

# CALIFORNIA JUNIOR CHAMBER

## POLICIES

*REVISED: August 17, 2008*  
*EFFECTIVE DATE: January 01, 2009*

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#### **ARTICLE 1: AMENDMENT AND DEVIATION**

##### **1-1 Amendment in Session (02/18/79)**

This Policy may be amended by any regularly-called meeting of the Corporation upon the affirmative vote of a majority of the delegates, provided each such amendment and notice by mail of consideration thereof shall have been given to each local member organization not less than thirty (30) days prior thereto, and further provided that such notice include the name and chapter affiliation of the member proposing such amendment. When said notice has not been given, then the Policy may only be amended upon an affirmative vote of twothirds (2/3) of the voting delegates present, provided that copies have been distributed in writing to the

delegates at least one (1) hour prior to the start of the Board of Directors meeting.

### **1-2 Deviation (11/20/77)**

Any deviation from the Policy shall be made only upon two-thirds (2/3) vote of the Board of Directors, or upon majority vote of the members present at any Annual Convention, except as provided in Section 14-2.

### **1-3 Policy Amendments (05/20/07)**

Amendments to this Policy shall be presented for consideration to the Board of Directors meetings.

## **ARTICLE 2: STATE PROGRAMS**

### **2-1 Authorization**

The State organization may only be authorized to engage in profit-making projects by a two-thirds (2/3) vote of the Board of Directors of this Corporation. Said projects so adopted and authorized may not be for a period longer than one (1) year from the date so authorized. This paragraph does not apply to the activities of the State ONTO Committee.

## **ARTICLE 3: PLANNING SESSION**

### **3-1 Local Officer Training School (LOTS) (11/14/99)**

The incoming President shall annually conduct as many local officer training sessions as he/she deems necessary, but in no case less than one (1); such session to be held in conjunction with the November State Board Meeting. The purpose of said sessions will be to inform and train local Chapter Presidents and State Directors on programs planned by various State Officers and Program Chairmen.

### **3-2 Annual Planning Session (02/21/88)**

There shall be at least one (1) meeting of the Executive Committee subsequent to the National Board meeting and prior to the State Convention. The principal purpose of this meeting shall be to plan the State programs for the subsequent year. This meeting shall be planned and coordinated by the Administrative Vice President. The Contract Review Committee shall, at this meeting, evaluate the performance of employees of this Corporation and review the overall compensation of the employees, including fringe benefits. The proposed programs of the Executive Committee Planning Session, along with the proposed compensation of employees for the subsequent year, shall be submitted to the Executive Committee for approval prior to the State Convention and, as approved, shall be followed in the subsequent year whenever practicable, subject to material changes of circumstances and/or budget projections or requirements.

## **ARTICLE 4: TRANSFERS**

### **4-1 Emitting Local**

In the event that individual member of the Corporation in good standing transfers from one local organization to another, the Secretary or President of the emitting local organization shall write a letter to the President of the receiving local organization, which letter shall state to what date the transferee had paid his dues.

### **4-2 Receiving Local**

The receiving local organization, should it accept the transferee, shall honor his membership for the period of time his dues have been paid.

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## **ARTICLE 5: RESOLUTIONS**

### **5-1 Subject Matter (08/08/87)**

Subjects to be considered for any action by this Corporation which concerns external or public policy shall be statewide or national in character, timely in importance to persons of Jaycee age, and in general applicable to the welfare of the people of the United States or State of California.

### **5-2 Adoption (08/07/82)**

A resolution duly adopted as set forth below shall constitute a declaration of external Corporation

policy. Resolutions may be adopted only in one (1) of the following two (2) ways:

- a. By the affirmative vote of a two-thirds (2/3) majority of the accredited delegates voting at any duly called meeting of the Board of Directors, provided that written notice of such resolution first be given pursuant to Paragraph 5-4 below; or,
- b. By the affirmative vote of a two-thirds (2/3) majority of the members of the Board of Directors, who shall vote by written letter or telegram to the State Office, provided that written notice of the proposed resolution to be mailed to each member of the Board of Directors, and provided further that at least fifty (50%) percent of the Board of Directors shall cast their writer votes for or against such resolution not less than thirty (30) and not more than sixty (60) days following receipt of such notice.

### **5-3 Submission (Amended 8/17/08; Effective 01/01/09)**

- a. Resolutions may be submitted by any local chapter over the signature of that organization's President and Secretary, by any duly constituted State Committee, or by any member of that Executive Committee. Such submission shall consist of the proponents providing to the State President fifteen (15) copies of said resolution, two (2) copies to the General Legal Counsel, and two (2) copies to the Corporate Secretary.
- b. Bills successfully adopted by the California Action Legislature shall automatically be presented at the next Board of Directors meeting.

### **5-4 Notice (02/15/87)**

Notice, referred to in Paragraph 5-2, shall be given in either of the following two (2) manners:

- a. Proponent shall, concurrent with the submission provided in Section 5-3, deposit in the United States Mail, a copy of the subject resolution, addressed to each member of the Executive Committee of the California Jaycees and to each local chapter, at least thirty (30) days prior to the meeting at which the same shall be considered, or
- b. Proponent shall, concurrent with the submission provided in Section 5-3 above, request that the proposed resolution be included in any State mailing by the Office of the California Jaycees, provided six hundred-fifty (650) copies thereof are received by the State Office prior to the administrative deadline for such mailing, and further provided that said State mailing be at least sixty (60) days prior to the meeting at which the resolution shall be considered.

### **5-5 Emergency Resolution (05/10/74)**

Any resolution not noticed as set forth in Paragraphs 5-3, 5-4a or 5-4b above shall be designated an emergency resolution and shall be submitted to the Executive Committee for consideration. The Executive Committee shall first consider the emergency nature of the resolution and shall then consider its adoption. Only upon approval of the Executive Committee shall the resolution be considered for adoption by the Board of Directors. Adoption by the Board of Directors shall require a two-thirds (2/3) majority vote.

### **5-6 Adopted Resolutions**

All resolutions adopted as provided in this Article by the Board of Directors of the California Jaycees shall become the external policy of this Corporation and shall carry then name the California Jaycees therein and not in the name of the local submitting said resolution to the Board of Directors.

