PREFACE

The Board of Trustees (hereinafter referred to as "Board") for the Maryland Chapter, Brotherhood of the Jungle Cock (hereinafter referred to as "Chapter," "Parent Chapter" or "BOJC") has authorized publication of this BOJC Policy Manual to guide and facilitate Chapter management.

The Chapter's Articles of Incorporation, Bylaws and the Recorded Minutes of Board meetings serve as the points of reference for the policy statements included in this document. In some instances where an entry from one of these references has been duplicated in this manual, the text of the version in this document may differ from the original. The meaning and intent of the two versions will, however, be consistent.

To make this manual more "user friendly," its CONTENTS have been organized employing broad subject headings and sub-headings.

The policy statements contained in this document may be modified by the Board in response to changing conditions. Notices describing such changes will be automatically distributed to manual holders known to the Chapter Secretary.
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THE CHAPTER

• Introduction
  
The Board of Trustees for the Maryland Chapter, Brotherhood of the Jungle Cock (hereinafter referred to as "Board") has authorized the publication of this Policy Manual. The entries in this manual are statements of Chapter policy and amendments to these statements must be approved by a quorum vote of the Board.

• Title
  
The Chapter's principal office shall be in Maryland.

• Duration
  
The Chapter's duration shall be perpetual.

• Operations
  
The Chapter may conduct operations wherever specified by the Board.

• Campfire
  
The Chapter may authorize and have a "Campfire" in Maryland at such time and place as the Board may determine.
ORGANIZATION

- Structure

  Board of Trustees
  Executive Committee (Council of Past Presidents)
  President
  Executive Vice-President
  Secretary
  1st Vice-President
  2nd Vice-President
  3rd Vice-President
  4th Vice-President
  5th Vice-President
  Treasurer

BOARD OF TRUSTEES

- Creation

  A Chapter Board of Trustees is created.

- Functions

  The Board shall be the principal management body for the Chapter and shall approve the adoption of new Parent Chapter policy or the repeal or modification of existing policy, manage property and exercise all of the powers of the Chapter.

- Chairperson

  The most recently retired Chapter President shall serve as the Board's Chairperson.

- Trustees

  1. Board membership shall be limited to no more than fifteen (15) Trustees of which one (1) each may be from Chapter states other than Maryland with the remainder being Maryland Chapter members except that in any event a majority of the Trustees shall be from Maryland.

  2. Trustees shall be elected by the Members by majority vote at the Member Campfire meeting, and each trustee shall be elected to hold office for a one (1) year term or until the Trustee's successor shall have been duly chosen and qualified or until the Trustee shall have resigned or shall have been removed.
3. If the office of any Trustee or Trustees becomes vacant by reason of death, resignation, retirement or disqualification, or otherwise except by removal from office, a majority of the remaining Trustees, although less than a quorum, shall choose a successor or successors who shall hold office for the unexpired term in respect to which such a vacancy or vacancies occurred or until the next election of Trustees.

- **Board Meetings**

1. The first meeting of any duly elected Board shall be held in Maryland immediately after the Member Campfire meeting. Notice of the Board's first meeting shall be necessary to all Trustees in order legally to constitute a meeting.

2. Additional meetings of the Board may be held at such time and place in Maryland as shall be called by the Executive Committee, Board Chairperson or President.

3. At all meetings of the Board, a majority of the Trustees shall be necessary, and a majority of those present must be from Maryland to constitute a quorum for the transaction of business. If a quorum shall not be present at any meeting of the Board, the Trustees present thereat may, by a majority vote, adjourn the meeting without notice other than an announcement at the meeting until a quorum shall be present. Each Trustee shall be entitled to one (1) vote.

4. At any Board meetings subsequent to its first meeting, any Trustee may, by vote of a majority of the Trustees entitled to vote, be removed from office and another be appointed in the place of the person so removed, to serve for the remainder of the person's term.

