



**JUNIOR CHAMBER INTERNATIONAL HONG KONG**

**2017 POLICY MANUAL V1**

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## **1. Objectives for 2017**

### **1.1. Major Goals**

- 1.1.1. To explain the purposes and objectives of the Junior Chamber movement through discussions with JCI officers, senators, National Alumni. As well as discussing these among 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, better liaison with community and commercial leaders, government officials, government departments, training organizations and voluntary agencies.
- 1.1.4. To focus our efforts towards maintaining the stability 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 and partnership summit in LOMs and in local community.

### **1.2. Presidential Theme**

#### **1.2.1. “Best Work of Life“**

“Best Work of Life” will be the presidential theme of JCI Hong Kong 2017. We chose the slogan because we recognize and accept that Service to humanity is the “Best work of Life”, which is the core value of our organization. It is also expressed in the JC Creed. We endorse this value and work towards this theme. We know that the joy of life for our community will arise when all JCI members and other young people will become more resilient and benefit from a greater peace of mind. While people from all

sectors of the community may benefit from of our work in reflecting JC core values, we know that the one who will benefit most will be ourselves as members of JCI Hong Kong.

### **1.3. Membership Strategies**

For the past two 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 not less than 6% by the 2017 JCI World Congress Amsterdam, Netherland.

## **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 the LOMs in need.

### **2.2. Methods**

- 2.2.1. To upgrade Chamber Office services to LOM.
- 2.2.2. To provide guidance and advice through NAEO who would form a team among themselves to share their expertise and resources.
- 2.2.3. To organize training programs for LOMs 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 strategic planning officer to assist and coordinate with the LOMs if necessary.

### **3. Establish 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
- Membership list of at least 25 members
- 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.

#### **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 on the website of JCI ([www.jci.cc](http://www.jci.cc)). The long form for the JCI logo bearing the words “Provisional Chapter

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

of Junior Chamber International Hong Kong” may be used after the PLOM receives NSG’s approval.

### **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 National Board of Directors and Chapter Presidents only. NOM’s website is not open for POM’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 POM 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 access card will not be made available to the PLOM.

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

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

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**

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. Project hosting right**

The PLOM is not entitled to host (or co-host with other LOM) 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 at which 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; (iv) attend Inaugural Ceremony, National Convention, and JCIHK functions; (v) promote and market JCI by strengthening our corporate image; (vi) submit written reports to the National Board Meetings and the National Convention; (vii) promote and implement JCIHK objectives and administration policies.

#### **4.5.1. National President – Senator Teresa POON**

- I. Fulfil duties as specified in By-Law 12-9-1.
- II. The National President shall act as a chief delegate to attend the 2017 JCI ASPAC and the 2017 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 2016 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 Strategic Planning Committee to reflect the current situation of the NOM and convey LOM's messages to the committee for consideration.
- VII. Act as ex-officio for Senate Screening Committee and provide information to such committee (if requested).
- VIII. The National President must give a written report to the incoming national president on all outstanding matters and programs of the 2016 administration during the December Joint Board Meeting.
- IX. The National President must submit a written year-end report for National Presidents meeting at 2017 JCI World Congress.

#### **4.5.2. National Immediate Past President – Senator Brian KWAN**

- 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 2018 National Board of Directors Election.

<b>Name of Chairman</b>	<b>Responsible Area</b>
Senator Jacob CHAN	JCIHK Alumni Club

#### **4.5.3. National General Legal Counsel – Senator Zenith LIN**

- 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 National Honorary Legal Advisor.
- V. Supervise the production of the Policy Manual.
- VI. Act as the officer 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 health 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 Directors assigned by him. Provide assistance to supervise Chamber Office Administration Meeting, Inaugural Ball 2016 and the National Convention.

<b>Name of the National Officers</b>	<b>Responsible Area</b>
NSG Priscilla WAN	Secretariat
NHT Senator Polly CHAN	Finance
Director Winita YEUNG	Records and Recognition
Director Shirley SO	World Concern Development
Commission Chairman Senator Carol YEUNG	Partnership Liaison
Commission Chairman Joyce CHOW	Publication and Social Media
Commission Chairman Senator Horseman HO	World Concern Development

#### **4.5.4. National Executive Vice President**

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

The following national officers will be supervised by **NEVP Senator Winnie YEUNG**:

<b>Name of the National Officers</b>	<b>Responsible Area/Duties</b>
National Vice President Eric HO	NAEO of JCI North District, JCI City Lady and JCI Lantau
National Vice President Kannis LEUNG	NAEO of JCI Kowloon, JCI Island and JCI Dragon
National Vice President Kitty LO	NAEO of JCI City and JCI Tsuen Wan
National Vice President John WONG	NAEO of JCI Lion Rock, JCI Bauhinia and JCI Apex
Director Carol Lee	Corporate Communications
Director Ben Mak	International Affairs
Director Path Liu	Leadership Development
Commission Chairman Rosanna WONG	Corporate Communications

Commission Chairman Man FOK	Foreign Affairs
Commission Chairman Senator Kenny LO	International Reception
Commission Chairman Dennis LAI	Leadership Development

The following national officers will be supervised by **NEVP Senator Leo LI**:

