

# GEORGIA JAYCEE HONOR CORPS

*Revised May4, 2018*

## ARTICLE I

### NAME AND INSIGNIA

**Section 1:** The name of this organization shall be the Georgia Jaycee Honor Corps, formed by the Georgia Jaycees in 1958 and originally founded as the Georgia Jaycee Honor Corps;

**Section 2:** Each individual selected to membership shall be designated a Colonel.

**Section 3:** The Corps shall present a certificate, pin, and other Corps item(s) as designated by the staff.

## ARTICLE II

### PURPOSE

The purpose of the Honor Corps shall be:

1. To recognize outstanding contributions to the Georgia Jaycee movement; and honor individuals who have earned the distinction.
2. To support and encourage the State Organization, Regional Organization, Local Chapters, and individual members.

## ARTICLE III

### MEMBERSHIP AND NOMINATIONS

**Section 1.** The requirements for membership shall be that the individual must have rendered outstanding contributions to the Jaycees. Regular Member or Exhausted Rooster must have been a member of the Georgia Jaycees for at least three years.

**Section 2.** All nominations must be made by a colonel in good standing and the application approved by either the current local President (except in case of outgoing President) and one other chapter officer or the Commander and one Past Commander. (See **Policy Manual**)

**Section 3.** Each nomination must be accompanied by a check in the amount of \$150.00 made

payable to the Georgia Jaycee Honor Corp. (See **Policy Manual**)

**Section 4.** Applications must receive approval of three-fourths (3/4) of the members present at any business meeting at which members are recommended for membership - Region Screening, State Screening or Honor Corps Business Meeting.

**Section 5.** Honorary membership shall be limited to two distinctive areas:

- A. Individuals, excluding Georgia Jaycees, who are deemed deserving of the honor by the current Board of elective officers: Commander, Active and Inactive Vice Commanders, Adjutant and Treasurer.
- B. Members of other National recognized Corps may be included upon approval of the nominee's Commander.
- C. There is no application fee for Honorary membership.
- D. Honorary members have the same privileges and responsibilities as regular members, with the exception of voting and holding office.

**Section 6.** Induction of new Colonels will be held each trimester meeting.

## **ARTICLE IV**

### **SCREENING AND APPROVALS**

**Section 1.** Each Region, as defined by the Georgia Jaycees Bylaws, shall be allowed a maximum of five new members for each induction period. In addition, ten members may be selected from state-at-large for each induction period.

**Section 2.** The Inactive Vice Commander shall appoint the Region Screening Chairperson for each Region that does not elect a Region Screening Chairperson. Each Region shall establish a Region Screening Committee, headed by the elected or appointed Region Screening Chairperson to assure applicants meet membership requirements and recommend applicants for membership. No applications will be accepted by the State Screening Committee that have bypassed the Region Screening, unless that Region does not have an active Screening Committee. This does not apply in the case of "lost colonel" award. (See **Policy R.**) All applications received by the Region will be submitted to the Inactive Vice Commander for review by the State Screening Committee unless the nominating chapter asks for the application to be returned. Also, applications not meeting tenure qualifications may be returned by the Region Screening Committee. Should more than five recommendations be submitted from a Region, the Region will rank all individuals. The rankings higher than number five will be considered at-large quota.

**Section 3.** All nominations must be reviewed by the State Screening Committee, which shall be

composed of the Inactive Vice Commander as Chairperson, Commander, Active Vice Commander, Adjutant, Treasurer, any Past Commanders and each of the Region Screening Chairpersons or their appointed alternate. (See **Policy Manual**)

Applications must be submitted to the Inactive Vice Commander according to timetable requirements for proper application's review. (See **Policy Manual**)

**Section 4.** The only approval authority for a nomination is the Honor Corps Membership at the scheduled Business meeting. The applicants recommended by the State Screening Committee will be presented to the Membership for approval. No applicants not recommended by the State Screening Committee can be considered for membership before the body. Article IV, Section 4 requires three-fourths (3/4) approval for membership into Honor Corps. (See **Policy Manual** for refund of application fee.)

## **ARTICLE V**

### **DUES**

**Section 1.** Annual dues for active members of the Corps shall be thirty dollars (\$30.00). Failure to pay dues shall not affect an individual's recognition as a Colonel, however, voting and participation in social functions shall be limited to dues paying members and Life members.

## **ARTICLE VI**

### **OFFICERS AND ELECTIONS**

**Section 1.** The officers of the Honor Corps shall be a Commander, two Vice Commanders (one Active and one Inactive), Adjutant, Treasurer and the Immediate Past Commander.