5. At its first meeting after a Member Campfire meeting, the Board shall elect, by majority vote, a Chapter President, an Executive Vice-President, one (1) or more Vice-Presidents, a Secretary and a Treasurer or a Secretary-Treasurer, none of whom need be members of the Board.

- **Policy Proposals**

  Major policy proposals requiring Board approval must be submitted to the Board in writing at least thirty (30) days in advance of any scheduled action by the Board.

**EXECUTIVE COMMITTEE**

- **Creation**

  An Executive Committee is created.
- **Functions**

  In the absence of time or the existence of other conditions preventing timely action by the Board, the Executive Committee shall have and may exercise all the powers of the Board in the management of the business and affairs of the Chapter. In the absence of a member or members of The Executive Committee, the members thereof present may appoint a Maryland member or members from the Council of Past Presidents to temporarily act in the place or places of such absent Executive Committee member or members.

- **Members**

  The members of the Executive Committee shall include the Executive Vice-President as Committee Chairperson, two (2) Maryland members of the Chapter Council of Past Presidents designated by the Council Chairperson, two (2) members of the Board designated by the Board's Chairperson, and the Chapter President and Chapter Treasurer as ex officio members.

- **Records**

  The Executive Committee shall keep minutes of its proceedings and shall report the same to the Board at the Board meeting next succeeding, and any action by the Executive Committee shall be subject to revision or alteration by the Board, provided that NO rights of third persons shall be affected by any such revisions or alterations.

**COUNCIL OF PAST PRESIDENTS**

- **Creation**

  A Council of Past Presidents is created.

- **Functions**

  The Council of Past Presidents as a whole, and any members thereof shall provide advice and assistance to the Board and others on matters related to Parent Chapter policies, programs and activities.

- **Members**

  The Council shall consist of all Chapter Past Presidents.
OFFICERS

1. General - The Officers of the Parent Chapter shall be elected by the Board and shall be a President, an Executive Vice-President, one (1) or more Vice-Presidents, and a Treasurer or a Secretary-Treasurer. The Board may also choose one (1) or more Assistant Secretaries and one (1) or more Assistant Treasurers or one (1) or more Assistant Secretary-Treasurers. The Executive Vice-President or the Secretary and the Treasurer or the Secretary-Treasurer shall be residents of the State of Maryland. Any two (2) offices, except those of President, Executive Vice-President and First Vice-President, may be held by the same person but NO officer shall execute, acknowledge or verify any instrument in more than one (1) capacity, if such instrument is required by statute or by the Bylaws or by resolution of the Board to be executed, acknowledged or verified by any two (2) or more officers.

2. Except as may otherwise be determined by the Board through the adoption of a Special Resolution, the Trustees shall, at their first business meeting, designate members to fill the Chapter offices of President, Vice-Presidents 1 through 5, Executive Vice-President, Secretary and Treasurer employing the guidance specified below.

The Chapter offices of President and Vice-Presidents 1 through 4 shall be filled by automatic progression with the Chapter's incumbent Vice President becoming President and with incumbent Vice-Presidents 2 through 5 each succeeding to the next higher office.

The Offices of the 5th Vice-President, Executive Vice-President, Secretary and Treasurer shall be filled by Members elected by a quorum vote of the Trustees present or represented by proxy at the meeting.

3. Terms - The officers of the Chapter shall hold office for one (1) year and until their successors are chosen and qualify in their stead. Any officer chosen and appointed by the Board may be removed at any time by the affirmative vote of a majority vote of the whole Board. If the office of any officer becomes vacant for any reason, the vacancy shall be filled by the Board.

4. President - The President shall be the Chapter's Chief Executive Officer. The President shall preside at all Member meetings and shall have general and active management responsibility for the business of the Chapter, and shall see that all orders and resolutions of the Board are carried into effect. The President shall also be an ex officio member of the Executive Committee.

