

THE CANADA JCI SENATE – LE SENAT JCI DU CANADA – TERMS OF REFERENCE

POLICY 1: NAME AND OFFICE

- Section: 1 - 1: The name of the organization shall be the Canada JCI Senate/Le Senat JCI du Canada.
1 - 2: The initials JCI when used herein mean Junior Chamber International (JCI) Inc.
1 - 3: The term “Senate/Senat” when used herein means an organized group of JCI Senators.
1 - 4: The principal office of this organization shall be vested with the President.

POLICY 2: ASSOCIATION AND AFFILIATION

- Section: 2 - 1: The organization shall not hold any classification of membership in Junior Chamber International Canada/Jeune Chambre Internationale du Canada or any administrative division of the Junior Chamber International Canada/Jeune Chambre Internationale du Canada.
2 - 2: The organization shall be associated with the Junior Chamber International Canada/Jeune Chambre
2 - 3: The President of this organization or his/her representative shall be the Junior Chamber International Canada/Jeune Chambre Internationale du Canada Relations Officer.

POLICY 3: PURPOSE

Section 3 - 1: The purposes of the organization are:

1. To assist and mentor local JCI chapters as may be desirable and acceptable to both organizations, with due consideration for the underlying purposes and activities of past and present generations
 2. To support and participate in global outreach projects as identified by JCI.
 3. To foster and provide fellowship amongst Senators.
 4. To provide Senate communication vehicles, including newsletters that will not only facilitate the exchange of ideas and information about and between Senators, but will also serve as a means by which JCI, JCI local chapters and/or JCI Canada can communicate with the Canada JCI Senate on matters of common interest.
- To promote awareness, open discussion and understanding that the moral compass and spirit of the Canada JCI Senate and JCI Canada are expressed in the essence of the Jaycee Creed and the Declaration of Principles.

POLICY 4: MEMBERSHIP

- Section 4 - 1: All JCI Senators registered with the World Secretariat of Junior Chamber International (JCI) Inc., and currently residing in Canada are members.
- 4 - 2: All JCI Senators who received their Senatorship as a Junior Chamber International Canada/Jeune Chambre Internationale du Canada will be members, as long as they choose. Those who move out of the country will continue to be members.
- 4 - 3: Any JCI Senator not residing in Canada is eligible for Associate Membership in this organization if so approved by the Executive.
- 4 - 4: Canadian Junior Chamber/Jeune Chambre Internationale du Canada Governors/Maple Leaf's shall be associate members of the Canada JCI Senate/Senat JCI du Canada.
- 4 - 5: Associate members shall have no right to vote and shall be entitled to such services as the Executive may determine from time to time.
- 4 - 6: The only lifetime members of this organization will and shall be Life Members of the Canada JCI Senate/Senat JCI du Canada.
- 4 - 7: No member may make a personal, political, or religious statement and attribute such statement to be supported or represent the opinion of the Canada JCI Senate.

POLICY 5: ELECTIONS

- Section 5 - 1: The Immediate Past President or his/her delegate shall be the Chairman of the Nominations and Elections Committee. He/she will ensure that there are candidates for all offices and will run the elections portion of the Annual General Meeting.
- 5 - 2: The person or persons allowing their name to stand for the office of Vice President must be residing in the opposite side of the country to that of the President, the Manitoba/Ontario border being the dividing line.
- 5 - 3: No member of the Nominating Committee shall be eligible for nomination for any office by action of the Nominating Committee.
- 5 - 4: An individual may be elected to office of the Canada JCI Senate/Senat JCI du Canada in absentia if he/she has consented to allow his/her name to stand for said office in writing, such notification of intent to be read to the General Assembly of the Canada JCI Senate/Senat JCI du Canada by the Nominations Chairman prior to the election.
- 5 - 5: If an individual allows his/her name to stand for office in the Canada JCI Senate/Senat JCI du Canada and cannot, due to unforeseen circumstances, be present at election time, the Nominations Chairman will allow a designated person to

