

# JAGCA

JAG CAREER ASSOCIATION

## Policies & Procedures HANDBOOK



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# I. Organizational Structure

## A JAGCAreer Association

The JAGCAreer Association (JAGCA) is a member-led organization committed to empowering its members with the skills and support to succeed in education, employment, and life. Members are participants enrolled in programs affiliated with Jobs for America's Graduates, a 501(c)(3) federally tax-exempt, non-profit corporation.

The JAGCA provides a unique program of leadership, personal, and professional development to enhance the program experiences of JAG participants in middle schools, high schools, out-of-school programs, and postsecondary institutions. Participation begins at the local level where every JAG participant is automatically enrolled in the local Career Association. JAG Affiliates have the opportunity to offer affiliate CA programs, and all members can participate in JAGCA National events.

JAG National oversees JAGCAreer Association programming. The JAG affiliate Career Associations are run by JAG Affiliates and the local JAG programs serve as JAGCA Chapters. JAG Specialists provide a dual role in a JAG program serving as the instructor as well as the JAGCA Chapter Advisor.

## B Affiliate JAGCAreer Associations (JAGCAs)

- The Affiliates will incorporate the JAGCA programming into their JAG Model implementation. Activities may include but are not limited to; officer elections, Leadership Development Conferences, Legislative Day, Career Development Conferences, Service Projects, implementing a Plan of Work, etc. Members from local JAGCA chapters are encouraged to participate in affiliated CA programming.
- Process for establishment:
  - Affiliate leaders contact the JAGCA National Advisor for information on how to establish a local JAGCA program.
  - JAGCA affiliate Bylaws will be maintained by the JAG National CA Advisor.
  - JAG affiliate Career Associations may incorporate middle school, secondary schools, out-of-school, and postsecondary divisions.
  - JAG affiliate Career Associations should regularly monitor local JAGCA chapters to ensure they incorporate the JAGCA brand and mission.
  - Each JAGCA chapter shall have one local advisor on record.
- Support provided to JAGCA affiliate Career Associations:
  - Consultation in start-up activation and activities of the JAGCA affiliate Career Association will be provided by the JAGCA National organization upon request.
  - Training will be through JAG's Learning Management Systems and National Faculty.
  - Guidance to ensure a successful launch will be provided upon request.

## **Elected National Officers**

The JAGCA elected officers:

- Are specified in the JAGCA Bylaws in Article IV, Section 1.
- Will hold a one-year term. As a national JAGCA officer, each member may be asked to speak about JAGCA and its activities; and the officers serve as a spokesperson or “ambassador” for the program.
- The President-elect will be promoted to President in the second year of service.

## **Expectations of National JAGCA Elected Officers**

The expectations of the JAGCA Elected Officers are to:

- Provide guidance, leadership, and motivation to all JAGCA members.
- JAGCA National Officers will be responsible for representing the views of all JAG State Affiliate CA members.
- Handle correspondence, projects, and assigned duties professionally and on time.
- Prioritize existing educational and employment commitments.
- Provide monthly updates to the JAGCA National Officer Advisor.
- Wear official JAGCA attire at official functions. Travel processes will be discussed and approved by the National Officer Advisor.
  - *Note:* If a chaperone is requested to travel with the national officer due to school policy, expenses incurred by that chaperone are the responsibility of the School and/or Affiliate. The JAGCA National Officer Advisor must be informed of the additional chaperone before the event.
- JAG National pays expenses in advance for all officer-related travel whenever possible. This includes flights, per diem, lodging, and meal accommodations.
- Reimbursement of expenses: Elected officers will be reimbursed for any approved expenses by the JAGCA National Officer Advisor while carrying out their duties. Each national officer may receive a travel and expense report to document reimbursements. Receipts are required for reimbursement.
- JAGCA National Officers will receive two payments for actively participating in official business on behalf of JAG National. Review the JAGCA Career Association Officers Travel and Payment Policy for additional details.

Expenses that will be approved by the JAGCA National Officer Advisor:

- Vehicle mileage to and from the site, up to the amount of the lowest quoted airfare. A mileage claim may be submitted. Airfare must be booked with a JAG National travel agent.
- JAGCA Officers will receive the meal per diem rate (\$60 for the full day and \$30 for the half day) ahead of travel.
- Transportation such as taxis, Uber, airport shuttles, etc.
- Long term airport or venue parking.
- Hotel room (See PM 23-01).
- Other approved expenses must be approved before purchase with JAGCA National Advisor.