The President shall execute in the corporate name all authorized deeds, mortgages, bonds, contracts, or other instruments requiring a seal, under the seal of the corporation, except in cases in which the signing or execution thereof shall be expressly delegated by the Board to some other officer or agent of the Chapter.
5. Executive Vice-President - The Executive Vice-President shall, in the absence or disability of the President or by delegation from the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board shall prescribe. The Executive Vice-President may be designated by the Board to exercise alone the powers of the Executive Committee where time or other conditions prevent the Board or Executive Committee from acting in a timely manner.

6. Vice-Presidents - The Vice-Presidents in order of their seniority shall, in the absence or disability of the President or the Executive Vice-President, perform the duties and exercise the powers of the President, and shall perform such other duties as follows:

- **1st Vice President**
  a) Secure Saturday Night Amphitheater Program Speaker
  b) Organize the Saturday Night Amphitheater Program with the Campfire Committee

- **2nd Vice President**
  a) Assist the Chairman of the Sponsors Committee
  b) Provide up-to-date copies of Officers and Trustees handbook to new Trustees and provides copies of updated information to existing trustees by the October Meeting (contact Chairman of the Bylaws Committee or Executive VP for information to complete the task)

- **3rd Vice President**
  a) Obtain articles for the Jungle Cock Newsletter. Articles should be requested from the President, Executive Vice President, Treasurer, Council of Past Presidents, Committee Chairman, Historian, Chapter Representatives and others. Copies shall be delivered to the Publication’s Program Director by December 1st of each year
  b) Assist the Chairman of the Graduate Program Committee

- **4th Vice President**
  a) Assist the Chairman of the Education Committee by visiting classes at the Annual Campfire and making written recommendations to the Chairman and Instructor Codre for changes in program or schedule

- **5th Vice President**
  a) Assist the Chairman of the Monument/Pond Committee in the maintenance and improvement of monuments and ponds and in the supervision of activities at ponds during the Annual Campfire
  b) Assist with the Good Friday Work Party
7. Secretary - The Secretary shall attend all meetings of the Board and all Member meetings and record all votes and the minutes of all proceedings in a book to be kept for that purpose and shall perform the like duties for the Executive Committee. The Secretary shall give, or cause to be given, notice of all Member meetings and all meetings of the Board, and shall perform other duties as may be prescribed by the board or President or Executive Vice-President, under whose supervision the Secretary shall be.

8. Treasurer - The Treasurer shall have the custody of Chapter funds and securities and shall keep funds and accurate accounts of receipts and disbursements in books belonging to the Chapter and shall deposit all moneys and other valuable effects in the name and to the credit of the Chapter in such depositories as may be designated by the Board.

The Treasurer shall disburse the funds of the Chapter as may be ordered by the Board, taking proper vouchers for such disbursements and shall render to the President and the Board, at the annual meetings of the Board, or whenever required an account of all transactions as Treasurer and of the financial condition of the Chapter.

An annual audit of the Chapter's financial records shall be performed by a three (3) Member Committee appointed by the President with the results of the audit being presented to the Board.

If required by the Board, the Treasurer shall give the Chapter a bond, the cost of which shall be borne by the Chapter, in such sum and with such surety or sureties as shall be satisfactory to the Board for the faithful performance of the duties of the Treasurer and for the restoration to the Chapter, in case of the Treasurer's death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in the Treasurers possession or under his control belonging to the Chapter.

Treasurer shall keep in safe custody the seal of the Chapter and, when authorized by the Board, affix the same to any instrument requiring it.

9. Secretary-Treasurer - if a Secretary-Treasurer be named, the Secretary Treasurer shall exercise all of the powers and duties of the Secretary and the Treasurer.

- Other

The Board may appoint and remove such other officers and agents as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined by the Board. The Board may authorize the Executive Committee or any officer to appoint or remove subordinate officers and prescribe the duties thereof.