- 5 - 6: speak on the candidate's behalf. Said time to be five (5) minutes for the office of the President and three (3) minutes for the office of the Vice President, this being the same amount of time allotted to the respective candidates should they be present. Sixty (6) days prior to the Annual Meeting, the Nominating Committee will submit in writing to the Secretary Treasurer, the names of the Candidates for election. The Secretary treasurer shall publish these names in the pre-convention issue of the Senate Newsletter.
- 5 - 7: The Senate Newsletter may be used for campaigning for any office of the Canada JCI Senate/Senat JCI du Canada. The Past President of the Senate shall provide guidelines for any campaigning in the Senate Newsletter.
- 5 - 8: Ninety days before the Annual Meeting, the Secretary-Treasurer shall cause to be published in the Senate Newsletter a notice calling for nominations for the offices of President and Vice-President. The deadline for the receipt of nominations shall be such as to enable the names of those nominated to be included in the pre-convention issue of the Senate Newsletter.
- 5.9: If the Nominations Committee fails to recommend a candidate for an elected position, and if no nominations have been received for the position, nominations for the position may be made at the Annual Meeting. If no nominations have been made at the Annual Meeting, the Executive may fill the vacancy.
- 5 - 10: Voting on matters on which absentee votes are cast shall be by secret ballot and no person may cast more than their own ballot.
- 5 - 11: The members of the Executive shall take office effective upon election.
- 5 - 12: Election of elected members of the Executive shall take place at the Annual General Meeting/ The terms of elected members of the Executive shall commence at the close of the Annual General Meeting at which they are elected and terminate at the close of the next Annual Meeting. No elected member of the Executive may serve more than one year in any one office.
- 5 - 13: Voting credentials will be handed out to all eligible voters in attendance at the annual general meeting as a Standing Order of the Day which, will be the second item of business. Voting credentials for those members casting Absentee Ballots will be sent to all eligible voters twenty days prior to the annual meeting.

POLICY 6: GOVERNMENT

- Section 6 - 1: The government of this organization shall be vested in the Executive.
- 6 - 2: The Executive of the organization shall be the Immediate Past President, President, Vice President and Secretary Treasurer.
- 6 - 3: The executive shall have the control and management of the property of the organization subject to the will of the membership. Funds of the organization may be withdrawn from the bank or trust corporation with which they are on deposit by the signature of any two of the following: The President, The Vice President, Immediate Past President and the Secretary Treasurer.
- 6 - 4: The Executive shall:
 - (1) Approve delegations to meetings of JCI Senators and to other functions of concern to the Canada JCI Senate/Senat du Canada.
 - (2) Execute and make recommendations to the Canada JCI Senate/Senat JCI du Canada on activities, policies and budgets.
 - (3) Conduct any other business as may properly be presented from time to time.
 - (4) Appoint a Finance Advisor.
 - (5) Appoint directors, liaisons, webmaster, electronic newsletter editor and other positions related to Senate communications as required.
- 6 - 5: Travel, registration and accommodations shall be paid for the Executive to attend the Annual Meeting. Travel expenses shall be paid for the President or his delegate for one () US Senate meeting to attend either the US JCI Annual meeting or an alternate US Senate National meeting.
- 6 - 6: A quorum of the Executive shall be three (3) voting members.
- 6 - 7: The Canada JCI Senate/Senat du Canada roster and associated e-mail list must not be used for any commercial activity without the expressed written consent of the Canada JCI Senate/Senat du Canada Executive.
- 6 - 8: That partial registration (Thursday/Friday/Saturday) and up to three night's accommodation be paid for the President or his representative for the JCI Canada/JCI du Canada National Convention. Travel reimbursement shall be paid at the current CRA (Canada Revenue Agency) allowable vehicle rate per kilometre up to a maximum of 800 Km for any mileage costs for eligible travel expenditures.

