

# Generation Joshua Club Handbook



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## Welcome from the Director of Generation Joshua

Dear GenJ Member,

There are many possible reasons why you have downloaded this handbook. Perhaps you want to start your own club. Perhaps you are already a member of a club and would like to learn more about how the clubs run. Perhaps you are a GenJ member who is just curious about what clubs are all about. Whatever the case may be, you have come to the right place!

This handbook is the ultimate resource for all things clubs. This document contains everything from how to start a club to what it means to be a member to suggested activities to how to handle the media. Please use the table of contents on the previous page for a quick reference.

As always, we welcome input from our members. If you have any questions or comments about this handbook or the clubs in general, please e-mail us at [clubs@generationjoshua.org](mailto:clubs@generationjoshua.org) or call 540-338-8608.

In Christ,



Joel D. Grewe  
DIRECTOR OF  
GENERATION JOSHUA



## Welcome from the Clubs Coordinator

Dear GenJ Member,

GenJ Clubs are a key part of Generation Joshua. As a former member (and president) of a GenJ Club, I can tell you that GenJ Clubs are a great and valuable educational opportunity as well as a ton of fun.

GenJ Clubs meet monthly to pray for our nation and discuss current events. We also encourage Clubs to get involved in their local communities, through either (or both) community service projects or being involved in the political process. We also want GenJ Clubs to be a great and fun experience, so Clubs are also encouraged to do fun activities together.

There is not a one-size-fits-all approach to GenJ Clubs. This handbook gives the basic structure and requirements for a GenJ Club, but we encourage Clubs to find what works for their Club (as long as it's consistent with the Club Constitution and this handbook). Some Clubs like to focus on education (learning about current events, our government, U.S. or state history, etc.), others focus on community service projects, some focus on political involvement (lobbying elected officials and otherwise being involved in the political process), and some are a hybrid of those. The important thing is to find what works for the members of your Club (and that could change over time).

This handbook is designed to be your first resource when you have questions concerning Clubs, their functions, duties, responsibilities and processes. We have endeavored to create a resource that you can turn to for answers to the common questions we get as well as a few of the unusual questions you may have.

However, if you have any questions that you can't find the answer to please let me know at [clubs@generationjoshua.org](mailto:clubs@generationjoshua.org) or by phone at 540-338-8608

In Christ,



Glenn W Bertsch,  
Generation Joshua Clubs Coordinator

# **Generation Joshua Club Constitution**

## **Article I. Name**

The Generation Joshua Club shall have a name that shall distinguish it from other Generation Joshua Clubs across the United States.

## **Article II. Purpose**

The purpose of the Generation Joshua Club is to train youth to be effective, well-rounded citizens for Christ, equip them with the tools necessary to preserve liberty and promote self government, and to assist them in impacting their local communities, states, and nation.

## **Article III. Membership**

Members of Generation Joshua are welcome to join any club operating throughout the United States unless special exception is made.

## **Article IV. Management**

1. The governance of the Club shall be vested in the duly elected governing body known as the Club Cabinet. It shall consist of, at minimum, the President, Vice-President, Secretary, and Treasurer.
2. New offices may be added to the Club Cabinet by two-thirds majority vote of club members.
3. The Club Cabinet shall not exceed more than seven officers.
4. The Club shall have an adult sponsor who is a parent or guardian of a current club member. They shall assist the Club as needed, specifically ensuring safety of the members.
5. As club members come from different denominational backgrounds, those backgrounds shall be respected and the pursuit of biblical unity shall be maintained.

## **Article V. Meetings**

1. All meetings shall be conducted according to Robert's Rules of Order Simplified.
2. The Club shall meet a minimum of nine times per year during nine different months for regular business meetings.

3. Special meetings of the Club or the Club Cabinet may be called as needed, with at least forty-eight hour notice to all members of the Club, at the discretion of the Club President and adult sponsor, or two members of the Club Cabinet.

### **Article VI. Bylaws**

1. The Club may enact bylaws for the management and operation of the Club.
2. All bylaws shall require a majority to pass.
3. All bylaws shall be submitted to Generation Joshua with the minutes of the meeting.
4. Generation Joshua retains the authority to override or edit club bylaws if necessary.

### **Article VII. Elections**

1. The President, Vice-President, Secretary, Treasurer and any other club officers shall be elected by a majority of club members.
2. When a club forms, elections may be postponed up to three months by majority vote of club members.
3. Once the Club has been in operation for one year, it shall set a specific month for elections to be held each year. That date may only be changed by a majority vote of club members.
4. The terms of all club officers shall be limited to one year. An officer may run for re-election.
5. A member may not hold any one office for more than two terms.
6. The officers shall be nominated and seconded to appear on the ballot.
7. Election of officers shall be done by secret ballot. The adult sponsor and one club member who is not a candidate for election shall count and certify the ballots.
8. Upon notification of a vacancy from an elected position, a special election shall be held at the next regularly scheduled meeting.

### **Article VIII. Duties of the President**

1. Model excellent moral character and commend Club members to do likewise.
2. Oversee Club operations.
3. Chair Club meetings and be familiar with Robert's Rules of Order Simplified.

4. Act as a liaison between other clubs and Generation Joshua.
5. Stay aware of the latest developments of Generation Joshua.
6. Arrange the location of Club meetings.
7. Work with adult sponsor as necessary to pursue Club goals and objectives.
8. Ensure that Club minutes are promptly submitted to Generation Joshua.
9. Organize the program for each meeting.
10. Delegate responsibilities as needed with the consent of the delegatee.

#### **Article IX. Duties of the Vice-President**

1. Model excellent moral character and commend Club members to do likewise.
2. Assist the Club President with activities and responsibilities.
3. Manage Club assignments that have not been delegated.
4. Chair Club meetings upon absence of the President.
5. Advise in all rules and matters pertaining to parliamentary procedures according to Robert's Rules of Order Simplified.
6. Oversee the coordination of Club activities.
7. Ensure that a complete and accurate Club roster is submitted to Generation Joshua each October and April.
8. Assume the responsibilities of the President when the President is absent.
9. Delegate responsibilities as needed with the consent of the delegatee.

#### **Article X. Duties of the Secretary**

1. Model excellent moral character and commend Club members to do likewise.
2. Record decisions and activities of the Club.
3. Maintain contact with Generation Joshua.
4. Bring previous minutes and records to each meeting.

