

MONTANA CAREER ASSOCIATION



STUDENT MANUAL

Jobs for Montana's Graduates

_____ Chapter

_____ School

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FOREWORD

Welcome!

As you begin your involvement with your local Jobs for Montana's Graduates (JMG) program, we are pleased to welcome you to the Montana Career Association (MCA). MCA is a central part of the JMG program and, as such, all JMG students are members of the association.

This organization is for **you**. The association is a student-led organization for career-minded students who are interested in preparing themselves to enter the work force upon graduation. It was established to give you opportunities to associate with other JMG/MCA students in your school, community and state.

The association is a highly motivational organization that fosters the development of leadership, decision-making and assertiveness skills, provides recognition for achievement, and builds self-esteem. Members of the MCA pride themselves on high standards, goals and objectives.

Parents are invaluable to a successful chapter. Their support and involvement are needed if the goals of the association are to be achieved. I hope you will invite your parents to become involved in your association.

This student guide is designed to help you and your chapter organize for a successful year. In joining, you become a part of a fine tradition. With other members, you can grow and further enhance that fine tradition.

AN OVERVIEW 1.0

What is it?

The Montana Career Association (MCA) is the state organization of the National Career Association (NCA) and is sponsored by Jobs for Montana's Graduates (JMG).

JMG is affiliated with a national organization called Jobs for America's Graduates (JAG), which was established in Delaware in 1979. The primary goal of JAG is to help high school students stay in school, graduate, and enter the work force and/or continue their education.

Official Emblem

The emblem of the MCA is a circle containing the name of the organization (MCA) and the name of the program that sponsors MCA (Jobs for Montana's Graduates). Within the circle is the outline of Montana, containing a keyhole. This keyhole, in conjunction with the key beneath the State of Montana, represents the "unlocking of the doors" to career development and job placement for members. To the left of the key is a mortarboard with a tassel, which is symbolic of academic achievement and a high school diploma. The emblem is based on the emblem of the NCA.



Official Motto

The NCA/MCA motto is "From Classrooms to Careers".

Official Tagline

The official tagline of the NCA/MCA is: "Preparing Today for a Career Tomorrow".

Official Colors

The colors of the MCA are blue and gold. The blue symbolizes the success achieved through leadership, education and career awareness. The gold symbolizes the richness of opportunities available to members. These colors should appear in connection with all meetings and promotions of the MCA.

Official Salute

The Pledge of Allegiance is the official salute of the MCA organization. To properly conduct the salute, face the flag of the United States, place the right hand over the left breast and, holding it there, repeat the following pledge:

"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Official Creed

I believe I have the right and the responsibility to establish career goals and to develop skills necessary to achieve these goals.

I believe that I must choose a vocation appropriate to my interests, aptitudes and abilities.

I believe that I have the opportunity to develop my full potential and become a productive member of my community.

I understand the importance of learning about careers, leadership skills and community service.

I believe that the success of the free enterprise system depends upon the cooperation of government, labor, business, education and the community.

I believe that participation in the Montana Career Association and Jobs for Montana's Graduates will strengthen my ability to achieve personal and career goals for a successful future.

Official Newsletter

The official newsletter of the association is published twice a year by the state JMG office. Copies are mailed to job specialists for distribution to members and other community partners.

Code of Conduct

A good reputation enables you to take pride in your organization. Your conduct at any MCA function should reflect good conduct and enhance the reputation of the

association.

1. Your behavior at all times should be such that it reflects credit to you, your school, the Montana Career Association and Jobs for Montana's Graduates.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times.
3. You are expected to attend all general sessions, workshops and other scheduled conference activities. Please be prompt and prepare for sessions. You must not be late for competitive events.
4. Students are to report any accidents or injuries or illnesses to their chapter advisor immediately.
5. Students may not leave the conference facility unless the chapter advisor or the conference director gives written permission.
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay the damages.
7. Students may not purchase, consume or be under the influence of alcohol or drugs while representing the Montana Career Association at the Career Development Conference or any other sponsored activity.
8. Smoking is not allowed.
9. Students who disregard the rules will be subject to disciplinary action and may be sent home at their own expense.
10. Students violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their competitive events participants to being disqualified.
11. Business attire is appropriate. No HATS can be worn during the workshops, general sessions or competitive events.

