



## **JUNIOR CHAMBER INTERNATIONAL HONG KONG POLICY MANUAL 2020**

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## 1. Objectives for 2020

### 1.1. Major Goals

- 1.1.1. To explain the purposes and objectives of the Junior Chamber movement through discussions with JCI officers, senators and National Alumni. As well as through discussion with JCIHK and LOM officers.
- 1.1.2. To further enhance the identity of JCIHK and JCI as an international leadership development organization.
- 1.1.3. To strengthen the social status of JCIHK and promote our roles in the community through active participation in: community affairs, quality projects, press supplements and releases, meetings with community and commercial leaders, government officials, government departments, training organizations and voluntary agencies.
- 1.1.4. To focus our efforts towards promoting the stability, harmony and prosperity of Hong Kong.
- 1.1.5. To develop the ability of existing members to take up management positions in JCIHK and LOMs and to recruit sufficient members of balanced composition to carry out our commitments and to further develop JCIHK.
- 1.1.6. To promote the Active Citizen Framework in LOMs and in the local community.

### 1.2. Presidential Theme

#### 1.2.1. “Lead, Connect, Achieve”

Our world is changing at an unprecedented pace. Since JCI’s start, one of the foundational ways the organization has provided development opportunities for young people is by opening leadership positions at every level for a one-year term.

“Lead, Connect, Achieve” will be the slogan and theme for 2020. We subscribe to the belief that it is only when we well equip ourselves that we truly begin to change the world around us.

#### LEAD

For 2020, our plan is geared towards being a “Leader Creator” organization. Each member will be provided with opportunities to become empowered and take on leadership roles. We promote continuous

improvement of governance for both the National and Local levels in JCI Hong Kong to lead more young people to become local leaders and live the JCI Mission.

### CONNECT

In JCI our strength is in our bonds and connections. From international collaborations to local partnerships, we are the organization that will unite all sectors of society. We will ignite even more young people around the world to advocate for change and join our incredible JC movement.

### ACHIEVE

As our JCI Hong Kong members become equipped with the skills and knowledge needed to be exemplary young leaders, we will create more action-oriented solutions to the greatest challenges in the community. On our 70th Anniversary, we will celebrate the impact and achievements of JCI Hong Kong over the years, and give appreciation to our members for their outstanding efforts and contributions.

## **1.3. Membership Strategies**

For the past few years JCIHK has maintained a steady membership growth. Quality projects provide a wide range of opportunity for members to create positive change. Therefore, we aim to encourage more young people who are willing to take up the opportunity and challenge them to engage in projects and serve their community.

JCIHK commits to achieve a net membership growth of at least 5% by the 2020 JCI World Congress.

## **2. Development of Existing LOMs**

### **2.1. Principle**

JCIHK will provide the necessary assistance to expand and develop existing LOMs. Priority will be given to LOMs with less experience and resources. Special assistance such as allocation of Prospective Members, appropriations from HKJC Foundation and the assignment of a strategic planning officer will be offered to LOMs in need.

### **2.2. Methods**

- 2.2.1. Chamber Office services are available to LOMs.
- 2.2.2. To provide guidance and advice through a NAE0 who may also share their expertise and resources.
- 2.2.3. To organize training programs for LOM officers.

2.2.4. To encourage and coordinate joint projects among LOMs with the assistance of NAEOs and other JCIHK Officers.

2.2.5. To assign a strategic planning officer to assist and coordinate with the LOMs if necessary.

### **3. Establishment of Provisional Local Organization Member (PLOM) and LOM Affiliation**

#### **3.1. Intention to Apply for PLOM Status**

If there is an intention to apply for PLOM status, the entity should notify NSG in writing not later than 30 days before a meeting of the National Board of Directors in which votes will be cast in accordance with Article 5-2 of the By-Laws (“Board Adoption Date”).

#### **3.2. Application for PLOM Status**

The application for PLOM status requires the following documents:

- Completed application form prescribed by the National Board of Directors; and
- Membership list of at least 25 members; and
- Draft PLOM’s Articles of Association.

#### **3.3. Membership Status and Dues**

Members listed in the PLOM application form must be classified as either Ordinary Members or Prospective Members. Ordinary membership within the PLOM period is only open to existing Ordinary Members of the PLOM’s sponsor Chapter. Membership dues are calculated pro rata from the Board Adoption Date.<sup>1</sup>

The membership period for Ordinary Members commences from the Board Adoption Date and pro rata membership dues is payable to NOM within seven days thereof. The membership period of Prospective Members commences from the Board Adoption Date and the applicable dues for Prospective Members is payable to NOM within seven days thereof. Ordinary membership within the PLOM period is only open to existing Ordinary Members of the PLOM’s sponsor chapter.

PLOM should declare its membership in Joint Board Meeting through National Assigned Development Officer (“NADO”). Membership dues are calculated based on the reported numbers.

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<sup>1</sup> For example, if the Board adoption date is 15 September, pro rata Ordinary membership fee is payable for the period commencing from 1 September and ending on 31 December. Prospective Membership period commences from 15 September and ends on 14 March.

### **3.4. Logo**

The PLOM may use the short form or long form JCI logo. The short form of the JCI logo must follow the corporate communication guidelines that may be found on the website of JCI ([www.jci.cc](http://www.jci.cc)). The long form for the JCI logo bearing the words “Provisional Chapter of Junior Chamber International Hong Kong” may be used after the PLOM receives notice of approval from NSG.

### **3.5. Supervision**

PLOM’s development officer or NADO will be assigned by NP.

### **3.6. Communication**

The directors of the PLOM are entitled to receive e-mail notifications from the forwarding e-mail address.<sup>2</sup> These addresses will be maintained by NOM and mail will be administered by National Secretariat. The PLOM may use NOM’s mailing service but e-mails are to be sent to the National Board of Directors and Chapter Presidents only. NOM’s website is not open for PLOM’s use to promote its activities. A section of NOM’s publication will be reserved for National Board of Directors to report on PLOM’s progress or any matters relating to the PLOM as the National Board of Directors see fit.

### **3.7. Flag and Voting Stick**

The National Secretariat will prepare a Chapter flag (pursuant to the PLOM’s request and cost will be borne by the PLOM) and a voting stick for the PLOM. Upon successful adoption of the application for affiliation in accordance with Article 4-5 of the By-Laws at the National Convention, the Chapter flag will be hoisted at the venue and a voting stick will be provided to the chief delegate or their designated chief delegate of the affiliated Chapter.

### **3.8. Facilities**

The PLOM is entitled to room usage, mailbox access, printing and photocopying services. Storage space and an access card will not be made available to the PLOM.

### **3.9. Access to the Website of JCI**

NOM will liaise with the responsible JCI officers for the purposes of enabling the PLOM to gain access to the website of JCI ([www.jci.cc](http://www.jci.cc)).

### **3.10. Membership System and Allocation of Prospective Members**

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<sup>2</sup> The forwarding e-mail address which reaches NOM and LOMs down to director level

The PLOM does not have access rights to the membership system maintained by the National Secretariat. No Prospective Members will be allocated to PLOM by NOM.