## **National CA Officer Duties**

The duties of each elected JAGCA officer:

### **National President**

The JAGCA National President will preside over and conduct all national officer meetings and the annual Business Session held in conjunction with the National Career Development Conference, serve as a member of the JAGCA Executive Council, make committee appointments, as needed, develop a Plan of Work in collaboration with other JAGCA officers to implement during the year, be available for implementation of the plan of work, promote the JAGCA and offer support to the national officer team.

### **President-Elect**

The President-Elect will conduct meetings when the National President is unavailable to serve in any capacity, and, to promote JAGCA aligned to the Plan of Work. The President-Elect will become the National President after a year of service and preparation to serve an additional year as the National President.

### **Secretary**

The Secretary will take and disseminate notes of each meeting to keep team members informed, prepare minutes of the annual Business Session in conjunction with the Annual National Career Development Conference, and keep the National President informed of team member activities.

### **Parliamentarian**

The Parliamentarian ensures that the meetings are conducted aligned to *Robert's Rules of Order, Newly Revised*; advises the National President on parliamentary procedure during national officer meetings and conferences, ensures that election procedures follow proper protocol, and promotes that JAGCA local chapters use proper parliamentary procedure when conducting business.

## **JAGCA Officer Candidate Examination**

JAGCA officer candidates are required to pass the JAGCA examination. The examination content will be included in the JAGCA officer application packet published before the election process. The exam will include general leadership and career knowledge as well as parliamentary procedure information. The passing score on the examination is 80 percent.

During the application process, candidates will be interviewed by a Nominating Committee and then slated for the office identified by the committee based on the skills exemplified during the interview.

NOTE: All candidates must be active members of their local and affiliate Career Association to run for office. Alumni will not be considered for a National Officer position unless completing a National Officer term.

## Required Documents for JAGCA Candidacy

The following items are required for eligibility to become a JAGCA National Candidate:

- Candidate application
- A signed nomination form listing all JAGCA state and local offices held.
- A transcript or verified record of academic support from the current school year
- A statement of support with signatures from the JAGCA Local Advisor, School Principal or program administrator, Affiliate Advisor, parent or legal guardian (if under 18 years of age)
- A signed travel policy
- Resume
- Essay

## Nominating Committee

The nominating committee interviews the national officer candidates and slates them for the office most appropriate to their skill sets showcased in the interview.

- The National President-Elect presides over the Nominating Committee during the interview process.
- A nominating committee composed of a combination of non-candidate affiliates from the following:
  - Middle school
  - Secondary
  - Out-of-school
  - Postsecondary
  - State Advisors from a non-candidate state
  - An industry representative/ employer
  - A JAG National Board Member

**Note:** If no representatives from the categories above are available to serve on the nominating committee, two individuals from non-candidate affiliates will be selected to serve in this role.

If there are applicants from every Affiliate, it will be up to the JAG National Advisor to select a balanced committee.

- The Nominating Committee will interview qualified candidates and select up to four candidates for each of the three offices: President-Elect; Secretary; and Parliamentarian.

## Term of Office

National officers shall be elected by a ballot at the annual National Career Development Conference to serve a one-year term or until their successors are selected. In the event a majority vote is not secured by a candidate, a run-off will be held between only the two candidates with the most votes.

In the case of a tie, the two highest scoring candidates of that office will have the opportunity to provide a 1-minute statement about why they should be elected. There will be a revote until a majority is reached. Terms of office shall begin immediately after the annual NCDC when officers are elected. Officers may only serve for one term (except for the President-Elect).

### Vacancies

In the event of a vacancy in the Office of the President, the President-Elect shall succeed to the office. In consultation with the National Officers and National Officer Advisor, other vacancies in offices may be filled by appointment by the officer team and a Special Nominating Committee.

### Officer Removal

An Officer may be removed from their position:

- If they miss three (3) consecutive monthly reports and two (2) planning meeting calls, that officer shall resign or go before a committee that is created by the National CA Officer Advisor.
- If an officer violates the code of conduct (signed and submitted in the application process)
  - **NOTE:** If the decision is to remove an officer, they may appeal the decision by writing a letter to the JAG Senior Leadership Team and JAG National President who will make a final decision on the result of the appeal.



## JAGCAreer Association Divisions

### Middle School

The Middle School Division shall be composed of middle school students who are enrolled in a JAG Middle School Program (grades 6-8) and are active members in the local JAGCA Chapter.

### Postsecondary

To be eligible for membership in a chartered JAGCA Postsecondary chapter, a member must be a participant in a postsecondary educational program and active in the local JAGCA chapter.

### Out-of-School

The Out-of-School Division is made up of participants who are working on pursuing a GED or high school equivalency through an Out-of-School Program and are active members of the local JAGCA Chapter.