Dress Code

There is no official dress uniform for members. Members should dress neatly and appropriate for the occasion. Extremes in grooming, including hair and clothes, should

be avoided. Business attire is usually appropriate. Hats should not be worn during official functions (meetings, competition, meals, workshops, etc.)

Constitution and Bylaws

Formal organizations generally have a set of principles and rules covering their internal affairs. These rules prescribe the nature, function and limits of that organization. They are most often referred to as the "Constitution and Bylaws". Local chapters should develop and adopt their own Constitution and Bylaws. A sample constitution is contained in Appendix A.

MEMBERSHIP 2.0

Membership Categories

Active Membership. Active members are secondary students who are enrolled in a Jobs for Montana's Graduates program. Members who are active in their local chapter are automatically members of the state association. Members are asked to make a commitment to the association by signing a "Member Commitment" form (see Appendix B). Members are formally inducted into the association during the Initiation and Installation Ceremony. Active members may participate in association activities, competitive events, vote, run for and hold elective office.

Honorary Membership. Honorary membership may be conferred on any person who has given outstanding service to JMG/MCA. Memberships conferred at the chapter level are "Honorary Chapter Memberships" while those conferred at the state level are "Honorary State Memberships." Honorary members may be formally inducted during any official meeting.

Alumni Membership. Former active members who have completed an accredited JAG program and are in good standing with their former program may join as alumni members. They have all the rights and privileges of active members except the right to vote, hold elective office, or enter competitive events except those specifically designated for alumni members. Alumni members can serve as role models, mentors, tutors, public relations advocates, aides, guest speakers and judges at competitive events.

Membership Facts

The Montana Career Association provides **you** with an opportunity to:

- become part of a student-led organization which fosters the development of career awareness, career goals, career preparation and exploration, and job “seeking and keeping” skills.
- learn by taking part in and conducting meetings.
- attain recognition as an individual or member of a team for outstanding accomplishment by participating in competitive events based on employability skills.

- develop abilities to work effectively as a member of a team.
- develop leadership abilities through project leadership, committee chairmanship, election to chapter office, and attendance at state and national leadership and career development conferences.
- serve the community through volunteer services and become involved in cooperative efforts and community improvements.
- become a productive citizen in our democracy.
- interact with others through civic and social activities, in order to develop poise, gain confidence, speak in public, attain social graces and maturity, and develop positive contacts with the employer community.
- develop a feeling of pride in accomplishment.

CHAPTER OPERATIONS 3.0

The Individual

The most important element of the MCA is the individual. No chapter can be successful without the support and involvement of the individuals of the chapter. However, no chapter can be successful as long as its individuals act as individuals.

Does this sound like a contradiction? Well, it's not. One of the primary goals of the MCA is to teach you how to submerge yourself into a group (team) and yet maintain your own identity. We can accomplish more by working as a team and combining our energies and talents than we can accomplish individually.

You, as a member of the team, have the responsibility to be honest and sincere in your relationships with other members and to approach each task with a determination to perform it in the most efficient manner possible and at the highest possible standard.

Members must recognize their individual importance and the importance of all other members in accomplishing personal and chapter goals. The spirit of cooperation and positive attitude among the membership will create an atmosphere in which all will benefit.

From Individuals to Teams

A major goal of the association is the formation of a chapter team. A team is a group of persons united in the accomplishment of a common goal or goals. The team consists of all of the members, including the chapter advisor. In your JMG classes, you will learn problem-solving and other techniques that will help you become a team worker and leader.

As a member of this team you will also have an opportunity to learn leadership skills and put those skills into action as a chapter officer, representative, committee chair, or activity leader.

Remember. All members share responsibilities for chapter activities. When all members participate the entire chapter benefits.

Chapter Officers

The officer structure of your chapter will depend upon the Constitution and Bylaws of the chapter and the structure of the JMG program in your school. In general, chapters involving lower grades (9 and 10) will conduct chapter business through a committee structure. Chapter officers are generally elected, through planned and conducted elections, in the upper grades (11 and 12).