### **3.11. Training Programs and Functions**

Members of the PLOM may attend training programs held by NOM. NOM may charge PLOM for the Executive Development Program given that NOM provides early notice to the PLOM. Members of the PLOM may attend all functions held by NOM and join the Hong Kong delegate team at the World Congress, Asia Pacific Conference and other official JCI functions.

### **3.12. NOM Project Hosting Rights**

The PLOM is not entitled to host (or co-host with other LOM(s)) any NOM projects.

### **3.13. Meetings**

The National Secretariat will notify the PLOM for the NOM's meetings (for example, Joint Board Meetings) and provide the PLOM with a copy of the agenda and minutes of these meetings. The PLOM may appoint a chief delegate to sit-in on these meetings. The PLOM chief delegate has an entitlement to use the table and chair equal to that of other Chapters.

All charges payable by the chief delegates of other LOMs are also applicable to the PLOM's chief delegate. The chairman of the meeting has the discretion to decide whether to grant a speaking right to the PLOM's chief delegate. NADO shall give reports on the development of the PLOM. The NADO's written report shall include, among others; the number of Ordinary Member declarations, Prospective Members and the areas of development for the PLOM.

### **3.14. Awards System**

The PLOM and its members will not be granted any NOM awards except those awarded by the National President. As such, NOM will neither accept the PLOM's bid book submission nor include the PLOM in efficiency index calculations.

### **3.15. HKJC Foundation**

The PLOM is not entitled to apply for funds from the HKJC Foundation.

### **3.16. Application for Affiliation**

Each application for LOM membership must reach NSG no later than 30 days before the opening date of the National Convention affiliation is sought. The member list required under Article 4-3(c) of the By-Laws should clearly state which

existing Prospective Members remain as Prospective Members and which existing Prospective Members are converted into Ordinary Members (“Converted Ordinary Members”) as of the date of the General Meeting mentioned in Article 4-5 of the By-Laws (“GM Adoption Date”).

### **3.17. Membership Dues Upon Affiliation**

Pro rata membership dues of the Converted Ordinary Members are payable by the affiliated Chapter as of the GM Adoption Date in accordance with Article 4-3(h) of the By-Laws.

### **3.18. Ordinary Membership**

An Ordinary Member’s membership period shall commence from the unbroken chain since induction at his or her sponsor Chapter prior to joining the PLOM.

## **4. Officers**

### **4.1. Appointment**

All appointments of the Board of Directors will be appointed per the JCIHK’s constitutional provision and subject to the LOM’s endorsement. No National Officer, either elected or appointed, shall hold any office or post including presidential advisor in their LOM except for the post of the immediate past president. Should any waiver be required, it shall be dealt by a majority vote of the Board of Directors.

### **4.2. Termination**

The Board of Directors has the right to terminate the office of any National Officer in accordance with the By-Laws should he/she fail to fulfil his/her duties.

### **4.3. Resignation**

The Board of Directors have the right to resign his/her position, given that he or she serves a notice to the National General Legal Counsel and National Secretary General with written one month’s prior notice.

### **4.4. Installation**

Installation at the Inaugural Ceremony will follow the procedures contained in the JCIHK’s constitution. Officers appointed thereafter will be installed/sworn-in at an appropriate National Board Meeting.

### **4.5. Specific Duties and Responsibilities**

Member(s) of the Board of Directors are empowered to exercise the authority conferred to them by the Board of Directors. He/she is entitled to participate at all

LOM's meetings with speaking rights. Member(s) of the Board of Directors shall not interfere with LOM's internal affairs except when such affairs violate the JCIHK's standing regulations or orders. Member(s) of the Board of Directors shall have the right to speak and to propose at all JCIHK meetings and General Meetings.

Save for the specific duties and responsibilities as mentioned under 4.5.1, all National Board of Directors should (i) promote the mission, vision, purposes of JCI; (ii) promote JCI and JCIHK's projects; (iii) attend National Board Meetings and any other JCIHK meetings which he/she is entitled to attend; (iii) attend Inaugural Ceremony, National Convention, and JCIHK functions; (iv) promote and market JCI by strengthening our corporate image; (v) submit written reports to the National Board Meetings and the National Convention; (vi) promote and implement JCIHK objectives and administration policies.

#### **4.5.1. National President – Senator Maric CHENG**

- I. Fulfil duties as specified in By-Law 12-9-1.
- II. The National President shall act as a chief delegate to attend the 2020 JCI ASPAC and the 2020 JCI World Congress and attend any National President meetings.
- III. The National President shall report on HKJC Foundation matters at National Convention and ensures HKJC Foundation's annual audited accounts for the year ended 31 December 2019 are included in the Convention Manual.
- IV. Act as ex-officio member of the Executive Committee of The Outstanding Young Persons Association (TOYPA) and as a coordinator between JCIHK and TOYPA.
- V. Represent JCIHK as ex-Officio Director of HKJC Foundation to advise the funding allocation of the projects.
- VI. Act as ex-officio for Senate Screening Committee and provide information to such committee (if requested).
- VII. The National President must give a written report to the incoming National President on all outstanding matters and programs of the 2020 administration during the December Joint Board Meeting.
- VIII. The National President must submit a written report for National Presidents Meetings at JCI Asia and the Pacific Conference, JCI World Congress and any other JCI Meetings as required by JCI.

#### **4.5.2. National Immediate Past President – Senator Zenith LIN**

- I. Supervise JCIHK's project - Ten Outstanding Young Persons (TOYP) Selection.
- II. Supervise JCIHK Alumni Club.
- III. Act as Chairman of Senate Committee.
- IV. Act as Chairman of Senate Screening Committee.
- V. Act as Nomination Committee Chairman of the 2021 National Board of Directors Election.

<b>Name of Chairman</b>	<b>Responsible Area</b>
Senator Karen YEUNG	Ten Outstanding Young Persons (TOYP) Selection
Senator Victor CHAN	JCIHK Alumni Club

#### **4.5.3. National General Legal Counsel – Senator Jessica LEE**

- I. Fulfil duties as specified in By-Law 12-10-1.
- II. Handle all governmental procedural matters on behalf of JCIHK.
- III. Serve as the parliamentarian in the meetings at the request of the National President.
- IV. Act as the liaison officer with the Honorary Legal Advisor.
- V. Supervise the production of the Policy Manual.
- VI. Act as liaison for strategic planning officer(s) to help those LOMs who need special assistance (if needed).
- VII. Ensure smooth administration, efficient Chamber Office service, provide Chamber's staff development, proper records, efficient functioning of the Chamber.
- VIII. Ensure the operation of the secretariat are smooth and maintain healthy finance position for JCIHK.
- IX. Assist the National President in the planning, implementation and supervision in the activities under the four areas of opportunity.
- X. Follow up any change of the Constitution and the By-Laws if necessary.
- XI. Supervise and provide guidance to the National Secretary General and the National Honorary Treasurer.
- XII. Supervise, guide and train and the National Vice Presidents, Directors and Commission members assigned to her.
- XIII. Supervise Chamber Office Administration Meetings, Inaugural Ceremony, 70<sup>th</sup> Anniversary Ball and National Convention.

