal rank
2. In the event there are no candidates standing for the post of President or no candidate shall be so elected, the current President shall continue his term of office until a new President shall be elected by General Assembly.
3. Each elected or appointed officer must be an individual member in good standing in his Local Organisation at the time of his election/appointment and his Local Organisation must at the time of his election be current in the payment of dues and levies to the National Organisation.

ARTICLE 7-2: APPOINTED OFFICERS

The Appointed Officers of the National Organisation shall be: -

- a. The Secretary General
- b. The Legal Counsel

No person shall be appointed an officer of the National Organisation without the written approval of his Local Organisation. Affected Local Organisations shall forward their written response to the Secretary General no later than thirty (30) days after receiving notice of any appointment; otherwise the Board shall proceed in the best interest of the Organisation.

ARTICLE 7-3: IMMEDIATE PAST PRESIDENT

In addition to the Elected Officers and the Appointed Officers, the Immediate Past President shall be an Officer of the National Organisation with all the rights and privileges of an Elected Officer of the Board.

ARTICLE 7-4: DUTIES

Each Officer of the National Organisation shall: -

- a. Carry out the duties of his office as contained in the Policies.
- b. Make recommendations to the President with respect to his assigned duties.
- c. Attend all meetings of the General Assembly and the Board of Directors.
- d. Promote the purposes of the National Organisation as a National Officer.
- e. Conduct himself in a manner befitting a National Officer.
- f. Visit such Local Organisations in the country in which he resides as directed by the President in consultation with the Local President.

POLICY 7-1: TRAVEL

At the new Board Meeting, a travel schedule shall be approved for the newly elected President, and Vice Presidents. Each Travel Schedule shall be circulated to Local Organisations not later than sixty (60) days after the meeting. Actual dates of arrival and departure of travelling Officers to each territory shall, if possible, be circulated to Organisations six (6) weeks prior to the visits of the Officers concerned.

POLICY 7-2: DECISIONS OF GENERAL ASSEMBLY

It shall be the duty of the Officers to discuss and consider for implementation at the First Meeting of the Board of Directors all decisions and resolutions of the previous Annual General Meeting.

ARTICLE 7-5: ELECTION

The Officers named in [Article 7-1](#) shall be elected by General Assembly at the Annual General Meeting.

BYLAW 7-6: MAJORITY

A majority of the votes cast must be obtained by each Officer to be elected (Provided that at least fifty (50%) of the total voting strength of the General Assembly participates in the voting).

BYLAW 7-7: ELECTION OF EXECUTIVE VICE PRESIDENT AND VICE PRESIDENTS

The Executive Vice President shall be elected on a single ballot while the Vice President shall be elected on Group Ballots. To be elected, a majority of the votes which were cast in the particular election shall be required (provided that at least fifty (50%) of the total voting strength of General Assembly participate in the voting).

BYLAW 7-8: VOTING

Section 1: National Councillors Votes

In any ballot for Vice President, National Councillors shall cast, for each candidate they wish to elect, their total votes to which they are entitled under [Article 5-12](#). If the total votes are not given to each candidate being voted for that National Councillor's total vote at that ballot shall be invalid.

Section 2: Elimination of Lowest Polling Candidate

Commencing with the third and after each subsequent ballot in any election, it shall be mandatory for the lowest polling candidate not elected to withdraw his candidacy. This provision will not apply if there is equity amongst two or more candidates polling the lowest number of votes.

ARTICLE 7-9: TERM OF OFFICE

The term of office of each officer elected at the Annual General Meeting shall be one (1) year to commence on the first day of January following his election.

POLICY 7-3: EFFECTIVE DATE

The Officers elected at a Convention shall have the right to act immediately after the adjournment of General Assembly but such action shall only be applicable to their year of office.

ARTICLE 7-10: EMERGENCY

In the event of the cancellation of an Annual General Meeting, the Officers shall remain in office beyond the term set out in [Article 7-9](#) until elections can be held as prescribed in [Article 7-5](#).

BYLAW 7-11: NOMINATIONS

Section 1: Deadline

All nominations for elective offices must be in writing on the prescribed forms and shall be received by the Secretary General seven (7) days prior to the commencement of the Annual General Meetings. Where a nominee is himself the President of a Local Organisation his nomination form shall be signed by an elected officer of his Local Organisation other than himself.

Section 2: Extension of Deadline

The General Assembly may extend the deadline for the filing of nominations for a period to expire not later than 48 hours before the scheduled time of the election, provided that:

- a. Less than two (2) nominations have been received for President.
- b. Less than two (2) nominations have been received for Executive Vice President.
- c. Less than four (4) nominations have been received for Vice President.

POLICY 7-4: RESTRICTION ON PROMOTIONAL AIDS FOR CANDIDATES FOR NATIONAL OFFICE

Section 1: Definition

In respect of each candidate, there may only be printed or mimeographed one piece of promotional material. This may take the form of brochure, poster, matchbox or other item in any way promoting the candidate.

The personal or official letter of an individual nature directed by or on behalf of a candidate, with or without his knowledge and approval, to a Local Organisation officer will not be considered as the one piece of promotional material if it is of a sufficiently personalised nature and not distributed in quantity in identical form.

Section 2: Local Organisation Promotion of the Candidate

A Local Organisation promoting a candidature of two (2) or more nominees may produce one piece of promotional material in respect of each one of them, or alternatively, only one single comprehensive piece of material promoting the candidature of all their candidates.

Section 3: Contravention

Any action considered by the Nominations Committee to be a contravention of any of the above Section (1) or (2) shall invalidate the candidate's nomination for the office in question provided, however, that such candidate may appeal the decision of the Nominations Committee to General Assembly.

POLICY 7-5: SUBMISSION OF PROMOTIONAL MATERIAL AND PLAN OF ACTION

Nominees shall present their promotional material and Plan of Action (in the case of Presidential candidates) to the Secretary General by the end of the opening plenary session of General Assembly.

BYLAW 7-12: NOMINATIONS COMMITTEE

SECTION 1. COMPOSITION: The President shall appoint, subject to the approval of General Assembly, a Nominations Committee, consisting of the Immediate Past President, who shall serve as chairman, and the last four Past Presidents. In the event that the last four past Presidents are not able to serve, then the President shall appoint other individuals to make up the number of members required for this committee.

SECTION 2. DUTIES: The duties of the Nominations Committee shall be to:

- a. Examine and verify the nomination papers submitted by candidates.
- b. Examine and approve the promotional material to be distributed by candidates.
- c. Examine and grade the preparatory exercises submitted by candidates.
- d. Examine and evaluate candidates' ability to carry out the duties of the office being sought.
- e. Verify that the activities of the candidates are in accordance with the Constitution.
- f. Certify to General Assembly whether individual candidates have or have not satisfied the requirements of this constitution.
- g. Certify to General Assembly the grades given to individual candidates, except the candidates for the office of President, resulting from the Committee's examination of the candidates' preparatory exercises and personal interview.

POLICY 7-6: OPERATIONS OF NOMINATIONS COMMITTEE

Function of Nominations Committee at Convention

The Nominations Committee shall meet during the National Convention to interview and assess the eligibility and qualifications of candidates for National office. The Committee will observe [Bylaw 7-12](#), Section 2 and report to General Assembly their assessments.

BYLAW 7-13: NOMINEES APPEARANCE BEFORE NOMINATIONS COMMITTEE

Each nominee shall appear before the Nominations Committee personally or be represented by his National Councillor or Local Organisation President if he is excused by the President in accordance with the provision of [Bylaw 7-14](#) (c).

POLICY 7-7: ATTENDANCE AT BOARD MEETINGS AND BRIEFING SESSIONS

Section: 1: Briefing

All candidates will receive a briefing as to their duties and responsibilities at the commencement of each Convention.

Section 2: Meeting & Briefing Sessions

Each candidate present at a Convention site must attend all meetings of the Board of Directors and briefing sessions.

Section 3: Presence at Convention

Unless for valid reasons he is excused by the President, each candidate for office must be present at the Convention at which he seeks election and failure to comply shall invalidate the candidate's nomination for the office in question.

Section 4: Old & New Board Meeting

Each Candidate shall disclose to the Nominations Committee whether or not, in the event of his election, he is able to attend the meeting of the Old and New Boards of Directors. If any candidate is unable to attend this Meeting, this fact shall be announced in the General Assembly by the Nominations Committee in its report on candidates.

Section 5: Excuse for Absence

Each Officer-elect must attend the Joint Meeting and the New Board Meeting unless for valid reasons he is excused by the President.

BY LAW 7-14: QUALIFICATIONS

SECTION 1. AGE: No person shall be elected or appointed who will reach his fortieth (40th) birthday prior to assuming office.

SECTION 2. MEMBER: Every nominee for election and every appointed officer shall be an Individual Member of the organisation and shall have been so for a minimum of three (3) years.

SECTION 3. FINANCIAL OBLIGATION: The Local Organisation to which the nominee for elected or appointed position belongs, must be, at the time of election or appointment, current in the payment of dues to the organisation.

SECTION 4. CONVENTION ATTENDANCE: Unless for valid reasons he is excused by the President, every nominee for election shall be registered and in attendance at the National Convention at which he is a nominee.

SECTION 5. SPECIFIC QUALIFICATIONS: In addition to the foregoing qualifications, every nominee shall meet the qualifications for the particular office for which he is nominated, as stipulated in this Constitution.

BYLAW 7-15: CONTINUED MEMBERSHIP

SECTION 1. QUALIFICATIONS: Every officer must not only qualify at the time of his election, but must continue to hold the same qualifications (except as to age) throughout the term of his office.