The officer slate generally consists of the president, four vice presidents (in charge of the four areas of the program of work), a secretary and a treasurer or combined secretary-treasurer. There may also be chapter representatives in schools with multiple JMG classes and/or grades.

Once elected, it is the responsibility of chapter officers to increase their knowledge about the JMG/MCA program and leadership skills, and use these to improve the leadership abilities of all chapter members.

Your job specialist/chapter advisor will provide you with information regarding the officer and committee structure in your local chapter and procedures to follow in selecting a leadership team.

Chapter Meetings

Chapter meetings should be scheduled on a regular basis and recorded on the school activity calendar. The schedule of meetings for your particular chapter will depend upon the structure used to bring all the classes and/or grades in your JMG program together as a functioning chapter. Your job specialist will also inform you regarding your chapter meeting schedule.

Regular meetings provide a way for chapter members to have input on all chapter decisions and activities. Members who do not attend meetings lose the opportunity to be actively involved in their local chapters.

Business of the association is planned and carried out through a program of work. A program of work sets chapter goals and charts the course for the school year. Each year the chapter should develop a plan of action with all members involved in the planning and conduct of the activities. Chapter 4.0 of this guide provides information on developing a program of work.

Volunteering

Students in the program are required to perform ten hours of service to the community

during the year. Volunteering your services provides an opportunity for you to help others, learn responsibility, gain skills and experiences to be included on your resume, learn new skills or improve skills you already have, and help make the community in which you live a better place. The best part of volunteering is that everyone benefits-- both the giver and the receiver.

Some examples of volunteering in the community are helping an elderly neighbor stack wood, helping in the school library, volunteering at the local food bank or shelter, cleaning up the school grounds, helping with recycling programs, etc. Your job specialist/advisor will also have other ideas for volunteer service and can help you develop a personal volunteer service goal.

Initiation and Installation Ceremony

The Initiation and Installation Ceremony (I&I) is an official ceremony held in the early part of the school year that gives members an opportunity to make a public declaration of their willingness to belong to the career association.

It is also a time to share this commitment with parents, relatives, teachers, members of the business community, local legislators, school board members, and others.

The procedure for planning the I&I and the division of responsibilities will depend upon the structure of the MCA chapter in your school and your local Constitution and Bylaws.

Calendar of Activities

Appendix C contains a sample Career Association Calendar of Activities. This calendar will provide a "snapshot" of the year's activities and help you be prepared to meet important dates on a timely basis. Your chapter will likely prepare a local calendar of activities, which will combine local activities with state and national activities.

In General

A program of work is a listing of activities planned for the year with responsibilities, timelines and costs. It encourages teamwork and develops leadership skills among the members. It gives members an opportunity to accept responsibility. When the school and community are involved in the activities, it also provides an excellent vehicle for public relations.

Major Goals

There are four major goals or areas in the program of work, as follows:

- **Leadership Development** provides members with a variety of experiences and activities that will help them develop valuable leadership qualities through individual and group meetings, election of officers and committee leaders, leadership training workshops and meetings with community leaders.
- **Career Preparation** prepares members for a career and employment through career awareness and preparation activities, i.e., tours, travel, career/job fairs, guest speakers, job shadowing, career development workshops and conferences, and career counseling and information.
- **Social Activities** provide members with an opportunity to gain knowledge of social graces, poise and professional etiquette through recreational activities, image-building projects, field trips, workshop presentations, and participation in school and community social and recreational programs.
- **Civic Development** provides members with an opportunity to recognize their obligations to the community through involvement in civic projects, i.e., tours of local, state and federal government offices and legislatures, involvement in “get out the vote” campaigns, community development and improvement projects, civic appearances and campaign and election activities.

Rules for Developing a Program of Work

The Program of Work (POW) should be developed at the beginning of the year and be endorsed by all members. There are several general rules that should be considered in developing the program of work.