### **5-7 Execution and Distribution**

All resolutions shall contain a clause directing execution and distribution in furtherance of the intent

thereof. It shall be the responsibility of the State Organization, working with the Executive Committee and Public Relations Committee, to carry out such execution and distribution.

## **ARTICLE 6: BUDGET AND FINANCE**

### **6-1 Budget and Finance Committee (05/02/75)**

There shall be a Budget and Finance committee, the make-up of which be set out in Policy, Section 10-8.

### **6-2 Budget (02/15/87)**

At the Annual Convention, the Executive Committee of the current year shall propose a budget for the ensuing year, and shall submit the same to the outgoing Board of Directors, for adoption at the last meeting preceding the Annual Convention. Such budget shall be effective at the beginning of the next fiscal year, and may be revised by the Board of Directors during the ensuing year. No funds shall be expended in

excess of the amount provided in the budget except with the approval of the Board of Directors. The Contract Review Committee shall determine ways and means to raise funds and shall screen all fund raising projects. The Contract Review Committee shall not financially bind the California Jaycees.

### **6-3 Quarterly Budget Report**

At each quarterly meeting, the Budget and Finance Committee shall examine the Treasurer's report prior to its submission to the Board of Directors. It shall be the duty of the Budget and Finance Committee to report to the Board of Directors whether the Treasurer's report is properly supported.

### **6-4 Collection of Funds**

All checks for monies collected or solicited by member organizations for special authorized projects of the California Jaycees shall be made payable to the Treasurer of the California Jaycees.

### **6-5 Restricted Funds (11/19/78)**

The Board of Directors from time to time may by majority vote at any meeting establish restricted funds or assets earmarked for a specific purpose. Funds or assets which are so restricted may not be used for any other financial purpose of the Corporation.

### **6-6 Annual Audit (08/07/82)**

Within thirty (30) days following each Annual Convention, the Executive Committee shall authorize an audit of the financial records submitted by the prior administration's Treasurer. Said audit shall be conducted by an independent auditing organization selected by the prior administration's Treasurer with the approval of the Executive Committee and the Board of Directors of this Corporation.

### **6-7 Liability Insurance (11/05/89)**

The California Jaycees shall annually obtain and regularly maintain liability insurance level sufficient to address the risk assessment of the Administrative Vice President. Each year, prior to the November Board meeting, the Administrative Vice President, or if none an individual appointed by the President, shall submit a written recommendation for coverage to the Treasurer for inclusion in the budget for the coming year.

## **ARTICLE 7: NATIONAL CONVENTIONS AND CANDIDATES FOR NATIONAL OFFICE**

### **7-1 Notice of Candidacy**

Any candidate from California for the office of President or Vice President of the United States Jaycees must notify the State Office at least forty-five (45) days prior to the State Convention, and each member organization may be notified directly or through the State Office, provided the candidate or his sponsoring organization defrays the expense of such notification.

### **7-2 Qualifications**

The qualifications of all candidates for the office of President and Vice President of the United States Jaycees who make proper notification of their intentions shall be considered by the Elections and Nominations Committee, and said committee shall make their recommendations at the state convention.

### **7-3 State Endorsement**

No candidate for the office of President and Vice President of the United States Jaycees may run for more than one (1) office at the same election, except that a candidate approved for the office of

President shall, upon the approval of the majority of the delegates attending the Convention, be endorsed as a candidate for the office of Vice President of the United States Jaycees.

#### **7-4 Campaign (Amended 8/17/08; Effective 01/01/09)**

In the event of the endorsement of any candidate for the office of President or Vice President of the United States Jaycees as provided for in this Article, all money received for the promotion of the campaign of said candidate, including filing fee, shall be paid to the Treasurer of this Organization who shall set aside money into a campaign fund. Disbursement from such fund shall be made by the Treasurer to any campaign committee appointed to conduct said campaign. Said committee shall, within thirty (30) days after the close of the campaign, make an accounting in writing of the funds received and disbursed by it to the Treasurer to the General Fund of this Organization.

#### **7-5 National Bids**

Any member desiring to bid for host city for future National Conventions of the United States Jaycees must procure the endorsement of the California Jaycees and must file declaration of such desire to bid with the State Office at least forty-five (45) days prior to the State Convention.

### **ARTICLE 8: STATE TRAVEL**

#### **8-1 Persons Entitled (02/15/87)**

All current State Officers, Regional Directors, District Governors, and immediate past National Officers from California shall qualify for reimbursement of expenses as provided in this section.

#### **8-2 Travel Rates (05/20/07)**

State Officers shall be reimbursed for travel expenses at the standard mileage rate set by the IRS for the previous calendar year per mile traveled to and from all events at which their attendance is required by Bylaws, Policy, or decision of the State President. Miles traveled shall be computed based upon the distance from the officer's home to the location of the required event subject to verification by the Treasurer.

#### **8-3 Executive Committee Registration Costs (05/20/2007)**

Members of the Executive Committee who attend State meetings shall receive complimentary registration.

#### **8-4 Portfolio Expenses (02/21/93)**

The officers-elect for the Corporation shall each submit to the Treasurer, prior to the November Board meeting, a proposed amount of funding for reimbursement of anticipated expenses in carrying out the duties of their respective offices in the coming year.

#### **8-5 Vice President and Regional Director Reimbursement (02/21/93)**

Each Regional Director shall be entitled to submit a funding request to the Treasurer, prior to the November Board meeting to address anticipated expenses in carrying out the duties of their offices in the coming year.

#### **8-6 Corporate Liability (08/29/76)**

This Corporation shall not be liable for travel or portfolio expenses or for travel outside of their assigned areas without prior approval of the State President.

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#### **8-7 Budget Limitations**

All reimbursements provided for by this Article shall be subject to budget limitations.

#### **8-8 Presidential Travel and Expense**

Travel and expenses for the President shall be authorized at his sole discretion as limited by the budget.

#### **8-9 Reimbursement (Amended 8/17/08; Effective 01/01/09)**

- a. Reimbursement shall be made only upon receipt of expense statements on a standard form to be provided by the Treasurer.
- b. No reimbursement shall be made on any statement received at State Headquarters after

the close of the fiscal year. The current administration shall not be liable for nonpayment of travel expenses incurred during the previous administration except from any funds received during a current administration which are due from that previous administration in which the travel expense was incurred.