### Secondary

The Secondary Division consists of students enrolled in a JAG Program in grades 9-12 and are active members of a local JAGCA Chapter. Multiple JAGCA Chapters can be organized by programs serving Senior Year Only, Multi-Year, or Alternative Education.

### Alumni

The Alumni Division consists of former JAGCA members. Alumni Division members may not vote, make motions, hold elected office, or participate in JAGCA's National Competitive Events Program.

## II. National Officer Activities and Professional Development

### A National Career Development Conference

#### **Purpose**

The purposes of the National Career Development Conference include:

- Conducting the annual business of the JAGCA Delegate Assembly.
- Electing the JAGCA National Officers by Voting Delegates representing each JAG Affiliate.
- Providing the opportunity for participation in and recognition of leadership and skill development through the JAGCA Competitive Events Program.
- Providing employer engagement opportunities for JAGCA members to interact and learn from partnership networks.
- Providing a variety of educational and social development experiences for JAGCA members.
- Providing JAGCA members the opportunity to share common experiences through networking with other members, National Officers, Board Members, private industry, and government officials.
- Continually develop their proficiency in the JAG competencies.

#### **Finances**

- The National Career Development Conference should be self-supporting. Although within the JAG National Budget, all revenue and expenses relating to the National CDC should be intentionally recorded to determine the actual cost of the conference.
- A registration fee shall be established for the National CDC and should be based on the proposed National JAG budget for each fiscal year.
- Registration fees for the National CDC should be submitted by the JAGCA Affiliate by the registration deadline.

#### **Attendance Eligibility**

- All JAGCA members approved by their local/state affiliate are eligible to attend the National CDC, based on the capacity of the venue.
- Each JAGCA member attending will:
  - Have the written approval of a parent or guardian, except for those over age 18.
  - Have the approval of the Local and State JAGCA Advisor.
  - Have the approval of the school administration or supporting organization.

#### **Registration**

- The JAGCA Affiliate Advisor is responsible for registering the JAGCA Affiliate Delegation by the nationally established deadline.
- Local JAGCA chapters will complete a registration form and submit it to the State JAG Affiliate for approval.



- All attending participants, Specialists, Affiliate Staff, CSA, chaperones, and guests must pay the registration fee.
- Each delegate listed on the registration form must complete the national forms for the Code of Conduct and Medical Liability Release with the required signatures.

**Note:** The National CDC registration fee includes general sessions, social activities, entertainment, speakers, workshops, industry tours, media presentations, rentals, transportation, Awards Ceremony, conference insurance, registration information, conference program materials, recognition program awards, and general conference operating expenses.

### **Refund Policy**

No refunds are allowed for the National CDC after the registration period closes. Substitutions (of prepared conference delegates) may be allowed with the approval of the NCDC team before the conference. There is no guarantee that a substitution can be made for competitors after the registration deadline.

### **Hotel Registration**

- The hotel reservations must be submitted by the deadline to take advantage of the negotiated hotel room block. The hotel will release rooms on the deadline date. Those not complying with the policy may not have access to hotel rooms.
  - *Note:* JAG National strongly recommends reserving hotel rooms months in advance to avoid the room block selling out. Specific names for hotel rooms are not required to hold a reservation.
- Conference attendees must reside in approved NCDC housing.
- The JAGCA room block is available to registered delegates only.

### **Transportation**

- All transportation for conference attendees is the responsibility of the participant and/or Affiliate. This includes travel to and from home to the conference location, airport, attractions, or special events held during the conference.

### **Competitive Events, Awards, and Recognition**

- Competitive events that are offered to JAGCA members are specified in the JAGCA Competitive Events Guide. The Guide can be found on the JAGCA website. The Guide includes the following information:
  - Competitive Event Guidelines
  - Competitive Event Preparation
  - General Rules and Regulations
  - Resources
- The Awards and Recognition program is outlined in the JAGCA Competitive Events Guide.

## **Dress Code**

Professional attire is expected of all NCDC attendees. The dress code includes:

### **Official JAG Uniform**

- Business suit, sport coat, or blazer with the JAGCA National or Affiliate-aligned emblem - patch or pin
- Dress slacks, dress skirt, or business dress
- Collared dress shirt, dress blouse, or dress sweater
  - Note: Official JAGCA uniform is not required.

### **Business Attire includes**

- Business suit, sport coat, or blazer; tie optional
- Dress slacks, dress skirt, or business dress
- Collared dress shirt, dress blouse, or dress sweater
- All dresses and skirts must be at or below the knee. All blouses and dresses must have a two-inch shoulder strap.
  - Note: Business attire is required for all official JAGCA events.