1. Two activities should be planned for each of the four goals. Schools with multi-grade programs may divide the four goals by grade, i.e., grade 9 would develop leadership activities, grade 10 would develop civic development activities, grade 11 would develop social activities, and grade 12 would develop career preparation activities. If the goals are divided, the activities for each goal should be developed by the appropriate grade and members from other grades invited to participate in the activities.
2. Activities should be cleared by the school administration and in keeping with school policies and schedules.
3. The ability of the chapter to raise funds to cover the costs of planned activities should be considered when developing the program of work.
4. All members need to be involved in the development of the plan. When the plan is finalized, it is important that all members make a commitment to see the plan achieved.
5. The plan should provide a means for evaluating and improving chapter activities.
6. Your advisor/job specialist will aid you in developing your plan and provide you with additional tools that can help in the planning and management of activities conducted through the program of work.

Financing Chapter Activities

Fund raising projects are simply a means of creating sufficient resources to enable members to participate in and accomplish planned activities. A chapter budget should be developed to identify money needed to fund activities approved as a part of the Program of Work.

Fund raising also enables students to learn personal and job-related skills, such as budgeting, accounting basics, establishing and carrying out goals, communications, time management, being a part of a team, salesmanship and customer service. Your advisor can provide you with information about possible fund raising activities. Some examples are: selling a product or service, sponsoring a Haunted House during Halloween, wrapping gifts at a local mall, sponsoring a car wash, running a food booth at a community function, etc.

DUTIES AND RESPONSIBILITIES OF CHAPTER OFFICERS

5.0

Officers or Committee Structure

Some chapters, especially those with members in the lower grades, may operate through a committee structure rather than with a slate of officers. Your local Constitution and Bylaws will provide information on the structure selected by your chapter and your slate of officers.

In General

Every officer or committee chairperson/coordination should have a genuine interest in being part of a leadership team and be able to lead by example and motivate other members. All officers have some duties and responsibilities in common. Each officer should:

- become familiar with the chapter constitution and bylaws, official ceremonies, and rules for conducting a meeting.
 - conduct him/herself in a manner that reflects credit upon the chapter.
 - be open-minded and willing to listen to the opinions of others.
 - respect the rights and dignity of other members.
 - accept responsibility and do his/her share of the chapter work.
 - communicate effectively and seek the opinions of others. Leaders offer praise when deserved.
 - show initiative in getting the work done.
 - work to develop the leadership capabilities of all members.
 - coordinate and communicate with the chapter advisor.
 - become informed on matters which concern the chapter.
- In addition to the qualities of a leader listed above, there are specific qualities and duties that relate directly to each office, as follows:

Duties of the President

- Preside over meetings in accordance with the accepted rules of the organization.
- Serve as the official representative of the chapter.
- Coordinate the activities of the chapter and keep in touch with the chapter advisor, committee chairpersons and Executive Committee regarding the progress of activities planned through the program of work.
- Coordinate and guide the efforts of all chapter officers and committees.
- Appoint committees and serve on them as an ex-officio member.

Duties of the Vice President (or Coordinator) for Leadership Development

- Assume the duties of the chapter president if it becomes necessary.
- Assist the chapter president, as requested, in the conduct of his/her duties.
- Preside over meetings of the leadership development committee.
- Coordinate leadership development activities as outlined in the program of work.

Duties of the Vice President (or Coordinator) for Social Activities

- Assume the duties of the chapter secretary if it becomes necessary.
- Preside over meetings of the social activities committee.
- Help plan and coordinate social activities as outlined in the program of work.

Duties of the Vice President (or Coordinator) for Career Preparation

- Assume the duties of the chapter treasurer if it becomes necessary.
- Preside over meetings of the career development committee.

- Help plan and coordinate career development activities as outlined in the program of work.

Duties of the Vice President (or Coordinator) for Civic Development

- Preside over meetings of the Civic Development committee.
- Help plan and coordinate Civic Development activities as outlined in the program of work.
- Take responsibility for chapter publicity, including preparing and distributing news articles and releases, coordinating public displays or presentations, and keeping a file of newspaper clippings and publicity received by the chapter.