<b>Name of the National Officers</b>	<b>Responsible Area</b>
National Secretary General Mandy LAM	Secretariat
National Honorary Treasurer Zoe MO	Treasury and NAEO of JCI Harbour
National Vice President Jonathan WONG	NAEO of JCI Victoria and JCI Island
Director Calvin CHAN	Digital Development
Director Benson PANG	Records and Recognition
Commission Chairman Julie YIU	Partnership and Sponsorship Affairs
Chairman Rosanna WONG	Inaugural Ceremony
Chairman Senator Ben MAK	70 <sup>th</sup> Anniversary Ball

Convention Director Senator Kelvin LAM	National Convention
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#### 4.5.4. National Executive Vice Presidents

- I. Fulfil duties as specified in By-Law 12-11-1.
- II. Attend meetings and functions of assigned areas (if necessary).
- III. Ensure NOM provides quality training programs to JCIHK members and enhance the coaching skills of local qualified trainers (for the NEVP who supervises the Leadership Development area).

The following National Officers will be supervised by **NEVP Senator David LUK**:

Name of the National Officers	Responsible Area/Duties
National Vice President Jackal Ho	NAEO of JCI Bauhinia, JCI Dragon and JCI Sha Tin
National Vice President Bess LI	NAEO of JCI Lion Rock, JCI East Kowloon and JCI Apex
National Vice President Daryl LIN	NAEO of JCI Peninsula and JCI Yuen Long
National Vice President Alex TSE	NAEO of JCI City and JCI City Lady
Director Terrence TANG	Global Affairs
Director Davy HUI	International Affairs
Director Cheryl YEUNG	Membership
Director Tiffany LEUNG	Publication
Commission Chairman Ellen CHUNG	Foreign Affairs

The following National Officers will be supervised by **NEVP Senator Kenneth YU**:

Name of the National Officers	Responsible Area/Duties
National Vice President Senator Joel LI	Training and Development Commission NAEO of JCI Kowloon, JCI Hong Kong Jayceettes and JCI Lantau
National Vice President Ronald CHANG	NAEO of JCI Tai Ping Shan, JCI Ocean and JCI Tsuen Wan
National Vice President Thomas WONG	NAEO of JCI Queensway and JCI North District
Director Elaine TANG	Corporate Communications
Commission Chairman Eddie YUEN	Training and Development

#### 4.5.5. National Vice Presidents / NAEOs

- I. Fulfil duties as specified in By-Law 12-12-1.

- II. Promote and interpret JCIHK objectives and administration policies to their assigned LOMs/ PLOM.
- III. Attend monthly board meetings and monthly fellowship gatherings (MFGs) of assigned LOMs/ PLOM.
- IV. Maintain good communication with and assist in the development of all his/her assigned LOMs, and submit monthly written reports on the LOMs' development at the NAEO Meetings.
- V. Carry out duties as assigned by the National President.

The NAEO assignments are assigned by NP as follows:

<b>Name of National Officer</b>	<b>Assigned LOMs/ PLOM</b>
Senator Joel LI	JCI Kowloon, JCI Hong Kong Jayceettes and JCI Lantau
Ronald CHANG	JCI Tai Ping Shan, JCI Ocean and JCI Tsuen Wan
Jackal HO	JCI Bauhinia, JCI Dragon and JCI Sha Tin
Bess LI	JCI Lion Rock, JCI East Kowloon and JCI Apex
Daryl LIN	JCI Peninsula and JCI Yuen Long
Zoe MO	JCI Harbour
Alex TSE	JCI City and JCI City Lady
Thomas WONG	JCI Queensway and JCI North District
Jonathan WONG	JCI Victoria and JCI Island

#### **4.5.6. National Secretary General – Mandy LAM**

- I. Fulfil duties as specified in By-Law 12-13-1.
- II. Assist NP to prepare written reports for the 2020 JCI ASPAC and 2020 JCI World Congress.
- III. Assist in the preparation of documentation and handling of correspondence as assigned by the NP.
- IV. Prepare agenda and minutes of National General Meetings, EGMs (if any), NAEO Meetings, NOM Board Meetings and Joint Directors Meetings and distribute these documents to relevant officers for these meetings at least two working days prior to the meeting.
- V. Prepare surveys and the result summaries for the Evaluation Meetings including Mid-Year Evaluation.
- VI. To arrange the venue for National General Meetings, NAEO Meetings, Board Meetings and Joint Directors' Meetings.
- VII. Supervise the 55th JCIHK National Convention.
- VIII. Supervise the areas of the administration.
- IX. Follow up with the hosting chapter of National Convention of the last year regarding files, minutes of General Assembly, voice records and pertinent materials.
- X. Submit form ND2A by January 2020 & Annual Return of JCIHK to the Company Registry within 42 days after 2020 National Convention.

- XI. Carry out duties as assigned by the NP and NGLC.

#### **4.5.7. National Honorary Treasurer – Zoe MO**

- I. Fulfil duties as specified in By-Law 12-14-1.
- II. Organize and supervise JCIHK fundraising campaigns and the Inaugural Ceremony.
- III. Prepare JCIHK 2020 budget and submit to the National Board of Directors for approval not later than the National Board Meeting in February 2020.
- IV. Assist to submit the 2019 audited financial statements to National Board Meeting and National Convention.
- V. Submit the audited financial statement of JCIHK for the year ended 31 December 2020 to the Company Registry for record in 2021.
- VI. Prepare the financial statements of JCIHK for the year ended 31 December 2020 for adoption no later than 31 July 2021.
- VII. Assist to collect dues and initiation fees for 2020 in a timely manner and manage JCIHK bank accounts.
- VIII. Carry out duties as assigned by the NP and NGLC.

#### **4.5.8. National Directors**

- I. Fulfil duties as specified in By-Law 12-15-1.
- II. Attend meetings/discussions with respective LOM Directors in Joint Directors' Meetings. All suggestions put forth in the LOM Directors' Meetings should be recommended to the National Board Meetings for consideration and adoption. It is recommended to send the meeting notes/discussion notes to all LOM Presidents for their information.
- III. Render guidance to LOMs in planning projects under their respective areas at the initial stage of survey and planning (if needed).
- IV. Take charge and supervise National projects according to the NOM's time schedule.
- V. Compile bid book for JCIHK projects (if needed) for 2021 Asia Pacific Conference and the 2020 World Congress.
- VI. Carry out assignments as assigned by the NP and their respective NGLC/NEVPs.
- VII. (applicable to membership area) The access right of the membership database shall be granted to NP, NEVP (who supervises membership area), NGLC, NSG and NMD.
- VIII. (applicable to corporate communications & digital development areas) To promote and market JCIHK by using the official website and Facebook media and enhance the communication between National Board of Directors and LOM presidents with the means of email alias group.