**Section 2.** The duties and powers of the officers shall be as defined in Article X.

**Section 3.** The officers of the Honor Corps shall be nominated at a special called Honor Corps meeting at a time and location set by the Commander with the approval of the Board of Directors and presented to the membership with 30 days notice. The elections will be held at a time and location set by the Commander. Officers will be sworn in at the Third Trimester meeting at a time and location set by the Commander. No announcements or nominations shall take place prior to July 1.

**Section 4.** The officers of the Georgia Jaycee Honor Corps shall constitute the Board of Directors.

**Section 5.** The Commander may make the following appointments as necessary: Chief of Staff, Sergeant at Arms, Chaplain, Hospitality Coordinator, Parliamentarian and Hospitality Chairmen. These appointments will be non-voting staff members and will be approved at the annual meeting of the Georgia Jaycee Honor Corps by a majority vote of the members present.

**Section 6.** Appointments to fill vacant offices on an interim basis will require (2/3) approval of the officers. Subsequent final approval to fill vacant offices will require 2/3 approval of the Corps at the next scheduled meeting. Should an office become vacant after elections and before the officer is sworn in, the Commander can appoint a replacement as stipulated above.

**Section 7.**

- 1) All elections will be conducted by secret ballot if there is more than one qualified candidate seeking said office.
- 2) A candidate shall be declared elected if he receives a majority of the votes cast. In the event that there are more than 2 qualified candidates seeking said office, and no candidate receives a majority of the votes cast, then the 2 candidates receiving the highest number of votes shall remain as candidates and a new ballot shall be held as to those two candidates only.
- 3) Only those members present and in good standing shall be entitled to vote at said election. Each such member shall be entitled to one vote and there shall be no absentee or proxy ballots allowed.
- 4) The elections committee shall consist of the three immediate Past Commanders (*depending upon availability*) with the Immediate Past Commander serving as Chair. The elections committee will be responsible for handling all aspects of the elections including seeking qualified candidates, qualification of candidates, conducting the election, counting votes, and any other election related procedures as deemed necessary by the Commander. The elections committee will be the final authority to certify the election.

**Section 8. Qualifications of officer candidates.**

- A. The Commander must have served or is serving as either the treasurer or adjutant **and** either the Active or Inactive Vice Commander.
- B. The Vice Commanders must have served or is serving as either the Treasurer or the Adjutant.
- C. The Adjutant must have served or is serving in at least one appointed office in the Honor Corps or another of the Georgia Jaycee Auxiliaries. Expertise with newsletters and/or web design is desirable.
- D. The Treasurer must have served or is serving in at least one appointed office in the Honor Corps or another of the Georgia Jaycee Auxiliaries and must have had experience as a Treasurer.
- E. In the event that no candidate announces and has the appropriate experience, a panel of the past three (*available*) immediate Past Commanders is the only authority that can waive the minimum requirements of office.

## **ARTICLE VII**

### **MEETINGS**

**Section 1.** The Honor Corps shall meet three (3) times a year at times and locations approved by the Commander and the Board of Directors.

**Section 2.** The Honor Corps shall hold such additional meetings as are approved by the Corps, called by the Commander, or by a majority of officers of the Corps.

## **ARTICLE VIII**

### **RULES OF ORDER**

**Section 1.** Roberts Rules of Order Revised shall govern all deliberations of the Honor Corps.

## **ARTICLE IX**

### **AMENDMENTS**

**Section 1.** The Bylaws may be amended at any meeting of the Honor Corps by a two thirds (2/3) vote of the members present, provided notice of the meeting and amendment was given to each active Colonel at least ten (10) days prior to the meeting. Notification can be made via the *Dispatch* or by web provided a postcard is mailed to each active member indicating that the changes can be viewed on the web. Bylaw changes will become effective immediately upon approval of the body.

**Section 2.** A Policy Manual will be maintained by the Adjutant. It shall consist of all motions and policies of the Honor Corps. The manual will govern all activities not covered by our Bylaws and shall be considered binding. Any portion of the Policy Manual may be changed by a motion duly passed by this body at any regular or called meeting.