SECTION 2. NATIONAL ORGANISATION AND LOCAL ORGANISATION AFFILIATION:

The Local Organisation to which an officer is affiliated must remain affiliated with the National Organisation throughout his term of office. Should either become disaffiliated (and the officer not change his own affiliation), the officer shall automatically lose his office.

SECTION 3. FAILURE TO REMAIN IN GOOD STANDING: Failure of a Local Organisation to remain in good standing with the organisation may result in the suspension or removal from office of any National Organisation officer who is a member of that Local Organisation, upon the approval of the Board of Directors.

BYLAW 7-16: VACANCIES

Section 1: Definitions

A vacancy shall occur for an Officer on the Board:

- i. If he resigns in writing addressed to the Secretary General or President, or
- ii. If the Board of Directors shall so resolve by a two-thirds (2/3) majority vote of its members, or
- iii. If the General Assembly shall so resolve by a Majority of the total possible votes provided by [Article 5-12](#).

Section 2: Filling of Vacancies

- i. In the event of a vacancy arising in the office of President, the members of General Assembly shall elect any remaining member of the board to fill the office for the remaining un-expired term, provided that the member satisfies all requirements of [Bylaw 7-14](#) and [Bylaw 8-2](#).
- ii. In the event of a vacancy arising in any office other than those of President or the Immediate Past President, the President shall subject to the approval of the Board of Directors, appoint an individual member who meets the qualifications for the office to fill the vacancy for the remainder of the un-expired term.
- iii. If the vacancy arises as a result of a decision of the General Assembly taken at a meeting, the vacancy shall be filled by the General Assembly by a majority of the total possible votes provided by [Article 5-12](#) at the same meeting.

BYLAW 7-17: OATH OF OFFICE

All Officers of the National Organisation shall take the following Oath or Solemn Declaration of Office:

“I do solemnly swear (affirm) that I will faithfully execute the office of (.....) of Junior Chamber International West Indies and will, to the best of my ability, serve as a living example of this Organisation’s philosophy and belief and will uphold and enforce the Constitution and Policy of this Organisation & JCI at all times”.

POLICY 7-8: CHARGE AND OATH OF OFFICE

To be read by the current President upon the installation of the incumbent President and by the newly installed President to the newly elected Board Officers as in accordance to [Bylaw 7-17](#).

The office to which you have been elected is one of dignity and importance. In accepting this office, you undertake a responsibility which is not to be assumed lightly nor carelessly discharged. You are charged with the duties of seriously and resolutely furthering the objectives of the JCI movement.

With the Policy and Bylaws as your guide, you must be ever ready to exercise the functions of the office with which you are entrusted.

Further, you are charged with governing this organisation according to the laws of democracy, under which laws every man who wishes to speak shall be heard, toward the end that in every matter considered, the best opinion shall prevail through the expressed will of the majority, and the best course of action followed.

Do you accept this charge? (Reply) I do.

Raise your hand and repeat after me. ***“I (Give your name), do solemnly swear (or affirm) that I will faithfully execute the office of (Give office) of Junior Chamber International West Indies and will, to the best of my ability, serve as a living example of the organisation’s philosophy and beliefs and will uphold and enforce the Constitution and Policy Manual of this Organisation and JCI at all times”.***

BYLAW 7-18: SUCCESSION

The President may not hold that office twice. No other elective Officer may hold the same office for more than two successive years. However, the President, at the discretion of the General Assembly shall be permitted to be elected to a full term in the same office if:

- i. That officer was appointed during the year and will not have served the full term in such office prior to December 31.
- ii. For a valid reason accepted by General Assembly he was obliged to resign before the expiration of his term of office.

BYLAW 7-19: REMUNERATION

All Officers with the exception of the Secretary General and Administrative Manager shall serve without financial remuneration.

BYLAW 7-20: CONFLICTING OFFICE

No officer of the National Organisation shall hold office in a Local Organisation, or JCI while an officer of the National Organisation, provided that the Immediate Past President may hold JCI Office. However, the position of Immediate Past President of a Local Organisation shall not be considered an Officer for the purpose of this bylaw.

BYLAW 7-21: EXECUTIVE ASSISTANTS

The President shall have the power to appoint Executive Assistants for a term not exceeding the term of office of the current board. The appointment shall require the written approval of the appointees Local Organisation. The Local Organisation shall forward their written response to the Secretary General no later than thirty (30) days after receiving notice of any appointment otherwise the President shall proceed in the best interest of the Organisation. The terms of reference given the appointees shall be subject to the approval of the Board. Executive Assistants shall be appointed for specific purposes only and shall report to the Board through the President and the Vice President.

POLICY 7-9: SELECT COMMITTEES

Section 1: PURPOSES

Select Committees shall be appointed from time to time for the purpose of examining, investigating and subsequently reporting upon specific aspects of the functions and activities of the National Organisation and any other matters as decided by the Board of Directors.

Section 2: APPOINTMENT

Select Committees shall be appointed by the President who shall define their composition and terms of reference. No individual member shall be appointed without the prior approval of his Local Organisation.

Section 3: REPORTS

Each Select Committee shall be required to report from time to time, as duly notified to the Chairman by the Secretary General until such time as the final report and recommendations shall have been submitted.

CHAPTER VIII: PRESIDENT

BYLAW 8-1: DUTIES

The President shall serve as Chief Executive Officer of the National Organisation. When the decision of the Board of Directors is required and in his opinion it is impractical to convene a meeting of the Board of Directors in time to make this decision, he shall have the power to act on behalf of the Board of Directors subject to his decision and action being ratified by the Board of Directors at its next meeting. He shall preside at all meetings of the General Assembly and Board of Directors. He shall supervise overall operations of the National Organisation and shall travel to territories on behalf of the National Organisation. He shall report to General Assembly and to the Board of Directors. In addition he shall have the following duties and powers: -

- i. To assign each Vice President to their respective territories; in addition to one of the following portfolios, Training, Major Emphasis Theme, International Relations, Growth and Membership.
- ii. To assist in the preparation of the Annual Development Plan;
- iii. To appoint Development Teams at the start of the Operation year;
- iv. To appoint Select Committees;
- v. To appoint the Legal Counsel, Secretary General and Executive Assistants one of whom will have the responsibility of Public Relations with the terms of reference being determined by the President subject always to the ratification of the Board and General Assembly.

POLICY 8-1: COMMUNITY AND COORDINATION

The President and President-elect shall meet at the site of the convention immediately following the close of all scheduled meetings to exchange information so as to maintain continuity and co-ordination.

POLICY 8-2: TRAVEL

The President shall travel on behalf of the National Organisation. His travel schedule shall include the following: -

- i. Travel to and from Convention at which he presides and to and from the succeeding Convention.
- ii. Attendance at all meetings of the Board of Directors during his year of office and the succeeding year.
- iii. A visit to each territory at least once.

- iv. Attendance at any JCI Conference, including World Congress, at which the National Organisation is expected to attend.

BYLAW 8-2: SPECIFIC QUALIFICATIONS

The President shall have served at least two years on the Board of Directors, one of which as an elected officer; in so far as an officer presented by a Local Organisation, he may serve one year if that year is as an elected officer. The officer must have served in the year immediately preceding his taking office.

BYLAW 8-3: SUCCESSION

Section 1: Vacancy

Upon the death, disability, resignation or removal from office of the President, the Immediate Past President, shall act as President and shall so act until a successor has been appointed as herein before provided.

Section 2: Nominations

Immediately after the Secretary General is made aware of the automatic Succession of the Immediate Past President to the presidency, in accordance with Section 1 of this bylaw, he shall send a notice thereof to all members of General Assembly. The notice shall include information that nominations for the position of President will be received at the Secretariat up to and including thirty (30) days from the date of such letter.

Section 3: Mail Ballot

Should a meeting of General Assembly be not scheduled within ninety (90) days from the date of Succession of the Immediate Past President, to the presidency, upon the expiration of the thirty (30) day period of the dispatch of the letter as provided in Section 2, the Secretary General shall immediately dispatch ballot to all members of the General Assembly.

Section 4: Count

Ballots must arrive at the Secretariat no later than thirty (30) days after sending, as provided in Section 3. The Secretary General shall, together with two (2) other persons appointed by the President, count the ballots and the person receiving the highest number of votes cast, shall be declared President. In case of a tie, a further ballot shall be held, if on the date of counting, sufficient time remains in accordance with Section 3.

Section 5: Effective Date

The person so elected shall assume the office of President immediately.

CHAPTER IX: EXECUTIVE VICE PRESIDENTS

BYLAW 9-1: DUTIES

The duties of the Executive Vice President shall be: -

- a. Supervision of and assistance to the Vice Presidents assigned to him.
- b. Travel at the request of the President, subject however, to any overall travel limitations which may be applicable to his office.
- c. Reporting to the General Assembly and the Board of Directors.
- d. Promotion and coordination of the development of programs and activities to provide Officer training for the Local Organisations.
- e. Promotion and coordination of programs and activities by Local Organisations

POLICY 9-2: STANDARDS OF PERFORMANCE

The minimum requirements for standard of performance for an Executive Vice President are as follows:

1. To submit all reports required by the Constitution and Policies.
2. Attendance at the Joint Board Meeting and the New Board Meeting immediately following his election, the Mid-year Board Meeting and the Annual Convention.

BYLAW 9-2: SPECIFIC QUALIFICATIONS:

An Executive Vice President shall have served for at least one (1) year as a member of the Board of Directors of the National Organisation and shall have served as President of his Local Organisation.

