



***Collinsville Jaycees
Constitution and By-Laws***

Adopted January 2006

***(Revisions primarily to synchronize membership
eligibility with that of the State and National
Organizations as adopted in late 2004)***

Collinsville Jaycees Constitution

Adopted January 2006 (Revised January 2006)

Article I. NAME:

SECTION I. The name of the Organization shall be the Collinsville Jaycees, with all rights reserved to the name Collinsville Junior Chamber of Commerce.

SECTION II. The principal office of the Organization shall be located in Collinsville, Illinois.

Article II. AFFILIATION:

SECTION I. This Organization shall be and hereby affiliated with the Junior Chamber International, United States Junior Chamber of Commerce, and Illinois Jaycees and is subject to the Constitution, By-Laws, and Policy of these Bodies insofar as they affect and prescribe the functions of the Collinsville Jaycees.

Article III. ORGANIZATION:

SECTION I. The Collinsville Jaycees shall be incorporated under the laws of the State of Illinois as a Not-For-Profit Corporation and is subject to the statutes thereof.

Article IV. PURPOSE:

- SECTION I.*
- A. The purpose of the Organization shall be civic service through the organized efforts of the membership through active constructive projects.
 - B. The Organization shall provide leadership training through community development.
 - C. To promote civic consciousness so that its members may better their usefulness as citizens.
 - D. To promote fellowship among its members.
 - E. This Organization shall be Non-Partisan and Non-Sectarian in its purposes and activities.

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SECTION II. JAYCEE 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 shall be of laws rather than of men;
That earth's greatest treasure lies in human personality;
and that service to humanity is the best work of life!

Article V. MEMBERSHIP:

SECTION I. The membership of the Collinsville Jaycees shall be divided in the following classes: (A) Active; (B) Associate; (C) Honorary; (D) Life, (E) Alumni, and (F) JayTeen.

- A. Active Member: Any young person of good character between the ages of eighteen (18) and forty (40), inclusive, shall be eligible for active membership of this organization. (To be eligible, those individuals below 21 years of age must no longer be enrolled in High School.)
- B. Associate Member: Any person of good character Forty-one (41) and over, shall be eligible to become an associate member. Associate members are entitled to be registered with the Illinois and United States Jaycees (See By-Laws [Constitution Article VIII], Article III, Section II, for Dues requirements). Associate members shall have any and all privileges of an active member except that person will not be eligible to hold a voting board office and shall have no vote.
- C. Honorary Member: Any person of good character who distinguishes themselves in public or civic service may be elected as an Honorary Member for a period of one (1) year and shall have no vote.

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- D. Life Member: Any member, who has been a member of the Collinsville Jaycees for a period of ten (10) consecutive years who has held an elective or appointed office a minimum of three (3) full terms and been active during the immediate past two years (active meaning attending 50% of the Regular Meetings and 50% of the projects in a given year), shall become a life member, and a life membership card be furnished.
- E. Alumni: An Alumni member shall be an individual who has reached the age of forty-one (41) years and who was previously an active member in good standing. Alumni members are entitled to be registered with the Illinois and United States Jaycees (See By-Laws [Constitution Article VIII], Article III, Section II, for Dues requirements). Alumni members shall have any and all privileges of an active member except that no Alumni member shall be entitled at anytime to hold a voting board office or vote upon any matter of this corporation, any State organization member, or any Local organization member.
- F. JayTeen Member: Any young person of good character between thirteen (13) and eighteen (18) years of age, shall be eligible to become a member of the JayTeen program. JayTeen members shall have any and all privileges as provided in the State and National JayTeen programs. These individuals are eligible to participate in all appropriate chapter projects, but will not be eligible to hold a voting office and shall have no vote.

Article VI. GOVERNMENT:

SECTION I. The government of the organization shall be vested in the Board, consisting of four (4) Directors, a State Director, the Immediate Past President (as Chairman of the Board), and the Officers. Said Officers shall be the President, Chapter Management Vice President, Community Development Vice-President, Membership Vice-President, Individual Development Vice-President, Secretary, and Treasurer.