5. Record the minutes, elections, and committee appointments from each meeting.
6. Read minutes from the previous meeting and any other minutes requested by the Club at each meeting.
7. Receive and distribute any mail or correspondence to the appropriate officer.
8. Notify Club members of meetings and events at least one week in advance.
9. Ensure availability of supplies needed for Club activities and meetings.
10. Submit the minutes of each meeting to Generation Joshua following the format provided.
11. The minutes shall be submitted within one week of the meeting.
12. Maintain a complete record of membership, including names, addresses, emails, phone numbers, and other contact information for each Club member.
13. Submit a list of officers and committee members to Generation Joshua.
14. Assume the responsibilities of President in the absence of the President and Vice-President.
15. Delegate responsibilities as needed with the consent of the delegatee.

#### **Article XI. Duties of the Treasurer**

1. Model excellent moral character and commend Club members to do likewise.
2. Ensure the safe, accurate, and prompt handling and accounting of all funds held by the Club.
3. Oversee the revenue obtained from fundraising activities conducted by the Club.
4. Ensure that the President, Treasurer, and adult sponsor have access to the Club's bank account.
5. Deposit any money received by the Club into the Club's bank account within two weeks of receipt of funds.
6. Report at each meeting the funds available to the Club and cash inflows and outflows from the previous month.
7. Submit the Treasurer's report to Generation Joshua with the minutes of each meeting.
8. Distribute funds upon majority vote.



9. Restrict the use of funds to non-partisan activities.
10. Assume the responsibilities of President in the absence of the President, Vice-President, and Secretary.
11. Delegate responsibilities as needed with the consent of the delegatee.

### **Article XII. Additional Offices**

1. New offices may be instituted by majority vote of Club members.
2. New offices shall be reported to Generation Joshua with a statement of the purpose and duties of the office.
3. New offices shall be filled according to requirements outlined in Article VII.
4. Officers shall be elected to new offices by majority vote of Club members.
5. Officers elected to new offices shall model excellent moral character and commend club members to do likewise.
6. When officers are absent, they may delegate responsibility with the consent of the delegatee.

### **Article XIII. Committees**

1. Standing or special committees may be formed as needed by majority vote of Club members.
2. All committees shall operate according Robert's Rules of Order Simplified.
3. When forming a committee, the number of members necessary for the committee shall be decided by a majority vote of Club members.
4. Committees shall abide by the guidelines and responsibilities pre-established by the Club.
5. Committee members shall be nominated and seconded to appear on the ballot.
6. Members shall fill the committee positions starting with the member who received the most votes until the appropriate number of positions is filled.
7. Committees shall choose a chairman from within their membership.
8. Committees shall report on their activities at each meeting.
9. A summary of the committee reports shall be submitted to Generation Joshua with the minutes of each meeting.

10. Upon completion of a special committee's responsibilities, the committee shall dissolve.

# Starting a GenJ Club

So, you want to start a Club? Great! This section will not only give you an overview of what is required to start a club, but also give you hints and suggestions on how to find members, locate the perfect meeting place, and many other important details.

## Geographic Requirements

When a new club wants to form, the geographic location of other clubs must be considered. New clubs may not be formed to compete with existing clubs.

## Membership Requirements

In order to start a club, you must first be an active member of Generation Joshua. If you already are an active member, please skip to the next section. If you are not, you can become a member online at [www.generationjoshua.org](http://www.generationjoshua.org).

## Five Member Rule

In order for your club to become official, you must fill out the GenJ Club Application Form accompanying the Handbook. It must be submitted to Generation Joshua prior to your second official meeting. This form requires the names of five founding members between the ages of 11-19. These individuals must be or apply to be members of Generation Joshua by the second meeting.

## Club Name

The GenJ Club Application Form asks for the official club name. If you do not know what this will be yet, please write: GenJ Club of \_\_\_\_\_ County. Fill in the name of the county where the Club will be located. If your Club wants to change the name, you can contact us at [clubs@generationjoshua.org](mailto:clubs@generationjoshua.org) to do that.

## How Generation Joshua can help

If you want to start a club, but do not know five people in your area, Generation Joshua can help! We can email GenJ members in your area. Just email [clubs@generationjoshua.org](mailto:clubs@generationjoshua.org) and let us know you'd like us to send an email for you!

## Adult Sponsor

All Clubs must have at least one adult sponsor who is a parent or guardian of a current club member who will be present for club meetings and activities. See the Guide for Adult Sponsors for complete adult sponsor guidelines.

## **Legal Information**

### **Important Note about Churches, Libraries, and Other Non-Profit Buildings**

Federal tax law allows non-profit (501c(3)) organizations to be tax exempt. People who donate to these entities can write off their donation as a tax deduction and the entity does not need to pay taxes. Churches, libraries, and similar entities are almost always tax exempt.

This means that only non-partisan activities may take place within these buildings. Failure to do this could result in the church or library losing its tax exempt, non-profit status.

So what are non-partisan activities? Non-partisan means any activity that does not directly benefit any candidate or party. Some examples are listening to a talk by Congressman Smith on his experiences in the Congress, Voter Registration Drives, talking about issues such as marriage, immigration and abortion, discussing civics and history, etc.

Partisan activities, on the other hand, include making phone calls for Congressman Smith's re-election bid, making campaign signs for Congressman Smith, planning how to help Congressman Smith's re-election, or even listening to Congressman Smith talk about his re-election bid. Partisan activities can only occur in places other than non-profit buildings and should be done only with the permission of the manager of the building.

Note that some churches and libraries may rent space on an equal availability basis. You may be able to hold partisan activities on the premises if you have rented the space at the fair market value. Again, check with the manager of the building and check with Generation Joshua first.

If you have any questions and concerns or need further information, please do not hesitate to contact Generation Joshua.

### **Legal Status of GenJ Clubs**

Legally, your GenJ Club is considered an unincorporated or voluntary association. This means that as long as the Club has an annual operating budget of under \$25,000, it does not have to deal with the government. It is important to note that all activities of the Club as an unincorporated association cannot directly or indirectly benefit any candidate or political party. All partisan activities (activities that directly or indirectly benefit a candidate or political party) must be conducted as private citizens and not on behalf of the Club or Generation Joshua. So for example, if your Club decides to make phone calls on behalf of Congressman Smith, the phone calls must be conducted in accordance with the guidelines above, and you must identify yourself by your name and not as a member of your GenJ Club or Generation Joshua.