### **Business Casual**

- Casual slacks (i.e., khakis or chinos), polo, blouse or shirt, socks, and casual shoes. Jeans, t-shirts, and athletic shoes are not included in business casual attire.

### **Casual Wear**

- Denim, jeans, sweatshirt, or t-shirt, and canvas shoes or athletic shoes.

### **Unacceptable Attire During JAGCA Events**

- Swimwear
- Athletic clothing
- Clothing with printing that is suggestive, obscene, or promotes illegal substances or behavior

### **Business Attire is Required for the following Events:**

- General Sessions
- Competitive Events
- Workshops
- Tours

### **Local Affiliate Approved Casual Attire is Acceptable for:**

- Social Events
- Entertainment
  - Note: Local affiliates may want to ensure participants have appropriate clothing before NCDC.

## Conference Insurance

- Insurance is provided for delegates upon arrival at the NCDC until the posted departure which includes accident and liability.
- Each JAGCA affiliate association and local chapter is responsible for member protection and should secure insurance against accident and/or liability claims while traveling to the NCDC with advisors and members.
- Each CSA should ensure that adequate insurance coverage is included in your statewide CA policy.

## Voting Delegates

Each Affiliate is allowed two voting delegates. The voting delegates may be chosen by the following:

- Assigned by the CSA or State CA Advisor
- Create a Voting Delegate officer position as an elected office
- Assign the highest ranking two affiliate JAGCA Officers
- Create an interview process with a JAGCA Affiliate Leader

Voting Delegates must be registered ahead of NCDC on the registration portal.

**Note:** The position of the Voting Delegate is critical to the National Career Association and should be considered as important as the competitive events.

**Note:** The Affiliate JAGCA Bylaws should detail an acceptable process for selecting voting delegates.

## Process for Introducing New Items and Debate

During the Business Session conducted at the NCDC, opportunities to introduce new business have been outlined to bring new items to the floor for debate. If a member wishes to bring new items forward they may follow this process:

- The President will appoint, with the approval of JAG National, a Parliamentarian to serve as a consultant to the Business Session.
- After the meeting is called to order, the President-Elect shall report on the number of delegates registered.
- The nominated Voting Delegates from the Affiliates shall constitute a quorum- which makes up two-thirds of the voting delegation.
- Only registered voting delegates can make motions, debate, and vote.
- All NCDC registered conference attendees may observe proceedings.
- Any person who is a guest or observer at the Business Session has no voting privilege. The President has the power to request anyone to leave the meeting or to order their removal at any time during the meeting. A non-delegate cannot appeal such an order from the President.
- All official motions and amendments must be submitted by email to the JAGCA National Advisor by 8:00 PM the evening before the Business Session at the NCDC. Any new motions or amendments on the day of the Business Session (today) can be debated. This process will be handled by the Parliamentarian.
- Debate should be limited to two minutes per person. Extension of time may be granted by a two-thirds vote of the Delegate assembly present and voting.

- Each voting delegate joining the meeting will be expected to respect fellow delegates while they are in debate over a question or while they have the floor.
- Notices for announcement(s) to the meeting will be part of the official record. Any voting delegate has the opportunity to request the President an announcement during the official business meeting. Announcements must be less than two minutes.
- The parliamentary procedures for this conference will be the current edition of Robert's Rules of Order, Newly Revised.
- If it is necessary to take a vote to amend or remove an individual conference rule after its adoption, the vote for its adoption will require a two-thirds vote by the Delegate Assembly present and voting.

### **General Sessions**

All conference delegates are expected to attend the posted NCDC General Sessions. General Sessions include an “Affiliate Roll Call” which showcases an opportunity for the Affiliate to celebrate their involvement at the conference.

- **Note:** This could include wearing hats, glow-in-the-dark items, flashing lights, holding banners, and/or creating a state cheer. This is an opportunity for participants to have fun and show their state pride.

## **B National Student Leadership Academy**

### **Purpose**

The purpose of the National Student Leadership Academy is to provide a program that expands participants’ leadership knowledge, skills, and abilities which are critical in today’s changing environment. NSLA leaders have the opportunity to network, practice effective communication, and be energized through JAGCA experiences. Some topics to be included:

- Participation in leadership and advocacy training, including JAGCA Hill Day (or Legislative Day)
- Explore the role of ethical decision-making in leadership
- Develop characteristics of leadership overall and be role models
- Create opportunities to support local and state community activities

### **Participants**

Each Affiliate can select up to eight student leaders to attend the conference. These individuals may include elected State CA Officers or local leaders who have demonstrated leadership experience in JAG.

