

JCI SHAKOPEE POLICIES

Article I – Conduct Unbecoming a JCI Member

SECTION 1. To preserve and protect the reputation and operations of JCI Shakopee, a member of the chapter may face disciplinary action up to and including removal, suspension, or censure for actions that fail to adhere to the principles, purposes, and rules of the Jaycees. Grounds for investigation and disciplinary action include, but are not limited to:

- Failure to adhere to the Constitution, Bylaws, and Policies of JCI Shakopee.
- Failure to pay dues to the chapter.
- Participation in illegal conduct.
- Improper consumption or distribution of alcohol:
 - When representing Junior Chamber International, no member of JCI Shakopee between the ages of eighteen (18) and twenty (20), both inclusive, may serve alcohol at any event affiliated with the Junior Chamber International, nor may they consume alcohol at such an event.
 - No member of JCI Shakopee shall provide access to alcohol to persons under the legal age of consumption, or otherwise proscribed from legal consumption, at any event affiliated with the Junior Chamber International. It is the responsibility of the individual providing the alcohol to verify this information to their fullest ability.
- Misfeasance, malfeasance, or nonfeasance of duties as delineated in the Constitution, Bylaws, and Policies.
- Participation in other conduct inconsistent with or tending to bring this chapter or the Jaycee name or movement into disrepute.

SECTION 2. If it appears that any member of JCI Shakopee is failing to adhere to the principles, purposes, and rules of the chapter, the President may require the accused member to appear before the Board of Directors to determine what, if any action is appropriate.

- If the accused member is the chapter president, the chairperson of the board or any other officer of the chapter may require them to so appear.
- The accused individual must be given no less than twenty (20) days written notice of charges to be brought, and a full hearing shall be convened no later than 60 days after written notice, at which the accused individual shall be given an opportunity to defend against the accusations.
- Action of suspension, removal or censure of the accused shall be determined by two-thirds (2/3) vote of the chapter's board of directors present, assuming a quorum. The accused member may not vote in these proceedings.
- Appeal from the board of directors' decision to convict may be taken to the general membership, with a decision, by two-thirds (2/3) vote, required to overturn the ruling.
- Appeal from the chapter's decision may be taken to the State Executive Committee, whose decision, by majority vote, shall be final.

Article II – Harassment and Reporting Policy

Harassment, Inappropriate Conduct, and Reporting

SECTION 1. Purpose

JCI Shakopee is committed to maintaining an environment in which all individuals are treated with respect and dignity. We seek to establish a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. JCI Shakopee expects that all interactions should be professional and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, JCI Shakopee maintains a policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all interactions between members, and to interactions with non-members as well¹.

SECTION 2. Harassment and Inappropriate Conduct

1. Harassment shall be defined as any conduct or display that denigrates or shows hostility or aversion towards an individual, group, or organization because of their race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws, and that:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
 - b. Has the purpose or effect of unreasonably interfering with an individual's opportunities as a member of the organization;
 - c. Is unwelcome, pervasive, or severe in nature;
 - d. Otherwise adversely affects an individual's ability to participate in the organization and its events.
2. Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:
 - a. Submission to such conduct is made an explicit or implicit term or condition for access to member opportunities; or
 - b. Submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's opportunities or creating an intimidating, hostile, or offensive environment.

¹ Language is based on the model harassment policy found at <https://www.councilofnonprofits.org/sites/default/files/documents/harassment-prevention-policy.pdf>

3. Examples of unlawful harassment include, but are not limited to:
 - a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
 - b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, messages, social media posts, e-mail and faxes or gestures.
 - c. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee because of the employee's sex or other protected characteristic.
 - d. Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers of employment benefits in return for sexual favors.
 - e. Retaliation for having reported or threatened to report unlawful harassment
4. As a member of Junior Chamber International (JCI), we recognize the value of various perspectives, creeds, faiths, and beliefs as part of the Jaycee organization. The affirmation of a belief or view, however, does not serve as a defense of behavior that would meet the standard of harassment as delineated above.