## **Preparing for your first meeting**

You've submitted your Club application. Now what? Well, you still have a lot of work to do! The first club meeting is often the hardest to set up for because neither you nor your other club members know what to expect. Hopefully this section of the Handbook will make the process a bit easier.

### **Set a Date and Time**

Connect with as many founding members as you can and set a date and time at least two weeks in advance. You should set aside a minimum of one hour for your first club meeting, though two hours would be a better amount of time.

### **Find a Location**

The possibilities of locations to meet are endless. Some clubs meet in one of the member's homes, some meet in local libraries or churches, and other clubs meet in less traditional places, such as parks or restaurants. Be sure to secure permission of whatever place you plan to use prior to your meetings.

### **Important Note about Churches, Libraries, and Other Non-Profit Buildings:**

This is a very important point that bears repeating.

Federal tax law allows non-profit (501c(3)) organizations to be tax exempt. People who donate to these entities can write off their donation as a tax deduction and the entity does not need to pay taxes. Churches, libraries, and similar entities are almost always tax exempt.

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Note that some churches and libraries may rent space on an equal availability basis. You may be able to hold partisan activities on the premises if you have rented the space at the fair market value. Again, check with the manager of the building and check with Generation Joshua first.

### **Recruit, Recruit, Recruit**

As with any organization, there will always be people that decide that they cannot continue participating in the club. That is why it is important to keep recruiting even after you have your founding five members. Get as many people as you can to attend the first meeting, even if many of them are just “trying it out.” In addition the more people that are involved in your club, the more possible activities and potential civic connections may be available to your club.

### **Find a Speaker**

If you are looking for a way to start off with a bang, you can try recruiting a special speaker to be the keynote speaker for your first meeting. He or she could be a state or local elected official, a longtime community activist, or perhaps a representative from a local family organization. Most individuals will be honored to speak at your first meeting. This is not necessary, but can be a great, engaging way to start your GenJ Club.

# **Normal Club Meetings**

## **Begin with Prayer**

Each meeting shall begin with prayer. Prayer should focus on issues that are of cultural, social or political significance (e.g. repentance of national sins, guidance for government officials, requests for revival or specific prayer for political elections). We are reminded of God's promise in II Chronicles 7:14: "If My people, who are called by My name, shall humble themselves, and pray, and seek My face, and turn from their wicked ways; then will I hear from heaven, and will forgive their sin, and will heal their land."

## **Pledge of Allegiance**

Prayer should be followed by the Pledge of Allegiance to the flag of the United States of America. The pledge should be recited at every meeting.

"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."

## **Introduce New Members (if applicable)**

The President should introduce new members, if there are any new members at this meeting.

## **Discussion of a current event**

Each meeting should have a discussion about a current event. This can be a discussion about a national, state, or local issue or event. Although the discussion will probably have many aspects, you should ensure the discussion includes how it relates to Scripture and biblical principles and how Christians should respond. However, it is important to remember that not all current political issues are directly addressed in scripture and that Christians can have different opinions on these issues. During the discussion, the president should ensure that everyone who wants to speak has a chance to speak, and that the discussion stays a civil and respectful discussion.

## **Club Program/Speaker**

At some meetings, you may have a special program or event. This may be an outside speaker, a member's presentation on a subject he or she has been researching, or an activity for the entire Club to participate in, i.e., a debate, discussion about a political issue, skit, or game.

## **Minutes by Secretary**

After the Club program or speaker, the secretary shall read the minutes of the previous meeting for Club approval.

## **Treasurer's Report**

After the minutes have been read, the treasurer's report shall be given. This report must be given at all meetings of the Club and also submitted to Generation Joshua. A brief treasurer's report in a meeting should look something like this. "Last month we had \$10.00. We took in \$8.00 this month, spent \$6.00 on snacks and now have a total of \$12.00." When sending the treasurer's report to Generation Joshua, please use the Treasurer's Report Form accompanying the Handbook or be sure the report includes *all* the same information.

## **Committee Reports**

Once the treasurer's report has been read, the committees appointed by the Club may give their reports. If no action has been taken by a committee, the spokesman for that committee may simply say, "Nothing to report." If the committee has taken action, the spokesman may proceed to share their findings, results, and/or recommended action. Generally, a committee report should be as concise as possible. The floor may then be opened for discussion. Committees are generally appointed to look into specific activities that a Club may wish to pursue, to organize activities or to find out more information regarding a particular topic.

## **Unfinished Business**

After the committee reports, unfinished and deferred business shall be brought before the Club to be dealt with, dismissed, or deferred as the Club sees fit. The secretary shall ensure that all items of business deferred from the last meeting shall be brought to the attention of the members.

## **New Business**

When all unfinished business has been dealt with, the Club members shall be allowed to bring up new items of business for general discussion and decision. New business refers to any topic that is brought up for discussion that is not still pending under old business. Theoretically, a topic could be included under new business that was dealt with under old business in a previous meeting if that matter needs to be amended. Anyone - a Club member, officer, or the Adult Sponsor - may bring up new business. It is recommended that anyone desiring to bring up new business notify the president ahead of time to help him schedule the meeting. However, after the scheduled new business is discussed, other new business may be brought up by making a motion to consider the new topic.



Some ideas for new business include establishing a new committee, changing the membership or specific role of a committee, ideas for club activities, or fundraising suggestions.

### **Adjournment**

To adjourn means to close the meeting. After the discussion of all new business is concluded, and as long as the Club has not scheduled any meeting activity after the discussion of new business, the president or acting chairman may adjourn the meeting. A motion to adjourn must be made to end the meeting. It must be seconded, may not be made when a member has the floor, may not be debated or amended, and requires a simple majority vote to pass.

## **Guide to Club Elections**

Whether you are a new Club or an established Club, elections are a major component of any GenJ Club. These recommendations should be helpful in understanding how to hold elections, but are not requirements.

For an election to run smoothly, the first order of business is to nominate members to particular offices. Any member (except the presiding officer) can nominate himself or herself or another member. This nomination must then be seconded by another member. Once all nominations for an office are complete, the floor may be opened for discussion, debate and speeches. Following these, the Club will vote on the nominees.

All that is needed to elect a nominee is a majority vote, or fifty percent plus one. If none of the nominees receive a majority of the votes, a second vote should be held between the two nominees with the most votes.