### **Leadership Sessions**

JAGCA National Officers will collaborate in the design and facilitation of the leadership sessions offered during NSLA.

## Travel Policies

Refer to the JAG National website for the most current travel guidelines and registration details ([www.jag.org](http://www.jag.org)).

**Note:** State Affiliates are responsible for student leadership activities outlined in the JAGCA handbook; including State Legislative Day, State Leadership Development Conference, and State Career Development Conferences. Local chapters incorporate Initiation and Installation ceremonies and implementation of the local Plan of Work.

Local Affiliate activities are essential for the success of participants in JAGCA National activities and events.

## III. Service to JAGCA Members

The JAGCAreer Association (JAGCA) has registered the official logo. Designs found on the website, JAGCA publications, and JAGCA products remain the copyrighted property of the JAGCA National Organization.

Affiliate leaders are permitted to use the trademarked items on printed materials, promotional items, and displays with the important exception that they may not be utilized on media that is re-sold by a for-profit company.

### **A** JAGCA Marketing Materials

#### **Purpose**

JAGCA marketing materials may be used by JAGCA members to display the brand.

#### **Manufacture of Logo/Emblem**

All arrangements for the manufacture and sale of articles bearing the insignia, name, or logo of the JAGCA National. Any company interested in securing a license to manufacture articles using the JAGCA insignia, name, or logo shall submit in advance to the JAGCA for consideration: samples, price lists, and plan for royalties to the JAGCAreer Association.

**Notice:** If the JAGCA logo/emblem is reproduced, it must be an exact replica.

#### **Use of emblematic materials by JAGCA Local Chapters and JAGCA Affiliate Associations.**

- o JAGCA members and advisors may use National or Affiliate emblems and logo
- o JAGCA Affiliate Associations and Local JAGCA Chapters may use the emblem on materials that have public relations value. JAGCA Affiliates may permit civic groups and organizations to reproduce and use the JAGCA logo/emblem when they are helping to interpret and/or promote JAGCA through various community-based activities.

- o The JAGCA logo/emblem and name may be used for fundraising projects and campaigns that are sponsored by JAGCA affiliate Associations and Local JAGCA Chapters.

## **B** Publications

Publications, official documents, videos and social media copy are available for use by JAGCA Affiliates and members. These materials are provided to help meet the needs of the JAG Affiliate, JAGCA members, advisors, and staff.

- 1.JAGCA Bylaws
- 2.JAGCA Policies and Procedures
- 3.JAGCAreer Association Handbook
- 4.JAGCA Officer Handbook – National, Affiliate, and Local
- 5.JAGCA Brand Guide
- 6.JAGCA Logo

## **C** Organizational Insignia

### **Name**

The official name of this organization shall be the JAGCA (Career Association).

### **Logo/Emblem**

The official NCA logo/emblem was approved at the Constitutional Convention in 2021, and updated to the new JAGCA version during the business meeting of NCDC 2024.

### **Protection of Name and Logo/Emblem**

Federal law, grounded in Article I, Section 8, Clause 8 of the U.S. Constitution, protects all U.S. citizens who register products of their intellect whether it be a patent or invention, a copyright on a written document or a trademark and/or logo representative of a business, product, or organization. The official emblem and name of the JAGCA are registered.

## IV. Organizational Policies

### **Non-Discrimination Policy**

JAGCA is committed to creating and maintaining a healthy and respectful environment for all leaders and members. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of all JAGCA members and advisors to uphold and contribute to this climate. JAGCA is compliant with the Americans with Disabilities Act.

### **Reasonable Accommodation Policy**

JAGCA members with disabilities or English Language Learners will be reasonably accommodated in competitive events or other activities through event modification as a means of providing an equal opportunity. Such members may be allowed to provide and utilize special equipment that JAGCA may not be able to provide. For competitors speaking a second language, JAGCA will make every effort to assist in finding interpreters as needed. Requests for reasonable accommodation must be indicated on the delegate registration form and submitted to JAGCA by the listed deadline for the event.

### **Reproduction of Photographs or Videos**

As a delegate to the National Career Development Conference or the National Student Leadership Academy, permission is granted to take photographs, video, broadcasts, or other visual or sound recordings, separately or in combination available for reproduction for educational and promotional purposes by JAGCA unless it is made known by the delegate during registration. A release statement is part of the Code of Conduct.

### **JAG National Travel Policy**

Please refer to the Policy Memorandum 24-01 and future versions for additional guidance on travel reimbursement processes.

### **JAGCA Officers Policy**

Please refer to the Policy Memorandum 23-01 and future versions for additional guidance on JAGCA Officers travel and payment processes.