CHAPTER X: VICE PRESIDENTS

BYLAW 10-1: DUTIES

The duties of the Vice President shall be: -

1. To communicate, work with and visit the Local Organisations to which he is assigned for the following purposes: -
 - a. To give advice and assistance on such matters as Local Organisation structures;
 - b. To promote the purpose of JCI;
 - c. To promote the JCI and National Organisation Major Emphasis Theme and the continuing development;
 - d. To give assistance to Local Organisations in their development;
 - e. To give training in Local Organisation Development;
 - f. To promote and give guidance in executing planned extension.
2. To promote the implementation of the Annual Development Plan in the Local Organisations and advise on the part, which they should play, and through constant communication, ensure the continued implementation of the Plan.
3. To recommend expenditure from the Development Fund.
4. To promote and arrange the exchange visits between Local Organisations assigned to him and neighbouring National Organisations members.
5. To report at two monthly intervals to the President on matters within his portfolio and recommendations which he has made for solving any existing problems.
6. To report to the Board of Directors at the Mid-Year Meeting and to the Board of Directors and General Assembly at the General Meeting.
7. To advise Local Organisations assigned to him on the availability of JCI and National Organisation Programmes and Project material promoting the same and where necessary, adapting JCI material to assist Local Organisations in its implementation.
8. To assist the President in arranging seminars and preparing agenda for discussion groups at Annual Conventions.
9. To brief incoming Vice Presidents on all matters within his portfolio and arrange hand-over of files and kits to him after the Annual General Meeting.

10. To ensure effective communication between his assigned Local Organisations and the National Organisation.
11. To liaise, where appropriate, with the Development Officers and Executive Assistants for Development in their development activities.
12. Other such duties as may be assigned to him by the President or as may be set out in the Policies.

POLICY 10-1: VISITS

Vice Presidents are encouraged to visit all Local Organisations assigned to them whenever possible.

POLICY 10-2: STANDARDS OF PERFORMANCE

The minimum requirements for standard of performance for a Vice President are as follows:

1. To submit all reports required by the Constitution and Policies.
2. To communicate with all assigned Local Organisations by 31st January in his year of office.
3. To visit the majority of his assigned Local Organisations before the middle of April unless the President grants special exemption, but the Vice President is encouraged to visit his assigned Local Organisations as early as possible.
4. Attendance at the Joint Board Meeting and the New Board Meeting immediately following his election, the Mid-year Board Meeting and the Annual Convention.

BYLAW 10-2: SPECIFIC QUALIFICATIONS

Each Vice President shall have served as a member of the Board of Management of Local Organisation for a combined period of at least two years immediately preceding his taking office.

BYLAW 10-3: ASSIGNMENTS

The President shall assign each Vice President to one or more Local Organisations.

POLICY 10-3: ASSIGNMENT CONSIDERATIONS

Assignments shall as equitable as possible and shall take into consideration financial requirements and the following factors relating to Local Organisations:

1. Area to be covered
2. Number of Local Organisations
3. Number of Individual Members

CHAPTER XI: SECRETARY GENERAL

BYLAW 11-1: APPOINTMENT

A vacancy in the office of Secretary General shall be filled by appointment by the then President subject to the approval of General Assembly. Such appointment may be for a period not exceeding three (3) years at such honorarium and on such terms and conditions as General Assembly may determine. An out-going Secretary General shall be eligible for re-appointment.

POLICY 11-1: SELECTION

Applicants for the office of Secretary General shall be interviewed by a Screening Committee of three members, of which the President shall be a member, appointed by the Board of Directors. Such Committee shall make a report to the Board of Directors and General Assembly.

BYLAW 11-2: QUALIFICATION

The Secretary General shall be an individual member with at least two (2) years active service as a JCI Member, and shall remain a member in good standing save and except where the Local Organisation of which the officer is a member is disaffiliated. In such a circumstance the officer shall be allowed to complete the un-expired term of the appointment.

BYLAW 11-3: DUTIES

Section 1: Administration

He shall be the Administrative Officer of the Association, responsible directly to the President and shall be responsible for the operations of the Secretariat and the implementation of Policies according to the direction of the President.

Section 2: Finance

He shall have authority to receive and disburse funds within the limit of the Budget and as directed by the appropriate authority, and shall maintain complete records covering all operations of the National Organisation.

Section 3: Communication

He shall ensure that all information received by the Secretariat is disseminated to the appropriate members of the Board of Directors and/or Local Organisations.

Section 4: Directory

He shall circulate to each incoming Officer, the names and addresses of the Officers.

Section 5: Public Relations & Publications

The Secretary General shall be accountable to the Board for all matters dealing with public relations and National Organisation publications.

Section 6: Conflicting Responsibilities

He shall give his undivided dedication and attention to the National Organisation and shall not accept any other responsibility or office in JCI of Local Organisation save with the prior approval of the President.

BYLAW 11-4: PERSONNEL

The Secretary General shall be empowered to employ and to discharge such personnel as may be required and authorised within the limitations of the Budget. He shall be responsible for the establishment of salaries of all other paid employees within the salary ranges established by General Assembly.

BYLAW 11-5: RECORDS

The Secretary General shall maintain records of subscriptions and levies receivable from Local Organisations and shall send notices and bills for same and shall be responsible for their collection.

BYLAW 11-6: SECRETARIAT

The Secretary General shall be responsible for the operation, maintenance and management of the National Organisation Secretariat.

BYLAW 11-7: CONTRACT

In the negotiation of Contracts affecting the operation or maintenance of the Secretariat, the Secretary General shall act as authorised representative of the National Organisation in consultation with the President and Legal Counsel.

BYLAW 11-8: AGE

The Secretary General shall be within the age limits prescribed for individual members of the National Organisation throughout the duration of his term of office.

BYLAW 11-9: NATIONAL / INTERNATIONAL FUNCTIONS

Section 1: Ex Officio Committee Member

He shall serve as ex-officio member, and give guidance to, all committees formed within the National Organisation for the purpose of planning National Organisation functions and International functions.

Section 2: Protocol Guidance

He shall assume the specific responsibility of closely monitoring such committees on protocol matters to ensure that the correct procedures are followed.

Section 3: Responsibilities Relating to World Congress

He shall organize the efficient execution of all administrative requirements of the National Organisation's delegation to World Congress and Area Conference.

BYLAW 11-10: PUBLIC RELATIONS

Section 1: Biographies & Photographs

The Secretary General shall maintain up-to-date biographies and file photographs of all members of the Board of Directors and shall supply same on request to Local Organisations, members of the media and any other Organisation which in the Secretary General's opinion should be in possession of the information.

Section 2: Media Relations

The Secretary General shall prepare and distribute throughout the West Indies releases on all meetings of the Board of Directors Regional Programmes and General National Organisation activities.

CHAPTER XII: LEGAL COUNSEL

BYLAW 12-1: APPOINTMENT

The President shall appoint an Individual member to be Legal Counsel during his term of office.

BYLAW 12-2: QUALIFICATION

The General Legal Counsel shall have served as an officer of the National Organisation or an individual member with at least two years active service as a member of a Local Organisation to include serving as President of a Local Organisation Member.

BYLAW 12-3: DUTIES OF GENERAL LEGAL COUNSEL

SECTION 1. LEGAL: The General Legal Counsel shall be the advisor on legal matters pertaining to the organisation and shall advise officers and Local Organisations on interpretation of the Constitution.

SECTION 2. PARLIAMENTARY: The General Legal Counsel shall serve as Parliamentarian to General Assembly, and shall rule on matters of parliamentary procedure and legal interpretation, at the request of the presiding officer.

SECTION 3. ADMISSIONS COMMITTEE: The General Legal Counsel shall serve as Chairman of the Admissions Committee.

SECTION 4. CONSULTATIVE: The General Legal Counsel shall give advice and suggestions to the National Organisation and to Local Organisations on the development of constitutions and policies, which will give a clear guide for activities.

SECTION 5. SUPERVISION: The General Legal Counsel shall ensure that the Board of Directors works in accordance with the Constitution.

BYLAW 12-4: ASSOCIATE LEGAL COUNSEL

Where the President deems it necessary, he shall appoint an Associate Legal Counsel as an assistant to the Legal Counsel to serve at the President's pleasure, with the capacity of Executive Assistant to the Legal Counsel.

BYLAW 12-5: PARLIAMENTARIAN

In the absence of the Legal Counsel at any meeting of General Assembly or the Board of Directors, the President shall appoint a Parliamentarian who shall serve for the period of the meeting.

CHAPTER XIII: ADMINISTRATIVE MANAGER

BYLAW 13-1: SELECTION

Applicants for the office of Administrative Manager shall be interviewed by a Screening Committee comprising not less than three members of the Board of which the President and the Secretary General shall be members. Such a committee shall report their findings and recommendations to the Board of Directors and General Assembly.

BYLAW 13-2: QUALIFICATION

The Administrative Manager shall be a citizen of a member territory of Junior Chamber International West Indies within the age of 18-40 years with an expressed commitment to the aims, objects and ideals of the JCI Organisations.

BYLAW 13-3: DUTIES

Section 1

The Administrative Manager shall be responsible for furthering the goals of Junior Chamber International West Indies in accordance with the policies and programmes of the Board of Directors. Activities which may be pursued in accordance with this objective include:-

- a. The development of broad based Regional Community projects involving member territories of the National Organisation.
- b. The solicitation of funding from Regional and International funding agencies for the financing of regional projects and programmes.
- c. The development of close links between Junior Chamber International West Indies and Key Regional Institutions such as CARICOM, Caribbean Association of Industry & Commerce, Caribbean Development Bank, Caribbean Congress of Labour, Caribbean Employees Federation, University of the West Indies etc.
- d. The development of close links between the Junior Chamber International West Indies and the governments of all member territories.
- e. The development of close links between Junior Chamber International West Indies and the media within the region.