The ballots should be counted and certified by the adult sponsor of the Club. It is wise to elect Club officers in the following order: president, vice-president, secretary, treasurer, and then any additional officers. Club officers are elected for a term of one year. At the end of the year, they may run for re-election if they so desire. However, no person may hold the same office for more than two years.

Before Club elections are held for the first time, the Club Coordinator should be the acting chairman of the Club. Once the Club has been operating for over a year, the Club should choose a specific month for annual Club elections.

# Guide to Being President

Congratulations! You are now the President of your Club! The *very first thing* you should do is read the list of presidential responsibilities in the Club Constitution in Article VIII. Once you've done that, come back here for more advice!

## Finding a Meeting Place

As the President, meetings may end up being held at your home. If that is not feasible, see if another member or your Adult Sponsor is willing to open their home or look for businesses or organizations that would be willing to host you. The local Republican or Democrat party may have headquarters they would let you use. Other locations could include churches or businesses. If you are meeting in a church, school or library, there are restrictions on your activities.

## Important Note about Churches, Libraries, and Other Non-Profit Buildings

You may have already seen this in other portions of the handbook, but it is important enough to bear repeating.

Federal tax law allows non-profit (501c(3)) organizations to be tax exempt. People who donate to these entities can write off their donation as a tax deduction and the entity does not need to pay taxes. Churches, libraries, and similar entities are almost always tax exempt.

This means that only non-partisan activities may take place within these buildings. Failure to do this could result in the church or library losing its tax exempt, non-profit status.

So what are non-partisan activities? Non-partisan means any activity that does not directly benefit any candidate or party. Some examples are listening to a talk by Congressman Smith on his experiences in the Congress, Voter Registration Drives, talking about issues such as marriage, immigration and abortion, discussing civics and history, etc.

Partisan activities, on the other hand, include making phone calls for Congressman Smith's re-election bid, making campaign signs for Congressman Smith, planning how to help Congressman Smith's re-election, or even listening to Congressman Smith talk about his re-election bid. Partisan activities can only occur in places other than non-profit buildings and should be done only with the permission of the manager of the building.

Note that some churches and libraries may rent space on an equal availability basis. You may be able to hold partisan activities on the premises if you have rented the space at the fair market value. Again, check with the manager of the building and check with Generation Joshua first.

## **Running a Meeting**

As the President, you are responsible for making sure the meeting runs smoothly. However, you do *not* want to be the only person doing anything at your meeting! Follow the outline for Club meetings found on page 18 and make sure you include others in the activities that take place during a Club meeting. There are several ways to do that.

## **Pledge of Allegiance**

Make sure you have arranged to personally bring or have someone else bring a flag. You can hold the flag, assign one person to do so, or rotate who holds it each month. In addition, you can rotate among Club members as to who leads the pledge.

## **Discussion on a Current Event**

You do *not* want to give a 20 minute lecture or speech on the current event! Involve the other members. It is helpful to have a few questions to generate discussion. You don't need anything fancy. It is often sufficient to ask "What did you think of \_\_\_\_?" You may want to e-mail the current event to members before each meeting and ask each member to come prepared to give a two-minute speech on what they learned. You could ask the members to come up with questions for the meeting. Ultimately, what you decide to do is up to you. The point is to find something that works for your Club and includes all the members.

## **Finding a Speaker**

While it is not always necessary to invite someone outside of your Club to speak, it is exciting and beneficial to do so occasionally. Brainstorm with the Club members. Ask them who they would like to hear from and see if they know anyone who would like to come. If a member already knows a person that your Club would like to have come, assign that member to contact the person. In the end, however, it is up to you to follow up with the potential speaker or with the member to ensure your speaker will be there at the next meeting.

The places you can find potential speakers are almost unlimited. Speakers could include city councilmen, state or federal Congressmen, staffers or interns for local Congressmen, judges, or another city or state official. It is also helpful to invite guests from various political parties to speak about the way local government works. Other speakers could include pastors, representatives from pro-life or pro-family organizations, groups that support lower taxes, the right to bear arms or who are concerned about education or immigration. There are many options for you to consider as you select the right speaker for each meeting.

When you contact a speaker, make sure you know what they plan to talk about, how long they want to take, and see if you can determine their ideological leanings. If the speaker disagrees with everything the Club and its members stand for, still

invite him! Just warn the speaker and your members that they may hear things they disagree with and to be respectful.

If it is not possible to find a speaker, you may choose to have one or more of the members present a program for the Club. You could have a debate on important issues, give impromptu speeches, or research candidates and give presentations. The list could go on. Just remember, have fun and learn!

### **Be Familiar with Roberts Rules of Order**

As President, you should understand the basic structure and layout of a meeting. It is a good idea to know how to introduce new business, deal with old business, vote, open the floor and close the floor. Don't sweat the small stuff, but do keep order throughout your meeting. Remember, Robert's Rules of Order are a tool to have a good and efficient meeting. Don't put following Robert's Rules strictly above having a good meeting for your Club.

### **Stay Connected**

Make sure that the monthly reports are sent to Generation Joshua. While the secretary will do the minutes and the treasurer will fill out the treasurer's report, it is your responsibility to make sure they are sending them in.

You may also decide to connect with other Clubs and Presidents. E-mail them, call them, and ask them for advice, help or encouragement. Learn what they're doing and how they're doing it. Some of them have done this for a while and will have great new ideas you never thought of. The Generation Joshua Forums are also a great way to connect with others.

### **Stay Up-to-Date**

Stay up-to-date with what is going on in Generation Joshua. Read your weekly email updates and follow GenJ on social media ([facebook.com/GenerationJoshua](https://www.facebook.com/GenerationJoshua) and on Instagram at @GenerationJoshua). You can also find The GenJ Podcast on [Apple Podcasts](#), [Spotify](#), and many other platforms.

### **Work with other members**

Again, you don't want this to be *your* Club. Involve as many people as you can. Stay in touch with each other throughout the month. Plan volunteer activities and fun events where you can get together. It might be a good idea to sit down with your cabinet and discuss the goals and plans for your Club for the year. Make sure each person understands their responsibilities and is anxious to be involved in other ways as well. Together, you can come up with ideas that you can present to the Club. Work with your Adult Sponsor if you need ideas or help. Stay active, be involved and include everyone you can. Then you will be an effective President and can make a difference in our culture!