SECTION 3. Investigation and Reporting procedures

1. Every effort should be made to report a suspected instance of harassment or inappropriate conduct to the supervising chapter officer in a timely manner. If the situation presents a clear and present danger to the safety and well-being of those involved, contacting law enforcement or an appropriate actor/agency shall be considered a just course of action.
2. When an involved party, third party or witness brings forth a concern or report in good faith, no retaliation or punitive action against the individual for reporting their concerns shall be tolerated.
3. Investigating a reported incident:
 - a. Upon receiving notification of a credible report of harassment or misconduct, the supervising officer shall attempt to gather all relevant information in a neutral and impartial manner. This can include but is not limited to: participant statements, witness statements, artifacts, and other relevant information.
 - b. The information gathered in the investigation, including the names of those involved, will be released only on a need to know basis.
 - c. The supervising project officer should be notified immediately. They in turn shall notify the supervising officer of the Board of Directors (BOD) and the President with all due haste.
 - d. If it is determined that an instance of harassment or misconduct has occurred, immediate action shall be taken to address the situation. This may include any combination of appropriate actions needed to address the conduct, including but not limited to:
 - i. Counseling and training;
 - ii. Transferring the offending party to another location;
 - iii. Issuing a warning;

- iv. Removing the offending party from the event;
 - v. Recommending that the President initiate formal action under chapter policies.
 - e. The President shall inform the BOD if further action or legal ramifications are necessary, in accordance with the provisions in the Bylaws and Policies governing Conduct Unbecoming a Jaycee.
 - f. Records of any investigation or formal action shall be considered confidential and only released on a need to know basis, by order of the chapter, or in cooperation with legal proceedings.
4. When a suspected instance of harassment or related misconduct also involves those outside of the organization, every effort shall be made to maintain the standards in these policies to the extent possible to facilitate cooperation with the other parties involved. However, no chapter officer or representative, acting in that capacity, shall act as an investigative agent in an incident that does not immediately involve the organization and its members.

Article III – Conflict of Interest Policy

The purpose of this policy is to establish procedures that will protect the interests of JCI Shakopee when contemplating a contract or arrangement that may benefit the private interest of a member or officer of the chapter.

SECTION 1. Financial Interest

A person has a financial interest if the person has an ownership or interest with the party the chapter has a transaction or arrangement with, or has a compensation arrangement (direct or indirect) with said organization, or has a similar interest with any entity or individual with which the chapter is negotiating a transaction or arrangement. This interest may be established directly or indirectly, through business, investment, or family, or through other means.

A financial interest is not necessarily a conflict of interest, unless it is so determined by the Board of Directors.

SECTION 2. Duty to Disclose

In any case where there is reasonable cause to suspect the existence of a conflict of interest, the interested party must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors.

SECTION 3. Determining Whether a Conflict of Interest Exists

Once the interested party has made their presentation, they shall leave the meeting during debate and discussion of said interest, unless further information is requested by the Board of Directors. The chair of the meeting shall have the power to appoint a disinterested person to investigate alternatives to the agreement in question, if they deem it necessary and appropriate.

Once all of the information has been considered, including any alternative arrangements that may be more advantageous to the chapter, the Board of Directors shall determine by a majority vote of disinterested members whether the transaction is in the best interests of the chapter. In conformity

with this determination it shall make its decision as to whether to enter into the transaction or arrangement.

SECTION 4. Violations of the Conflicts of Interest Policy

If the Board of Directors has reasonable cause to believe a member has failed to disclose a possible conflict of interest, it shall inform the member of the basis for such belief and allow the member to respond to these concerns. If after further investigation it is determined the member has failed to disclose a conflict of interest, the Board of Directors shall take appropriate disciplinary and corrective action as allowed under the Bylaws and Policies.