BYLAW 13-4: AUTHORISED TRAVEL

The Administrative Manager may travel on behalf of the National Organisation within the parameters of the budget set by the Board of Directors. The travel schedule shall include:-

- a. Travel to and from the mid-year Board Meeting.
- b. Travel to and from the Annual General Meeting.

BYLAW 13-5: DOMICILE

The Administrative Manager shall reside in the territory in which the National Organisation headquarters is located.

BYLAW 13-6: REPORTING

The Administrative Manager shall report directly to the President and the Board of Directors.

CHAPTER XIV: BOARD OF DIRECTORS

ARTICLE 14-1: COMPOSITION AND DUTIES

The officers of the National Organisation shall comprise a Board of Directors, which shall be vested with the executive responsibility and shall discharge all the functions of the National Organisation save those expressed to be exercisable exclusively by General Assembly. It shall:-

- a. Train and brief all incoming Officers in their duties and responsibilities;
- b. Co-ordinate the activities of all Officers in their duties;
- c. Receive reports from all Officers;
- d. Make recommendations to the General Assembly;
- e. Act on all matters referred to it by the General Assembly;
- f. Decide on matters of Policy not covered in the Policies, subject to the ratification of General Assembly.

BY LAW 14-2: VOTING

Section 1: Entitlement

All members of the Board of Directors shall have one vote, except the Secretary General, Legal Counsel, who shall have no vote. Proxy votes are not permitted.

Section 2: Effective date

The Board of Directors elected at a Convention shall have the right to act immediately after the adjournment of General Assembly but such action shall only be applicable to their year of office.

BY LAW 14-3: QUORUM

A quorum of the Board of Directors shall comprise a majority of its voting members.

BYLAW 14-4: CHAIRMAN

The Chairman of the Board of Directors shall be the President, or in his absence any member of the Board elected by members of the Board present at the meeting.

BYLAW 14-5: MEETINGS

Section 1: Ordinary Meetings

Ordinary Meetings of the Board of Directors:-

- i. **Mid-Year Meeting:** - This meeting shall be held not later than June 30 at such place, as the Board of Directors shall decide.
- ii. **Pre-Convention Meeting:** - The Board of Directors shall meet at the Site of the National Convention prior to the Meeting of the General Assembly.
- iii. **Joint Meeting:** - A Joint Meeting of the out-going Board of Directors and newly elected Board of Directors shall be held at the National Convention after the adjournment of the General Assembly.
- iv. **New Board Meetings:** - Following the Joint Meeting, the newly elected Board of Directors shall meet and its Agenda shall include: -
 - a. Assignment of specific duties as a result of action by the General Assembly;
 - b. Approval of the assignments for the Vice President;
 - c. Approval of travel schedule for newly elected officers.

Section 2: Special Meetings

Special Meetings of the Board of Directors shall be held at such times and places as the President or a majority of the Board of Directors shall determine.

BYLAW 14-6: NOTICE

All members of the Board of Directors and of the General Assembly shall be notified in writing by the Secretary General of the date and place of each Ordinary Meeting of the Board of Directors. Such notice shall be posted at least 30 days before the date of the Meetings and shall specify particulars of all business to be discussed at such Meetings provided, however, that written Notice need not be given of Special Meetings at the Site of the National Convention.

POLICY 14-1: MID YEAR MEETING – BUSINESS

At the Mid-Year Meeting the Board of Directors shall review the activities of Officers, Select Committees and Local Organisations from the beginning of the year and shall plan the implementation of the National Organisation's programmes for the remainder of the year, including the programme of the National Convention. The National Organisation's Annual Action Plan for the following year shall be an agenda item at the Mid-Year Board Meeting.

POLICY 14-2: PRE-CONVENTION MEETING

At the Pre-Convention Meeting the Board of Directors shall receive the reports of Officers required to be made at the Annual General Meeting and review the programme of the National Convention.

POLICY 14-3: JOINT MEETING

Section 1: Schedule

The Joint Meeting shall start no later than the day after the adjournment of General Assembly and shall continue for not more than half-a-day.

Section 2: Hand-over-Files

Vice Presidents shall prepare hand-over-files which shall be handed over at the Joint meeting to the respective incoming officers. Each hand-over-file shall contain at least the following in respect of each Local Organisation.

- a. Selected important correspondence;
- b. Details of problems pending;
- c. Visitation reports and all reports to the Board of Directors and General Assembly.
- d. Details of assigned Local Organisations including membership numbers and financial status, Constitution, Planned Programme and other publications, list of Officers and Officers-elect, reports and Minutes received and list of persons to be contacted re problems;
- e. Matters requiring priority attention.

Section 3: Discussion on Hand-over-Files

Opportunity shall be given during the Joint Meeting for the contents of hand-over-files to be discussed fully.

POLICY 14-4: NEW BOARD MEETING

In addition to the matter required in [Bylaw 14-5](#) (iv), the Agenda for the New Board Meeting shall include: -

- a. Strategies for the implementation of the Annual Development Plan;
- b. The selection of the Major Emphasis Theme;
- c. The announcement of the appointment of Select Committees;

- d. The site and venue of the Mid-Year Meeting;
- e. The briefing of Officers on their responsibilities, duties and limitations;
- f. Decisions of resolutions of the General Assembly and matters referred to the Board of Directors by the General Assembly.

POLICY 14-5: SPEAKING RIGHTS

At Meetings of the Board of Directors only members of the Board shall have a right to speak. Observers shall only be allowed to speak when specifically requested to report to the Board or invited by the Chairman of the Meeting to do so.

CHAPTER XV: PLANNING

BYLAW 15-1. STRATEGIC PLANNING COMMITTEE:

At intervals of not less than three (3) and not more than five (5) years, a Strategic Planning Committee shall be appointed to consider in detail the future and long-range policy, procedures and finances of the organisation, and the revision, if necessary, of its organisational structure.

BYLAW 15-2: TERMS OF REFERENCE

- 1) To review the purposes of the National Organisation;
- 2) To review the objectives, plans, progress and overall activity of the National Organisation;
- 3) To review the Organisational structure;
- 4) To determine the financial requirements of the Organisation and to recommend sources and methods of financing;
- 5) To review and submit Amendments of the Constitution and Policies;
- 6) To submit an Interim Report to the Board of Directors and General Assembly in the year in which it is appointed;
- 7) To submit a final report incorporating the proposed Long Range Plan of the Organisation for the next five years to the Board of Directors and General Assembly in the year following the year in which it is appointed;
- 8) Any additional terms of reference referred to it by the President or the Board of Directors.

POLICY 15-1. STRATEGIC PLANNING COMMITTEE:

SECTION 1. MEMBERS: The Strategic Planning Committee shall consist of not more than seven (7) appointed members, including the incumbent President and the Secretary General at the time that it is appointed; except that the President and the Secretary General, in the year in which the Committee is to make its final report, shall, unless they are already members, become additional members of the Committee.

SECTION 2. APPOINTMENT OF MEMBERS AND CHAIRMAN: Members shall be appointed on the joint recommendation of the incumbent President, Immediate Past President, and Secretary General, and shall be subject to ratification by the Board of Directors; the chairman shall be appointed by the incumbent President.

SECTION 3. TERMS OF REFERENCE: At the time of appointment, the Board of Directors shall provide to the Strategic Planning Committee its terms of reference as per [Bylaw 15-2](#)

POLICY 15-2. STRATEGIC PLANNING:

It shall be the responsibility of the Executive Committee to keep forward and long-range planning constantly under review. In order to discharge this responsibility, successive Executive Committees shall:

Section a. Review the current JCI West Indies Strategic Plan at midyear and present a report to General Assembly at the National Convention that year for its approval, which shall include:

- i. such recommendations as are necessary to modify those aspects of the Strategic Plan as may need updating in the light of changing circumstances;
- ii. financial projections for one further year, with the intent that the JCI West Indies Strategic Financial Plan will always cover a three (3) year period.

Section b. Give special attention in their deliberations to matters of medium-and long-term importance to the organisation, and not be concerned only with decisions affecting only their particular year of office.

POLICY 15-3. ANNUAL PLAN OF ACTION:

The Annual JCI West Indies Plan of Action shall be prepared and approved in the following manner:

- a. It shall be prepared within the framework and in accordance with the provisions of the current JCI West Indies Strategic Plan.
- b. The President or his designee shall submit to the Executive Committee at midyear for its approval, a proposed Plan of Action for the following year, which shall include objectives, policies, activity plans, time schedules and budgetary provisions.
- c. The proposed Plan of Action approved by the Executive Committee shall be mailed no later than sixty (60) days, to all members of General Assembly for their review and consideration, and it shall also be mailed to all candidates for JCI West Indies office.
- d. General Assembly at National Convention shall approve the Plan of Action for the following year.
- e. The Board of Directors shall consider the approved Plan of Action at the First National Board Meeting; and shall establish the detailed assignment of responsibilities to individual Board members, detailed time schedules and deadlines, and travel plans, for the following year.

CHAPTER XVI: ACTIVITIES

BYLAW 16-1: NATIONAL PROJECTS

The National Organisation shall promote community projects conducted by the Local Organisations and only establish national endorsed projects when the subject of the project affects all or most communities in the country.

BYLAW 16-2: JCI- ENDORSED AND NATIONAL PROGRAMS

Where possible, the National Organisation shall also promote the adoption of JCI-endorsed and national programs among the Local Organisations as long as these programs don't interfere or reduce the local community projects

BYLAW 16-3: CONTINUING PROGRAMMES

The development of the individual member and the National Organisation shall be provided by Continuing Programmes as specified in the Policies.