## **Guide to being Vice-President**

Congratulations! You have just been elected Vice-President of your Generation Joshua Club. What do you do next? First, go read Article IX of the Club Constitution.

The biggest job for the Vice-President is to assist the President. Now you're probably thinking, "Assist the President? I know that already. But what does that mean practically?" Here are some ideas to get you started.

### ***Stay Connected***

Stay connected with your Club, your community, and other Generation Joshua Clubs. Talk to your fellow Club members and see what ideas they have for your Club and what they'd like to get done. Keep your eyes open in your community. This means read the newspaper—find out if your local food pantry is in need of food or of volunteers. Read the bulletin boards at local stores—find out if there is a parade coming up that your Club could take part in. Talk to people in the community. Are they upset about the recent increase in school tax or how poorly the roads are taken care of? Think about having your Club write a letter to the editor of your newspaper about these issues. Finally, talk to leaders in other Clubs. They may have some excellent ideas for additional ways that you can be involved in your community.

### **Stay Up-to-Date**

Stay up-to-date with what is going on in Generation Joshua. Read your weekly email updates and follow GenJ on social media ([facebook.com/GenerationJoshua](https://www.facebook.com/GenerationJoshua) and on Instagram at @GenerationJoshua). You can also find The GenJ Podcast on [Apple Podcasts](#), [Spotify](#), and many other platforms.

### **Robert's Rules of Order**

While the President usually runs the meetings, it strengthens the Club to have a Vice President who is also familiar with how Robert's Rules of Order work. That way, if you have to run a Club meeting in the President's absence your meeting will not disintegrate into confusion. Undoubtedly, every Club will have times when there is confusion over an application of Robert's Rules of Order. The Vice President is best situated to be the Club's parliamentarian, capable of explaining the Rules and their application.

Remember, Robert's Rules of Order are a tool to have a good and efficient meeting. Don't put following Robert's Rules strictly above having a good meeting for your Club.

## **Help Out**

As much as possible, the Vice President should assist the President with the Club's monthly meeting. Especially in the case of a small Club, the Vice President can help with the Club program. You could speak about a current event, lead the devotional, or lead the Club in prayer. Don't leave the President responsible for running every last detail of the meeting!

## **Guide to Being Secretary**

Now that you have been elected as secretary, you are probably wondering what to do. You should first read the duties of the Club secretary in Article X of the Club Constitution. As is evident, the majority of the secretary's duties relate to Club minutes. There are three things to consider regarding the minutes for your Club.

### **Supplies**

The first step is to consider what supplies you will need. Find out what means of taking notes works best for you. Whether you use a laptop, notebook, or loose paper, find what works for you and stick with it. If you are using paper, bring a couple of pens with you. There is nothing worse than taking notes with a bad pen or having your pen stop working in the middle of a meeting. Simply experiment with different implements and find what works well for you.

### **What to Record**

The second thing to think about is what you should take notes on to record in the minutes. Generation Joshua strongly encourages the secretary to submit the following items in the minutes: a synopsis of the current events discussion (including what current event was discussed and some of the main positions expressed); a list of the members inducted at that meeting, if necessary; a synopsis of the program or the speech given at that meeting; a brief summary of the committee reports given; and a list of both the old and new business that was discussed, some of the opinions raised regarding each issue and the Club's ultimate decision on each matter. The most important thing to include in the minutes is what decisions were reached on the issues that are raised. While this may sound like an overwhelming amount of things to look for, it can go a long way towards creating an actual record of what happened in the meeting, which is the whole purpose of taking minutes.

### **Submit the Minutes**

In order to submit your minutes, please e-mail them to the Clubs Coordinator at [clubs@generationjoshua.org](mailto:clubs@generationjoshua.org).



# Guide to Being Treasurer

Congratulations! You should first read the duties of the Club treasurer in Article XI of the Club Constitution. The treasurer has a great deal of responsibility in ensuring that Club funds are treated carefully and ethically. Openness and honesty are imperative, as you will likely handle all of the Club's money.

## Work With a Group

If your Club has a bank account, it is important that you make sure that the President and Adult Sponsor have access to the Club's bank account. You should work with them to open or update your Club's bank account.

## Fundraising

As the Treasurer, work with the President and other Club members to plan fund raising events that can bring in funds to cover Club costs such as pizza parties, copies of the U.S. Constitution, travel to historical/government locations, and more.

## Legal Issues

Remember, donations to your Club are not tax deductible. Becoming tax deductible would require incorporating your Club, complying with detailed IRS regulations, and more. If someone wishes to receive a tax deduction for their donation, they would need to donate to Generation Joshua.

Club money *cannot* be given to a candidate or political party. There are strict election laws that govern contributions to candidates, both at the federal and local level. Donating Club money to a candidate or political party could result in legal trouble for your Club. If you want to donate to a candidate or political party, you should use your own funds.

Remember, Home School Legal Defense Association and Generation Joshua are not responsible for any lost funds from your Club.

# **Guide to Being Chaplain<sup>1</sup>**

Congratulations! As the Chaplain of your Club, you have been elected to a very important role. There are many responsibilities and privileges that come along with the office of Chaplain. While this is not a mandated Constitutional office, it is a crucial and serious position.

## **Prayer**

Every Club meeting should begin with prayer. As the Chaplain, you will be expected to lead that prayer. Be aware of important events taking place or leaders in our nation that need prayer. Present those to the Club and allow all the members to spend some time in prayer for those matters. Be accepting of other prayer requests as well. You don't need to be the only one who prays, but it is helpful if you begin and/or end each prayer time.

## **Devotional**

One good idea to introduce to your Club is the possibility of going through a small devotional at each meeting. You could pick out a Scripture that you read that week, mention something your pastor spoke about in church or use devotional books. When preparing your devotional, remember to keep it short (five to ten minutes will work fine) and avoid controversial topics. The devotional is meant to be an encouragement and a lesson, not a source of contention or strife. Finally, it is always good to end a time of devotion with prayer.

## **Be a Leader and a Peacemaker**

While Club meetings will be a time of fun and enjoyment, it is important to understand the significance of the Club's work as well. Members of the Club have an important opportunity and responsibility to influence the culture for Christ. As the Chaplain, it is your responsibility to set that standard and remind others of their influence. At the same time, remain humble in your role. 1 Peter 5 provides an important reminder for spiritual leaders. "Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be... eager to serve; not lording it over those entrusted to you, but being examples to the flock." As the "shepherd" of your Club, your responsibility is to be a humble, willing example to the other members of the Club.