Duties of the Secretary

- Assist the president in preparing the agenda for each chapter meeting.
- Prepare and present the minutes of each meeting.
- Notify members of meetings.
- Attend to chapter correspondence and maintain appropriate records, i.e., constitution and bylaws, annual program of work, etc.
- Maintain membership attendance records and issue membership cards and other materials.

Duties of the Treasurer

- Maintain accurate fiscal record for the chapters, including treasurer's reports (i.e., bank statements, budget, statements of income and expenditures) on a timely basis.
- Receive and deposit funds (as established by school policy). Your local Constitution and Bylaws may allow for appointment of committees, such as Finance Committee, Fund Raising Committee, etc. If so, the duties of a committee chairperson and committee secretary should include:

Duties of a Committee Chairperson/Coordinator

- Preside over committee meetings.
- Coordinate activities as outlined in the program of work.
- Prepare and present committee reports.
- Demonstrate an interest in the duties and activities of the particular committee on which he/she serves.
- Evaluate the effectiveness of the committee.

Duties of a Committee Secretary/Recorder

- Assume the duties of the committee chairperson/coordinator if it becomes necessary.
- Record committee business.
- Notify committee members of meetings.

Duties of the Advisor

- guide the members in planning and carrying out the program of work.
- help members and officers to develop their leadership capacity and provide leadership growth opportunities.
- serve as an ex-officio member of the executive committees.
- represent the school and community rules and regulations and assure that chapter members know and respect those rules in conducting the activities of the chapter.

In General

Member interest and participation in chapter activities depend upon well-planned, regularly scheduled chapter meetings.

Order of Business

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order.

1. Call to order
2. Pledge of Allegiance
3. Reading and approval of previous minutes
4. Reports of officers and committees
5. Unfinished business
6. New business
7. Program
8. Adjournment

Rules for Conducting Meetings

Each chapter should have an established order of business and procedure for the conduct of meetings. These procedures should enable the members to conduct business with efficiency, protect the rights of each individual and preserve a spirit of harmony within the group. A knowledge of parliamentary procedure will not only strengthen meetings but will provide you with a valuable tool to be used in other school and community organizations.

One method which can be used is parliamentary law, which is based largely on common sense and courtesy. Roberts' Rules of Order are a common and widely used method for conducting meetings. A short form of *Robert's Rules for Conducting a Meeting* is included in Appendix D of this guide. Your local Constitution and Bylaws may specify rules for conducting your meetings.

In General

One of the most unique activities of your JMG/MCA experiences will be the opportunity to participate in competitive events. These events provide a way for individual members and chapters to compete and be recognized for accomplishments in the instructional program and leadership activities. Competitive events are fun simulations of real life experiences. Awards are presented at the state level and may be presented at the local or regional level.

Brief Summary of Events

Events at the state level for individuals are: decision-making, employment preparation, life skills math, public speaking, electronic presentation and slogan/poster. Individual competition is available at two levels: non-senior for sophomore or junior students, and senior for senior students. Events available for chapters are: chapter manual of the year, chapter banner, talent and chapter civic activities. Fall Leadership events include theme of the year poster/slogan event (chapter) and chairman's recognition award (individual).

Your advisor has a *Competitive Events Manual* which lists all of the opportunities which are available and provides criteria and specific information for each competitive event

STATE AND NATIONAL ACTIVITIES 8.0

In General

Members are also given an opportunity to participate in several state and national activities which nurture activities learned in the classroom and through career association leadership activities.

Annual JMG Fall Leadership Conference

This one-day conference is usually held in October. It is an opportunity for officers and other chapter leaders to meet and receive team building and leadership training.

Annual JMG Career Development Conference

This two-day conference is usually held the first part of May. It is an opportunity for students in grades 10-12 and chapters to compete in state competition, participate in workshops, hear guest speakers, receive awards, and interact with JMG's Board of Directors, adult leaders in the business community, and MCA members from throughout the state.

Annual JAG National Student Leadership Conference

This three day conference is usually held during the first part of December, generally in Washington, DC. It is an opportunity for junior or senior members to participate in leadership training and awards recognition and meet other career association members from across the nation.