POLICY 16-1: CONTINUING PROGRAMMES – DESCRIPTION

The development of the individual member and the Local Organisation should be continuing and ongoing activities of the National Organisation, and should, in the main, be provided by Continuing Programmes such as Operation Orientation, Leadership in Action, National and Individual Development and Community Development.

BYLAW 16-4: MAJOR EMPHASIS THEME

Section 1: Purpose

There shall be one Major Emphasis Theme in each year, which shall relate to community opportunities.

Section 2: Submissions

Proposal for the Major Emphasis Theme shall be submitted by Officers and Local Organisations, thirty (30) days prior to the commencement of the annual General Assembly. All proposals should be forwarded by the Secretary General to members of the Board of Directors and of General Assembly before the pre-convention Board Meeting.

Section 3: Adoption

The Major Emphasis Theme for a period of up to three years shall be selected by the Board of Directors at the New Board Meeting by a two-thirds (2/3) majority vote.

Section 4: Termination

A Major Emphasis Theme may be terminated after it has been in operation for at least one year by a two-thirds majority of the Board of Directors at the New Board Meeting provided that Notice of such intention shall have been given by the Board of Directors to all Local Organisations within forty-five (45) days of the conclusion of the Mid-Year Meeting and such notice shall invite submissions for a new Major Emphasis Theme.

Section 5: Promotion

Material on the Major Emphasis Theme shall be prepared by Local Organisations within two (2) months of the Adoption of the Theme. All Officers shall be responsible for the promotion of the Major Emphasis Theme in the National Organisation generally, and in the Local Organisations.

Section 6:

At each National Convention a project exchange forum shall be organized as part of the Convention programme.

POLICY 16-2: DESCRIPTION

The Major Emphasis should be of a very general nature in order for it to be accepted in the National Organisation generally and to all Local Organisations and members. The Major Emphasis Theme should not be detailed but should provide broad outlines permitting Local Organisations to use their own initiative, taking into account local conditions in planning projects and programmes in keeping with the Theme. In general, the major thrust of the National Organisation should be to assist Local Organisations in the preparation and implementation of their own programmes and projects rather than in trying to design a programme to be implemented by all.

BYLAW 16-5: PROMOTION OF ACTIVITIES

The Secretary General shall be responsible for the co-ordination and dissemination of information and promotional material on all activities within the limits of funds provided for the purpose. The Secretary General shall also initiate the production of publications and programme material in accordance with the decisions of the Board of Directors and budgetary provisions.

POLICY 16-3: PROGRAMME ACTIVITIES MANAGEMENT

All activities will be managed in a manner to ensure: -

1. Education of the Individual Member;
2. Exchange among members of knowledge and experience;
3. Pertinent records and efficient retrieval of information;

4. Critical evaluation of achievement;
5. Maintenance of liaison with Organisations of interest;
6. Comprehensive research and widening of resources;
7. Each of recognition of various programming subjects by indicating their nature as being one of: -

Community Development, Economic Affairs, International Affairs, Leadership Development, Membership and Extension, Public Relations, Records and Recognition and Youth Activities.

BYLAW 16-6: PROGRAMME ACTIVITIES EXCHANGE

Section 1: Project Library

A comprehensive Project Library shall be maintained at the secretariat containing details of projects that have been implemented in the National Organisation and Project and Programme ideas. The contents thereof shall be advised to Local Organisation in October of each year and detailed information shall be made available to them upon request.

POLICY 16-4: PROJECT INFORMATION

The Officers should encourage Local Organisations to submit material to the National Organisation's project Library and to make use of the Programme Information Centre at the JCI Secretariat.

Section 2: At Meetings and Convention

At meetings and conventions, Local Organisations are encouraged to bring ideas, techniques and suggestions for improvements to meetings and Conventions.

BYLAW 16-7: AWARDS

Section 1: Function

To recognise and honour outstanding achievements in the fulfilment of the purposes of the JCI by Local Organisations and individual members.

Section 2: Development

The development of National Organisation Awards shall be initiated by the Secretary General who shall ensure their relevance to JCI Mission, Vision and Values to the membership development of Local Organisations.

Section 3: New Awards and Award Changes

The adoption of new awards, of substitution, or changes in the award description shall require a two-thirds (2/3) vote of General Assembly.

Section 4: Awards Judging at Convention

- a. The Board of Directors shall appoint an Awards Chairman prior to Convention.
- b. Each shall be entitled to designate up to two (2) members to serve at the awards judging sessions at Convention. The awards Chairman will then select a panel from the names so designated by their Local Organisation and each member of that panel shall have one (1) vote.
- c. In case the Board feels that the number of names received is not sufficient to constitute the panel, it may add more members. However, there shall not be more than three (3) members from one Local Organisation.
- d. Upon completion of judging, the awards judges shall review the entry rules and related matters, and propose desirable changes to the Board of Directors at their Joint Board Meeting. The Board may adopt those proposals by a simple majority.

Section 5 – Eligibility – All Local Organisation and members in good standing shall be entitled to submit entries for award.

POLICY 16-5: TROPHIES & PLAQUES

Awards may be made from time to time by the General Assembly subject to such rules and conditions as may be approved by the General Assembly and contained in the National Organisation Awards Manual. At each National Convention a Committee, to be chaired by the Secretary General, shall be appointed by the President to inspect and inventory the trophies and report thereon to the Board of Directors at the Convention.

Section 1: Acceptance

Trophies and Plaques presented to the National Organisation for competitions shall be accepted for a period not exceeding five years in the first instance, and the Trophy and Terms of Reference for each Award shall be reviewed by the Board of Directors at the end of the period of acceptance.

Section 2: Replicas

Permanent Trophies and Plaques shall remain the property of the National Organisation and shall be retained in the Secretariat and carried to the National Convention by the Secretary General. Donors shall be required to furnish an adequate amount of replicas or miniatures to be presented to annual winners of Permanent Trophies.

POLICY 16-6: PRE-ENTRY INFORMATION

Pre-entry information on awards entries from Local Organisations shall be submitted to the Secretary General in advance of the awards judging according to the schedule indicated by the Secretary General. Failure to do so will result in a penalty or penalties being imposed by the judges on the defaulting Local Organisation.

CHAPTER XVII: SENATORS

BYLAW 17-1: DEFINITION

An award known as JCI Senatorship," granting life membership in the organisation and in the JCI Senate may be awarded to Individual Members or past members as a means of honouring them for rendering outstanding service to JCI. The awarding of such status shall not exempt the member from paying regular dues to the organisation.

POLICY 17-1: SENATORSHIPS

Section 1: Prospective Senators

A JCI Senatorship is awarded to honour current or past individual members who have rendered outstanding service to the Jaycees Organisation. In this context, the awarding of a Senatorship shall be available not only to current or past Officers, but also to outstanding members who because of personal or business circumstances beyond their control, were unable to serve as Officer of their Local Organisation.

Section 2: Status of Senators

The National Organisation encourages each Local Organisation to include a self-operative provision in their Constitution that upon the awarding of a Senatorship to any member, past or current, the said member shall also be a Life Member of his Local Organisation. The question of whether or not Senators shall be liable for the payment of dues to their Local Organisations is a matter wholly for local policy legislation.

Section 3: Presentation of Senatorship

The National Organisation urges each Local Organisation to conduct presentation of Senatorships with appropriate dignity preferably with a formal presentation Ceremony.

Section 4: Senate Groups

Any Senate Groups formed within the territorial limits of the National Organisation shall be subject to the Bylaws, policies and regulations of the National Organisation be subject to the Bylaws, policies and regulations of the National Organisation.

BYLAW 17-2: APPLICATION

The application shall only be approved by the President of the Local Organisation of the applicant; and the President of the National Organisation, and no other approval shall be required or permitted. Prior to, or at the same time as the approval by the President of the organisation is requested, a contribution approved by JCI shall be made to JCI by the sponsoring Local Organisation.

BYLAW 17-3. RIGHTS:

A Senator, as such, is not qualified to be elected an officer of the organisation and shall have no special rights, except those, which are granted to ordinary members of JCI age, provided the Senator is within JCI age. Senators who have passed JCI age, shall have no rights whatsoever, except those which may be granted from time to time by the organisation.

BYLAW 17-4: REVOCATION

A Senatorship may be revoked, temporarily suspended or withdrawn at any time by either of the following:

- a. The President of the National Organisation, subject to the approval of the Board of Directors, on the recommendation of the Local President, if in the opinion of the President of the Local Organisation that Senator has not conducted himself in a manner worthy of the organisation.
- b. The Executive Committee, on the recommendation of the President of the organisation, if the actions of the Senator are not in the best interests of the organisation.

In the event of the revocation, temporary suspension or withdrawal of a Senatorship, no part of the contribution made under the provisions of [Bylaw 17-2](#) shall be refunded.

BYLAW 17-5 QUALIFICATIONS

SECTION 1. CURRENT MEMBERS: Senatorships for current Individual Members shall be restricted to members of at least three (3) years' standing for services rendered at any level of this organisation.

SECTION 2. ADDITIONAL REQUIREMENTS: The National Organisation encourages each Local Organisation to establish additional regulations and requirements designed to upgrade the awarding of Senatorships with due regard to local conditions.

SECTION 3. PAST MEMBERS: Senatorships for past members whose membership extended for a period of at least three (3) years may be awarded by way of presentation, subject to the written approval of the Local and National Presidents who are expected to make such inquiries with respect to the applicant as may, in their opinion, be appropriate.

BYLAW 17-6. JCI WEST INDIES SENATE:

SECTION 1. OBJECTIVES: The objectives of the Senate are:

- a. To provide a vehicle for the promotion of fellowship and friendship among Senators, internationally, nationally and locally.
- b. To encourage and foster international social contacts between individual Senators and Senate groups.

- c. To constitute a resource for the current membership in the areas of training and development.