MEMBERSHIPS

- Types

1. Any individual, regardless of sex, color, creed, religion or national origin who is in any way interested, directly or indirectly, in fostering the objectives and purposes of the Parent Chapter may, with sponsorship of a Member, apply for Regular Membership.
2. The Executive Committee shall review and act on Regular Membership Applications.

3. By submittal of a Life Membership Application; its approval by a quorum vote of the Board and the payment of an amount in cash, or an equivalent amount of property or services specified in a resolution adopted by a quorum vote of the Board, any Member may become a Chapter Life Member.

4. The Board may, by a resolution adopted by a quorum vote, designate Parent Chapter Honorary Members.

- Privileges

1. After having been accepted as a new member in good standing, a member may be extended an invitation to the annual campfire. An invitation does not automatically allow for attendance. All members attending camp must sponsor a boy between the ages of 6 and 18, or until completing high school, with the following exception:

   - Young Members in good standing, between the ages of 18 and 25, who are either actively assisting in camp duties delegated by the Campfire Committee, or assisting in the Education Program as instructors, may attend camp without sponsoring a boy, but may not attend as a sponsored boy. The initial membership fee requirement – first year’s dues – will be waived for this group of new Young Members.

   Sponsored boys younger than 8 may not participate in the Instructional Program. They would be part of an Early Learner program which provides a structured and supervised environment designed to prepare them for the Instructional Program.

2. Except as specified by the Board, Members may avail themselves of the facilities of the principal and other Chapter offices and attend all annual and special Member meetings and annual and extraordinary Board meetings, and, subject to the rules of such meetings, have the privilege of the floor.

3. For purposes of conducting Parent Chapter business requiring action by the entire membership, all Members, excluding Honorary Members, shall be entitled to one (1) vote each.

- Resignation/Termination

1. The resignation of a Member shall NOT be accepted unless notice in writing shall have been given to the President and all Member dues and other obligations to the Chapter have been paid in full.
2. Any membership in the Parent Chapter may be terminated by a two-thirds (2/3) vote of the entire membership of the Board at any Board meeting; provided that a similar vote of the Board shall first find that the Member has violated some provision of the Bylaws or that such membership is prejudicial to the best interest of the Chapter; provided further, that the member in question shall have the opportunity upon notice of at least thirty (30) days to show cause why such membership should NOT be terminated as provided in this section. Upon such termination, Member dues paid for the current year shall be returned.

- Member Meetings

1. A Member meeting shall be held at the Chapter's annual Campfire.

2. At their Campfire meeting, Members shall elect Board Trustees and may transact such other business as may be properly brought before the membership.

3. At all Member meetings, Members present in person or by proxy, shall be sufficient for the transaction of business.

4. The votes of a majority of Members present or represented at any Member meeting shall be sufficient to elect and pass any measure, unless the measure is one upon which by express provision of the statutes or of the charter or of these Bylaws, a different vote is required, in which case such express provision shall govern and control the passage of such measure.

5. At any Member meeting, every Member having the right to vote shall be entitled to vote in person or proxy, appointed by an instrument in writing subscribed by such Member or by his duly authorized attorney, but no proxy which is dated more than three (3) months before the meeting at which it is offered shall be accepted, unless such proxy shall, on its face, name a longer period for which it is to remain in force.

6. Special Member meetings may be called by the Board, Executive Committee or President.

COMMITTEES

- Standing Committees

1. The Board may establish "Standing Committees" for the purpose of achieving Chapter goals and objectives.

2. There shall be six (6) Standing Committees titled as below.

   - Education
   - Bylaws
   - Nominating
   - Sponsors
   - Graduate Program
   - Monument/Pond
3. The President shall recommend the appointment of Members to serve as Standing Committee Chairperson.

4. The Board shall appoint Standing Committee Chairpersons.

5. Individual Standing Committee Chairpersons shall have the General and Specific responsibilities as assigned by the Chapter President.