<b>Name of the National Officers</b>	<b>Responsible Area</b>
Director Elaine TANG	Corporate Communication
Director Calvin CHAN	Digital Development
Director Terrence TANG	Global Affairs
Director Ezgine CHONG	Global Goals
Director Davy HUI	International Affairs
Director Dickson LO	Leadership Development
Director Rafael WONG	Mainland Affairs
Director Cheryl YEUNG	Membership
Director Tiffany LEUNG	Publication
Director Benson PANG	Records and Recognition

#### **4.5.9. Chamber Office Staff**

##### **4.5.9.1. Chamber Executive**

- I. Assist the National Board of Directors, in particular, the NP, NIPP, NGLC, NEVPs, NSG, and NHT, in the day-to-day administrative matters of the JCIHK.
- II. Provide secretarial assistance to NP, NGLC, NSG, Senate, HKJC Foundation and perform other jobs / assigned duties by NP (e.g. Inaugural Ceremony / 70<sup>th</sup> Anniversary / TOYP).
- III. Coordinate with NGLC regarding all government procedural matters on behalf of JCIHK.
- IV. Liaise with the Chamber Office staff pertaining to the Chamber Office maintenance, services, and renovation.
- V. Assist NSG and Admin Team to update database system in the Chamber Office.
- VI. Supervise all account matters such as debit note issuance as directed by NHT.
- VII. Update the contact list of JCIHK and LOM Board members as necessary.
- VIII. Assist NMD to update the membership directory every month and to take care of the correspondence related to assignment of PMs to Local Organizations. Provide monthly update of SM status to JCIHK Alumni Club Vice Chairman for membership. Supervise and take charge of JC membership supplies and inventory monitoring.

#### **4.5.9.2. Account Officer**

- I. Administer all account matters such as debit note issuance as directed by NHT.
- II. Prepare the financial report for NHT before Board Meetings and NAEO Meetings.
- III. Prepare the monthly account statement and bank reconciliation statement.
- IV. Coordinate with banks and payment of credit card matters.
- V. Assist NHT to compile year-end financial accounts before 31 March 2021.
- VI. Provide secretarial assistance to NGLC, NSG, NHT and NEVPs.
- VII. Liaise with the auditors of JCIHK.
- VIII. Perform other jobs assigned by NP, NGLC and Chamber Executive.
- IX. Directly reports to Chamber Executive.

#### **4.5.9.3. Chamber Officer**

- I. Arrange seminar rooms, meeting rooms and board room.
- II. Maintain and update the filing system for Chamber Office.
- III. Supervise mailing of NOM/LOM circulars/publications.
- IV. Co-ordinate with NSG regarding JC supplies and inventory monitoring.
- V. Administer the rental of books and materials of the library and the equipment of the Chamber.
- VI. Prepare name stands and preparing logistic requirements for every NAEO and Board Meeting, and other meetings as necessary.
- VII. Ensure the maintenance of cleanliness and tidiness of the Chamber Office at all times.
- VIII. Provide secretarial assistance to NGLC, NSG, NHT and NEVPs.
- IX. To act as the receptionist and receive phone calls.
- X. Perform other jobs assigned by NP, NGLC and Chamber Executive.
- XI. Directly reports to Chamber Executive.

#### **4.5.10. National Officers**

- I. National Officers under respective areas are directly responsible to respective National Board of Directors.
- II. Assist in the planning and implementation of activities under respective area.
- III. Attend National Board Meetings upon invitation by the NOM

- Board of Directors.
- IV. Attend Inaugural Ball, 70<sup>th</sup> Anniversary Ball, National Convention, and other JCIHK functions.

**4.5.11. National Presidential Advisor – Past National President Senator Anthony LEUNG**

- I. Entitled to attend any meetings and may serve as parliamentarian in the meeting upon invitation by NP.
- II. Advise NP on all JCI and JCIHK affairs, as requested.

**4.5.12. Panel of Advisors**

The Panel of Advisors shall give advice on any JCIHK and JCI affairs upon request by any member of the National Executive Committee to the National Board of Directors. Their advice should be directly sent to NP.

The Panel of JCIHK Advisors are:

- 1976 National President Senator Paul YIN, SBS, JP
- 1980 National President Senator Major TANG
- 1993 National President Senator George LUNG, BBS, MH, JP
- 2005 National President Senator Ellen TSANG

All advisors are entitled to attend any meeting upon invitation by the NP.

**5. Nomination for 2021 JCI Elective Posts**

Nomination for JCI Elective Posts such as Vice President, Executive Vice President must initially be made by a LOM and must reach NGLC in written format.

Nomination shall be considered and, if deemed fit, approved in the June National Board Meeting or other Board Meeting as decided by the National President.

**6. JCI Executive Appointments**

Any appointment for JCI executive posts (e.g. General Legal Counsel, Treasurer, Executive Vice Presidents) shall be endorsed by JCIHK and approved in the National Board Meeting or other Board Meeting as decided by the NP.

**7. Other Nominations or Appointments**

All other nominations or appointments for posts of JCI shall be decided by the NP and approved by the National Board of Directors.

## **8. Committees and Commissions**

### **8.1. Nomination Committee of the 2021 National Board of Directors Election at the National Convention**

NIPP shall act the nomination committee chairman of the 2019 National Board of Directors. The National President shall appoint four to six Past National Presidents or Senators as the committee members of the Nomination Committee.

Such appointment shall be announced and all LOMs shall be informed such appointment 45 days before the commencement of the National Convention.

### **8.2. JCI Hong Kong TOYP Selection Steering Committee**

The JCI Hong Kong TOYP Selection Steering committee consists of the following members:

**Chairman** 1984 National President Senator John CHAN

**Members** 2006 National President Senator James TSUI  
2013 National President Senator Paul WU  
2018 National President Senator Ronald KAN  
NP Senator Maric CHENG

**Ex-Officio** NIPP Senator Zenith LIN

**Secretariat** CE Senator Phyllis CHAN

The JCI Hong Kong TOYP Selection Steering Committee acts as an advisory panel to monitor and provide guidance to the 2020 TOYP Organizing Committee, with reference to the project manual adopted in 2017.

### **8.3. Awards Judging Committee for National Convention**

NRRD will act as Chairman of the Awards Judging Committee. NGLC will supervise the Awards Judging Session but she is not allowed to give any marks. NP shall appoint any Past National President as the chief judge for the Awards Judging Committee.

NRRD will invite nomination of judging members from LOMs before the end of July 2020. All judging members:

Should have no less than 2 years of JCI experience OR

Should have been the board member or current member in the board of his/her local chapter.

If there is more than one nomination, one of them may be without judging experience while the other shall have both judging experience AND experience with bid book compilation. If there is only one nomination, the member shall have both judging experience AND experience in bid book compilation. However, he or she must not be the current President of the LOM or a member of the National Board of Directors.

If the chapter was in less than 5 years, the judging member requirement is as shown below:

The judging member should have been in the board of his/her local chapter for at least 1 year (not including the current President of the LOM or the member of the National Board of Directors).

\*\*National Board Members reserves the right to give a waiver to judging members, but the nominee will need to provide a simple portfolio.

All judging criteria is incorporated in the Awards Manual which will be adopted at the National Board Meeting and circulated to all LOMs no later than the end of April 2020. The National Board of Directors will approve the nominated judges in the National Board Meeting. Late submission of nominations or subsequent substitution (also subject to the National Board of Directors' approval) might attract penalty in accordance with provisions in the Awards Manual. Details of the judging criteria will be set out in the 2020 Awards Manual.

Briefing notes for judges must be circulated at least 2 weeks before judging date.