#### **8-10 Payment of Travel Expenses**

The travel expenses of the current administration shall be paid, subject to the approval of the Budget and Finance Committee at its regularly scheduled meeting, if funds are available after all current expenses are fully paid.

#### **8-11 Pro-ration**

No payment shall be paid to any Officer for a meeting not attended. In the event an Officer attends a portion of the meeting, he shall be paid only in proportion to that portion of the meeting actually attended. Any Officer of this Organization removed from office or who vacates office and is found to be in dereliction of duty by the Executive Committee shall forfeit all travel and other expenses earned by said Officer.

### **ARTICLE 9: VISITATIONS**

#### **9-1 District Governors (02/21/93)**

Each District Governor should visit every local within his assigned District at least once per quarter during his term of office. A report in writing shall be required of the District Governor, covering his impressions of the conditions of the locals visited. If there are any weaknesses, recommendations for improvement should be made to the State Office. This report should be made directly to the State President, with copies to assigned State Officers and the State Office.

Visitations shall be to work sessions, and not just social affairs. It shall be the responsibility of the District Governors to schedule local organizations for hosting District meetings. A minimum of four (4) such meetings should be scheduled to avoid conflicts. In addition, each District Governor shall be required to attend all Regional meetings, Area meetings, and meetings of the California Jaycees Executive Committee, Board of Directors, and General Membership, unless he is excused for a just cause.

#### **9-2 Regional Directors (02/21/93)**

Regional Directors shall visit each of their assigned local chapters at least once during the administrative year and shall attend such district meetings within their Region that attendance is requested by the District Governor. Visitations shall be to business meetings and not just social affairs. In addition, Regional Directors shall be required to attend all meetings of their Region, Area, all meetings of the California Jaycees Executive Committee, Board of Directors, and the General Membership, and such National Meetings as may be required by the Bylaws and Policy of the United States Jaycees.

#### **9-3 Vice Presidents (02/21/93)**

Each Vice President shall be required to attend all meetings of the Executive Committee, the Board of Directors and the General membership, and all National meetings at which his attendance is required by the Bylaws and Policy of the U.S. Jaycees. The Vice President, shall visit each of their assigned local chapters at least once during the administrative year and shall, at his option, attend such District and

Local meetings at which his presence is specifically requested by the assigned Regional Director or District Governor. He shall make reports in writing on the form and in the manner which may be prescribed by the California Jaycees.

#### **9-4 State President (02/21/93)**

The State President shall be required to attend all Charter Nights, all meetings of the Executive

Committee, the Board of Directors, and the General Membership, and all National meetings at which his presence is required by the Bylaws and Policy of the U.S. Jaycees. The President shall, at his option, attends such Area, Region, District and Local meetings at which his presence is specifically needed or requested by the District Governor, Regional Director or Area Vice President. The President shall be required to visit each geographic Area at least once per quarter during his term of office. He shall make reports in writing on the form and in the manner prescribed by the California Jaycees.

### **9-5 Completion of Visits**

District Governors, Regional Directors, Vice Presidents, and the State President shall complete their required visitations between the State Convention at which they were sworn into office and March 31st preceding the end of their terms.

## **ARTICLE 10: COMMITTEES AND CHAIRMEN**

### **10-1 Appointments (11/14/99)**

- a. Standing Committee Chairmen Each application for appointment as Standing Committee Chairman shall be made upon a form approved by the President. Applications should have the endorsement of the applicant's local organization and should be submitted to the President with the comments and/or recommendations of the District Governor for the applicant's District and the present or immediately preceding Chairman of the Committee.
- b. State Program Chairmen State Program Chairmen shall be appointed by the President from a list of proposed candidates submitted by the Executive Committee Members. If no list is submitted, or if agreement cannot be reached, the decision of the President shall be final. Such appointments shall be made on or before the commencement of the fiscal year, and all such appointments must be ratified by the Executive Committee. The President, with the approval of the Executive Committee, shall, at the same meeting or as soon thereafter as possible, announce the Program Chairmen appointed.

### **10-2 Term of Office (02/6/98)**

The term of office of Committee Chairmen and Program Chairmen shall begin on January 1st of each year, or as soon thereafter as they are appointed, and terminate upon the conclusion of the last event undertaken during their term of office; except the ONTO Chairman, whose term shall begin on January 1 and conclude on March 31st of the next administrative year or upon December 31st next, whichever date shall occur last.

### **10-3 Mailings (02/15/87)**

It is the duty of all Committee Chairmen and Program Chairmen to properly prepare mailings, and forward them to the State Office for duplicating and distribution. If the material is unsuitable, it will be returned to the Chairman for revision. Directives from the State Office must be complied with as to deadlines and methods of preparation. Chairmen may send mailings to local member organizations only with the approval of the State Office.

### **10-4 Program Chairmen's Responsibilities (02/15/87)**

Program Chairman shall:

- a. Prepare and conduct forums pertaining to their portfolio areas at each State Board of Directors meeting.
- a. Attend a training session to be conducted at Local Officers' Training School.

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- b. Submit a monthly report covering visitations and portfolio activities on a form to be established by the State Office to each Area Vice President, the State President, and the State Office.
- c. Attend all State Executive Committee meetings for the purpose of reporting on programs

involving their area.

- d. Submit to the Executive Committee a Plan of Action including a proposed budget prior to the first meeting of the Executive Committee following the Annual Convention.

#### **10-5 Obligation Restrictions (02/15/87)**

State Program Chairmen are NOT AUTHORIZED to obligate the California Jaycees in any way regarding finances, programming or solicitation of outside assistance without approval of the Executive Committee.

Any order, purchase, assignment, obligations, contract or agreement in the name of this Corporation in excess of the sum of Twenty-Five (\$25.00) Dollars must be accompanied by a purchase order, in the form approved by the Executive Committee, counter-signed by the President or Treasurer. Should any member undertake to obligate this Corporation without first obtaining such purchase order shall be personally liable for such indebtedness whether or not the indebtedness shall be incurred in the name of this Corporation.