SECTION II. The Officers and Directors of this organization shall be elected in the manner as prescribed by the By-Laws and shall hold office for one (1) year.

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SECTION III. A Parliamentarian shall be appointed by the President with the approval of the Board of Directors. The Parliamentarian shall be a Past President, an ex-officio member of the Board of Directors, and shall be a non-voting member of the Board.

SECTION IV. A Chaplain shall be appointed by the President with the approval of the Board of Directors. The Chaplain shall be an ex-officio member of the Board of Directors and shall be a non-voting member of the Board.

SECTION V. The fiscal year of the Collinsville Jaycees shall be January 1st through December 31st.

Article VII. AMENDMENTS:

SECTION I. This Constitution may be abridged or amended in part or whole by two-thirds (2/3) of the active members present at any regular or special meeting provided that written notice of the proposed amendments has been mailed to the last known address of each active member at least ten (10) days prior to the date of such meeting. These changes must have been read at the last regular meeting immediately preceding said meeting.

Article VIII. BY-LAWS:

SECTION I. The instrument of Government and Procedures of the Collinsville Jaycees shall be known as the Collinsville Jaycees By-Laws.

SECTION II. Said By-Laws shall constitute full and permanent authority in the governing of the Collinsville Jaycees and in the regulation and transactions of all business in all affairs pursuant to the organization, insofar as said By-Laws are non contrary to or in violation of the Constitution.

Article I. MEETINGS:

SECTION I. The organization traditionally holds meetings on the first Tuesday and third Wednesday of each month starting at 7:30 p.m.; but may also do so at other such times as determined and properly communicated by the President with the concurrence of the Board of Directors. At these meetings, a simple majority of voting Board members shall constitute a quorum.

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SECTION II. Meetings of the Board of Directors shall traditionally be held on the fourth Tuesday of each month starting at 7:30 p.m.; but may be held at other such times as determined and properly communicated by the Chairman of the Board with the concurrence of the Board of Directors. At all meetings of the Board of Directors, a quorum consists of two-thirds (2/3) of the active board membership.

SECTION III. Special meetings of the membership may be called by the President or the Secretary upon request of a simple majority of the Board members. Special meetings of the Board of Directors may be called by the President or the Chairman of the Board as required.

SECTION IV. At any and all meetings, a majority of those present shall govern, except when otherwise specifically provided.

SECTION V. Board Meetings will be held in three ways:

A. Open Board Meetings, meaning that Board meetings will be opened to everyone.

B. Closed Board Meetings, meaning that meeting is closed to everyone except Board Members.

C. Executive Session, meaning that it is closed to everyone except voting Board members unless specifically asked to stay by the Chairman of the Board or the President. Executive Session will only be called for specific reasons with limited purpose.

Article II. MEMBERSHIP:

SECTION I. Shall be the same as provided in ARTICLE V of the Constitution of the Collinsville Jaycees.

SECTION II. All applications for membership must be in writing and must be accompanied by dues in advance for one (1) year.

SECTION III. All applications for membership must be sponsored by a member in good standing of the Collinsville Jaycees.

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SECTION IV. The Board of Directors shall elect or reject all applications or renewals for membership, except honorary members who are elected by the majority of the membership present at any regular meeting, as recommended by the Board of Directors.

SECTION V. When an Active or Active Life member reaches the age of forty-one (41), they shall take the status of an Associate member or an Alumni member. However, if they are holding an elective or appointed office, that person shall remain an Active or Active Life member until the expiration of their term of office. Then that person shall have the option to become an Associate or an Alumni member.

Article III. DUES:

SECTION I. A. The annual dues for membership shall be consistent with the sum total of all accumulated annual dues of those associated Junior Chamber International bodies – JCI/National (U.S.), (Illinois) State, and (Gateway) Regional Dues. No additional chapter assessment of new member or annual dues should be anticipated. It remains the responsibility of the Membership Vice President to calculate, communicate, and collect membership dues.

B. The Board of Directors shall have the authority to adopt a policy for special recruitment or activation dues reduction as recommended by the Membership Vice President.