SECTION 2. CHAIRMAN: The Immediate Past President of the organisation shall be the chairman of the Senate, he shall chair the Senators' Forum (or meeting) at National Convention, and he shall, subject to budgetary limitations, be responsible for the preparation and distribution to Senators of information on matters pertaining to the Senate.

SECTION 3. STRUCTURE: The organisation of the Senate shall not be too formal or highly structured and the number of officers shall be the minimum necessary to perform basic administrative functions. Subject to the provisions of this bylaw, the establishment of a structure for the Senate shall be subject to the approval of General Assembly.

SECTION 4. LIMITATIONS: The Senate shall not engage in any activity which conflicts or is likely to conflict with the purpose or activities of JCI West Indies or any Local Organisation; it shall not make public announcements or media releases; and it shall conform to all constitutional provisions and policies of JCI which relate to Senators individually or as a group.

SECTION 5. FAILURE TO COMPLY: Should any national or local Senate group fail to comply with the provisions of this bylaw, the members of such group may have their Senatorships revoked by the Executive Committee under the provisions of [Bylaw 17-4](#), subsection b.

POLICY 17-2. JCI WI SENATE GROUPS:

SECTION 1. GOVERNING BOARDS: JCI West Indies' Local Organisations will have governing power over their respective Senate organisations. The governing JCI Board will be the National Organisation Board of Directors for National Senate Organisations, and the Local Organisation Board of Directors for Local Senate Organisations.

All Senate organisations must seek approval from their governing JCI Board for any programs, contracts, and/or projects that they wish to enter into or conduct, and any such Senate programs, contracts and/or projects must not in any way conflict with or be contrary to the programs, contracts and/or projects of their governing JCI Boards.

All budgets of Senate organisations must be approved annually by their governing JCI organisation.

National Organisations shall include in their constitutions a provision indicating that Senate groups are subject to the bylaws, policies and regulations of the National Organisation.

SECTION 2. SENATE GROUP REPORTING: National Senate groups shall submit to the Senate Chairman of the organisation at National Convention a report of their activities for the year. Each report shall be accompanied by details of the following matters and such additional details as may be deemed appropriate by the Executive Committee:

- a. Name and mailing address.
- b. A statement of its purposes.
- c. Names and addresses of its officers.
- d. Description of its current activities and future plans, including:
 - i. description of activities for the current year, including the activities of Local Organisation Senate groups, when applicable
 - ii. schedule of meetings for the coming year
 - iii. description of planned activities for the coming year

Failure of any Senate group to submit such annual report and plan, or any attempt to violate the Constitution of JCI, or impinge on the freedom of any National Organisation, shall be interpreted as failure to comply, under the provisions of [Bylaw 17-6](#), Section 5.

CHAPTER XVIII: DUES AND LEVIES

BYLAW 18-1: DUES

Section 1: Calculation

The financial liability of each Local Organisation in respect of the budgeted expenditure shall be limited to the portion calculated in the proportion that the membership of such Local Organisation bears toward the total membership of the National Organisation, as at the first (1st) day of the Annual General Meeting of the year immediately preceding budget year; provided that: -

- a. The dues liability of any Local Organisation shall not exceed one third of the total budget.
- b. Where the dues liability of any Local Organisation by virtue of provision (a) is limited to one-third of the budget, the liability of that Local Organisation shall be deducted from the overall budget, the membership from the total membership of the National Organisation and the proportion of the remainder of the budget payable by the remaining Local Organisations shall be calculated in the aforesaid manner.

The dues imposed under Section 1 of this Bylaw shall become due on the first day of January in each year and shall be payable in three equal instalments on the first day of February, the first day of May and on the first day of August in each year.

All bank accounts of the National Organisation should bear the signature of at least two of any three members of the Board of Directors.

Section 2: When Payable

The dues shall become due on the first (1st) day of January of each year and shall be payable in three equal instalments on the first (1st) day of February, May and August.

In respect of a Local Organisation becoming a Member subsequent to the first (1st) day of January in any year, the Dues payable to the National Organisation shall be one-twelfth(1/12) of the Annual Dues for each calendar month between the date of its acceptance as a member and the last day of December following, and shall be based on its individual membership at the date of its acceptance as a member of the National Organisation and shall be payable within thirty (30) days of acceptance.

Section 3: Mode of Payment

The payment of all Dues and debts to the National Organisation shall be in United States (US) Currency. Such payment may be in cash, authorized Bank Draft, Money Order, or other form of settlement acceptable to the Board of Directors and General Assembly, provided that:

- a. Any fees chargeable for conversion do not exceed one percent (1%) of the amount payable by the said instrument.

BYLAW 18-2: INTEREST CHARGES

Interest at the rate of 10% per annum shall be payable on any amount outstanding after the date these amounts become payable as provided in this Bylaw provided, however, that General Assembly may in its discretion waive the interest payable hereunder.

BYLAW 18-3: UNPAID FINANCIAL OBLIGATION

Section 1: Suspension of Services

Services of the Secretariat and of members of the Board of Directors may be temporarily withheld from a Local Organisation, which is delinquent for more than sixty (60) days in the payment of dues or other financial obligations provided that notice of this bylaw has been given to such delinquent Local Organisation thirty (30) days before withdrawal of services.

Section 2: Resumption of Services

Services shall be restored as soon as full payment of such Dues or other financial obligations is received.

BYLAW 18-4: LOSS OF VOTING RIGHTS

If the Dues and Levies of any Local Organisation shall be in arrears for more than thirty (30) days after same shall have become payable, such Local Organisation shall lose its voting rights at all subsequent meetings of the National Organisation until same shall have been paid.

Provided however, if the final instalment of Dues and Levies of any Local Organisation shall not have been paid by or before Convention on the 1st day of General Assembly such Local Organisation shall lose its voting rights at that and all subsequent meetings of the National Organisation until same shall have been paid in full.

BYLAW 18-5: TERMINATION OF LOCAL ORGANISATION MEMBERSHIP

Any Local Organisation failing to discharge its Financial obligations to the National Organisation within twelve (12) months after the same shall have become due shall cease to be affiliated with the National Organisation and shall cease to have any interest in, or claim on, the funds of the National Organisation unless prior to the expiration of the same period of twelve (12) months, General Assembly by a two-thirds (2/3) majority vote decided to waive this provision and in that event, General Assembly may impose such conditions and/or obligations upon the defaulting Local Organisation as it shall think fit, provided that in imposing conditions or obligations upon the defaulting Member Local Organisation the General Assembly shall decide upon whether or not a defaulting Local Organisation shall have the right to vote at any meeting and may restrict such right in such manner as it thinks fit.

BYLAW 18-6: RE AFFILIATION OF LOCAL ORGANISATIONS

1. Any Local Organisation wishing to seek re-affiliation to the National Organisation shall do so by making an application in writing to the Secretary General not later than thirty-six (36) months after disaffiliation and such application shall reach the Secretariat not less than thirty (30) days prior to the opening date of the Convention where the application is to be considered. Provided that where the termination was in accordance with the [Bylaw 18-5](#) of this Constitution, then the application shall be accompanied by the full payment of any dues and levies outstanding at the date of termination of membership.
2. Each application shall be accompanied by evidence indicating the ability of the Local Organisation to maintain and fulfil its financial obligation to the National Organisation for the ensuing year.

BYLAW 18-7: PROCEDURE FOR RE AFFILIATION

The Procedure for Re-Affiliation shall be as follows: -

1. The applicant shall comply with the requirements of [Bylaw 3-4](#).
2. The President subject to the approval of the Board of Directors shall appoint an Admissions Committee to deal with the application at the Convention.
3. The Committee shall comprise of three (3) persons including the Legal Counsel as Chairman and shall examine the application and certify its findings to General Assembly.

BYLAW 18-8: ANNUAL MEMBERSHIP DECLARATION

For the purpose of calculating the Voting Strength at General Assembly and the Liability of Local Organisations for Dues and Mandatory Levies, each Local Organisation shall submit to the Secretary General in writing a declaration of the number of its Individual Members as of the first (1st) day of the Annual General Meeting in each year provided that if no such declaration is made by any Local Organisation, its last submitted Declaration shall be used. General Assembly in its discretion may call upon any Local Organisation to furnish proof of membership.

POLICY 18-1: BI-MONTHLY MEMBERSHIP DECLARATION

During the year Local Organisation Members shall submit bi-monthly to the Secretary General a declaration of their members.

CHAPTER XIX: FINANCES

BYLAW 19-1: FINANCIAL YEAR

The Financial year of the National Organisation shall be January 1 to December 31.

BYLAW 19-2: BOOKKEEPING

The Secretary General shall cause proper Books of accounts to be kept in such manner as to give a true and correct Statement of the Finance of the National Organisation.

BYLAW 19-3: BANK ACCOUNTS & SECURITIES

The funds of the National Organisation shall be vested in the Board of Directors and shall be paid into an account in the name of the National Organisation in a Bank Account approved by the Board of Directors.

Such funds that are not required for immediate use may be invested in Bonds, Deposits and such investments as may be identified by the Board of directors.

POLICY 19-1: LOCATION OF BANK ACCOUNTS

All funds of the National Organisation shall be deposited in a bank account in the territory in which the Secretariat is located (except as may be arranged in accordance with [Policy 19-2](#) below) subject to the appropriate measures being taken to ensure the safety of the account.

POLICY 19-2: SPECIAL BANK ACCOUNTS

Upon recommendation of the Secretary General, and with the prior approval of the President, Special bank accounts may be established in territories other than that in which the Secretariat is located provided that such accounts are found by the President to be necessary for the carrying on of the operations of the National Organisation. Bank Statements duplicate Deposit slips, and other records of transactions in such special accounts shall be forwarded directly to the Secretary General.