Every Program Chairman and Program Sub-Chairman shall sign an agreement accepting the provisions of this Section at the time of his appointment. Prior to the implementation of any State Program there must be a Program Chairman named, a Program Chairman's application completed and filed, and the proper Financial Liability Agreement form submitted, and a complete Plan of Action, including a budget for the program submitted to the Executive Committee.

#### **10-6 Budget (02/15/87)**

- a. All Program Chairmen who desire budgeted funds shall present a written budget application to the Budget and Finance Committee. It shall be the responsibility of said Budget and Finance Committee to approve or disapprove said Budget and to establish budget limitations with respect to income and expenditures for each such program. The Budget and Finance Committee shall present their recommendations in this regard to the Executive Committee which shall make the final decision concerning said program budgets and limitations. Any income generated by each such chairman shall be payable to the California Jaycees and allocated by the California Jaycees to the activities of that Chairman, subject to the foregoing limitations.
- b. Each Program Chairman appointed pursuant to Article 10-1b of Policy and each Standing Committee Chairman appointed pursuant to Article 12-2 of Bylaws shall file with the Treasurer of this Corporation, no later than ten (10) days before the commencement of each Board of Directors meeting of this Corporation a statement setting forth all income and expenditure with respect to said program or Committee and its functions within the previous ninety (90) days. If no such statement is filed by the Chairman, he shall be deemed to have filed a statement declaring that there was no income nor any expenditures in the ninety (90) day period in question. With respect to any income of any Committee or program in excess of the budget limitations approved, the same shall be at the discretion of the Executive Committee of this Corporation, upon the recommendation of the Budget and Finance Committee, be approved for an increase in budget limitations for the particular Committee or program, or allocated to the General Fund of the California Jaycees.

#### **10-7 Internal Arbitration Committee (Amended 8/17/08; Effective 01/01/09)**

A Committee consisting of the State President, General Legal Counsel, and Chairman of the Board shall sit embank as a tribunal of last resort for final disposition of disputes arising between members, officers, locals, Districts, or otherwise which cannot be otherwise resolved. The decision of this Committee shall be binding between the parties of a dispute.

**10-8 Budget and Finance Committee (Amended 8/17/08; Effective 01/01/09)**

There shall be a Budget and Finance Committee of which the State Treasurer shall be Chairman and the following shall constitute the membership of said committee: Its membership shall consist of the Treasurer, Chairman of the Board, one (1) Regional Director, two (2) District Governors, the General Legal Counsel, and three (3) Members-at-large, nominated by the President, provided, however, that the three (3) Members-at-large be from locals other than those of the Committee who are previously listed.

Three (3) members shall constitute a quorum of this Committee. The duties of this Committee shall be as provided in Article 6 of this Policy.

**10-9 Bylaws and Policy Committee (05/20/07)**

A committee comprised of no fewer than three nor more than eleven members shall be appointed by the President and ratified by the Executive Committee prior to February 28 of each year. The Legal Counsel (or Corporate Secretary if there is no Legal Counsel) shall Chair this Committee. No more than one (1) member of this Committee shall be appointed from any District. The Committee shall have the authority to format proposed amendments for consistency and clarity as well as the authority to schedule discussions of

proposed amendments for the benefit of the membership outside of general meetings of the corporation. The Committee shall have the authority to report to the membership as to the impact of proposed amendments and may select a rapporteur for the specific purpose of presenting the committee's views on proposed amendments to the membership prior to voting on any amendment. No amendment to the Bylaws and Policies of the Corporation may be considered without prior review by the Committee.

**10-10 Contract Review Committee (02/15/87)**

A Committee comprised of the President, Treasurer, Corporate Secretary, Legal Counsel, and the Vice Presidents shall review every contract proposed to this Corporation and shall approve every such

contract prior to its execution. No Officers of this Corporation shall execute any contract on behalf of the Corporation unless such contract shall first have been approved by the Contract Review Committee.

**10-11 Credentials (05/02/75)**

There shall be a Credentials Committee which shall consist of a Chairman and two (2) Members-at-large who shall not be State Officers. Its duties shall be set forth as in Bylaws and Policy.

**10-12 Elections and Nominations**

There shall be an Elections and Nominations Committee. Its duties shall be as set in Bylaws and Policy.

**10-13 Future Directions Committee (11/05/89)**

There shall be created a Future Directions Committee, the function of which will be to guide and direct this Corporation as to future changes or policies of a substantial nature. This Committee shall be

composed of eleven (11) members.

**10-14 Meeting Sites Committee (05/11/73)**

A Committee comprised of one (1) Vice President, two (2) Regional Directors, three (3) District Governors, eight (8) Members-at-large and a Chairman shall be appointed by the President and ratified by the Board of Directors. The Chairman and Members-at-large shall be appointed for two (2) year terms. Four (4) of the Members-at-large shall be replace annually.

**10-15 Meeting Sites Performance (05/02/75)**

There shall be a Meeting Sites Performance Committee which shall consist of the State President, State Treasurer, Associate Treasurer, Legal Counsel, Meeting Sites Chairman, Future Directions Chairman, and Chairman of the Board. The Meeting Sites Chairman shall act as Committee Chairman.

**10-16 Ways and Means Committee**

A Committee comprised of one (1) Vice President, two (2) Regional Directors, three (3) District Governors, three (3) Members-at-large, and a Chairman shall be appointed by the President and ratified by the Board of Directors.

#### **10-17 State Audit Committee (02/06/77)**

There shall be a State Audit Committee, which shall consist of a Chairman and two (2) to four (4) committee members. The Committee Chairman shall be a certified public accountant or an auditor with at least two (2) years experience. The State Audit Committee shall:

- a. Be responsible to audit all internal financial activities of this Corporation including, but not limited to, the following: registrations at State Board Meetings, ONTO, and the General Fund, as well as to make certain that all earmarked or designated funds are properly applied.
- b. Be responsible to audit all external financial activities to make certain that all earmarked or designated funds are properly applied.
- c. Be responsible to prepare and maintain appropriate audit procedures to accomplish its duties.
- d. Be responsible to the State President and report directly to the State President and the Executive Committee.