6. Standing Committee Chairpersons shall serve an initial term of four (4) years.

7. Upon recommendation of the President and approval of the Board, Standing Committee Chairpersons may be reappointed.

8. The appointment or reappointment of Standing Committee Chairmen shall be considered by the President and Board in accordance with the schedule specified below.

   October, 1996 - Chairpersons, Nominating and Education Committees
   October, 1997 - Chairpersons, Monument/Pond and Sponsors Committee
   October, 1998 - Chairpersons, Graduate Program and Bylaws Committees

- Temporary Committees

   The President may create "Temporary Committees" and designate Temporary Committee Chairmen where this action is necessary to respond to operating or management requirements.

COMMUNICATION

- Notices

1. Whenever under the provisions of the statutes or of the Charter or of these Bylaws, reasonable advance notice is required to be given to any Trustee or Member, it shall NOT to be construed to mean Personal notice, but such notice may be given in writing, by mail, addressed to such Trustee or Member at his address as it appears on the records of the Chapter, with postage thereon prepaid, and such notice shall be deemed to be given at the time when the same shall be thus mailed.

2. Reasonable advance written or printed notice of Member meetings shall be served upon or mailed to each Member entitled to vote at the meeting.

3. Written or printed notice of a Special Member meetings, stating the place, day and hour of such meeting, and the business proposed to be transacted thereat, shall be served upon or mailed to each Member entitled to vote at the meeting.
4. No business shall be transacted at a Special Member meeting except that specifically named in the notice.

5. Written or printed notice of a Special Member meeting, stating the place, day and hour of such meeting, and the business proposed to be transacted thereat, shall be served upon or mailed to each Member to vote at the meeting.

6. Notice of the place and time of every extraordinary Board meeting shall be served on each Trustee.

7. No notice of the time, place or purposes of any Member or Board meetings whether prescribed by statute, by the Charter or by these Bylaws, need be given to a Member or Trustee who, in writing executed and filed with the records of the meeting either before or after the holding thereof, gives such notice.

- **Publications**

  All the Members shall be entitled to receive the regular publication of the Chapter, including the BOJC Newsletter.

- **Advertisements**

  The Chapter shall not develop, adopt or implement a formal program to advertise itself or its activities.

**ADMINISTRATION**

- **Dues**

  1. The dues for all Members shall be set by the Executive Committee, subject to approval by a quorum vote of the Board, and be payable in advance.

  2. Except where specified in a resolution adopted by a quorum vote of the Board, the annual dues of all Members shall be due on January 10th of each calendar year.

  3. Chapter Honorary and Life Members shall NOT be assessed annual dues.

- **Financial Disbursements**

  1. The Chapter fiscal year shall begin the first day of January in each year.
2. All checks, drafts and orders for payment of money, notes and other evidence of indebtedness, issued in the name of the Parent Chapter shall be signed by such officer or officers as the Board may from time to time designate.

3. The use of Chapter funds shall be approved by the Board.

- Salaries

Chapter Trustees, Officers and agents designated by the Board, shall NOT receive any stated salary for their services but nothing herein contained shall be construed to preclude any Trustee, officer or agent from serving the Chapter in any capacity and receiving compensation and expenses thereof.

- Corporate Seal

The Parent Chapter's Corporate Seal shall have inscribed thereon the name of the Chapter, the year of its organization and the words "Corporate Seal, Maryland."
The Board may authorize one (1) or more duplicate seals and provide for the custody thereof.

- BOJC Chapter Assistance

To the extent approved by the Board, assistance, guidance and other support may be provided to others attempting to establish and operate BOJC Chapters.

- Bylaw Amendments

Provided notice of the proposed alteration or repeal is contained in the notice of such meeting, the Chapter's Bylaws may be altered or repealed at any membership meeting by the affirmative vote of two-thirds (2/3) of the Members entitled to vote at such meeting and who are present or represented by proxy thereat.