One part of being an example may at times include acting as a peacemaker. If there are difficulties, complaints, or problems in the Club, the number one thing to remember is do not aggravate the problem! Do not join others in grumbling or complaining and don't make a big deal out of nothing. If someone is upset, remain

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<sup>1</sup> If your Club does not have a Chaplain, these responsibilities should be fulfilled by other members.

calm and help them see both sides of an issue or remind them of the good points. If something is a real problem, don't try to deal with it all on your own! Go to your adult sponsor whenever necessary and ask for help. If there is a problem with one particular person, take them with you to speak to your sponsor. Do not bring up a problem in front of the whole Club. Deal with the issue quietly and resolve it as quickly as possible. Remember, you are all brothers and sisters in Christ and should be able to settle any problems lovingly and with grace.

For more assistance in dealing with difficult matters, please see the section on grievances and remember; "Blessed are the peacemakers, for they will be called sons of God." Matthew 5:9

# Guide to Club Activities

A Club will have many exciting opportunities to lobby on specific issues and volunteer in various activities. Here are some ideas to get you started.

## Finding the Right Community Service Activity

As you look for ways to volunteer and help in your community, keep in mind the number of people available and what resources you have. Once you know that, here are some things to consider.

You can volunteer at local organizations, such as homeless shelters, pregnancy centers, or children's homes. You can also collect supplies, such as food, baby items, toys, and clothing for the respective organizations. It is always important to call the group first and find out where they need your help.

Fundraising can be helpful for many organizations if you feel your Club would be successful at that. You may want to visit nursing homes or veteran's hospitals to talk to the residents. Perhaps you could organize a play or musical program to perform. You can find a needy family in your neighborhood or church and help them with repairs or painting. There are many things your Club can do to make a difference in the community. It's up to you to go out and find them!

## Fundraising

Your Club may want to raise money to cover small expenses or short trips to learn more about the government. A few ideas include selling any items that the Club has purchased for members (if you have extras), car washes, bake sales or simply asking local organizations to support you.

## Get Involved in the Local Political Process

As Club members learn more about the civic and political process, they will be more excited to get connected with local elections and political proceedings. The possibilities for involvement are almost limitless. Here are just a few ways to get started.

## Campaigns

**IMPORTANT NOTE:** While Generation Joshua highly recommends that all of their members become active in exercising their civic duties, a Club may *not* officially endorse, campaign for, or otherwise support a particular candidate. Since your Club is an unincorporated association, Club activities cannot directly or indirectly benefit any candidate or political party. All partisan activities (activities that directly or indirectly benefit a candidate or political party) must be conducted as private citizens and not on behalf of the Club or Generation Joshua. So for example, if your Club decides to make phone calls on behalf of Congressman Smith,

the phone calls must be conducted in accordance with the guidelines above, and you must identify yourself by your name and not as a member of your GenJ Club or Generation Joshua.

Now for the fun part...

If you are just getting started and wouldn't know how to work on a campaign if your life depended on it – don't worry! The first thing you should do is call your local party leadership (information can generally be found online) and ask them if there is a pro-family candidate that you could work for. They will probably be more than happy to give you names of people who need help.

Once you contact the candidate, remember to *be available wherever they need you.*

This could include putting together yard signs, putting up the yard signs, folding literature, passing out literature at events, walking door-to-door to register voters, conducting surveys, giving out information, helping set up for campaign events, making phone calls, doing research, sign waving, and much, much more.

As you can tell, the possibilities are almost limitless. If you are willing to do any of those things, the candidates will be thrilled to have your help. Even if Club members can only work a few hours a week, every activity that you do will make a difference on Election Day.

### **Voter Registration Drives**

Voter Registration Drives are a great way to get involved in your community, talk to people about important issues and have fun! Some locations where you could hold a Voter Registration Drive (VRD) include schools, state and county fairs, gun shows, churches, naturalization ceremonies and Christian concerts or events. When conducting a VRD, make sure you are prepared. Bring along voter registration forms, applications for advance voting, and party platforms.

### **Political Meetings**

Political meetings take place on a regular basis and provide an opportunity for you to learn about important events and issues in your area. You may also be able to meet people that will help you become more involved in the community. Some meetings you may want to attend include party meetings, Candidate Forums, lectures by community leaders, speeches by elected candidates and City Council meetings.

### **Personal Visits, Phone Calls, Letters, and E-mails**

Personal visits, letters and phone calls are the most effective way to influence people and events in your community. Emails can also be effective, particularly if many people take the time to personally write an email. Here are a few ideas of people you can influence through your communication.

## **Elected Officials**

Every time an elected official receives a letter or phone call from a constituent, they assume there are many other people who feel the same way who have not taken the time to call or write. Calling and writing to your elected officials *is* effective! Personal visits are the most effective because they show the elected official that the issue was worth a significant amount of your time and attention. Emails are generally the least effective, because of their ease of use.

## **Businesses or Organizations**

If a local business or organization is doing something you don't like, *let them know!* You never know the effect you can have unless you try. Also note that it is *very* helpful to a business to tell them when they have done something that you *do* like. Positive reinforcement goes a long way and helps insulate a company from an occasional negative complaint.

## **Television Stations**

Many TV stations have an opinion line or polls they want people to participate in. If you have a few minutes to leave a message about something important happening in your community, you may end up hearing your voice on the air! There is usually also an email address for public response and opinions. Use it!

These ideas and recommendations are just a starting place for your Club. There is so much to do and so many ways to get involved. Be creative, go out there, and make a difference!

## **Guide for Clubs in Co-ops**

If you are in a Co-op, Clubs are an excellent tool to help further the education and development of your students. There have been several Co-ops that have incorporated a Club into their regular meetings. By doing so, they have utilized many of the opportunities Generation Joshua provides, especially the Student Action Teams (SATs) and civics curriculum.

Co-ops that wish to form a Club must hold monthly Club meetings and should maintain all aspects of the Clubs as prescribed in the Club Constitution. This should include electing officers, inviting guest speakers, discussing current issues, planning community activities, and all the other requirements explained in the other portions of the handbook. The Clubs are open to all Generation Joshua members and those who wish to participate should not be required to pay Co-op dues, unless they participate in other elements of the Co-op.