#### **10-18 Registration Committee (05/20/07)**

There shall be a Registration Committee which shall consist of a Chair, two (2) Members-at-large appointed by the President, and two (2) members of the Chapter or Chapters assisting the Organization with its Meetings by Hosting or Owning the Meeting or Convention. Its duties shall be the registration of Jaycees at State Board Meetings and Conventions.

### **ARTICLE 11: DELEGATES TO NATIONAL CONVENTION**

#### **11-1 ONTO Convention Committee**

The State shall encourage the use of an ONTO Convention Committee to assist delegates with information pertaining to the United States Jaycees Convention and the preparation of participation events.

#### **11-2 General Definitions (11/14/99)**

- a. As used in this Article, "incoming" officer shall mean the Officer who is elected at the Election Convention of the California Jaycees preceding the start of the new fiscal year.
- b. As used in this Article, "outgoing" officer shall mean the Officer who is succeeded by the "incoming" officer as defined in Section 11-2a.

#### **11-3 Official Delegation Leader**

The outgoing President of the California Jaycees shall be the official leader of the delegation and Chairman of the Steering Committee.

#### **11-4 Steering Committee**

There shall be a delegation Steering Committee which shall be composed of the following persons:

- a. The incoming President of the California Jaycees
- b. The incoming elected Vice Presidents
- c. The outgoing President
- d. The incoming Regional Directors
- e. The outgoing Regional Directors
- f. Any past State Presidents in attendance
- g. Four (4) Members-at-large to be appointed by the outgoing State President
- h. The outgoing elected Vice Presidents

#### **11-5 Committees' Duties (05/07/73)**

It shall be the function of the Steering Committee to determine matters affecting the delegation's business, to consider and assess the various candidates for National Office and advise the Convention's delegation on such matters. It shall also be the function of the Steering Committee to promote the candidacy for National Office and to cooperate with and assist the Campaign Committee of any such California candidate.

#### **11-6 Political Commitments (05/11/73)**

No member of the Convention delegation shall make any political commitment on behalf of the State Organization until authorized by the official caucus of the delegation.

#### **11-7 ONTO Chairman's Responsibilities (03/01/92)**

The Chairman of the ONTO Committee shall be responsible to the leader of the State Delegation for all delegates and spouses attending the Annual National Convention. The chairman's responsibilities shall include the following areas:

- a. Housing
- b. Transportation
- c. State Parties
- d. Parades
- e. Credentials - All delegates shall tender their driver's license to the ONTO Chairman at the National Convention in conformity with the rules and regulations of the U.S. Jaycees
- f. All parties and social activities of the delegation.

#### **11-8 Gratuities**

The incoming and outgoing Presidents shall be solely responsible for obtaining and distributing any gratuities to other State Presidents at the National Convention. Any appropriations from State funds for these items shall be approved by the Executive Committee.

### **ARTICLE 12: STATE PRESIDENT**

#### **12-1 Honorary Appointments**

The State President may accept such honorary appointments of civic, business, and social nature as may be tendered to him and the purposes of which do not conflict with general Jaycee objectives.

#### **12-2 Chairman, JCI Senators Committee**

Upon completion of the President's term of office, he shall serve as Chairman of the JCI Senators Committee; if unable to serve, he may designate another Officer of the California State Jaycees who is a JCI Senator to serve as such Chairman subject to the approval of the Executive Committee.

### **ARTICLE 13: MEETING RULES**

#### **13-1 Concurrent Meetings (11/05/89)**

There shall be no committee meetings, caucuses, or any other Jaycee activities taking place while any part of a state business meeting is in progress without the express permission of the State President.

#### **13-2 Agendas**

The agenda for the Board Meetings and the Annual Convention shall be drawn by the President with the advice of the Executive Committee. The agenda will not be deviated from except by a two-thirds (2/3) vote of the authorized delegates.

#### **13-3 Preliminary Credentials Report**

A preliminary Credentials Report shall be the first Credentials order of business opening ceremonies.

#### **13-4 Certification, Identification (08/07/82)**

Official delegates must be certified during the Annual Meeting. An open record of delegates will be kept. Delegates shall wear on the Convention floor proper identification issued by the Credentials Committee through the registration Committee.

#### **13-5 Voting Rights, Certification Deadline (05/20/07)**

Only delegates from member organizations with dues paid to date and with delegates properly accredited will be permitted to vote. Final deadline for certifying official delegates to the Convention is the hour announced at the first credentials report during the Annual Meeting. The Credentials Committee shall

have the general power to interpret these rules and regulations in such manner as will best effectuate the express purpose and intent of these rules. Any interpretations which are to have binding effect for the future should be mailed to each member organization in time to provide notice thereof.

### **13-6 Roll Calls (05/20/07)**

The order of roll calls shall be made from the locals represented and listed in alphabetical order.

## **ARTICLE 14: NOMINATIONS AND ELECTIONS**

### **14-1 Voting**

Voting at meetings of the Membership, Board of Directors, and committees shall be by voice vote unless a the presiding officer determines that one of the other methods herein described shall more efficiently advance the matter to resolution or a motion is made and approved for voting to occur in one of the other methods described in this section. The presiding officer shall determine the outcome of all voice votes, subject to a challenge from a member present and voting. In the event of a challenge to a voice vote, the tally shall vote by division or by show of hands. Vote results may be challenged until the end of voting on the matter. No fractional votes shall be permitted.

### **14-2 Voting by Division**

Voting may occur by division whereby voting members move to one side of the room or another, as designated by the presiding officer, and a tally is taken of the votes thereby indicated. No challenge is possible if this method of voting is selected other than challenging the accuracy of the arithmetic and said challenge shall be resolved while the voting members are divided.

### **14-3 Voting by Secret Ballot**

Voting may occur by secret ballot whereby voting members shall indicate their preference by entering their choice on a ballot. Ballots shall be issued to credentialed members and shall be tabulated by the secretary and the presiding officer. Each credentialed member shall submit his or her own ballot individually. Any means may be used to collect ballots provided such method is approved in advance of voting by the meeting. A motion to approve a particular method of secret ballot voting shall be in order at the outset of voting procedures of any meeting, no advance notice shall be required to consider a particular method of secret ballot voting.