SECTION II. A. Associate members may elect to be sent into the Illinois Jaycees. To be sent into the Illinois Jaycees, they must pay twenty-five (\$25) dollars to the Illinois Jaycees Foundation. They may also be sent into the United States Junior Chamber of Commerce. To be sent into the United States Junior Chamber of Commerce they must pay fifty (\$50) dollars per year to the United States Junior Chamber of Commerce Foundation.

B. Alumni members may elect to be sent in to the United States Junior Chamber of Commerce. (Collinsville Alumni members of the United States Junior Chamber of Commerce also become members of the Illinois Jaycees.) To be sent into the United States Junior Chamber of Commerce, they must pay forty (\$40) dollars per year to the United States Junior Chamber of Commerce Foundation.

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SECTION III. Any Member whose dues are in arrears for a period of thirty (30) days or more shall automatically be suspended from membership. Upon late renewal, a re-instatement fee (by the Illinois Jaycees) will be assessed. If dues are in arrears for a period of sixty (60) days or longer, they shall automatically cease to be a member and may be dropped from the membership communication roster, except that the Board of Directors may suspend cessation for cause.

SECTION IV. Notice of dues shall be given to members by the Membership Vice-President at least thirty (30) days before date payable.

Article IV. ELECTIONS:

SECTION I. At the first meeting in September the Election committee will be appointed. The committee shall consist of the Past President twice removed as Chairman plus four other members. Should the designated Chairman be unable to serve, the President shall appoint another Past President to be Chairman.

SECTION II. No member of the Election committee shall be eligible for any office by action of the Election committee.

SECTION III. The Election committee shall recommend nominees for each office for one year. No Officer shall be eligible for the same Office for more than two terms.

SECTION IV. A. The President and Treasurer cannot succeed him or herself in the Office of President or Treasurer (if they have completed one full elected term).

B. Presidential candidates' prerequisites include serving at least one (1) full, 12-month term as a voting board member in the capacity other than director.

SECTION V. At the first meeting in October, the election committee will give the first reading of the ballot. At the second meeting in October, additional names may be placed in nomination from the floor.

SECTION VI. The Secretary shall have printed ballots listing the names of all nominees together with the Office for which they were nominated.

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- SECTION VII.* The annual election shall be held the first meeting in November. The Secretary shall send notice of this meeting at least ten (10) days prior thereto. Notice shall be mailed along with a sample ballot to each member's last known address.
- SECTION VIII.* Voting shall be by secret ballot by the active membership and no person may cast more than one ballot. Proxies will not be recognized.
- SECTION IX.* The Election committee shall have the authority to accept and approve absentee ballots.
- SECTION X.* Any Active member in good standing may vote, provided that they shall have been a member of the organization for at least thirty (30) days prior to the election.
- SECTION XI.* Officers and Directors take office on January 1st, at which date begins the organization's fiscal year.
- SECTION XII.* Duty of the Election committee shall be to control, conduct the election, and tally the votes.

Article V. GOVERNMENT:

- SECTION I.* The government of this organization shall be vested in the Officers and the Board of Directors.
- SECTION II.* The Board of Directors and Officers shall have control and management of the organization. Said control and management is subject to the approval of the membership, except in such cases as pertain solely to the Board of Directors or its constituent parts.
- SECTION III.* Funds of the organization shall be withdrawn from the bank or banks with which they are deposited by the Treasurer as approved by the Board of Directors.
- SECTION IV.* In the event of a vacancy in any office by death, incapacity or removal, the President may appoint a member to fill the vacancy with the approval of the Board of Directors.
- SECTION V.* If a member of the Board of Directors shall be absent from two consecutive Board Meetings, unless excused by the Chairman of the Board or President, that person's seat shall be declared vacant.

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SECTION VI. Review of Member's Good Standing

A. Any member whose good standing comes into question due to that individual becoming or having been previously convicted of a crime against the Jaycees (including any JCI affiliated chapter or body), all memberships and privileges will be immediately and automatically revoked (without board review or membership vote being necessary).

B. Any member whose good standing comes into question otherwise shall be brought before the Board of Directors in Executive Session to discuss issues pertaining to the member's status.