All judges (including the JCIHK Executive Committee Members) must attend a briefing session to be conducted by NRRD. Failing to attend such briefing will lead to disqualification.

Any judge from a LOM must not give marks on the award entry submitted by his or her own LOM.

All judges for any presidential awards of Excellence should be appointed by NP.

#### **8.4. Awards Judges for 2020 JCI ASPAC and 2020 JCI World Congress**

NRRD will invite nomination from LOMs (if necessary) and the qualification of awards judges shall be (i) the Individual Member of his/her local chapter for at least 2 years and (ii) who is/has been the National Board of Directors of NOM or LOM President. NP has the final right to appoint awards judges for the 2020 JCI ASPAC and 2020 JCI World Congress.

## 8.5. Senate Committee

The Senate Committee shall consist of Senators from different LOMs, with NIPP presiding as Chairman.

The job duties of the Senate Committee are to coordinate senators, organize senate luncheon and dinner, and prepare new senate directory when appropriate.

The committee members include:

<b>Convener:</b>	Senator Amanda Ng	JCI Bauhinia
<b>Committee Members:</b>	Senator Queenice Wong	JCI Victoria
	Senator Mabel Ng	JCI Lion Rock
	Senator Tony Lam	JCI Harbour
	Senator Gary Ngan	JCI Dragon
	Senator Alison Lai	JCI Queensway
	Senator Hei Tse	JCI North District
	Senator Jerry Tse	JCI Ocean

## 8.6. JCIHK Alumni Club

### 8.6.1. Objective

Promote the JCIHK Alumni Club for the purposes of membership retention.

### 8.6.2. Appointment of Chairman

NP should appoint the chairman who must be a National JCIHK Alumni (JCI Alumni).

### 8.6.3. Term of Office

The term of office of the Chairman shall commence from 1 January 2020 to 31 December 2020 (1 year).

### 8.6.4. Responsibilities

- i. Achieve target membership growth specified by the end of 2020.
- ii. Coordinate the members of JCIHK Alumni Club to participate in selected JCI and JCIHK programs and activities.
- iii. Organize informal gatherings for JCI Alumni.
- iv. Promote JCIHK Alumni Club to graduate members.
- v. Take charge of the graduation ceremony at the National Convention.

- vi. Submit report to the National Convention.

## **8.7. National Foreign Affairs Commission**

### **8.7.1. Objectives**

- I. To encourage participation and make arrangements for JC members to attend the 3 Area Conferences (other than the Asia-Pacific Conference, which are the JCI Americas Conference, JCI European Conference and JCI Africa and the Middle East Conference);
- II. To promote JCIHK and bring back useful connections and resources from other JCI conferences beyond Asia and the Pacific; and
- III. To participate in and/or provide necessary assistance to the On-to Teams.

### **8.7.2. Appointment of Chairman**

NP should appoint the Chairman.

### **8.7.3. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2020 to 31 December 2020 (1 year).

### **8.7.4. Responsibilities**

- I. Encourage individual members to participate and attend international events.
- II. Promote and provide assistance to NOM and LOMs on international affairs matters.
- III. Attend and make progress reports in Joint Board Meetings.
- IV. Submit report to National Convention.

## **8.8. National Partnership and Sponsorship Affairs Commission**

### **8.8.1. Objectives**

- I. To develop commercial partners that bring mutual benefit to JCI members and our partners.
- II. To strengthen existing partner relationships and develop a platform for members to network with other similar NGOs.
- III. To provide learning opportunities for members to learn how to engage and maintain partners.

### **8.8.2. Appointment of Chairman**

NP should appoint the Chairman.

### **8.8.3. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2020 to 31 December 2020 (1 year).

### **8.8.4. Responsibilities**

- I. Create a stronger bonding between our stakeholders and JCI Hong Kong in order to gain more support in our journey of creating leaders.
- II. Create an Impact Report for JCIHK.
- III. Help to maintain a partners/sponsors directory.
- IV. Seek for partnership development opportunity in commercial and non-profitable organizations.
- V. Attend and make progress reports in Joint Board Meetings.
- VI. Submit report to National Convention.

## **8.9. National Training and Development Commission**

### **8.9.1. Objectives**

- I. To provide long-term training and development strategies for JCIHK & LOMs in order to serve the dynamic needs of members and the community.
- II. To develop JCIHK members for improving the effective training, group facilitating and coaching skills with an emphasis on advancing the JCI Mission.
- III. To upgrade the quality of training program and to innovate on the program design with the objective of continuous improvement and promoting the niche of Junior Chamber as a leadership development organization to the general public.
- IV. To serve the needs of community through providing training programs to external organization.
- V. To develop a sharing platform to local chapter for successful training program sharing.
- VI. To introduce the talent development plan.

### **8.9.2. Appointment of Chairman**

NP should appoint the Chairman.

### **8.9.3. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2020 to 31 December 2020 (1 year).

#### **8.9.4. Responsibilities**

- I. Develop and maintain a data bank storing information about training matters on a long-term basis.
- II. Liaise with external training institutions to facilitate interchange of knowledge and resources.
- III. Enhance the function of Trainers' Circle with a view to develop the trainers and new training programs catered for specific needs of the organizations.
- IV. Conduct periodical reviews of NOM's and LOM's training activities in order to identify training options and/or rooms for improvement on existing packages.
- V. Attend and make progress reports in Joint Board Meetings.
- VI. Submit report to National Convention.

#### **8.10. Constitution Review Committee**

##### **8.10.1. Objectives**

- I. To review the constitutional documents of JCIHK to ensure that these are up to date and aligned with the purposes of JCIHK.
- II. To ensure the constitutional documents are aligned with the laws of the HKSAR.
- III. To review the constitutional documents to allow for the usage of modern technologies and/systems that may be used into the future.

##### **8.10.2. Appointment of Chairman**

NP should appoint the Chairman.

##### **8.10.3. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2020 to 31 December 2020 (1 year).

##### **8.10.4. Responsibilities**

- I. Review the JCIHK Articles of Association and By-Laws and provide a written report to JCIHK with recommendations.
- II. The Committee shall present its final report to the Board of Directors before August Joint Board Meeting for adoption at National Convention
- III. Submit report to National Convention.

## **9. National Assigned Executive Officers Meetings**

NAEOs meetings will be held according to the time schedule set by the National President.

## **10. National Monthly Board Meetings**

National Monthly Board Meetings will be convened according to the time schedule set by the National President and open for all LOMs. All LOM Presidents will be invited to attend the Joint Board Meetings and must submit a written report of their LOM status 3 days prior to the meeting.

All National Officers and Commission or Project Chairpersons must submit written reports at the NOMs and/or Joint Board Meetings 3 days prior to the meetings.

## **11. Annual General Meeting (National Convention)**

The Annual General Meeting of the JCIHK shall be known as National Convention. It shall be for the purposes of (i) adopting annual reports of the National Board of Directors and LOMs presidents and the annual accounts completed with auditor's reports, (ii) electing Members of the National Board of Directors, (iii) appointing JCIHK's auditor or auditors, adopting JCIHK programs and (iv) discussing any other matters relating to the JCIHK's Constitution and management of the JCIHK.

Auditor's Report must be circulated to all LOM's 21 days before the AGM.