### **14-4 Roll Call Voting**

Voting may occur by Roll call vote whenever a motion to do so is properly made and adopted as provided in the by-laws. When it is used in the election of officers of the Corporation, the President, or in his absence the State Director, of each local organization shall announce the vote of all delegates voting within said local. Said delegate may cast the vote of the local for a candidate, pass the vote of the local, abstain the vote of the local, or any combination of the above. In the event of a pass, the local will be given one opportunity to cast the votes previously passed, prior to the closing of the ballot. If the previously passed votes are passed a second time, they will be deemed votes to abstain. Voting by roll call shall ordered in the following fashion: Fewest votes proceeding first then moving forward with each chapter having more votes proceeding afterwards, with all chapters having the same number of votes voting in alphabetical order until the last chapter voting shall be the largest in the state.

### **14-5 Voting in a Multi-Candidate Election**

In the event more than two candidates stand for election to a particular office and no candidate receives a majority of votes, the election shall proceed to an additional ballot wherein the candidate receiving the least number of votes in the prior ballot shall be withdrawn from consideration for that office. Voting will then commence on the reduced slate of candidates in the ordinary fashion. Voting shall continue, each round reducing the number of candidates by one until a candidate receives a majority of votes cast.

### **14-6 Expenditures Enumerated**

Expenditures shall be deemed to include the following matters, although not exclusively:

- a. The cost of preparing and distributing mailings of other materials advocating the candidacy of any person.
- b. The cost of poster, photographs, and other written or printed material, together with the cost of display equipment for these banners advocating the candidacy of any person.
- c. The cost of Convention or entertainment expenditures in promotion of the candidacy of any person.
- d. The cost of bands, orchestras or other groups other than the regular members of the California Jaycees retained for the purpose of advocating a candidate.

- e. The rental and cost of maintenance of candidate's headquarters and campaign office open to all delegate at the Convention.
- f. Damage to property, either public or private, will be charged against the candidate when the circumstances are such that the candidate or his committee could reasonably know and acquiesce in such damage and defacing of property. Only masking tape is to be used when necessary to use any adhesive tape. No gummed labels, gummed stickers, or gummed signs will be used on private or public property. The placing of posters, photographs, and banners must be cleared with the Convention Chairman and/or hotel management.
- g. The reasonable value, whether actually paid or not, of all services provided by anyone other than the candidate or their spouse which services are intended to promote the candidacy of the candidate.
- h. Expenditures shall not be deemed to include the following:
  - i. Personal or organizational stenography services customarily used or employed by the candidate or persons or associations on his behalf.
  - j. Incidental stationery or postage expenses provided that such stationery or postage exclusive shall not be construed to cover general promotional mailings or substantial promotional expenses.
- k. Travel from October 1st through the opening of the Annual Convention. (05/20/2007)
- l. Usual and customary organizational booths at Convention or traditional parties and gathering at such conventions, as long as the same shall not in any way advocate the candidacy of any person.
- m. Candidate's filing fee.
- n. Actual labor performed by Jaycee Convention delegates at the Convention.

#### **14-7 Credentials (08/07/82)**

No member of this Organization shall be accredited as a delegate for his local chapter and/or entitled to this right vote in official elections of this Organization unless said delegate's name be listed on the approved accreditation form of his respective local chapter, certified by his respective Local President of the State Credentials Chairman of this Corporation.

#### **14-8 Credentials Form (08/07/82)**

The Credentials Chairman of this Corporation shall deliver, or cause to be delivered to each local chapter organization of this Corporation, an official Delegate Credentials form at least thirty (30) days prior to each Annual Convention or other scheduled meeting of this Corporation. The official Delegates Credentials form shall be individually numbered and recorded by the State Credentials Chairman of this Corporation.

#### **14-9 Verification (08/07/82)**

Upon receipt, before 12:00 Noon of the day set for elections, of the official Delegates Credentials form, properly completed and certified by the respective individual local chapter President or the authorized representative of said individual local chapter, the State Credentials Chairman shall proceed to verify the attendance of each listed delegate. Upon proper verification, the State Credentials Chairman shall certify the number of official delegates in attendance from each local member chapter and shall authorize the official number of votes to which each local member chapter is entitled in accordance with Article 7-5 of the Bylaws of this Corporation.

#### **14-10 Delegate Registration Deadline (05/20/07)**

Representation and the number of votes per chapter shall be determined by the number of active members of said chapter credentialed as delegates on the records of the Corporation as of 30 minutes after the close of registration of the day of the convening of the meeting of the membership, immediately prior to the Election Meeting.

#### **14-11 Campaign Material (11/14/99)**

No Candidate will be allowed to disperse any campaign material or otherwise publicly engage in any campaign activities until he/she has filed the normal fee required by the Bylaws and Policy according to the office he/she is seeking. No such fees will be accepted until the first day of the month, preceding the month of elections.

#### **14-12 Income and Expenses Statement**

- a. Reporting income and expenses shall be by filing with the Elections Committee a statement of income and expenses on the form provided by the Elections Committee with supporting detail as requested. The Statement of Income and Expenses shall be accepted only when accompanied by such exhibits in support thereof, and certified as true and accurate by the Local President and campaign manager. Where gifts and/or services are contributed, a statement showing a fair and realistic value of such contributions must be obtained from each contributor and filed with the Elections Committee. The Elections Committee reserves the right to re-evaluate contributions where the valuation does not appear to be reasonable.
- b. All statements must be submitted to the Elections Chairman, together with receipt for filing fees from the State Treasurer clipped in standard size manila file folder at a time specified by the Elections and Nominations Committee, but no later than midnight prior to the day of the Annual Election. These statements shall be made available for inspection by any member of the Corporation.
- c. No candidate shall be certified as eligible for election, nor shall any officer be permitted to serve, unless affidavits required by Elections and Nominations are timely submitted and approved.

#### **14-13 Candidate's General Responsibilities**

- a. Each candidate shall appoint a Financial Controller who shall be responsible to the Elections and Nominations Committee to maintain a running record of his campaign income and expenditures.
- b. Each candidate for elective office of this Corporation shall, at the time of his filing nomination papers, include copy of tentative budget of expenses of the forthcoming election.