1. The Chairman of the Board should strongly consider inviting the Parliamentarian, Chaplain, and other individuals as necessary to properly bring about resolution.

C. At a regular or special meeting of the membership, two-thirds (2/3) of the membership present may remove any Officer, director, or member for malfeasance (an unlawful act or deed), misfeasance (wrongdoing; the doing of a lawful act in an *unethical* manner), or non-feasance (neglect in doing what should have been done), as recommended by the Board of Directors provided said Officer, director, or member and the General Membership are notified at least ten (10) days prior to said meeting in writing by the Board of Directors (through the Secretary).

SECTION VII. No member shall be elected or appointed to an office who shall not have been a member for at least thirty (30) days prior to election or appointment.

Article VI. DUTIES OF OFFICERS:

SECTION I. The President, as Chief Executive and representative of the organization, shall preside at all regular and special meetings of the general membership. Will supervise the organization's affairs and activities acting as an ex-official member of all regular and special committees. The President shall not take actions, expend funds, and incur expenses contrary to the purposes of the chapter (as may be modified from time to time by the Board of Directors). Should provide monthly articles to the newsletter, supervise and train the Vice Presidents to prepare them for potential succession, and prepare a year-end programming book and annual report for use by the membership.

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SECTION II.

There shall be four Vice-Presidents, including a Chapter Management Vice-President, Individual Development Vice President, Community Development Vice-President, and Membership Vice-President.

- a. The Chapter Management Vice-President is responsible for the major emphasis areas of planning, training, financial management, personal management, communications, and public relations. Will assist in supervising the organization's affairs and activities acting as an ex-official member of all regular and special committees falling within his/her area. The Chapter Management Vice President shall not take actions, expend funds, and incur expenses contrary to the purposes of the chapter (as may be modified from time to time by the Board of Directors). Should provide monthly articles to the newsletter, supervise and train Directors, and prepare a year-end programming book.
- b. The Individual Development Vice-President is responsible for the major emphasis areas of leadership development, family life/spiritual development, and personal skills. Will assist in supervising the organization's affairs and activities acting as an ex-official member of all regular and special committees falling within his/her area. The Individual Development Vice President shall not take actions, expend funds, and incur expenses contrary to the purposes of the chapter (as may be modified from time to time by the Board of Directors). Should conduct a membership survey and develop a plan of action for the individual development area, supervise and train Directors, provide monthly articles for the newsletter and prepare a year-end programming book.

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- c. The Community Development Vice-President is responsible for the major emphasis areas of human services, community improvements, government involvement, and community fundraising. Will assist in supervising the organization's affairs and activities acting as an ex-official member of all regular and special committees falling within his/her area. The Community Development Vice President shall not take actions, expend funds, and incur expenses contrary to the purposes of the chapter (as may be modified from time to time by the Board of Directors). Should conduct a community survey and develop a plan of action, provide monthly articles for the newsletter, act as liaison between the Chapter and the School Board, City Council, Chamber of Commerce and other Civic Organizations in the community, and prepare a year-end programming book.

- d. The Membership Vice-President shall issue notice of dues payable and be responsible for the collection, thereof, and the submission of the dues kit to the state. The Membership VP shall be responsible for overseeing recruitment, orientation, activation, and retention. Promote the Degrees of Jaycees program and promote the Springboard program for new members. Will assist in supervising the organization's affairs and activities acting as an ex-official member of all regular and special committees falling within his/her area. The Membership Vice President shall not take actions, expend funds, and incur expenses contrary to the purposes of the chapter (as may be modified from time to time by the Board of Directors). Should develop a plan of action, provide monthly articles for the newsletter, and prepare a year-end programming book.

SECTION III.

The Chapter Management Vice-President in addition to their assigned duties shall perform the duties of the President in the event of the President's absence or incapacity to perform their duties of President. If the Chapter Management Vice-President is not available to perform the duties of President, it shall go to the next Vice-President with the most seniority in the Chapter.

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SECTION IV. Duties of Secretary

A. The Secretary shall keep a permanent record of the minutes of all meetings. That person shall be custodian of all records of the organization and shall give notice of special meetings.