An annual competition is held to select the student who will attend this event. Competition specifics and qualifications are contained in the *Competitive Event Manual* available from your job specialist/advisor. Winners of this competition receive an expense-paid trip to the national conference.

Special Events

From time to time students are needed to share their experiences in the JMG program with others, including business leaders, teachers and administrators, legislators, program supporters and others. As these opportunities become available, information is sent to all advisors, who make selections of students to participate in these events.

APPENDIX

- A. Sample Chapter Constitution and Bylaws
- B. Member Commitment Form
- C. Sample Career Association Calendar of Activities
- D. Short Form of Robert's Rules for Conducting A Meeting

**CONSTITUTION AND BYLAWS OF THE _____ CHAPTER OF THE
MONTANA CAREER ASSOCIATION/JOB FOR MONTANA'S GRADUATES**

Article I - Name

Section 1. The name of the organization shall be the _____ Chapter of the Montana Career Association.

Article II - Purpose and Goals

Section 1. The purpose of this organization is to strengthen the confidence of students in themselves and in their work, assist them to graduate from high school and help them achieve immediate and life-long career goals.

Section 2. This organization is a central part of the Jobs for Montana's Graduates program (JMG).

Section 3. The four goals of this organization are: leadership development, career preparation, social activities, and civic development.

Article III - Organization

Section 1. The Montana Career Association is the organization of, by and for students enrolled in Jobs for Montana's Graduates or for graduates of the JMG program.

Section 2. The Montana Career Association consists of chartered chapters, each operating in accordance with a charter granted by Jobs for Montana's Graduates.

Article IV - Membership

Section 1. Membership in the association shall be of three kinds: active, honorary and alumni.

Section 2. Active. A participant in a Jobs for Montana's Graduates program shall be considered an active member of the association. An active membership affords the privileges of participating in program activities, competitive events, voting, and running for and holding elected office.

Section 3. Honorary. Honorary membership may be bestowed on school superintendents, principals, teachers, board members, chapter advisors, business persons and others who are advancing the goals and purposes of the association.

Honorary membership is limited to Honorary Chapter Membership at the local level and Honorary State Membership at the state level.

Section 4. Alumni. Former active members who have completed an accredited JMG program and

are in good standing with their former program may join as alumni members. They have all the rights and privileges of active members except the right to vote, hold elective officer, or enter competitive events except those specifically designated for alumni members.

Article V - Officers

Section 1. The elected officers of the chapter shall be:

President
Vice President for Leadership Development
Vice President for Career Preparation
Vice President for Social Activities
Vice President for Civic Development
Secretary
Treasurer

Section 2. Nominations for all officers must be seconded. The nomination is not binding until the person nominated accepts the nomination.

Section 3. Officers shall be elected annually by a majority vote of the members assembled at the election meeting and will serve for that school year.

Section 4. Voting will be conducted by secret ballot. The ballots will be counted by the job specialist. Only the winners will be announced. Actual numbers will not be announced.

Section 5. Duties of each officer will be as described in the bylaws.

Article VI - Committees

Section 1. The president shall appoint two *standing committees* annually; the Finance Committee, which will review the year-end financial report; and the Fund Raising Committee, which will be in charge of fund raising activities for the year. Special committees will be appointed as needed.

Section 2. All members of the association must serve on at least one committee during the year.

Section 3. Each committee will be required to give a report of its activities at the regular chapter meeting.

Article VII - Voting

Section 1. All voting for the chapter will be through majority rule using parliamentary procedures.

Article VIII - Removal From Office

Section 1. An officer may be removed from office for poor performance. An officer not

performing his/her job will be given a verbal warning by the president and/or job specialist and given two weeks to improve. If no improvement is seen, a special election will be called by the president and/or job specialist and a secret ballot vote taken on whether the officer should retain his/her position or the officer may choose to resign. Removal from office does not mean removal from the program.

Article IX - Officer Succession

Section 1. If for any reason the elected president is unable to fulfill his/her duties, the vice president for leadership development will become the president.

Section 2. If any other elected office becomes vacant an election will be held to fill that vacancy.