## **12. Bidding for 2021 National Convention**

Any LOMs with the intention to bid for the hosting right of the 2021 National Convention should observe the bidding criteria and fill in the appropriate form, together with a deposit of HK\$20,000 (Twenty Thousand Hong Kong Dollars) and submit them to the NSG before 30 June 2020, or as otherwise decided by the National Board of Directors. The bidding documents will form part of the convention contract, upon acceptance, must be circulated to all LOMs presidents and National Board of Directors during the General Assembly.

NSG will study the qualifications of any LOM who bids for the hosting right of the 2021 National Convention and report to the National Board of Directors. The National Board of Directors shall decide whether the hosting right shall be given to the bidding LOM.

Deposit made by any unsuccessful bidder shall be refunded without interest within one month after the result is announced. Deposit on any withdrawn bid shall be forfeited.

Deposit made by the LOM who wins the bid (“Winning Bidder” or “Hosting LOM”) shall be retained by NOM and shall be refunded without interest within one month after the financial statement is adopted by NOM.

A written contract shall be made between the Hosting LOM and NOM no later than 31 January 2020.

In case there is no successful bid for the hosting right of the 2021 National Convention, the National Board of Directors shall make arrangements according to 10-4-5 of the By-Laws.

### **13. Extraordinary General Meeting**

EGM must be convened in strict accordance with the constitutional provisions. Minutes of EGM must be circulated to all LOMs within two weeks after the EGM. All EGM minutes must be adopted at the General Assembly during the National Convention.

### **14. Senatorship**

#### **14.1. Senate Screening Committee**

NP shall appoint 4 to 6 Past National Presidents or senators as the members of the committee with the Senate Chairman acting as the Chairman. This committee shall screen the senatorship applications according to qualifications and make recommendations to NP. Reasons for approval or disapproval shall be kept strictly confidential and shall not be announced.

#### **14.2. Members of the 2020 Senate Screening Committee**

**Chairman:** NIPP Senator Zenith LIN

**Members:** 1987 National President Senator Nora CHENG  
1996 National President Senator Justin LUI  
2008 National President Senator Eric TANG  
2017 National President Senator Teresa POON

**Ex-Officio:** NP Senator Maric CHENG

#### **14.3. Presentation of Senatorship**

Presentation of Senatorship shall be carried out in a proper ceremony as decided by the Senate Chairman.

#### **14.4. Senatorship Fee**

The admission fee for the senatorship shall be HK\$4,000 (Four Thousand Hong Kong Dollars).

## **15. Dues and Administration**

### **15.1. Membership Declaration**

- 15.1.1. LOMs shall declare their membership at the Joint Board Meetings through the Chapter President or appropriate chapter representative, and through the NOM's database system by the 20<sup>th</sup> each month by their LOM's designated board of directors. Membership confirmed during the months of January, April, July, and August shall be the record for dues collection.
- 15.1.2. JCIHK shall collect dues with all Junior Chamber matters according to the data declared in the Joint Board Meetings.
- 15.1.3. JCIHK is responsible for allocating membership applications to the LOMs and shall retain the HK\$500 (Five Hundred Dollars) initiation fee which would be shared by the JCIHK and the LOMs on a 2:3 ratio. In cases where a PM/member ceases to be a PM/member and subsequently re-join, initiation fee of HK\$200 (Two Hundred Dollars) will have to be paid to JCIHK. 75% of PM fee will be allocated for chamber office reserve fund.
- 15.1.4. LOMs shall declare their prospective member by filling in the membership form with payment to JCIHK Office. Form received before 20<sup>th</sup> of every month will be counted as the prospective member of the current month.
- 15.1.5. Reinstatement fee of National Alumni or individual member for decelerating previously inducted member who was not declared in last period or longer is HK\$200.

### **15.2. Methods of Payment**

- 15.2.1. Dues for the year 2020 shall be HK\$1,000 (One Thousand Hong Kong Dollars) for each Individual Member and HK\$500 (Five Hundred Dollars) for each JCIHK Alumni.
- 15.2.2. Initiation fee for each prospective member recruited by LOM shall be HK\$500 (Five Hundred Hong Kong Dollars) which would be shared by the JCIHK and the Local Organization on a 2:3 ratio.

- 15.2.3. Dues will be collected quarterly according to LOM membership declaration (Articles of Association Clause No. 6 payable half-yearly shall be temporarily waived).
- 15.2.4. A LOM shall submit for and on behalf of its Individual Members and JCIHK Alumni any outstanding payments or dues to the National Honorary Treasurer within thirty (30) days after the issue of a debit note. Any LOM which fails to settle the payments after thirty (30) days from the issue date of the debit note shall be declared as a non- financial LOM and a reminder will be issued on the 45th day (from the issue date of the first debit note) plus five (5) per cent on the gross amount. All services rendered by the Chamber will automatically be suspended after sixty (60) days (from the issue date of the first debit note) until all outstanding debit notes have been settled.

**15.3. Admission of New Members**

- 15.3.1. LOM must submit to the JCIHK the name of newly ordinary members accepted and pay dues calculated at HK\$250 (Two Hundred Fifty Hong Kong Dollars) for each quarter for every new member.
- 15.3.2. Individual Members of JCIHK MUST be a resident of Hong Kong and holding a valid Hong Kong Identity Card issued by the Immigration Department of the Hong Kong Special Administrative Region. A residential address shall be provided for the purposes of giving notice by post. Members may choose to opt out of the NOM regular mailing and emails.
- 15.3.3. New members shall sign the form and agree that JCIHK may transfer the data collected (herein “Data”) outside Hong Kong, conduct matching procedures (as defined in the Personal Data (Privacy Ordinance), utilize the Data and such other personal data and information relation to the new members for non-commercial purpose(s) of the JCIHK.

**15.4. Mailing Charges**

Charges of posting of circulars or newsletters are as follows:

any pages' up to 25g	HK\$2,595
any pages' up to 40g	HK\$4,245
any pages' up to 90g	HK\$6,315
any pages' up to 230g	HK\$9,405

## **15.5. Awards**

### **15.5.1. Development**

New awards shall be recommended by NRRD, LOMs or Past National Presidents and adopted unanimously by the National Board of Directors. It shall be announced through the NRRD.

### **15.5.2. Ownership**

The awardee shall own the trophy unless it is a floating award, which must be returned to the NRRD two months after the awards presentation at National Convention.

## **15.6. Library**

15.6.1. The Chamber Office staff will be responsible for the management of the Library.

15.6.2. NSG will set out rules on library usage and circulate them to all members.

15.6.3. Each LOM must submit an electronic copy of their official publication including LOM's AGM report and retain two hard copies of any official publication to the Chamber Office Secretary for record keeping purposes.

15.6.4. A reference list of all materials in the library can be found on JCIHK's website and is accessible at the Chamber Office by LOM's presidents.

## **15.7. Membership Supplies**

Chamber Office in consultation with the National Board of Directors, produce basic JCIHK membership supplies on cash sale basis, under the supervision of NSG.