All Co-op students are welcome to participate in a Club if they are Generation Joshua members and between the ages of 11-19.

A Club in a Co-op may provide members with a unique opportunity to participate in normal Club activities and also learn from the civics curriculum.

Although the courses are all on-line, teachers who want to discuss the material in the Co-op class may choose to print off the readings. You may go over them in class, hand them out to the students ahead of time and have them prepare for a weekly discussion or any other way you feel provides a good learning environment for the students.

In addition to civics, Club members may want to participate in a Student Action Team (SAT). Each election season, Generation Joshua and HSLDA will endorse a number of candidates for state wide or federal races. Generation Joshua will then find interested members to send to work on those races. Students participate in activities such as phone banking, sign waving, walking door to door, and anything else that needs to be done on a campaign. Generation Joshua covers all expenses for students to be able to work on these races.

# **Guide to being an Adult Sponsor**

Congratulations on helping to start a new Club or sponsoring an existing one. Generation Joshua Clubs could not run without the parents and adults that make it possible, so thank you! This guide is meant to outline and clarify some of the roles of an adult sponsor.

## **Who can be an Adult Sponsor?**

Anyone who is the parent or guardian of a current Generation Joshua member can be an Adult Sponsor. Adult Sponsors, and all Adult volunteers must pass a criminal and sex offender background check provided by Generation Joshua.

## **What is the time commitment?**

Clubs generally hold meetings once a month. Each meeting should only last for a few hours. However, you may need to be available more often to supply transportation and oversee group activities. Depending on the involvement level of your Club, the time commitments may vary. Feel free to encourage other parents and guardians of GenJ Club members to assist and be involved.

## **What are the responsibilities of an Adult Sponsor?**

An Adult Sponsor works closely with the President and Cabinet of the Club to organize Club activities, oversee Club meetings and act as a go-to person when members have any questions or problems. As the sponsor, you may need to help students come up with ideas for activities, provide information to make those activities possible, and encourage members to make the phone calls to potential speakers or candidates. Most of your involvement will likely take place during Club meetings. While most of those responsibilities are divided among the Cabinet, you will likely be asked to help in various ways.

States have a broad variety of statutes regarding reporting abuse claims (sexual or other). Adult Sponsors are bound to know and follow those regulations as appropriate. Should there be any concerns, Adult sponsors need to comply with the reporting laws of their state and notify Generation Joshua of any incident. Adult Sponsors will need to work at the direction Generation Joshua in regard to any concerns raised.

## **Involvement in Club Activities**

Encourage the students to come up with ways to be civically involved on their own. Once they have a few ideas, you may want to help them narrow down their choices, see what is really possible and help them make a final decision on details such as dates, location, and time commitment. As the Club sponsor, you will likely be responsible for coordinating any transportation required for group activities.



## **Involvement in Club Meetings**

It is possible that Club meetings will be held in your home. If that is not feasible, the President may ask for help in finding a good meeting location. You may use the homes of other members, find a business that will donate the space or look into other options. During nice weather, you could even meet in a park or other outdoor location.

Please keep in mind that meeting in a church, school or library imposes some restrictions on your Club's activities.

While the President will lead the Club meetings, you will want to stay in the room for several reasons. Try to keep the Club meeting running on schedule. If the members have been discussing the current event for quite some time and show no signs of stopping, you may want to gently interject and help them wind down. There may be questions regarding the logistics of running a meeting. It would be helpful to familiarize yourself with Roberts Rules of Order to help ensure that meetings stay calm and orderly. It may be necessary to deal with conflict during a meeting. If two or more members have a hard time getting along, you may need to take them aside and talk with them. If a discussion is causing strong feelings, you may want to put a stop to that discussion for the time being. Please read through the Guide to Handling Grievances and also the Adult Supervisor Training Handbook for specific information on how to handle such problems.

## **Important Note about Churches, Libraries, and Other Non-Profit Buildings**

Federal tax law allows non-profit (501c(3)) organizations to be tax exempt. People who donate to these entities can write off their donation as a tax deduction and the entity does not need to pay taxes. Churches, libraries, and similar entities are almost always tax exempt.

This means that only non-partisan activities may take place within these buildings. Failure to do this could result in the church or library losing its tax exempt, non-profit status.

So what are non-partisan activities? Non-partisan means any activity that does not directly benefit any candidate or party. Some examples are listening to a talk by Congressman Smith on his experiences in the Congress, Voter Registration Drives, talking about issues such as marriage, immigration and abortion, discussing civics and history, etc.

Partisan activities, on the other hand, include making phone calls for Congressman Smith's re-election bid, making campaign signs for Congressman Smith, planning how to help Congressman Smith's re-election, or even listening to Congressman Smith talk about his re-election bid. Partisan activities can only occur in places other than non-profit buildings and should be done only with the permission of the manager of the building.

Note that some churches and libraries may rent space on an equal availability basis. You may be able to hold partisan activities on the premises if you have rented the space at the fair market value. Again, check with the manager of the building and check with Generation Joshua first.

### **How much involvement is allowed?**

As the sponsor, you will want to meet regularly with the Cabinet and leaders of the Club. You can answer their questions, help them define the goals of the Club and encourage them in their vision. Any concerns, ideas and suggestions should be brought up in Cabinet meetings. If you want to introduce new business in a meeting, it would be best to introduce it first to the Cabinet and allow a member to introduce the matter. If you did not have a chance to speak to the Cabinet before a meeting, if the member forgets to introduce the business or if you think of something important during a meeting, you may introduce new business. However, the adult sponsor may not vote in the meetings.

You are also welcome to participate in discussions and activities the Club may have during their meetings. The key to your involvement in discussions and decisions is to remember that the purpose of the Club is to train youth to be effective citizens. Encourage them to think through issues, discuss things on their own and come up with ideas among themselves. Your involvement, though important, should be rather limited. Of course, always be ready to provide insight when asked or when members obviously need help.

### **Opening a Bank Account**

You may be asked to help set up a bank account for the Club. If the financial situation of the Club warrants the need for a bank account, the Adult Sponsor will need to assist the Treasurer in its creation. Furthermore, acquiring the EIN number requires an adult. However, most Clubs do not need either a dedicated bank account or an EIN.