B. The Secretary is responsible for the minutes of this organization, both the meetings of the membership and those of the Board of Directors. Minutes are the written record of the meetings. Accurate minutes are of vital importance as they constitute the permanent record of proposals, decisions, and reports of the members, and the Board of Directors. Minutes are the legal record of the meetings of this organization and may be subpoenaed. Minutes should be written as concisely as possible.

C. A guide for writing minutes:

a. DO RECORD:

- i. All adopted and 'lost' or defeated motions;
- ii. Name of the maker and of the secondary of the motion;
- iii. Names of all members reporting (officers, committee chairpersons, etc.);
- iv. Names of all those elected or appointed;
- v. Number of votes on each side in a ballot or counted vote.

b. DON'T RECORD:

- i. Discussion or personal opinion;
- ii. Motions withdrawn;
- iii. Entire reports (state, "Mr. Y, Chairman of the Finance Committee reported. The report is attached to the original of these minutes." [when a written report is available])

D. Other responsibilities:

- a. Write the minutes as promptly as possible.
 - i. Promptly send a copy to the President.
 - ii. Alert the President to items of unfinished business.

b. Sign the minutes and record the date of approval.

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c. Be specific in recording corrections, noting the date, page, and line in which the correction appears. All corrections are made in red. Do not obliterate the original. Note the date of correction. Minutes are usually corrected at the time of reading, but may be corrected at any time provided the correction receives a two-thirds (2/3) vote.

E. General membership meeting minutes will be published at or prior to the following general membership meeting. Review, additions, and/or corrections to these minutes are accomplished at that time. Approval of the minutes consists of a motion accompanied with a second and approved by a majority of the membership present (as written or amended).

F. Board of Directors meeting minutes will be published at or prior to the following Board of Directors meeting. Review, additions and/or corrections to these minutes are accomplished at that time. Approval of the minutes consists of a motion accompanied with a second and approved by a majority of the Board of Directors present (as written or amended).

SECTION V. Duties of Treasurer

A. The Treasurer shall keep the books of the organization, disburse funds at the direction of the Board of Directors, and shall deliver by no later than January 30th all records associated with the previous year to the chapter's Certified Public Accountant (CPA) for the purposes of audit and filing of the tax records to the IRS. The Board of Directors shall employ a CPA to audit the books of the chapter annually and to review systems procedures, internal controls, and present appropriate comments, and recommendations therein. The CPA selected to complete these tasks will in no way be otherwise affiliated with the Collinsville Jaycees through membership (active, associate, alumni, etc.), other business or family relationship.

B. The Treasurer shall render a report in detail of the financial condition of the organization on a regular basis as specified below (and at such other times as directed by the Board of Directors). The following is a list of minimum required reports and their corresponding reporting interval:

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1) Reports of any bank transactions from each chapter account as well as the current bank balances of each of these accounts at the second meeting of each month for the preceding fiscal month.

2) Report of Quarterly, Annual, and all Other Tax Filings at the second meeting of the month following the filing.

C. The Treasurer will also insure committee members comply with all financial requirements as stipulated in Article VII, Section IV.

D. BUDGET ADMINISTRATION

1. The Board of Directors for the previous and upcoming year shall jointly prepare (at the November and December Board Meetings of each year), and the Treasurer shall present, the budget for the next fiscal year to the General Membership for approval by the first meeting in January of the upcoming year. The Board of Directors shall not recommend a deficit budget to the General Membership without explanation nor shall the General Membership approve a deficit budget for the next fiscal year without just cause. In recommending the annual budget, the Board of Directors may include as income any and/or all surplus funds accumulated in prior years.

2. The budget, when adopted, may be amended as needed at any time by the Board of Directors as circumstances dictate. The General Membership and Board of Directors shall be kept fully informed as to the financial condition of the chapter with periodic budgetary reviews held consistent with standard quarterly reporting periods (i.e., per tax filings, bingo filing requirement, etc.).

3. Submission of Projects for budget consideration: All projects to be allocated funds from the current operating budget must be submitted in writing to the Board of Directors, voted on, and approved, prior to funds being allocated.