## **ARTICLE X**

### **DUTIES OF THE OFFICERS**

#### **DUTIES OF THE COMMANDER:**

1. To preside at all meetings of the organization
2. To serve as ex-officio member of all committees and the Georgia Rebel Corps Foundation
3. To coordinate the activities of the Honor Corps with the Georgia Jaycees and serve as official spokesman of the Corps on the State and National Level
4. To induct new colonels and Honorary Colonels
5. To promote and publicize the Georgia Jaycee Honor Corps
6. To conduct a Planning session and Officers Training

### **DUTIES OF THE ACTIVE VICE COMMANDER:**

1. To oversee any approved Ways and Means projects
2. To handle the ordering and selling of Honor Corps products and the displaying of
3. Corps products at all state and National Corps functions, excluding the Cocktail Party
4. To assume the duties of the Commander when absent. Should the Commander's position become vacant, the Active Vice Commander will assume all responsibilities until the Immediate Past Commander can arrange for the Board of Directors to replace the Commander
5. To plan and implement the Humanitarian Assistance Award Program through Local Presidents and Region Directors by submitting rules and application forms to State Headquarters for publication in the state mailing
6. To promote and publicize the Georgia Jaycee Honor Corps
7. To be present, as much as possible, in the Hospitality Room to assist in any way possible
8. To assume other responsibilities as deemed necessary by the Commander

### **DUTIES OF THE INACTIVE VICE COMMANDER:**

1. To establish and communicate with Region Screening Committees in all Regions
2. To establish and conduct the State Screening Committee to pass on the induction of new colonels into the Corps
3. To keep and process new applications and return rejected ones
4. To keep the current roster and all Corps colonel records (the Book)
5. To assume the duties of the Active Vice Commander when absent. In the absence of the Active Vice Commander and the Commander, the Inactive Vice Commander will assume the responsibilities of the Commander
6. To promote and publicize the Georgia Jaycee Honor Corps
7. To be present, as much as possible, in the Hospitality Room to assist in any way possible
8. To assume other responsibilities as deemed necessary by the Commander

### **DUTIES OF THE ADJUTANT:**

1. To be responsible for the Honor Corps newsletter (*Dispatch*)
2. To keep minutes of all business meetings
3. To supervise the maintenance and publishing of all mailing lists, in a timely manner
4. To work in conjunction with the webmaster to promote and maintain the Corp's website
5. To assist the Commander in any way possible
6. To promote and publicize the Georgia Jaycee Honor Corps
7. To be present, as much as possible, in the Hospitality Room to assist in any way possible
8. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE TREASURER:**

1. To handle receipt and disbursement of all Honor Corps funds and keep proper records
2. To maintain dues records and send out dues bills
3. To serve as ex-officio member of the Georgia Rebel Corps Foundation
4. To be present, or properly represented, in Hospitality Room at all times to collect dues and ribbon money
5. To assist the Commander in any way possible
6. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE IMMEDIATE PAST COMMANDER:**

1. To advise the Commander
2. To serve as Chairperson of the Election Board
3. To serve as a member of the Georgia Jaycee Honor Corps Foundation.
4. To promote and publicize the Georgia Jaycee Honor Corps
5. To assume other duties as assigned

#### **DUTIES OF THE CHIEF OF STAFF:**

1. To type and provide copies of an agenda at all Honor Corps business meetings
2. To assist the Commander whenever possible
3. To assist the Hospitality Chairperson and Hospitality Coordinator whenever possible
4. To promote and publicize the Georgia Jaycee Honor Corps
5. To assume other duties as assigned by the Commander

#### **DUTIES OF THE SERGEANT AT ARMS:**

1. To be present in the Hospitality Room and Cocktail Party to strictly enforce the policies and Bylaws of the Georgia Jaycees Honor Corps
2. To act as High Sheriff at corps Business Meetings
3. To assist the Commander whenever possible
4. To assist Hospitality Chairman whenever possible
5. To promote and publicize the Honor Corps
6. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE CHAPLAIN:**

1. To be responsible for the prayer, benediction, and/or inspirational message, as deemed necessary, at any and all Honor Corps meetings
2. To send appropriate condolences, congratulations, etc. as provided for in the policies
3. To assist the Commander in any way possible
4. To promote and publicize the Honor Corps
5. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE HOSPITALITY CHAIRMAN:**

1. To obtain all beverages and foods for the Hospitality Room
2. To serve as host of the Hospitality Room and Cocktail Party, in the absence of the Commander
3. To assist the commander in any way possible
4. To promote and publicize the Honor Corps
5. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE HOSPITALITY COORDINATOR:**

1. To arrange all facilities for the hospitality room and a room for the hospitality chairman
2. To assist in arranging the location for the Cocktail Party
3. To arrange for corsages/floral arrangement for the Cocktail Party, as deemed necessary by the commander
4. To assist the commander in any way possible
5. To promote and publicize the Honor Corps
6. To assume other responsibilities as deemed necessary by the Commander