### **Changing adult sponsors**

If for some reason an adult sponsor is no longer able to perform their role, sponsors may be changed. The new sponsor must be a parent or guardian of one of the current members of the Club. If an adult volunteers to take the position, a regular or voice vote may be held among the members. A simple majority is sufficient to elect a new sponsor. If more than one adult is interested in becoming the sponsor, adults must be nominated and a vote held.

For example: The current adult sponsor decides that she is no longer able to attend all the meetings and be active in the Club. At the next meeting, she tells the Club and lets them know they will need a new adult sponsor. All the members go home and talk to their parents about who should be the next sponsor. When the next meeting comes, Bobby announces that his mom would like to be the new sponsor while Sarah says that her dad is interested as well. At this point, each parent must

be nominated by one of the members. The vote may then be held by secret ballot and whichever parent receives a majority, wins.

Once the new sponsor accepts the position, the new sponsor must fill out the New Sponsor Form accompanying the Handbook and have the former sponsor, the President and the Secretary sign the form. The form should then be faxed to Generation Joshua at 540-338-8606.

### **Important DO's and DON'Ts for Adult Sponsors (Sexual Misconduct and Abuse Prevention Policy and Procedures)**

Under no circumstances should a female adult counsel a male student privately or a male adult counsel a female student privately. If a student must be counseled privately, the Adult Sponsor should wait until either the student's parents arrive or until an adult of the same gender arrives.

Unless there is a bona fide emergency, adults should avoid touching students. Adults and Club members should also be informed of this policy and should refrain from unnecessary touching of the opposite gender, except for such things as a welcoming hug, high-fives, etc. In every situation, respect for privacy should be given the utmost consideration.

Two adult leaders should always be present at any Generation Joshua activity outside of standard business, such as field trips, picnics, lobbying, etc. Should one of the adult leaders at a Generation Joshua event have to leave the area for a brief or extended time or emergency situation, a second adult should always be available to monitor the students.

Whenever official Generation Joshua activities require students and adults to spend the night somewhere (this should only occur with the Student Action Teams), separate accommodations should be arranged for males and females, and students and adults. **Students may never share a room with an adult to whom they are not related.** The only form of co-ed room sharing that can occur is between family members (i.e. a mom is an adult sponsor and her son is a student on the trip, or multiple brothers and sisters are on the same trip). Additionally, adults should only enter a student's room of the opposite gender in case of an emergency.

If a student is acting inappropriately at a Club event and needs immediate attention, take the student aside to talk to him or her. Remember to always be visible to others; you can be off to the side of a room and still carry on a private conversation. Adult supervisors are not allowed under any circumstances to participate in corporal punishment of Generation Joshua students. It is never appropriate for an adult to physically discipline a disruptive child unrelated to them.

Definitions abound as to what is modest and what is not. Generation Joshua expects that a certain level of modesty be displayed by all involved in any Generation Joshua event.

Older students will occasionally be recruited to assist adult leaders. Although the older students are close in age to the other Generation Joshua members and are most likely friends with them, they should never go off alone with younger members.

Generation Joshua has a zero-tolerance policy regarding sexual harassment, assault, battery, or abuse. No volunteer, employee, contractor, client or other person associated with the organization may sexually harass, assault, batter, or abuse any other individual associate with the organization.

Sexual harassment is defined as any unwelcome or unwanted conduct based on sex. It can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Sexual assault is defined as any threat or physical act that creates a reasonable apprehension of imminent harmful or offensive sexual contact.

Battery is defined as any act that results in harmful or offensive contact.

Abuse is defined as the use of force, threats, intimidation, coercion, or undue influence regarding contact or communication of a sexual nature.

## Guide to Handling Grievances

Argh! I can't stand this!

You may have heard someone say that before. It is the opening line for many problems – right before it goes from a disagreement to a full blown argument or miniature war. Such behavior is neither becoming to Christians nor conducive to running an efficient and successful Club. Because that is the case, we have designed a series of procedures and principles to help resolve differences, ensure fairness, and promote biblical unity.

Remember what Mathew 18:15-17 says. “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”

The first thing we must understand is that we live in a fallen world where people make mistakes and sin. Everyone, except Jesus Christ, has sinned and will continue to sin. As a result, we must work hard to remember to address each other with grace, love, and compassion. If there is a personal disagreement or conflict among members outside of Club meetings, it should be dealt with using Biblical principles and generally, not within the context of the Club.

However, there may be times when Club members disagree with each other over actions, positions, policy, or words spoken. These conflicts *do* arise within the settings of the Club. Thus, a specific system of mediation and a judicial system have been agreed upon.

In the event that a disagreement can not be resolved through one-on-one discussion, it falls to the Adult Sponsor to be the mediator. Their responsibility is to work with the offended parties and ensure unity and stability in the Club. If the matter is not decided to the satisfaction of the parties involved, they may request a review of the disagreement from Generation Joshua. Generation Joshua will request each side to present their case, find out the decision of the Adult Sponsor, and the reasoning for their decision. Generation Joshua acts as the supreme jurisdictional body in these instances.

## **Regarding concerns of Sexual Misconduct and Abuse Prevention Policy.**

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Sexual assault is defined as any threat or physical act that creates a reasonable apprehension of imminent harmful or offensive sexual contact.

Battery is defined as any act that results in harmful or offensive contact.

Abuse is defined as the use of force, threats, intimidation, coercion, or undue influence regarding contact or communication of a sexual nature.

Any individual who believes he or she has been sexually harassed, assaulted, battered, or abused by another person over whom the organization exercises influence or control may report said unwanted sexual advances, communication, touching, or other sexual conduct to the National Clubs Coordination or Generation Joshua Director. No individual shall suffer any adverse action as a result of doing so.

Any individual who believes he or she has been sexually harassed, assaulted, battered, or abused by another person over whom the organization exercises influence or control shall inform that person that any sexual advances, communication, touching, or other sexual conduct is unwanted and unwelcome, but only if it is safe to do so. No individual shall suffer any adverse action as a result of doing so, and any employee who is requested to cease conduct deemed sexually harassing, assaulting, battering, or abusing that retaliates in any way will be subject to discipline, up to but not limited to termination of employment.

All parties shall keep all communication, evidence, and information about and regarding the investigation confidential except as is necessary with accountants, attorneys, counselors, physicians, and any other professional who is bound to confidentiality by virtue of their profession and is necessary to facilitate the financial, legal, mental, and physical health of any party involved.