#### **14-14 Campaign Activities and General Rules**

- a. Should any local organization or individual provide a demonstration, give away goods or services, or provide entertainment on behalf of a candidate, they must first clear with the candidate or his campaign committee, as it may be charged to the candidate as a campaign expense. Should they fail to do so, it could cause the disqualification of the candidate or loss of the individual or entire local's voting privileges at the Convention or both. Any such action to be taken by the Executive Committee. Bands, orchestras, or other outside entertainment other than regular members of the California Jaycees brought to any group gatherings on behalf of any candidate will be charged to the candidate's campaign fund at the flat rate of Seventy-Five (\$75.00) Dollars or the exact amount charged, whichever is greater.
- b. It shall be considered improper for any person, organization or association to publish or distribute or cause to be published or distributed any written matter or statement in any form whatsoever condemning any candidate, unless such matter or statement shall have plainly inscribed thereon the name and address of each person and of each association or organization responsible for the publication or distribution. Any organization failing to identify themselves as a source of written information may forfeit their right to vote on the Convention floor at the option of the Executive

#### **14-15 Elections Committee Additional Rules, Violations**

- a. The Elections Committee shall have the duty of formulating, publishing, and enforcing such additional rules and regulations governing the conduct of election campaigns by candidates for the elective offices of the Corporation as the Executive Committee or the Elections Committee shall deem necessary.
- c. The Elections Committee shall have the general power to interpret these rules and regulations in such manner as will best effectuate the express purpose and intent of these rules. Any interpretations which are to have binding effect for the future should be mailed to each local in time to provide notice thereof.

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- d. If violation of these rules are charged, and if the Elections Committee finds the charges to have been reasonably substantiated, it shall certify such findings to the State Executive Committee for appropriate action. The candidate or organization charged shall have a hearing, and if the charges are substantiated by a two-thirds (2/3) vote of the State Executive Committee, appropriate action shall be taken. Advice for such hearings shall be made known to the delegates.

#### **ARTICLE 15: ADMINISTRATIVE DUTIES**

##### **15-1 Legal Counsel (Amended 8/17/08; Effective 01/01/09)**

The Legal Counsel or other such person as designated by the President shall administer and report to the President for the Credentials Committee. The Legal Counsel shall advise the Bylaws and Policies Committee.

##### **15-2 Chaplain (05/02/75)**

The Chaplain shall assist the President in religious matters and shall administer and report to the State President or his appointee for the Religious Activities Committee.

##### **15-3 Treasurer**

The Treasurer shall administer and report to the State President or his appointee for all fiscal matters and the Budget and Finance Committee.

##### **15-4 Corporate Secretary (02/15/87)**

The Corporate Secretary shall administer and report to the President for the Bylaws and Policy Committee.

##### **15-5 Immediate Past President (05/15/05)**

The Immediate Past President shall administer and report to the President for the Elections and Nominations Committee. If the Immediate Past President is unavailable to serve in this capacity, the President shall choose another current member in good standing, preferably a past state president who is still a current member in good standing.

#### **ARTICLE 16: STATE OFFICE OPERATION**

##### **16-1 State Mailings**

- a. There shall be mailings from the State Office to each local chapter. The purpose of said mailings shall be for the improvement of communications between the State Organization and the local chapters.
- b. All materials to be included in the State mailings shall be subject to the approval of the State President or his representative.

- a. Bidding locals and/or individual candidates seeking State bids or office may submit one (1) 8" x 11" page for inclusion in the state mailing upon payment of Twenty (\$20.00) Dollars. All such material shall be supplied in final form (printed) and in sufficient quantity for a statewide meeting.

### **16-2 Administrative Reports**

The State Office will be responsible for all administrative reports as directed by the State President.

### **16-3 State Roster**

The State Office shall be responsible for maintaining a current State Roster of Local Chapters, Local Chapter Presidents, and State Directors.

### **16-4 State Supplies**

The sale of Jaycee materials shall be managed through the State Office.

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## **ARTICLE 17: SUSTAINING MEMBERS**

### **17-1 Rights and Privileges (11/14/99)**

Pursuant to Article 6-7 of Bylaws, there shall be sustaining members of this Corporation. There shall be

no sustaining membership sold to any person or corporation for any sum or sums other than as negotiated by the State President or his appointee. Sustaining members shall receive the following benefits:

- a. An appropriate certificate presented at the Annual Convention of this Corporation or other State Board Meeting.
- b. Subscription to "The California Jaycee Foundation" newspaper as a Sustaining member.
- c. Listing by name in each issue of "The California Jaycee Foundation" newspaper as a sustaining member.
- d. Use by the Sustaining member of the phrase "Sustaining Member of the California Jaycees."
- e. One (1) copy of the Annual roster as printed by the California Jaycees of the Local Presidents and State Directors of this Corporation.
- f. One (1) display booth at the Annual State Convention site and at the Election Convention site. A display booth will also be allowed at the State Board Meeting Sites in May and in November.

### **17-2 Commission Sales (02/15/87)**

Commissions on sales of corporate sponsors, sustaining members, net earnings from state Ways and Means projects, and advertising revenues shall be paid to Professional Staff for income generated on the following basis:

- a. 25% on all new business
- b. 20% on all return business

### **17-3 Membership Period**

Sustaining membership in this Corporation shall be for a period of one (1) year from the date of acceptance of said member by the Executive Committee of this Corporation and may be renewed annually by action of the Executive Committee.

### **17-4 Statewide Ways and Means Projects (02/21/88)**

- a. For all Ways and Means statewide projects, if accepted by the Board of Directors of this Corporation, wherein there is said to be sold to or through Local Chapters, a service, product or merchandise, the company or organization presenting said service, product or merchandise must apply for and be accepted for a minimum Two Hundred Fifty (\$250.00) Dollars Sustaining Membership payable upon acceptance of said Sustaining Member.