SECTION 5. Periodic Reviews

To ensure that JCI Shakopee continues to operate in a manner consistent with charitable purposes and does not jeopardize its tax-exempt status, periodic reviews shall be conducted to determine whether compensation arrangements are reasonable and appropriate, and whether any partnerships, contracts, or arrangements conform to the policies of the chapter and do not result in impermissible private benefit. The findings of this review shall be presented to the Board of Directors.

When conducting periodic reviews, the chapter may, but need not, use outside financial advisors and consultants if deemed appropriate. The use of such persons shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

Article IV – Whistleblower Policy

SECTION 1. General

JCI Shakopee requires directors, officers and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Jaycees, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

SECTION 2. Reporting Responsibility

It is the responsibility of all directors, officers and members of this chapter to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

SECTION 3. No Retaliation

No director, officer or member who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including disassociation from the chapter. This Whistleblower Policy is intended to encourage and enable the membership to raise serious concerns within the governing structures of JCI Shakopee prior to seeking resolution outside of the chapter.

SECTION 4. Reporting Violations

JCI Shakopee has an open door policy and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the President of the chapter will be an appropriate contact for any concerns. However, if you are not comfortable speaking with this individual or you are not satisfied with the response to your concerns, you are encouraged to speak with a member of the Board of Directors. All officers are

required to report suspected ethics violations to the President, who has specific and exclusive responsibility to investigate all reported violations. If the actions in question directly concern the conduct of the President and/or other members of the Board of Directors, investigative authority shall be given to the highest ranking neutral officer following the order of succession as delineated in the Bylaws.

SECTION 5. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

SECTION 6. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Article V – Document Retention Policy

SECTION 1. Document and Files Retention

In accordance with the principles of the Sarbanes-Oxley Act, which addresses the destruction of business records and documents, Not for Profit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction.

Based on the 2004 recommendations of the National Council of Not for Profit Associations, JCI Shakopee has adopted the following guidelines for document retention and destruction.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years

Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees and/or volunteers)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

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Any member of JCI Shakopee may seek to view the documents and records in possession of the chapter during normal operating hours and with at least 48 hours prior notice delivered to the appropriate member of the Board of Directors.

SECTION 2. Use of Personal Information

For Personal Information, Any information that can identify an individual (e.g., name, date of birth, address, email). These shall not be given out to unauthorized entities. The BOD can authorize entities to receive this information only if it benefits our members and if it is required by JCI. No personal information shall be used to discriminate against a member.

SECTION 3. Use of Confidential Information

For Confidential Information, Any non-public information, including business strategies, trade secrets, bank credentials , administrative user names and passwords. These shall not be given out to unauthorized entities. The BOD can authorize entities to receive this information only if it benefits our members and it is required by JCI Shakopee. The President, Business Development VP, and Treasurer may give limited access to individuals who are assisting in projects, audits, and taxes.

SECTION 4. Use of Sensitive Information

1. The Chapter is committed to protecting the privacy of its members and guests. No personal or confidential information collected by the Chapter shall be used to discriminate against any individual.
2. Project chairpersons and volunteers must actively protect member and guest data for the duration of any chapter event. Because chapter data is managed digitally, event check-in rosters and sign-up lists should utilize temporary, view-only access links when distributed to volunteers.
3. Confidential information shall not be retained on unauthorized personal hardware after an event concludes. If physical sign-up sheets, registration logs, or liability waivers are collected

on-site, the project chairperson must maintain these documents in a secured folder during the event. Within fourteen (14) days of the event concluding, the project chairperson must ensure these physical documents are digitized into the chapter's secured digital drive and the paper copies are permanently destroyed.

Article VI – Designating Allocation of Delegate Votes for State Offices

SECTION 1. The purpose of these rules is to create a simple, fair, and impartial procedure to delineate how the votes of the chapter should be allocated when voting for state offices.

SECTION 2. The GM meeting prior to state elections must have a forum to discuss candidates up for office, and the membership shall be provided an opportunity to decide how they want to vote, or to leave the decision up to the delegates present at the meeting.