POLICY 7: DUTIES AND RESPONSIBILITIES

Section - 7 – 1

The President will be responsible for:

- (1) The periodic publication of a Newsletter.
 - (2) Coordinating of the activities of the Canada JCI Senate/Senat JCI du Canada with the Junior Chamber International Canada/Jeune Chambre Internationale du Canada.
 - (3) Appointing replacements, as needed, with the approval of the Senate Executive.
 - (4) Examining and making recommendations to the membership on activities, policies and budgets.
 - (5) The day-to-day operations of the Canada JCI Senate/Senat JCI du Canada and holding Executive meetings as required.
 - (6) Such other duties, which may arise from, time to time.
- 7 – 2: (1) The President may from time to time, appoint other officers, as may be required for the efficient management of the Canada JCI senate/Senat JCI du Canada.
- (2) The President shall appoint a Webmaster and an Ambassador to the US JCI Senate for "The President's" term of office. These appointments can be renewed if agreed upon by both parties.
- 7 – 3: Should a President for unforeseen reasons not be able to complete his/her term of office, the Past President will automatically assume the duties of the President. Should a Vice President for unforeseen reasons not be able to complete his/her term of office, that office will remain vacant until the next Annual General Meeting/Meeting of the Crew.
- 7 – 4: The Vice President will be responsible to the President and will be responsible for the supplies of the Senate, having available for sale at the Annual General Meetings of the Canada JCI Senate/Senat du Canada. Vice President will also represent the President when directed to do so.
- 7 – 5: The Secretary Treasurer will be responsible for:
- (1) The running of the office as directed by the President.
 - (2) The banking, signing officers, checking records, and will provide the Executive with quarterly financial statements or as directed by the President.
 - (3) The update of the Senate/Senat roster.
 - (4) The distribution of the Senate/Senat Newsletter as supplied by the President.
 - (5) The records as they pertain to the Canada JCI Senate/Senat JCI du Canada.
- 7 – 6: (1) The Past President will be an advisor to the President and will assist the President. The Past President will ensure that there are candidates for all offices, chair the nominating committee and run the election portion of the Annual General Meeting.
- (2) Ensuring that there be a host for the Annual General Meeting/Meetings of the Crew.

POLICY 8: MEETINGS

Section 8 – 1:

- Annual General Meeting and elections of this organization shall be held during the Annual General Meeting of the Crew/Senat JCI du Canada. Notice of this meeting shall be published in the pre-convention issue of the senate/Senat Newsletter.
- 8 – 2: That the date of the event be such that there be no conflict with the US Meeting of the Crew, the US JCI senate Annual Meeting or Mother's Day. Recommended dates may be the second or third weekends in April or May or at the time of the Annual General Meeting of JCI Canada if so desired.
- 8 – 3: That the annual reunion commences on Friday evening and conclude with the Sunday luncheon. That the Sunday program includes a Prayer Breakfast with a keynote speaker.
- 8 – 4: (a) That the Meeting of the Crew be held in Canada, alternating each year on the opposite sides of the Ontario/Manitoba border, except for those years in which no Senate Committee can be found to host the Crew Meeting in the desired part of Canada or a year in which the Meeting of the Crew is to be held at the same place as the JCI Canada Annual General Meeting.
- (b) If no site is chosen by the assembly of the Crew, the Executive shall have the authority to select the Crew Meeting site.
- 8 – 5: That each year emphasis be put on a visit to a former year in the history of the Junior Chamber International Canada/le Jeune Chamber Internationale du Canada, and that the President of that year be responsible for a portion of the program during which he/she will, in conjunction with members of their Board, highlight his/her, and display such items of interest as they may have available.
- 8 – 6: that from time to time, a joint Meeting of the Crew be held with the members of the US Crew.
- 8 – 7: That the suitable facilities be provided for the conduct of the Senate/Senat Annual Meeting.
- 8 – 8: That time be provided for the current President of the Junior Chamber International Canada/Jeune Chambre Internationale du Canada to deliver a message to inform those in attendance of current Junior Chamber activities, etc., should they choose to do so.
- 8 – 9: That a nautical theme be maintained throughout the promotion and program as much as possible.
- 8 – 10: That all members of the Canada JCI Senate/Senat JCI due Canada be members of the "Crew".

