

## **Policies & Procedures**

**Impeachment** – Any Chapel Hill Jaycees Board Member who does not attend 2 consecutive, unexcused board meetings may be removed from office with a majority vote from the Executive Chapel Hill Jaycees board.

**Vacancies** – If a vacancy occurs for any reason, the President will appoint someone within 30 days of the vacancy. It will be approved the Executive Board members with a majority vote. If a vacancy occurs in the office of the President, the Chairman/woman of the Board will take over as President until the Board can chose another President.

**Budget for projects** – Any project requiring funds from the group treasury will need to have a written budget detailing the expense at least 20 days prior to the project. The written budget will need to be submitted to the President and the Treasurer and the Executive Board members will approve or disapprove by a majority vote.

**Canopy Use** – The Chapel Hill Jaycees canopy may be used by any member of the Chapter for official Chapel Hill Jaycee functions. If an outside group or individual member would like to borrow the canopy, it may be permitted, on a case by case basis, as long as the request is in writing within 30 days of the date the canopy is needed.

**Getting reimbursed for out of pocket expenditures** – If any member of the Chapel Hill Jaycees has used their own money to fund an official Chapel Hill Jaycees event, receipts must be turned in to the Treasurer within 30 days of the event. The Treasurer then has 30 days to reimburse the member from the group treasury.

**Refunding of Dues** – There will not be any refunding of dues to any person for any reason.

**Project Data Sheet**—For each project that is put on by the Chapel Hill Jaycees, a Project Data Sheet (PDS) will need to be filled out. If the event is reoccurring (Meals on Wheels, Ronald McDonald House, etc.), only one needs to be filled out unless drastic changes are made to planning or implementing of the event.

**Use of the Visa Check Card**—The Chapel Hill Jaycees have a Visa Check Card through Wachovia Bank. This card is directly linked to the checking account. This card is for use only to reserve hotel rooms and other similar occurrences. The process for using this card is to contact the Treasurer or the President and inform them of which business needs to be contacted. The Treasurer or President will contact the business and place the room/item on hold. If a hold is put on the card, the limit is \$500. The card will NOT be used to pay for a room/item and once a member of the chapter arrives at the designated location, the member is responsible for paying. If it is a reimbursable event/item, the receipt will need to be submitted to the Treasurer for reimbursement.