Article VII – Transfer of Fiduciary Responsibilities and Permanent Records

SECTION 1. Transfer of bank account access, and access to any other fiduciary accounts (e.g. PayPal account log in information) shall be transferred from the Outgoing President and Treasurer to the Incoming President and Treasurer no later than the fourteenth (14th) of February.

SECTION 2. Transfer of email accounts pertaining to records shall be transferred from the Outgoing President to the Incoming President no later than the fourteenth (14th) of February.

SECTION 3. Transfer of Permanent Records shall be administered from year to year and is the responsibility of the outgoing president to preserve any and all permanent records generated during their term for future Boards of Directors to access at such time as is deemed necessary. Permanent Records shall be defined by Article V - Document Retention Policy. Sealed records transferred as permanent records shall be accessed only on a need to know basis at the discretion of the President, with emphasis placed on the sensitive nature of such records.

ARTICLE VIII – HARDSHIP & COMMUNITY ASSISTANCE

SECTION 1. Individual Hardship (Members & Non-Members): To ensure fair distribution of funds and prevent dependency, strict limits apply to all individual recipients.

- A. Assistance for individual members shall not exceed \$500 per fiscal year and \$2,000 in total lifetime assistance.
- B. Assistance for non-member community residents shall not exceed \$500 per incident.
- C. No community individual may receive more than one assistance grant per fiscal year.
- D. Payments shall never be made directly to an individual recipient.

- E. All funds must be paid directly to the "end-point" vendor (e.g., landlord, utility company, or medical provider) upon receipt of a valid invoice or bill.

SECTION 2. Community Organization Donations: Donations to organizations are viewed as community investments and follow a tiered approval ladder based on the value of the request.

- A. The Board of Directors has the authority to approve requests for community organizations up to \$1,000 independently.
- B. Any request exceeding \$1,000 must be reviewed by the Board of Directors and subsequently approved by a majority vote of the General Membership at a general membership meeting.
- C. Any donation exceeding \$3,000 must also follow the notice requirements outlined in the Bylaws, requiring the general membership to be notified of the Board's recommendation at least six (6) days prior to the general assembly.

SECTION 3. Objective Criteria & Confidentiality:

- A. All grants must be based on documented emergency need and verified by the Board of Directors using neutral and impartial standards.
- B. Approved individual assistance shall be reported to the Membership via the Consent Agenda to maintain financial transparency.
- C. To protect the dignity of the recipient, personal names and specific private details of individual recipients shall not be shared with the General Membership or recorded in public minutes unless requested by the recipient.

SECTION 4. Conflict of Interest and Board Recusal: If a requester is a relative of a member, or has a significant professional, personal or financial relationship with a member, a formal recusal process must be followed in accordance with Article III of these Policies.

- A. The member with the relationship must disclose the conflict immediately upon the topic being raised.
- B. The interested member, or a member representing a requester who cannot attend, may remain present only for the purpose of answering technical questions or providing clarification requested.
- C. Once questioning is completed, the interested member and the requester (if present) must physically leave the room for the duration of the debate and the vote.
- D. The remaining members must vote based solely on the objective criteria of this policy.
- E. The Secretary shall record the member's departure and return times in the official meeting minutes.

ARTICLE IX - CONVENTION & EVENT SPONSORSHIPS

SECTION 1. Representation & Scope: All members are highly encouraged to participate in state, national, and international events, along with events hosted by partner or external organizations in support of our mission.

- When participating in external events, members are official representatives of JCI Shakopee and are strictly expected to abide by all Chapter bylaws and policies.
- Members must honorably represent the Chapter in their personal and professional conduct at all times throughout the duration of the event.

SECTION 2. Eligibility: To ensure accountability for chapter investments, strict requirements apply to all members receiving chapter-provided or funded registration and hotel accommodations.