- 8 – 11: That nominations to the “Crew” may be made for individuals not eligible under Section 8 – 10 above, such as US Senator, individuals, etc. these nominees not be current Jaycees.
- 8 – 12: Those nominations be accepted or rejected by a committee comprising of the Past President and the President of the Senate/Senat.
- 8 – 13: Nominations may only be submitted by members of the “Crew”.
- 8 – 14: That all functions be open to Crew Members and their partners.
- 8 – 15: That the Secretary treasurer of the Senate/Senat maintain a roster of all “Crew” members.
- 8 – 16: That the hosting group keeps the Executive of the Senate/Senat informed of their activities by a monthly report to the President and shall provide a final report to the Executive and the bid Chairperson of the next year. This report to be available within two months of last Annual General Meeting.
- 8 – 17: That the host group make available a suite for the individual whose year is being honored, for the purpose of hospitality and the display of memorabilia.
- 8 – 18: That bids to host the “Crew” Meeting be presented by interested groups at the Annual General Meeting of the Canada JCI Senate/Senat JCVI du Canada one year prior to the event.
- 8 – 19: That the hosting Chairperson of the Annual General Meeting of the Crew publish, no later than the Christmas Newsletter, an agenda and the registration costs.
- 8 – 20: Meetings of the Executive – the Executive shall meet at the Annual General Meeting of the Crew/Canada JCI Senate/Senat JCI du Canada and at such other times as determined by the President. It shall be the duty of each member of the executive to attend all Executive Meetings. Any member of the Executive who is absent without valid reason from three (3) consecutive Executive Meetings may have their office declared vacant by the Executive. Meetings of the Executive may be held by telephone or other means of communications acceptable and accessible to all members of the Executive.
- 8 – 21: All Past Presidents of the Canada JCI Senate/Senat JCI du Canada have the privilege of attending Executive Meetings. They will not be allowed to vote.
- 8 – 22: The Canada JCI Senate Executive shall maintain an Absentees Ballot system as per the approved policy to enable all Canadian JCI Senates to vote at the Annual General Meeting of the Canada JCI Senate.
- 8 – 23: All members of the Canada JCI Senate who are in attendance at the Annual General Meeting shall be entitled to vote on all of the agenda items. Alternatively, any member of the Canada JCI Senate shall be entitled to vote through the Absentee ballot system on changes to the Terms of Reference; the approval of the financial statements, the election of officers; the selection of the next Meeting of the Crew; and such other matters as the Canada JCI Senate Executive shall deem appropriate.

POLICY 9: CONTRIBUTIONS

Section 9 – 1:

A financial contribution of the individual member’s choice may be paid annually.

POLICY 10: AMENDMENTS

Section 10 – 1:

Sixty (6) days notice is required of any proposed amendments to these policies. Notice shall be give by publication in the Canada JCI Senate/Senat JCI du Canada Newsletter.

- 10 – 2: Amendments will be presented as motions at the Annual General Meeting. A simple Majority is required to pass the motion.
- 10 – 3: The secretary treasurer shall keep current a master copy of these Terms of Reference including any amendments there to.
- 10 – 4: The Terms of Reference of the Canada JCI Senate/Senat JCI du Canada and the Guidelines will be updated and reviewed by a committee of Past Presidents appointed by the President. The Chairmanship of this committee will alternate yearly from east to west.

POLICY 11: PUBLICATION

Section 11 – 1:

These Terms of reference and Policies shall be published in every issue of the Canada JCI Senate/Senate JCI du Canada directory and shall be made available on request to all members of The Canada JCI Senate/Le Senat JCI du Canada.

- 11 – 2: The guidelines for the Annual General Meeting/Meeting of the Crew are to be included in The Canada JCI Senate/Senat Roster.

POLICY 12: FINANCE

Section 12 – 1:

That the Canada JCI Senate/Senat JCI du Canada establishes a Reserve Fund.