Article X - Meetings

Section 1. Official meetings will be held at regularly scheduled times throughout the school year with a minimum of one meeting per month.

Section 2. All meetings will be conducted according to Robert's Rules of Order and parliamentary procedure.

Article XI - Amendments

Section 1. Proposed amendments will be submitted in writing to a chapter officer.

Section 2. Proposed amendment must be accepted and will be voted on at the next regular meeting. Amendments may be adopted by a 2/3 vote of the members. Amendments become effective immediately after acceptance by the membership.

Article XII - Dues

Section 1. Annual membership dues of the chapter are \$_____ per year.

Article XIII - Emblems and Colors

Section 1. The emblem of the chapter will be the emblem adopted by the Montana Career Association.

Section 2. The official colors of the chapter will be the colors adopted by the Montana Career Association (blue and gold).

Article XIV - Chapter Advisor

Section 1. The chapter advisor will be the job specialist.

BYLAWS

Article I - Relationship to the Constitution

Section 1. The Bylaws shall be a part of the Constitution.

Article II - Duties of Officers

Section 1. President - It shall be his/her duty to preside over meetings; serve as the official representative of the chapter; coordinate the activities of the chapter; communicate with the advisor, committee chairpersons and executive committee; coordinate and guide the efforts of all chapter officers and committees; and appoint committees and serve on them as an ex-officio member.

Section 2. Vice President for Leadership Development - It shall be his/her duty to assume the duties of the president if it becomes necessary; assist the president, as requested, in the conduct of his/her duties; preside over meetings of the leadership Section 3. Vice President for Social Activities - It is his/her duty to assume the duties of the secretary if it becomes necessary; preside over meetings of the social activities committee; and help plan and coordinate social activities as outlined in the program of work.

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Section 4. Vice President for Career Preparation - It is his/her duty to assume the duties of treasurer if it becomes necessary; preside over meetings of the career preparation committee; and coordinate career development activities as outlined in the program of work.

Section 5. Vice President for Civic Development - It is his/her duty to take responsibility for chapter publicity, including preparing and distributing news articles and releases, coordinating public displays or presentations, and keeping a file of newspaper clippings and publicity received by the chapter; preside over meetings of the civic development committee; and coordinate civic development activities as outlined in the program of work.

Section 6. Secretary - It is his/her duty to assist the president in preparing the agenda for each chapter meeting; prepare and present the minutes of each meeting; notify members of meetings; attend to chapter correspondence and maintain appropriate records, i.e., constitution and bylaws, annual program of work, etc.; maintain membership attendance records; and issue membership cards and other materials.

Section 7. Treasurer - It is his/her duty to maintain accurate fiscal records for the chapter, including treasurer's reports; and receive and deposit funds (as established by school policy).

Section 8. Committee Chairperson or Coordinator - It is his/her duty to preside over committee meetings; coordinate activities as outlined in the program of work; prepare and present committee assignments and reports; demonstrate an interest in the duties and activities of the particular committee on which he/she serves; and evaluate the effectiveness of the committee.

Section 9. Committee Secretary or Recorder - It is his/her duty to assume the duties of the committee chairperson or coordinator if it becomes necessary; record committee business; and notify committee members of meetings.

Section 10. Advisor - It is his/her duty to guide the members in planning and carrying out the program of work; help members and officers to develop their leadership capacity and provide leadership growth opportunities; serve as an ex-officio member of the executive committees; and represent the school and community rules and regulations and assure that chapter members know and respect those rules in conducting the activities of the chapter.

Article III - Fiscal Year

Section 1. The fiscal year of the chapter shall be September 1 through August 31.

JMG-MCA

MEMBER COMMITMENT

I WILL CARRY OUT TO THE BEST OF MY ABILITY, THE DUTIES AND RESPONSIBILITIES OF MEMBERSHIP IN THE JOBS FOR MONTANA'S GRADUATES-MONTANA CAREER ASSOCIATION.

I ACCEPT THE PURPOSES OF THE ORGANIZATION AND PROMISE TO UPHOLD ITS IDEALS IN MY PERSONAL LIFE AND IN MY BUSINESS ACTIVITIES.