#### **DUTIES OF THE PARLIAMENTARIAN:**

1. To maintain Constitution, Bylaws and Policy Manual for the Corps
2. To assist the commander in any way possible
3. To promote and publicize the Honor Corps
4. To assume other responsibilities as deemed necessary by the Commander

### **ARTICLE XI**

#### **GEORGIA JAYCEE REBEL CORPS FOUNDATION**

The Georgia Jaycee Honor Corps shall establish or cause to be established a Georgia Jaycee Rebel Corps Foundation for the purpose of inducting Honor Corps Colonels into a Lifetime Membership status and other purposes as determined by the foundation.

The foundation, a separate corporate entity within the state of Georgia shall be governed by its own set of bylaws and policies which includes; but are not limited to, its make-up and duties, life membership requirements, and distribution of fees.

### **ARTICLE XII**

#### **STANDING COMMITTEES**

**Section 1.** There shall be an on-going Long Range Planning Committee charged with constant reviewing of the policies and Bylaws of the Corps. This committee shall have the authority to propose to the Commander, the Corps staff, and the Corps body changes in policy, written or observed; and in the Bylaws. The Commander and Staff and the full body of membership shall have



full authority to accept or reject any proposals.

The committee shall be comprised of ten members, as follows:

- A. Immediate Past Commander as Chair
- B. Two Past Commanders as Vice Chairs (one each appointed by Commander and Chair)
- C. Corps Treasurer, changed yearly by elections
- D. Corps Parliamentarian, changed yearly by appointment by Commander
- E. Two at-large members initially appointed by the Chair
- F. Two at-large members initially appointed by the Commander
- G. A representative of the ebel Corps Foundation Board

The four at-large members shall have two year terms, staggered such that two members are replaced yearly; the Commander and the Chair shall each appoint one of these.

**Section 2.** There shall be within the Corps a Finance Committee. This committee will be charged with reviewing any and all proposals that require expenditures in excess of \$250.00 that are not on the approved yearly budget. Any such proposed expenditures must go through the Finance Committee and Corps body. The committee shall make recommendations regarding such expenditures to the Commander and the Board of Directors.

This committee will be appointed by the Commander and will be a three person committee consisting of: The current treasurer, a Past Commander, who has served as a Corps treasurer and a member at large. Each appointed member will be a two year term, staggered such that one member is replaced yearly.

## **GEORGIA JAYCEE HONOR CORPS POLICY MANUAL**

- A.** At each Board Meeting and State Convention, the Honor Corps will have a Hospitality Room for Colonels and spouses/dates. No one under the age of 21 years of age will be allowed in the hospitality room at any time.
- B.** A Cocktail Party for Colonels and spouses/dates will be held at Board Meetings and the State Convention on Saturday night. Time and location will be announced. No one under the age of 21 years of age will be allowed in the Cocktail Party. Corps will provide room, beverages and corsages and Cocktail Party host will provide food, decorations and paper products.
- C.** Guests shall be cleared through the Commander. No active Georgia Jaycee, unless a member of the Georgia Jaycee Honor Corps, may attend a Honor Corps business meeting.
- D.** Annually at the State Convention, a JCI Senatorship may be conferred on the Colonel, who in the judgement of a three person committee composed of three Colonels holding a JCI Senatorship and appointed by the Commander, has contributed most to either the State Jaycee organization and/or the Honor Corps.
- E.** A Hospitality Room and two bedrooms shall be furnished by the Corps at each State Board Meeting and Convention, provided the host chapter does not provide these rooms.
- F.** Standard ~~Honor~~ Corps patches and pins are not to be used as trade items at the National Convention, except with members of the Corps of Corps.
- G.** The Treasurer shall be bonded, if deemed necessary. Any checks written on the operating accounts of the Corps require either the Commander or Treasurer's signature. Non budgeted expenditures must be approved by the officers for payment.
- H.** The Corps will give a cash award, not to exceed \$200, to the chapter receiving the State Humanitarian Assistance Award.
- I.** One name tag will be furnished to each new colonel at the Board Meeting following the one at which he/she was inducted. Name tags will be purchased on a bid basis by the Inactive Vice Commander with the approval of the Commander. Any additional tags will be billed back to the Colonel requesting it.
- J.** To help cover the cost of hospitality at State Meetings, a ribbon fee of \$15.00 per Colonel and per guest per Board Meeting will be charged (this fee will be \$20.00 for Colonels and guests for any board meeting with three nights of hospitality). This charge applies only to members attending the Hospitality Room and/or Cocktail Party. Each Colonel is allowed one guest per weekend. Ribbons will be purchased and made available to Honor Corps