- The member must officially register as an attendee for the event to receive rooming assignments or any other form of chapter financial assistance.
- The member must actively participate in the event by dedicating at least fifty percent (50%) of the scheduled event time to attending official general sessions, business meetings, and/or training seminars.
- Alternatively, a member satisfies the participation requirement if they are actively serving in an official capacity tied to the planning, management, or execution of the event.
- Members may fulfill their active participation through an alternative plan, provided it is submitted to and receives express approval from the Chapter President prior to the start of the event.

SECTION 3. Enforcement & Board Review: Failure to meet these active participation and conduct expectations shall constitute a breach of policy and carries strict penalties.

- Failure to meet expectations shall be grounds to deny the member access to Chapter financial assistance at future events.
- This denial of assistance applies to Chapter-funded lodging, registration fees, and any other chapter-provided services or reimbursements.
- The initial determination of whether a breach of this policy has occurred shall be made independently by the Chapter President.
- The President's decision to deny future assistance may be appealed by the member and shall be subject to a final review and majority vote by the Board of Directors.

ARTICLE X – MEMBERSHIP INCENTIVES POLICY

SECTION 1. PURPOSE & CREDIT VALUATION: To enhance membership participation within the Shakopee chapter by providing achievable incentive levels for the membership to apply to their JCI career.

- A. Chapter members shall earn points towards organizational dues, event attendance fees, chapter-branded merchandise, or other items including, but not limited to, the sponsorship of member dues.
- B. Points shall be valued at a fixed rate where ten (10) points equals one dollar (\$1.00) of chapter credit.

SECTION 2. ACCUMULATION LIMITS & ROLL-OVER: To ensure financial sustainability, strict annual caps and rollover limits apply to all point accruals.

- A. A yearly earned point cap shall be set at 1,800 points (\$180 value) for each general member in good standing.
- B. A yearly earned point cap shall be set at 1,200 points (\$120 value) for each alumni or associate member.
- C. Total accumulated point balances held by a member at any single time shall never exceed these respective maximum caps per year.
- D. Points earned in a given fiscal year shall become available for use on January 1st of the following calendar year, pending final budget approval.
- E. At the end of the fiscal year, any unused points shall be eligible to roll over for exactly one (1) additional calendar year. If rolled-over points remain unused after that timeframe, they shall be permanently forfeited.
- F. Projects or events held after December 15th shall have their earned point values counted toward the following fiscal year's accrual pool.

SECTION 3. PRIORITIZATION & POINT USAGE: Earned credits must be used to sustain core chapter membership before being applied to optional expenses.

- A. The primary priority and mandatory initial use for all accrued points shall be to cover the cost of the member's annual dues to the organization.
- B. Points may only be authorized for alternative uses if express, prior approval is granted by the Board of Directors or the General Membership.

SECTION 4. COMMITTEES, BUDGET SAFEGUARDS, & GOVERNANCE: The incentive program is subject to strict financial oversight and administrative review.

- A. If seventy-five percent (75%) of the allocated funds in the Incentives budget line item(s) are claimed for reimbursement by members prior to October 1st, a Membership Incentives Committee meeting must be convened within thirty (30) days to address and draft budget line revisions or operational adjustments.
- B. Any structural changes to the text of this policy must involve a convened Membership Incentives Committee to discuss adjustments and must fully comply with the chapter's standard terms and conditions for amending policy documents.
- C. Point values are outlined in the official **Membership Incentive Point Chart (Appendix A)**, which shall be reviewed by the Membership Incentives Committee and presented for

approval by the Board of Directors and the General Membership each year. This review and approval shall be based on the same schedule and calendar requirements as the submission and adoption of the annual chapter budget.

- D. The Board of Directors retains the absolute authority to modify or adjust the allocation of points at any time with due cause.

SECTION 5. ACCOUNTABILITY, TRACKING, & RECORDS: Transparency and record-keeping rules protect both the member and the chapter's compliance.