## **15.8. Temporary Storage of Project Supplies / Materials in Chamber Office**

JCIHK and LOMs may keep project supplies / materials in JC office 14 days commencing from delivery to JC Office for temporary storage. Thereafter, a storage fee of HK\$100 (One Hundred Hong Kong Dollars) per day (maximum period of 7 days) will be charged to the LOMs upon the expiry of the 14 days storage period. The materials will be disposed after the further 7 days period as prescribed above and extra HK\$500 (Five Hundred Hong Kong Dollars) handling fee will be charged to the LOMs for

the disposal. If a longer storage period is required, special requests can be made by writing and will be reviewed on a case by case basis.

## **15.9. Chamber Office Administration Meeting**

### **15.9.1. Objectives**

- I. To discuss the administrative matters of JCIHK.
- II. To handle Chamber Office staff personnel matters.

### **15.9.2. Responsibilities**

NGLC, NSG, NHT, NDDD, NRRD and CE are to attend the meeting, where NGLC is the Chairman of the Meeting and NSG is the Secretary. Other NOM Officers and Chamber Staff may be invited to the meeting if necessary.

## **16. Guidelines**

### **16.1. E-Motions**

The e-motion is not the preferable means for decision-making and should only be used in unavoidable cases. The National Board of Directors are responsible for putting forward issues in a timely manner during regular board meetings to provide proper room for discussion, consideration and decision making.

The procedures for making an E-motion are set out as follows:

- I. E-Motion should be sent to [bod2020@jcihk.org](mailto:bod2020@jcihk.org) not [nom2020@jcihk.org](mailto:nom2020@jcihk.org)
- II. Board members need to respond within 48 hours, otherwise the motion will die automatically.
- III. Related officers or NSG or NGLC will be responsible for counting votes and state the voting results. Upon enough votes, she needs to report to NP, and the e-motion will be adopted after NP's announcement. Please take note that NP is the only person that may announce the voting results.
- IV. In the e-floor, only motions that would have a good consensus may be moved. Issues that need amendments or discussion are not suggested to be moved in the e-floor. If there are any issues or confusion it is suggested to restart the procedure from the beginning.
- V. Formal ratification of the adopted e-motion is required in the immediately subsequent formal board meeting.
- VI. The requirement for budgets and IEs to have prior approval by NHT also applies for e-motions.

## **16.2. Promotion of Events Supported by JCIHK**

From time to time, we may receive many invitations for JCIHK to act as a supporting organization. If we accept the invitation, usually our main responsibility is to help promote the event.

To ensure that we fulfil our responsibility, please refer to the following procedure:

- I. All invitations shall be sent to [info@jcihk.org](mailto:info@jcihk.org) to the attention of NP.
- II. Invitations shall be screened by NP, NGLC or NEVPs. The main consideration will be JCIHK's relationship with the organizers and whether the project or program will be beneficial to our members in line with the JCI Mission.
- III. Responsible NOM Board member makes a motion for Board of Directors to accept the organizer's invitation to act as supporting organization. Sufficient information and a summary should be provided to Board members, highlighting all the responsibilities. General consent shall be obtained before making a motion.
- IV. If the motion is made by way of e-motion, please follow the guidelines written in the Policy Manual.
  - I. After the motion is adopted, the Partnership and Sponsorship Affairs Commission will prepare the e-mail to be sent to all members (except those who chose to opt-out).
  - II. In the email content, please embed the poster. If there is no poster, please use the content provided by the organizer.
  - III. Please send the prepared e-mail to NGLC and NDDD. National Partnership and Sponsorship Affairs Commission will keep track of the promotions being made to ensure fulfilment of NOM's responsibility.
  - IV. All promotional e-mails will be entitled: "Event supported by JCIHK: + The event name" and sent by NDDD through electronic direct marketing.
  - V. The e-mail will contain the following statements:
    - a. "You are receiving this e-mail because you either: were a member on 1 January 2020 and you have not opted out from accepting promotional e-mails; or
    - b. Signed a statement agreeing to accept e-mail promotions from JCIHK, including promotion of events organized by external parties.
    - c. Should you wish to unsubscribe from all e-mail promotions from JCIHK, please send an e-mail containing such request to [mandy.lam@jcihk.org](mailto:mandy.lam@jcihk.org) and [info@jcihk.org](mailto:info@jcihk.org)

## **16.3. Meetings via Video Conference or Other Audio-Visual Means**

If the video conferencing or other audio-visual means is used for meetings including Board Meetings, it is recommended that a system capable of recording and recognizing the participation of the directors, and of recording and storing the proceedings of such meetings along with date and time is utilized.

*NB. The Chairman should ensure that meetings via video conference or other audio-visual means are compliant with the organization's constitution prior to initiating a meeting by this means.*

#### **16.3.1. Notice of Meeting**

- I. The notice of the meeting shall inform the directors that the means of the meeting will be through video conference or other audio-visual means.
- II. The notice shall also contain all the necessary information to enable the directors to participate through video conferencing or other audio-visual means.
- III. The notice shall seek advance confirmation from the Directors as to whether they are able to participate through electronic means for the meeting.
- IV. Notice shall clearly mention the venue of the meeting and it shall be the place where the recording of the proceedings of the meeting would be made.

#### **16.3.2. Conducting of Meeting**

- I. At the commencement of the meeting, a roll call should be taken by the Recording Secretary where every director participating through video conferencing or other audio-visual means shall state their name and position for the record.
- II. A director with voting rights participating in a meeting through video conferencing or other audio-visual means shall be counted for the purpose of quorum.
- III. If a video function is available, Directors should have this function on at all times for the duration of the meeting.
- IV. The Chairperson and/or the Recording Secretary shall ensure that the required quorum is present throughout the meeting.
- V. Every participant shall identify himself for the record or be invited by the Chairperson by name before speaking on any item of business on the agenda.
- VI. If a statement of a director in the meeting through video conferencing is interrupted or not clear, the Chairperson shall request for a repeat or reiteration by the director.
- VII. Where a vote shall be required, NSG or NGLC or an assigned officer will be responsible for counting votes and state the voting results. The result of the motion will be final after the Chairperson's

- announcement. Ratification of motions at a subsequent board meeting is not required.
- VIII. The requirement for budgets and IEs to have prior approval by NHT also applies for meetings via video conference or other audio-visual means.

### **16.3.3. Minutes of Meeting**

The minutes shall disclose the following:

- I. the meeting was conducted through video conferencing or other audio-visual means; and
- II. the procedures for voting utilized; and
- III. voting results for all motions.

### **16.4. Out of Town Notice**

When members of the JCIHK National Board of Directors will be out of town from time to time, a notice should be issued to [nom2020@jcihk.org](mailto:nom2020@jcihk.org) and [lomp2020@jcihk.org](mailto:lomp2020@jcihk.org) stating:

- I. the period of absence; and
- II. a contact point during absence.

The notice should be issued at least 1 day prior to the Director leaving Hong Kong. If more than one Director will be out of town for the same event, a consolidated out of town notice may be sent.

The contact point should be the NOM Board of Directors member that the absent member directly reports to.

It is not required for NOM Commission Chairpersons or Project Chairpersons or Advisors to issue an out of town notice.

Out of town notice for NP will be issued by CE.