- b. For all Ways and Means statewide projects, no proposal by any company or organization for the sale to or through Local Chapters, of a service, product or merchandise shall be considered by the Contract Review Committee or the Board of Directors at least thirty (30) days prior to the State Board Meeting or Convention, at which the proposal to be considered, a resume which contains a complete and detailed explanation of the proposal and a complete background of the company or organization to include references. No proposal shall be accepted which requires any mailing cost on the part of this Corporation or any of its Local Chapters. Before any proposal may be brought before the Board of Directors of this Corporation, it must carry the recommendation of the Contract Review Committee.
- c. From revenues to be received by the California Jaycees from the sale of individual Sustaining Members' service, product or merchandise, the first sums payable to the California Jaycees totaling Two Hundred Fifty (\$250.00) Dollars shall be credited back in favor of Sustaining Member.
- d. That no Statewide Ways and Means project involving soliciting contributions by telephone may be conducted in any district unless the following conditions have been met: The District Governor shall be notified of the dates and places scheduled for conducting the solicitation in his District. The District Governor's permission must then be obtained, in writing, for the solicitation at such

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time and places as may be specified by the District Governor. The solicitation may not be conducted in the District at any time or place other than those authorized. If the solicitation will be conducted in any city or town in which a Jaycee chapter is located, the District Governor may not grant permission for the president of the local Jaycee chapter in that city or town. In the event that a telemarketing program is sanctioned by the State without written permission from the Presidents of those chapters affected by the program and their District Governors, the state forfeits all monies made in those communities to the local chapters. The locals are entitled to see a profit statement from the telemarketing company. This shall not include advertising sales for any official publication of the California Jaycees.

#### **17-5 Program Conflicts (02/09/75)**

This Sustaining Membership program shall in no way affect, control or apply to program sponsors contributing earmarked money in support of a specific California Jaycee program under a Vice President's portfolio. To avoid any conflict in Sustaining Member program or solicitations, all State fund-raising shall be cleared or coordinated by the State President or his appointee.

### **ARTICLE 18: ONTO**

#### **18-1 ONTO Committee (08/07/82)**

An ONTO Committee shall be appointed for each administrative year by the State President and ratified by the Board of Directors. The ONTO Committee shall consist of at least six (6) members appointed for a two (2) year term, three (3) of which will be replaced annually. The Chairman of the ONTO Committee shall have attended at least one (1) National Convention. He shall be bonded in an amount not less than Twenty-Five Thousand (\$25,000.00) Dollars.

#### **18-2 ONTO Budget, Audit, and Survey (08/07/82)**

- a. Notwithstanding any other conflicting provisions of this Section 18, the Treasurer shall, on or before the August Board of Directors meeting, advance to the ONTO Committee the sum of Five Hundred (\$500.00) Dollars which may be obligated or spent in whole or part by the Chairman of the Committee. Any amounts in excess of said Five Hundred (\$500.00) Dollars may be replenished out of revenues received by the ONTO Committee, and shall in effect constitute a revolving fund when replenished. The ONTO Committee shall maintain its own

bank accounts and/or savings accounts. Checks or withdrawals in the amount of Fifty (\$50.00) Dollars or less

shall require the signature of the ONTO Chairman and one (1) sub-chairman, and in excess of Fifty (\$50.00) Dollars shall require the signature of the ONTO Chairman and either the Treasurer of the Corporation or other State Officer in charge of the ONTO portfolio.

- b. The ONTO Chairman shall be required to submit a budget at the first Executive Committee meeting following the State Convention and he shall be required to submit quarterly financial reports at each and every Board of Directors meeting by submitting the same to the Executive Committee in their regular sessions. All funds and inventories remaining at the end of an

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fiscal year are to be turned over to the State Treasurer for audit, and then submitted intact to the

new ONTO Committee Chairman at the August Board Meeting, provided that the minimum money turned over shall be no less than Five Hundred (\$500.00) Dollars as provided for in

Article

18-2a above.

- c. The outgoing ONTO Chairman shall each year conduct a survey of all member delegates attending the National Convention. The results of said survey shall be presented to the Executive Committee in the form of a critique for discussion and analysis in efforts to improve the ONTO program for the forthcoming year.

### **18-3 ONTO Coordinator (08/07/82)**

The outgoing ONTO Chairman shall serve the following year as the ONTO Coordinator and in that capacity shall have equal privileges to the ONTO Chairman, excepting that the Coordinator shall not have the power to sign checks or withdrawals, nor shall he have the power to commit any funds whatsoever.

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### **18-4 State Uniform (08/07/82)**

The State uniform to be worn by member delegates to National Convention shall be determined by a Committee composed of the ONTO Chairman and four (4) members who have attended previous National Conventions appointed by the State President. Any changes in the State uniform must be approved by the Executive Committee and the Board of Directors.

### **18-5 Sale of California Jaycee Pins (08/07/82)**

The ONTO Chairman shall have the sole authority and responsibility for the design, procurement and sale of any multi-colored enameled pins representing the California Jaycees.

### **18-6 Use of ONTO Committee (08/07/82)**

All funds and other benefits obtained by the ONTO Committee, including all free flights, free hotel rooms, free cars, and free pins will be used and applied for the following purposes in the following order of priority:

- a. Pay all properly approved costs and bills of the ONTO Committee.
- b. Provide one (1) room for one (1) night at each State Board Meeting if the ONTO Committee has an open fund-raising event in that room.
- c. Provide air travel and hotel room for the ONTO Chairman or his delegate only for site inspection.
- d. Provide travel, registration, and rooms for the incoming and outgoing State Presidents at the U.S. Jaycee Convention to the extent they are not funded from the general fund.
- e. Provide airline travel for the ONTO Chairman -one (1) ticket only- for the U.S. Jaycee Convention.
- f. Provide travel and registration for the wives of the incoming and outgoing State Presidents at the U.S. Jaycee Convention.
- g. Provide one (1) room for the ONTO Committee at the U.S. Jaycee Convention.
- h. Provide one (1) automobile each - three (3) total - for use of the incoming State President, outgoing State President, and ONTO Chairman.

- i. Pay full registration for each member of the ONTO Committee - seven (7) maximum - at the National Convention. All other proceeds of the ONTO Committee, including complimentary rooms, travel, autos, and other residual benefits over and above the beginning balance of the ONTO fund, excluding noncash inventory on hand (pins and other inventory at cost plus cash) shall be divided equally among all persons from California attending the Convention and patronizing the ONTO package (excluding incoming and outgoing Presidents and their wives and the ONTO Chairman). This amendment shall be effective commencing with the 1977-78 ONTO Committee and the 1978 U.S. Jaycee Convention.