- A. Each chapter meeting or event that utilizes a separate, official JCI Shakopee sign-in sheet shall count as an official event toward point accumulation.
- B. Points accumulated by chairing an official chapter event may be distributed to assisting committee members at the project chairperson's sole discretion.
- C. Clear proof of member activities toward incentive points must be maintained by the individual member and presented to the Board immediately upon request.
- D. Official records or proof of attendance sign-in sheets must be archived securely by the chapter for a minimum of seven (7) years and must be shown upon a member's request.
- E. An annual report detailing the total accrual and usage of incentive points from the previous year shall be formally presented to the General Membership to coincide directly with the annual adoption of the chapter budget.

SECTION 6. ANNUAL UPDATE AND ADOPTION:

- A. Upon official approval of the annual chapter budget and the corresponding year's Membership Incentive Point Chart by the General Membership, the updated chart shall be automatically appended to these policies as **Appendix A**, effectively replacing the previous year's chart without requiring a separate, formal amendment to the body of this policy.
- B. The Secretary shall ensure the newly approved chart is updated in the master policy document within fourteen (14) days of adoption.

APPENDIX A

Membership Incentives Point Chart:

10 points = \$1 earned

Redeemable for dues, swag, dues sponsorships, convention registrations, certifications, and events.

Earnings:

Attending Chapter Meetings, events, and projects:

Meetings (GM, BOD, and Committee)	25 pts
Bring a Potential Member to a Social, Project, or Event and Submit Documentation to Membership (with contact information provided to chapter)	10 pts, 15 if immediately signing
Attend a Social	5 pts
Attend a Non-Social Project	25 pts
Attend a Chapter Training or JCI Certified Training	25 pts

Activation:

Each Degree Earned 1-9: Documented and Presented by the Member (submitted to program)	50 pts
10th Degree Earned and Presented to the Chapter by the Member	100 pts
Sign a New of age Member-documented with Membership	25 pts
Signed New Member Attends 3 Chapter Events Documented with Business Development Vice President	25 pts to recruiter
Each Signed New Member Earns Degree(s) in First Year	25 pts per degree, up to 75 pts to recruiter

Chapter activity:

Non Board Member Contribution to a Publication or Board Member approved Social Media post at Chapter or State Level	15 pts
Published Interview/Article/Publication to External Print or Broadcast Media (with documentation provided for proof of involvement)	25 pts, per publication
Non-Convention Road Run Submitted to SD or President	15 pts
Lead an Approved Training Submitted to ID DIR or President	50 pts

Competitions and Conventions:

Attend a State Project, Convention, or Event	25 pts
Lead a State/National Training	60 pts
Attend a National Event or Convention	40 pts
State/National Competitor	25/50 pts
SPE wins Award at State/National/International	25/50/75 pts
International Competitor and present to chapter	100 pts
Attend an International Event or Convention and present to chapter	100 pts

Chapter/State BOD/project Position or chair:

First Time Chairperson	20 pts
Board Member	100 pts
First Time Member of the Board of Directors	Additional 25 pts
Active member in majority of activities of board appointed committee (ie Active Citizen's Committee, Incentives Committee, Bylaws and Policies Committee, etc)	25 pts
State Position DD/PM	50 pts
State Position President/VP/RD	100 pts
Chair and/or Co-Chair a Single Day Project	50 pts (each)
Chair and/or Co-Chair a Multi-Day Project (points per event day)	100 pts/day, 400 pts max (each)
Lead a Chapter Extension	450 pts
Lead a Chapter Lifeline	300 pts
Chair and/or Co-Chair a Major Ways and Means Project with revenue over \$1000 Per Board Approval	900 pts total (each)

Renaissance Festival:

Ale Tender/Hawker/Assigned Volunteer	10 pts per hour, Max 4 hours unless authorized by chair.
Counters	20 pts per shift
Pub Masters/Quality Control/Management	70 pts per day
Chair Appointed Committee Member	Add 100 for the run