(Signature)

(Date)

**Sample
CAREER ASSOCIATION
CALENDAR OF ACTIVITIES**

August/September

Organize chapter
Adopt chapter structure, including officer
and/or committee structure
Adopt rules and set meeting schedule
Set date for Initiation and Installation
Begin developing program of work (POW)
Nominate officer candidates
Begin campaigns

October

Adopt program of work
Begin POW activities
Enter Theme of the Year Poster/Slogan Event
Elect class officers and representatives
Initiation and Installation Ceremony
Establish chapter treasury
Begin chapter fund raising activities
Begin community service activities

November

Officers attend State Leadership Conference
Continue POW activities
Continue fund raising activities
Continue community service activities
Submit nomination for JAG Leadership
Conference

December

Continue POW activities
Continue community service activities for the
holidays
Begin preparation for competitive events

January

Continue POW activities
Initiate second round of fund raising
activities
Continue community service activities
Continue competitive event preparation

February

Continue POW activities
Continue second round of fund raising
activities
Continue community service activities
Continue competitive event preparation
Make arrangements for local competitive
events

March

Continue POW activities
Continue community service activities
Continue competitive event preparation
Begin/hold local competitive events
Submit names of state conference attendees
and competitive event candidates

April

Continue POW activities
Continue community service activities
Continue competitive event preparation
Hold/finish local competitive events
Hold local awards day

May/June

Final POW activities
Attend state conference
Graduation/promotion to next grade

SHORT FORM OF ROBERT'S RULES FOR CONDUCTING A MEETING

Discussion, Debate, Decorum

NO ONE shall speak until recognized by the chair.
ONCE HAVING obtained the floor, that member shall be the only member speaking.
NO MEMBER may speak a second time to a question until every member choosing to speak has spoken.
NO MEMBER will speak more than twice to the same question.
ASKING A question or making a suggestion is not considered speaking.
THE MAKER of a motion may not speak against it, but may vote against it.
ALL DISCUSSION must be confined to the subject at hand.
THE CHAIR may not close the debate as long as any member desires to speak.

Obtaining the Floor

BEFORE a member may address the assembly or make a motion, it is necessary that the member obtain the floor - that is make an agreed upon physical gesture (such as raising his/her hand) and wait to be recognized by the chair. Recognition is to be in the form of the chair saying the member's name. No one may speak to an issue without first obtaining the floor.

Motion and Discussion

A MOTION may only be made by the person who has the floor.
BEFORE discussion, the motion must be clearly stated by the chairman.
DISCUSSION begins once a member has obtained the floor and when a member has yielded the floor, he may not speak again on the same subject if there is another member who has not previously spoken and wishes to speak on that subject.

Voting

ONCE THE chair has determined that discussion has ended the chair should inquire if the assembly

is ready to put the question to a vote.

THE CHAIR repeats the motion clearly and says, "All those in favor, signify by raising their right hand." "Those opposed, signify by raising their right hand."

A MAJORITY is sufficient for the adoption of any motion.

THE CHAIR must immediately announce the result.

A MEMBER may change his vote before the results have been announced but not after.

WHEN THERE is a tie vote the motion fails unless the chair votes in the affirmative.

THE CHAIR only votes in case of tie.

Modification or Withdrawal of a Motion

THIS IS generally left to the individual assembly. The rule adopted by Congress is that any motion may be withdrawn or modified by the member making the motion at any time before it is voted on.

Point of Order

IF A member disagrees with a decision that has been made, he may take point of order by stating, "I appeal the decision of the chair."

THE APPEAL must be seconded.

THE CHAIR then states, "Shall the decision of the chair stand as the judgment of the assembly? A vote is taken. A tie or majority sustains the decision.

To Table an Issue

AT ANY point a member in possession of the floor may move to table an issue. If seconded, this must be voted on immediately with no discussion. Once tabled, the subject cannot be re-discussed without a majority vote by the assembly.

Closing the Meeting

IT IS suggested that a time for adjournment be set in advance. Otherwise a motion to adjourn may be made by anyone holding the floor.