4. Contingency/Working Capital Reserve: Each annual budget should take into consideration that the funds necessary to run the chapter are already available in the General Fund from the previous year and that all fund raising efforts are intended to fund not only special or unplanned projects during that Jaycee year, but also provide enough funds in reserve to run the chapter the following year.

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SECTION VI. The State Director, or the designated representative, shall attend and represent the membership at all State and Regional Meetings and any other function deemed necessary by the Board of Directors. Will assist in supervising the organization's affairs and activities acting as an ex-official member of all regular and special committees falling within his/her area. The Sate Director shall not take actions, expend funds, and incur expenses contrary to the purposes of the chapter (as may be modified from time to time by the Board of Directors). Should provide monthly articles for the newsletter.

SECTION VII. The immediate Past President shall serve as Chairman of the Board of Directors. It shall be his/her duty to preside over all meetings of the Board of Directors and lead the Board of Directors. At all Board of Director meetings they will only cast their in vote in the event of a tie. They will also assist the President as an advisor and in the supervision of the organization's affairs and activities acting as an ex-official member of all regular and special committees. The Chairman of the Board shall not take actions, expend funds, and incur expenses contrary to the purposes of the chapter (as may be modified from time to time by the full Board of Directors). Should provide monthly articles for the newsletter.

SECTION VIII. The Directors will manage any major emphasis areas as assigned to them by the President or their corresponding Vice President (as applicable). The Directors shall continually communicate with their assigned members. The Directors are responsible for the individual members and their involvement in the Chapter.

SECTION IX. A Parliamentarian shall be appointed by the President with the approval of the Board of Directors. The Parliamentarian shall be a Past President. Such appointment shall be for the term of office of the President; shall sit with the Board of Directors as an ex-officio and non-voting member. At all meetings, he shall constitute sole authority in all matters pertaining to Parliamentary Procedure and the interpretation and execution of the Constitution and By-Laws of the organization and affiliated bodies.

SECTION X. The President may appoint other Officers to the Board of Directors subject to the approval of the board of Directors. All appointees shall be for the term of office of the President and shall be ex-officio and non-voting members.

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Article VII. COMMITTEES:

- SECTION I.* The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and purpose of the organization.
- SECTION II.* A person should not hold Chairman of a committee for the same project for more than two (2) years. During the second year a person is Chairman of a committee, they should have a new member assigned to them as Co-chairman to learn the project.
- SECTION III.* All Committee Chairman and members shall be appointed by the Board of Directors and approved by the membership. Chairman shall be responsible for the operation of committee affairs. Budgets for committees are subject to the approval of the Board of Directors.
- SECTION IV.* All Committee members, who are issued funds for projects, shall have a fourteen (14)-day window from the date of the project completion to turn in receipts and/or the balance of the funds to the President, the Vice President under whose concentration area the project falls, or the Treasurer.

Article VIII. COMMUNITY ACTION FUND:

- SECTION I.* To spend money or transfer funds from the Community Action Fund, it shall take a two-thirds (2/3) majority of the voting members present at any regular or special meeting. Notice in writing must be sent to each member fourteen (14) days prior to voting to spend or transfer funds.
- SECTION II.* Withdrawal of funds from the Community Action Fund account shall require two signatures. Names on the signature card shall include three past presidents, one being a Life member (if available), and the current President.

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Article IX. JCI SENATORSHIP/AMBASSADORSHIP:

- SECTION I.* The Collinsville Jaycees will not award any member a JCI Senatorship/Ambassadorship, who has not been active (active meaning attending 50% of the regular meetings and 50% of the scheduled projects in a given year) during the immediate two years and been a member for the ten (10) years prior to the awarding of the membership.
- SECTION II.* The Collinsville Jaycees will pay the Life members dues fee to the Illinois Jaycee Senate/Ambassador for each new Senator or Ambassador from the Chapter as long as they remain in good standing.
- SECTION III.* The Collinsville Jaycees will not nominate any member for a JCI Senatorship/Ambassadorship who does not meet the minimum requirements listed for a JCI Senator or Ambassador on the Illinois Jaycee application. All nominees' names will be recommended by the Board of Directors to the President for submission.