## **17. Finance**

### **17.1. Policy**

No money shall be spent unless income is secured or available. No money shall be spent unless it has been contained in the approved budget or otherwise approved by the Board of Directors by at least 2/3 majorities.

### **17.2. Inventory of Fixed Assets & Supplies**

The Chamber Office staff must maintain an accurate inventory list. Removals or writing off of inventory must be subject to approval of the Board of Directors.

**17.3. Accounts**

National Honorary Treasurer must present monthly account statement to the Board of Directors for review and comments.

**17.4. Payment to JCIHK**

All payment should be within 30 days of issue of debit note. A 5% surcharge will be added if payments are in arrears for 45 days or more.

**17.5. Cheque Requisition Payment by JCIHK**

In order to request for all payment by JCIHK, a Cheque Requisition Form must be completed. Original invoices / receipts should be submitted together with the Cheque Requisition Form to Chamber Office Staff.

For JCIHK project, the Cheque Requisition form should be completed by Project Treasurer or Project Chairperson and endorsed by National Board of Directors' designated supervising officer.

For individual area and Commission, the Cheque Requisition Form should be completed and signed by the respective National Board of Directors or Commission Chairperson.

All Cheque Requisition Forms must be approved by NIPP, NGLC or NEVP and must obtain financial approval by NP.

The person who prepares the Form should make sure the payee name and the amount are correct. If the cheque needs to be re- issued due to incorrect payee name or amount, a HK\$200 administration fee will be charged to the person who submitted the Cheque Requisition Form.

**17.6. Cheque Payment to JCIHK – Administration Fee for Bounced Cheques**

Individual Members / LOMs who are issuing cheque to JCIHK should ensure that sufficient fund is available in the bank account to cover the cheque payment amount. In case of bounced cheque, **HK\$200 administration fee** will be charged to the LOM / the person who submitted the cheque.

**17.7. Large-Scale Projects**

For NOM projects with a budget over HK\$300,000.00, the organizing committee shall submit an interim Income and Expenditure statement to the Board of Directors.

## **18. HKJC Foundation Application and Claim Procedures for Project Subsidy**

### **18.1. Members of the 2020-2022 HKJC Foundation Board**

Members of the 2020-2022 HKJC Foundation Board are as follows:

<b>Chairman</b>	2006 National President Senator James TSUI
<b>Vice Chairman</b>	2002 National President Senator Tony CHAN
<b>Treasurer</b>	2008 National President Senator Eric TANG
<b>Secretary</b>	2007 National President Senator Clement WOO
<b>Ex-Officio</b>	NP Senator Maric CHENG

### **18.2. Supporting Documents for Application**

LOMs should upload the following supporting documents to JCIHK website backend management system prior to the application deadline:

- I. Cover letter duly signed by the LOM President with clear specification of the subsidy amount.
- II. Project proposal including the financial budget. The submission should be in ONE pdf file for each project.

There is no need to include information such as introduction to JC, benefits to the JC organization and JC members. Kindly submit your electronic copies of the application through JCIHK's website "Backend Management System" to all HKJC FOUNDATION board members.

### **18.3. Reimbursement Request**

Cover letter duly signed by the LOM President with the claim amount specified, cheque payee (i.e. account name of the LOM) and bank account number. The cover letter should also include the following supporting documents:

- I. Brief report on project outcome with some photos
- II. Financial report for the project, with proper signatures of project treasurer, project chairman and LOM treasurer or project supervising officer, as appropriate
- III. Form of acknowledgement to HKJC FOUNDATION

The electronic copies of the reimbursement request should be submitted through JCIHK's website "Backend Management System" to all HKJC FOUNDATION board members. The submission should be in ONE pdf file for each project. The title of the project in the reimbursement request should bear the same title used in the application. **LATE APPLICATIONS FOR PAYMENT WILL NOT BE ENTERTAINED.** The cheques, once issued, will be sent to Chamber Office for LOMs' collection.

#### **18.4. Key Dates for Claim and Application in 2020**

Application deadline for 2020 projects: 29 February 2020 and 31 May 2020.

Reimbursement request deadline for 2019 projects: 31 March 2020.

Reimbursement request deadline for 2020 projects: 28 February 2021.

\*NB: If the project approved by HKJC Foundation does not require reimbursement, it is good practice to send a "Thank You" letter to HKJC Foundation as courtesy

#### **19. National Project Chairpersons**

All appointments will be made by the National Board of Directors and recommended by the respective JCIHK national officers with notification to Local Organization President. Chairman candidates must be current Individual Members of the LOM and must have been nominated by their LOM.

#### **20. Email Use Policy**

The email use policy for JCIHK is to prevent tarnishing the public image of JCIHK. When email goes out from JCIHK, the general public will tend to view that message as an official policy statement from JCIHK.

This policy covers appropriate use of any email sent from JCIHK board members, committee members, project organizing committee members, chamber staff and applies to all LOM board members and organizing committees using JCIHK emails for events promotion, news and public announcement.

The JCIHK email account must not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs or national origin. JCIHK members who receive any emails with this content from any members should report the matter to NGLC immediately.

Sending chain letters or joke emails from JCIHK email account is prohibited and these restrictions also apply to the forwarding of email received by a JCIHK member.

##### **20.1. Monitoring**

JCIHK members shall have no expectation of privacy in anything they send or receive from JCIHK's email account. Though JCIHK is not obliged to monitor email messages, it may monitor messages without prior notice.

## **20.2. Use of Promotion Email**

The email alias [allbod2020@icikhk.org](mailto:allbod2020@icikhk.org) is created in order to let LOM and JCIHK promotion reach target group, including JCIHK and LOM board members, more effectively. It is meant to be for internal use of JC affairs only. Whenever a JCIHK member uses this email alias for email promotion, news or public announcement, he or she should Bcc (Blind carbon copy) this email address in order to minimize the disturbance to all recipients under this email alias when a recipient replies to the corresponding emails. JCIHK shall have the right to suspend LOM's from using this convenient email alias for the upcoming events promotion.

## **20.3. Enforcement**

Any JCIHK member found to have violated this policy may be subject to disciplinary actions, including but not limited to penalty and termination of membership.

## **21. Definitions**

In this document, the following expressions have the following meanings unless the context otherwise requires:

"CE"	Chamber Executive
"HKJC Foundation"	Hong Kong Junior Chamber Foundation
"JCI"	Junior Chamber International
"JCIHK" or "NOM"	Junior Chamber International Hong Kong
"LOM"	Local Organization Member
"JCIHK Alumni"	Has the meaning ascribed to National Alumni in the Articles of Association of JCIHK
"National Board of Directors"	National Board of Directors of JCIHK
"NCCD"	National Corporate Communication Director
"NDDD"	National Digital Development Director
"NEVP"	National Executive Vice President
"NP"	National President
"NGLC"	National General Legal Counsel
"NHT"	National Honorary Treasurer
"NMD"	National Membership Director
"NMAD"	National Mainland Affairs Director
"NRRD"	National Records and Recognition Director
"NSG"	National Secretary General
"Individual Members"	Has the meaning ascribed to it in the Articles

“Prospective Members”	of Association of JCIHK Has the meaning ascribed to it in the Articles of Association of JCIHK
“SM”	Senior Member