POLICY 19-3: OFFICIAL CURRENCY

The official currency of the National Organisation for the payment of all Dues and debts shall be that of United States Currency (USD) or the currency in which the Secretariat is located.

BYLAW 19-4: BUDGET

The Secretary General shall prepare and submit to the Board of Directors for consideration at its meeting immediately prior to the National Convention, a Budget of anticipated Income and Expenditure for the ensuing year. The Budget with the recommendations of the Board of Directors shall then be submitted to the General Assembly for the approval as prescribed in [Bylaw 5-2](#) (f). Sponsorship Income shall only be included in the Budget if such sponsorship is actually committed and an obligation for payment is in existence at the time of the preparation of the Budget.

POLICY 19-4: GENERAL BUDGETARY POLICY

The President on the recommendation of the Secretary General may authorise adjustment of allocations between budget headings to accommodate minor variations in the actual cost of achieving the purposes for which the allocations were made. No action shall be taken under this policy which would reduce the overall budgeted surplus, or which would increase expenditure under any one budget heading by more than five percent (5%) of the budget of that heading.

POLICY 19-5: DISBURSEMENT OF VOUCHERS

The authorisation for the disbursement of any funds of the National Organisation shall be by way of a payment voucher system. Each voucher shall be signed by the Secretary General and must be counter signed by either the President or Immediate Past President prior to disbursement or when impractical within thirty (30) days of the date of disbursement.

POLICY 19-6: REVISION OF BUDGET

Should unusual change in income or expense occur during the course of a year, the Secretary General shall immediately report this fact to the President. The President may, after study, recommend revisions to the budget to the Board of Directors which may approve a Revised Budget or Revised Budgets within the maximum amount budgeted by the previous Annual General Meeting.

POLICY 19-7: OPERATING FUND SURPLUS

An Operating Fund Surplus shall be created of not less than 25 percent (25%) of Annual National Organisation Dues and Levies. This Fund shall be budgeted and accumulated at the rate of not less than five percent (5%) of National Organisation's Dues and Levies per year until the appropriate amount is reached. Disbursements from this Fund must be approved by a two-thirds majority vote of the General Assembly on the recommendation of the Board of Directors.

POLICY 19-8: OFFICER EXPENSES

Section 1: Procedure

Claims for reimbursement of expenses incurred within the budgeted amount, shall be made in duplicate with the original vouchers forwarded to the Secretary General.

Section 2: Advances

The President may authorise advances against travel and administration budgets of Officers and appointed officials in his discretion.

Section 3: Authorised Travel Expenses

Authorised travel expenses are the actual cost to the Officers of transportation, of hotel and meals, laundry and valet, passport, consular fees and travel tax, excess luggage and similar expenses connected directly with Official National Organisation travel.

Section 4: Limits

Travel of any Officer beyond his assignments is not an authorised expense unless in the opinion of the Board special circumstances justify the use of funds for this purpose.

Section 5: Authorised Administrative Expenses

Authorised Administrative Expenses include stenography, stationery, telephone and cable, photographs and news releases and similar expenses of the Officer's administrative responsibilities.

Section 6: Required Report

A written report shall be submitted by each officer pertaining to the action for which he is requested reimbursement before the expenses thereof shall be paid to him. All reports and claims for expenses shall be submitted immediately after the expenses are incurred in order that the finances of the National Organisation may be in proper order at all times.

Section 7: Transfers

With the consent of the Officer concerned, the President upon the recommendation of the Secretary General may transfer budget allocation from the Officer to others or from one (1) item of expenditure to others from worthwhile purposes.

Section 8: Convention Travel

Where in the opinion of the President any Officer has failed to achieve the minimum standards of performance for his office provided in these policies funds shall not be provided by the National Organisation for such Officer to attend the National Convention PROVIDED THAT the Board of Directors by a two-thirds (2/3) majority vote may grant an exception of this Policy.

POLICY 19-8: DEVELOPMENT FUND

The President may authorise the expenditure of funds budgeted for development for the purpose of paying the cost of sending development teams to any Local Organisation or any new territory within the West Indies Area.

BYLAW 19-5: DISBURSEMENTS

The Secretary General shall have the power to disburse such funds (reference to [Policy 19-8](#): Development Funds) as may be necessary in the day-to-day administration of the National Organisation and within such limits as may be laid down from time to time by the Board of Directors and for such purposes he shall have the authority to sign cheques on behalf of the Board of Directors.

BYLAW 19-6: BORROWING POWERS

The Secretary General with the approval of the President after having consulted with Board of Directors may from time to time exercise the powers of the National Organisation to borrow such moneys (*Reference to [Policy 19-8](#): Development Fund*) as may be necessary to carry out the business of the National Organisation provided that the amount borrowed shall not exceed the amount payable from time to time by Local Organisations in respect of Dues. Any borrowing from Third (3rd) Party Entities, Lending Agencies, and Banks must meet with the approval of the Board of Directors and ratified by the General Assembly. All agreements between the lending party and the National Organisation must be subject to [Bylaw 11-3](#), Section 1.

BYLAW 19-7: COLLECTION

The Secretary General shall notify each Local Organisation on or before the first (1st) day of January of each year of the amount payable for Dues and Levies and of the date and amount of each instalment.

BYLAW 19-8: AUDITOR

At the Annual General Meeting, General Assembly shall appoint an Honorary Auditor for the ensuing year who shall be eligible for re-appointment indefinitely provided, however, that in the event that for any reason whatsoever an Honorary Auditor is not appointed by General Assembly, the Board of Directors shall make the appointment.

BYLAW 19-9: AUDIT

The Secretary General shall cause to be audited the books of the National Organisation at the close of each Financial Year and Audited Financial Statements shall be distributed to all members of General Assembly not later than the last day of January in each Financial Year.

BYLAW 19-10: ADMINISTRATIVE POLICY

This constitution shall include detailed policies on the administration of inventories, bank accounts, insurance, disbursements, borrowing, signatures, bonds and salaries.

POLICY 19-9: FINANCIAL POLICY

1. Service to members and development should be covered by Dues and Levies;
2. Programmes should be financed as in one (1) above or by special sponsorship;
3. Except for items of a capital nature and for matters of extreme urgency expenditure budgeting in any one (1) year shall not exceed income for that year.

POLICY 19-10: INVENTORIES

All the property of the National Organisation shall be held by the Secretary General on behalf of the National Organisation. The Secretary General shall be the Accountable Officer and shall be responsible for all the property of the National Organisation. He shall maintain the perpetual inventory of all property including furniture, office equipment, and gifts presented to the Secretariat. Upon assuming office, the new Secretary General shall immediately become accountable for the National Organisation's property and shall sign a written inventory of the properties received, a copy of which is to be furnished to the President and Legal Counsel.

POLICY 19-11: SUPPLIES

Section 1

The Secretary General shall maintain an Inventory of jewellery and membership supplies, based on official approved designs, as a membership service. The Secretary General shall maintain records of jewellery and supplies purchased and sold and submit to the Board of Directors at their Mid-Year Board Meeting, a complete Inventory of Jewellery and supplies held.

Section 2

All orders for supplies and jewellery must be accompanied by cash, money order or cheque.

Section 3

The National Organisation shall have the exclusive rights to sell JCI jewellery and supplies at the National Convention.

Section 4

Jewellery and supplies from sources other than the National Organisation may be sold at the National Convention provided prior approval of such sale has been obtained from the Secretary General.

POLICY 19-12: INSURANCE

The National Organisation shall provide Insurance coverage against accidental death or injury whilst performing their duties, for all officers to a minimum amount of one hundred thousand (USD\$100,000.00) per person. Any claim proceeds paid to the National Organisation shall not be retained for its own purposes, but shall be disposed of in such a manner as the Board of Directors may determine.

POLICY 19-13: SALARIES

Section 1: Salary Ranges

The General Assembly shall from time to time establish salary ranges for all employees of the National Organisation.

Section 2: Employees

The Secretary General shall have the authority to set the salaries of all other employees within the salary ranges, subject to the limits of the Budget.

Section 3: Secretary General

General Assembly shall determine the Honorarium of the Secretary General.

POLICY 19-14: PROGRAMME EXPENSES

Section 1: Limits

Expenses incurred in the conduct of National Organisation Programmes should be limited to amounts set by General Assembly in the Annual Budget.

Section 2: Fundraising

In the case of fundraising campaigns, campaign expenses in amounts determined by the Board of Directors may be deducted from funds collected in the campaign during the current administrative year.

POLICY 19-15: CONTINGENCIES ACCOUNT

General Assembly may include in the Budget a sum not exceeding five (5%) percent of the Dues Income under the heading of 'Contingencies Account.' The Board of Directors or the President is empowered to expend all or part of the amount allocated to further the interest of the National Organisation within the limits of current policy. No more than one-third (1/3) of the Contingencies Account shall be spent under any one budgeted heading.

POLICY 19-16: SPONSORSHIP

Section 1: Sponsorship Committee

A Sponsorship Committee shall be appointed by the Board at the Post-Convention Board Meeting. The Committee shall comprise of the Secretary and the President with one other as Chairman. The Committee shall meet at the Convention site after the Annual General Meeting. The purpose of the committee shall be to actively seek sponsorship on a continuing basis for items of expenditure in the budget of the National Organisation. The Committee shall have power to co-opt additional members. The Committee shall have power to appoint sub-committees. The Committee shall report to the Board of Directors and to General Assembly.

Section 2: Unsolicited Donations

The Secretary General, in his discretion may accept unsolicited donations of money and/or materials, if he deems the donor reputable. Donations received from sustaining members and other donors shall normally be budgeted in the National Organisation's Annual Operating Budget. Donations collected in excess of budgeted amounts shall not be disbursed except by the authority of a revised budget approved by the General Assembly.