- 12 – 2: That funds in the Reserve fund shall be deposited in a separate Reserve Fund bank account and that all cheques drawn on the Reserve Fund be signed by three members of the Executive.

- 12 – 3: That fund from the reserve fund shall only be expended after approval by the membership at an AGM of the Canada JCI Senate/Senat JCI du Canada. Sixty (60) days is required of any proposed expenditures from the reserve Fund. Notice shall be given by publication in the Canada JCI Senate/Senat JCI du Canada Newsletter.
- 12 – 4: That in the event of an emergency, the Executive may spend funds from the Reserve Fund. Such expenditure shall require the approval of three of the four members of the Executive.
- 12 – 5: That any such emergency expenditure shall be ratified by a simple majority vote of the members in attendance at the next AGM of the Canada JCI Senate/Senat JCI du Canada. In the event that such expenditures are not approved, the funds shall be returned to the Reserve Fund from the operating account of the Canada JCI Senate/Senate JCI du Canada.
- 12 – 6: That the Reserve Fund be established with a deposit of \$20,000.00.
- 12 – 7: That starting with the 2007/2008 fiscal year, 75% of the year's operating surplus shall be transferred to the Reserve Fund.
- 12 – 8: That the % of the operating budget to be transferred to the Reserve Fund may be amendment by the membership at any AGM of the Canada JCI Senate/Senat JCI du Canada.
- 12 – 9: The Canada JCI Senate/Senat JCI du Canada Accountant shall present an accounting for the Reserve Fund in his report statements or each fiscal year of the Canada JCI Senate/Senat JCI du Canada.

POLICY 13: HONOURS AND AWARDS

- Section 13 – 1: The Canada JCI Senate/Senat JCI du Canada shall maintain a program called “The Canada JCI Senate/Senat JCI du Canada Friendship Award”. This program will honour people who are not Canada JCI Senators/Senat JCI du Canada, are at least 40 years of age, who have made a special contribution in support of the aims of the Canada JCI Senate/Senat JCI du Canada.
- 13 – 2: The Canada JCI Senate/Senat JCI du Canada Friendship Award program shall be executed as per the approved Process and Guidelines.

Canada JCI Senate/Senat JCI du Canada - Friendship Award Process and Guidelines

Eligibility: - A person who is not a Canada JCI Senator and is at least 40 years of age, who has made a special contribution in support of the aims of the Canada JCI Senate.

Nomination Process: - A member of the Canada JCI Senate may submit the name of a potential recipient to the President of the Canada JCI Senate along with a resume of the nominee's activities that have made a special contribution in support of the aims of the Canada JCI Senate. The resume may not exceed two typed eight and a half by eleven pages and must be accompanied by a \$100.00 cheque payable to the Canada JCI Senate. If the nomination is not successful, the cheque will be returned.

Selection Committee: - The President of the Canada JCI Senate, the immediate Past President of the Canada JCI Senate, one other Past President of the Canada JCI Senate and one current Board Member of the Canada JCI Senate.

The Selection: - Three votes in favor of a nominee are the minimum required for selection.

Other Guidelines: -The Award shall be presented at the Annual General Meeting of the Canada JCI Senate. The President shall present to the recipient a framed numbered Certificate, a Canada JCI Senate pin, and a Friendship Name Badge showing the recipient's name, Friendship Award number, and year of Award. The Certificate shall be computer designed and the computer program shall be maintained by the Secretary of the Canada JCI Senate so as to ensure continuity of the form.

The Web page of the Canada JCI Senate/Senat JCI du Canada shall have a section that describes the Friendship Award and list of all winners. A similar section shall be added to the Canada JCI Senate Directory.

Note: - Certificate Number 1 has already been awarded to Molly I. Ziola.

Adopted in Kamloops – July 1974
 Amended in Toronto – May 2002
 Amended in Charlottetown – May 2008

Amended on Cruise to Alaska – May 2009
 Amended in Kingston May 2010
 Amended in Victoria - May 2011

Amended in Victoria - May 2011
 Amended in Ajax - Sep 2014
 Amended in Toronto – May 2016