membership only at the Hospitality Room, Business Meetings and Cocktail Party upon payment of the charge. In order to enter the Hospitality Room/Cocktail Party, Colonels must wear their Honor Corps name tags with their ribbon and all guests must wear their ribbons. Guest ribbons will bear the name of the guest and conference date. Colonels cannot be considered guests of other Colonels in order to circumvent dues and/or ribbon fees. Past Commanders and Life members will be provided distinctive ribbons. There will be no fee for life members.

- K.** An outgoing local President qualifying under the three (3) year rule is eligible for induction into the Honor Corps as a new Colonel at State Convention.
- L.** After making notations on the applications as to the origin of the check (personal, chapter, etc.) and on the check as to whose application it covers, the checks should be transmitted directly to the Treasurer by hand or registered mail. All checks will be deposited immediately by the Treasurer.
- M.** No applications for membership shall be held over. For applications which are not accepted, a refund check (drawn in the Honor Corps account), along with a cover letter will be returned to the applicant's local chapter.
- N.** The appointed alternate for a Region must be a Colonel from that Region not in attendance. The alternate for an elected officer must be either a current appointed officer or a Colonel who has previously held a Honor Corps elected office.
- O.** The Inactive Vice Commander shall announce at all Business Meetings the deadline for submitting of nominations to the State Screening Committee.
- P.** Since each Region handles their Region Screening Committee in various ways, it is the responsibility of the appointed Region Screening Chairperson to establish their committee in guidelines consistent with Region policy. Under no circumstances may an individual not a Georgia Jaycee Honor Corps Colonel be a member of a Screening Committee.
- Q.** The current ribbon of \$15.00 for two-night meetings or \$20.00 for three-night meetings fee will be collected from all honorary members and members of other corps who attend social functions. Honorary members requesting state mailings will be charged the prevailing dues.
- R.** Annually, a candidate may be selected to receive a "*lost colonelship*". The purpose of this nomination is to select an unrecognized Jaycee who might otherwise have been overlooked. The selected individual must be approved by normal processing (*see Bylaws, Article IV*) and meet minimum requirements. The nominee must not be a regular member or associate member of any existing Jaycee Chapter. A three person committee of colonels appointed by the Commander will make the recommendation at second trimester Board Meeting. The Commander will make the announcement at the next State Convention.
- S.** In the event of the death of an active colonel, life colonel or Past Commander, at the

discretion of the Commander, an arrangement of red, white and blue flowers or an available combination of flowers tied with a red, white and blue ribbon will be ordered not to exceed \$75. As an alternative, a donation of up to \$75 may be made to Charity of deceased's family's choice. In the event of the death of other family members an appropriate goodwill gesture shall be up to the discretion of the Commander.

- T.** The Commander shall recognize each trimester a Colonel for outstanding achievement to their local chapter. The award shall be called the "*Outstanding Colonel Award*". Also, the Commander shall recognize a Colonel for outstanding achievement for the year. Submissions will be the same as the trimester award. The award shall be called the "*Carl Lane Memorial Award for Colonel of the Year*".
- U.** The Commander shall recognize each trimester a New Colonel for outstanding achievement to their local chapter open ONLY to Colonels in their first two years as a Honor Corps Colonel. The award shall be called the "Outstanding New Colonel Award". Also, the Commander shall recognize a New Colonel for outstanding achievement for the year. Submissions will be the same as the trimester award. The award shall be called the "Abit Massey Award for New Colonel of the Year". A Colonel will not be able to receive Outstanding Colonel of the Trimester & Outstanding New Colonel of the Trimester in the same trimester. A Colonel will not be able to receive the "Carl Lane Memorial Award for Colonel of the Year" & "Abit Massey Award for New Colonel of the Year" in the same year.
- V.** Any Colonel displaying conduct unbecoming of a Colonel will be subject to a review by a tribunal of three immediate past Commanders (*in order of service*). The findings of the review committee shall be brought to the general membership at the next scheduled meeting for disciplinary action including up to a year of suspension or expulsion from the organization. The Colonel will be allowed to state his/her case before the entire body. Disciplinary action will require a vote of 2/3 of the members present.
- W.** Corps bank account shall have two signatures on the account -- one being that of the treasurer and one being that of the Commander. The account shall require only one signature.