CHAPTER XX: ADMINISTRATION

BYLAW 20-1: SECRETARIAT

The function of the Secretariat is to serve the members by:-

- a. Support of the President on administrative matters;
- b. Support of the Board of Directors on all matters.

BYLAW 20-2: SERVICES

Section 1: Extent

The services of the Secretariat and National Officers shall be extended to all officially recognised contacts, organising committees and applicants for affiliation in the West Indies within the limits of funds available for this purpose.

Section 2: Secretariat Services

The Secretariat shall provide the following membership services:-

- a. Publications, Manuals and Handbooks of general interest and applications within the budgetary limits set by the General Assembly.
- b. Directory of National Officers and Committees and of Local Organisations and their Officers.
- c. Such JCI, National and Senate jewellery and supplies as may be approved by the Board of Directors.
- d. Such other services as the General Assembly of the Board of Directors may from time to time establish.

POLICY 20-1: CORRESPONDENCE

All officers, officials and Committees shall furnish information copies of their correspondence to all interested persons.

POLICY 20-2: REPORTS

A system of reporting, which shall be followed by all Officer and Local Organisations shall be as follows:-

Section 1

Each Local Organisation shall send to the National Organisation secretariat copied to the assigned officer a report on its activities for the two-month period of its operation at the end of the following months February, April, June, August, October and December. Reporting shall be on standardised reporting form developed by the Secretary General and approved by the Board of Directors.

Section 2

Each Vice President shall report bi-monthly, or at such intervals as the Board of directors may decide, to the President on the activities of his assigned Local Organisations whether or not he shall have heard from all his assigned territories and shall send copies to all members of the Board of Directors and his assigned Local Organisations.

Section 3

Each Local Organisation shall send a full report on their activities to their assigned Vice President at least one (1) month before the Mid Year Board Meeting of the Board and the Annual General Meeting.

Section 4

At Board Meetings, all Officers shall be expected to report on matters specifically within their Terms of Reference.

Section 5

- a. At the Annual General Meeting, all Officers shall be required to report to the Board of Directors and the General Assembly, and each Local Organisation shall report to the General Assembly on their activities and problems. The report of each Vice President to the Board of Directors shall include recommendations for action by the Board of Directors and his report to General Assembly should include recommendations for action by the General Assembly or Local Organisation. Reports from all Officers with the exception of the President and the Secretary General and from all Local Organisations to the Board of Directors and/or General Assembly shall not be longer than two letter-sized pages.
- b. Reports of Officers shall be submitted to the Secretary General prior to the first meeting of the Board of Directors in good time for the Secretary General to circulate to all members of the Board.
- c. Reports of Officers, National Councillors and Chairmen of Committees (other than Committees which have to meet during Convention) and Convention Bid Documents shall be submitted to the Secretary General not later than mid-day on the day prior to the first meeting of the General Assembly, so that he may circulate them to all members of General Assembly

- d. No report, other than reports of the President and Chairmen of Committees which actually have to meet during Convention shall be read at Meetings of the Board of Directors and General Assembly.

CHAPTER XXI: JCI MEETINGS / EVENTS

BYLAW 21-1: BIDDING FOR A JCI EVENT

The submission to JCI of bids for hosting any JCI event within the territories of the National Organisation shall be made only by the National Organisation and not by Local Organisations Members.

POLICY 21-1: CONTRACT

1. With Local Organisation

Any Local Organisation wishing to bid for a JCI event shall present five (5) copies of a Bid Document together with the bid security deposit required by JCI to their National Organisation and if the bid is successful, the National Organisation shall execute a contract with the successful Local Organisation.

The Board of Directors shall consider all bids and execute a contract with the successful bidder before presenting the bid to JCI.

All Contracts shall be approved by Legal Counsel as containing the mutual responsibilities and obligations of the parties as established by the Board of Directors.

POLICY 21-2: LEVY

Net proceeds of the income from the hosting of a JCI event shall be shared in the ratio of 40; 60 in favour of the National Organisation and the host Local Organisation respectively.

BYLAW 21-2: REPRESENTATION OF THE NATIONAL ORGANISATION AT WORLD CONGRESS

The National Organisation shall be represented at World Congress by the National President.

BYLAW 21-3: SELECTION OF CANDIDATES FOR JCI OFFICE

Section 1: Time

At the Annual General Meeting of the National Organisation in each year, Junior Chamber International West Indies candidates for JCI Office for the ensuing year shall be selected by the General Assembly on a clear majority.

Section 2: Procedure

The following rules shall apply to the selection of candidates:-

- a. Each candidate must be nominated by the Local Organisation of which he is a member.
- b. Nominations shall be in writing signed by the President of the nominating Local Organisation, who shall certify that the candidate is a member in good standing.
- c. Nominations shall be sent or handed to the Secretary General, not later than the first business session of the annual general meeting.

CHAPTER XXII: HEADQUARTERS AND PRINCIPAL OFFICE

ARTICLE 22-1: PLACE

The Headquarters and Principal Office of the National Organisation shall be situated at such place as shall be decided from time to time by General Assembly.

CHAPTER XXIII: RULES AND PROCEDURE

BYLAW 23-1: DESIGNATION

The business of the National Organisation shall be conducted according to this Constitution and the Policies and, where not otherwise provided, Roberts Rules of Order, Newly Revised.

BYLAW 23-2: MAIL AND ELECTRONIC BALLOT

Section 1: Permission

On the matters within the scope of General Assembly and the Board of Directors and not directed to be done at Annual General Meeting, a Mail or electronic vote amongst their members shall be valid.

Section 2: How Mailed

Such votes by Mail or email Ballots shall be forwarded by Registered or certified mail.

Section 3: Replies

Thirty (30) days from the date of mailing shall be allowed for receipt of replies at the Secretariat.

Section 4: Voting Strength

The Voting Strength of General Assembly shall be the same as at the Annual General Meeting immediately proceeding.

Section 5: Majority

A majority of two-thirds (2/3) of the votes received is necessary for Adoption of a proposal submitted by Mail Ballot.

Section 6: Minimum Votes

A minimum of thirty (30%) percent of the total possible votes provided in [Article 5-12](#) must be received to validate the Ballot.

CHAPTER XXIV: “THE BRIDGE”

BYLAW 24-1: OFFICIAL JOURNAL

The official name of the journal of the Organisation shall be “The Bridge.”

BYLAW 24-2: EDITOR

The Bridge shall be edited by the office of the Public Relations Officer and the P.R.O. shall have full responsibility for the editorial content and policy.

BYLAW 24-3: ADVERTISING/SPONSORSHIP

The P.R.O. shall secure commercial advertising and sponsorship to help defray publication cost of “The Bridge” and shall establish such advertisement policies and restrictions as are consistent with the Organisation’s policy and conducive to its best interest.

POLICY 24-1: DISTRIBUTION

“The Bridge” shall be sent to each Local Organisation. Each Local Organisation shall be sent a minimum amount of copies, which shall be equivalent to its last membership declaration, plus an additional five percent of such number. Each Local Organisation shall distribute copies of “The Bridge” among its own members.

CHAPTER XXV: AMENDMENTS

ARTICLE 25-1: ARTICLES

The Articles may be amended by the General Assembly at a General Meeting by a two-thirds (2/3) majority of the voting strength of that General Assembly provided that written notice of the Proposed Amendment is given to all members of General Assembly not less than thirty (30) days prior to the convening of the Annual General Assembly or provided that General Assembly of the Board of Directors at a prior Meeting directed consideration of the Amendment to a subsequent Meeting.

ARTICLE 25-2: BYLAWS

Section 1: With Notice

The Bylaws may be amended by the General Assembly in the same manner as the Articles may be amended.

Section 2: Without Notice

Bylaws may be amended without Notice by a four-fifths (4/5) vote of the General Assembly at a General Meeting.

Section 3: Between Conventions

The Bylaws may be amended by a Mail Ballot of General Assembly upon prior recommendation of the Board of Directors. Such Amendment shall become effective immediately upon receipt of replies at the Secretariat indicating that two-thirds of the total voting strength of General Assembly is in favour of the Amendments failing which the Ballot shall close sixty (60) days after mailing of the request for votes.

ARTICLE 25-3: POLICIES

Section 1: With Notice

Policies may be amended in the same way as the Articles may be amended, except only a Simple Majority vote is required.

Section 2: Without Notice

Policies may be amended by a two-thirds vote of the General Assembly at a General Meeting.

Section 3: Between Conventions

Policies may be amended in the same way as the bylaws may be amended between Conventions.

ARTICLE 25-4: WAIVER

Section 1: Articles

Any Article of this Constitution may be waived by Unanimous Vote of the General Assembly at the Annual General Meeting, provided that four fifths (4/5) of the total Voting Strength of the General Assembly participates in the vote.

Section 2: Bylaws and Policies

Any Bylaw of this Constitution and any provision of the Policy Manual may be waived by a Unanimous Vote of the General Assembly at an Annual General Meeting, provided that two-thirds (2/3) of the total voting strength of the General Assembly participates in the vote.

ARTICLE 25-5: EFFECTIVE DATE

Section 1

This Constitution shall become effective on the first (1st) day of January 2015 and shall remain in force until amended by a subsequent act of General Assembly.

Section 2

All Amendments to the Constitution and Policy Manual shall come into effect on the first (1st) day of January following the passing of the Amendments unless provided to the contrary.

BYLAW 25-6: SUBMISSION TO JCI

The Secretary General shall forward to JCI details of all amendments to this Constitution within 60 days of such amendment.