<b>Name of National Officers</b>	<b>Responsible Area/ Duties</b>
Senator Yoeo LEUNG	JCI Peninsula, JCI Ocean & JCI Sha Tin
Jessica LEE	JCI Harbour & JCI Queensway
Steve SIU	JCI Hong Kong Jayceettes, JCI Tai Ping Shan & JCI East Kowloon
Deacon WONG	JCI Victoria & JCI Yuen Long
Director Jonathan WONG	Digital Marketing
Director Antonia CHO	Mainland Affairs
Director Sylvia LEE	Membership
Director Alex TSE	Sustainable Development Goals
Commission Chairman Kenneth YU	Mainland Affairs
Commission Chairman Lewis KAN	Marketing and Media Commission
Commission Chairman Kacy YU	Sustainable Development Goals

#### **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 following NAEO assignments are assigned by NP:

<b>Name of National Officers</b>	<b>Assigned LOMs/POM</b>
Senator Yoeo LEUNG	JCI Peninsula, JCI Ocean & JCI Sha Tin
Eric HO	JCI North District, JCI City Lady & JCI Lantau
Jessica LEE	JCI Harbour & JCI Queensway
Kannis LEUNG	JCI Kowloon, JCI Island & JCI Dragon
Kitty LO	JCI City & JCI Tsuen Wan
Steve SIU	JCI Hong Kong Jayceettes, JCI Tai Ping Shan & JCI East Kowloon
Deacon WONG	JCI Victoria & JCI Yuen Long
John WONG	JCI Lion Rock, JCI Bauhinia & JCI Apex

#### **4.5.6. National Secretary General – Priscilla WAN**

- I. Fulfil duties as specified in By-Law 12-13-1.
- II. Assist NP to prepare written report for the 2017 JCI ASPAC and 2017 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 summary for the Evaluation Meetings with NP and NGLC.
- VI. To arrange the venue for National General Meetings, NAEO Meetings, Board Meetings and Joint Directors' Meetings.
- VII. Supervise the 52nd JCIHK National Convention.
- VIII. Supervise the areas of the administration
- IX. Follow up the hosting chapter of National Convention of last year on files, minutes of General Assembly, voice records and pertinent materials.
- X. Submit form ND2A by 15 January 2017 & Annual Return of JCIHK to the Company Registry within 42 days after 2017 National Convention.
- XI. Carry out duties as assigned by the NP and NGLC.

#### **4.5.7. National Honorary Treasurer – Senator Polly CHAN**

- I. Fulfill duties as specified in By-Law 12-14-1.
- II. Organize and supervise JCIHK fund raising functions and the Inaugural Ceremony.
- III. Prepare JCIHK 2017 budget and submit to the National Board of Directors for approval not later than the National Board Meeting in February 2017.
- IV. Assist to submit the 2016 audited financial statement to National Board Meeting and National Convention.
- V. Submit the audited financial statement of JCIHK for the year ended 31 December 2017 to the Company Registry for record in 2018.
- VI. Prepare the management accounts of JCIHK for the year ended 31 December 2017 for adoption no later than 31st March, 2018.
- VII. Assist to collect dues and initiation fees for 2017 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 2017 Asia Pacific Conference and the 2017 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 supervise membership area), NGLC, NSG and NMD.
- VIII. (applicable to admin area) To promote and market JCIHK by using JCIHK 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 Carol LEE	Corporate Communications
Director Jonathan WONG	Digital Marketing
Director Ben MAK	International Affairs
Director Path LIU	Leadership Development
Director Antonia CHO	Mainland Affairs
Director Sylvia LEE	Membership
Director Winita YEUNG	Records and Recognition
Director Alex Tse	Sustainable Goals
Director Shirley SO	World Concern Development

#### 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 Ball / 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. 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. Provide secretarial assistance to NGLC, NSG, NHT and NEVPs.
- VI. Liaise with the auditors of JCIHK.
- VII. Perform other jobs assigned by NP, NGLC and Chamber Executive.
- VIII. Direct report to Chamber Executive.

#### **4.5.9.3. Chamber Assistant**

- 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 pertaining logistic requirements for every NAO and Board Meeting.
- VII. Ensure the 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. Direct report 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 Meeting upon invitation by the NOM Board of Directors.
- IV. Attend Inaugural Ball, National Convention, and other JCIHK functions.

#### **4.5.11. National Presidential Advisor - Past National President Senator Gene TANG**

- 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 send to NP. The Panel of JCIHK Advisors comprises of:

- PNP Senator Paul Yin, SBS, JP
- PNP Senator Andrew Wong, BBS, JP
- PNP Senator George Lung, BBS, MH, JP
- PNP Senator James Tsui

Any advisor is entitled to attend all meetings upon invitation by the NP.

## 5. Nomination for 2018 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. Committee and Commission

### 8.1. Strategic Planning Committee

The Strategic Planning Committee 2017-2019 consists of the following members:

<b>Chairman</b>	PNP Senator Eric TANG
<b>Members</b>	PNP Senator Clement WOO
	PNP Senator Ken WONG
	PNP Senator Timmy LEE, MH
	PNP Senator Paul WU
<b>Ex-Officio</b>	NP Senator Teresa POON

The Strategic Planning Committee shall present its final report to the National Board of Directors before September Joint Board Meeting for adoption at the National Convention.

### 8.2. Nomination Committee of the 2018 National Board of Directors Election at the National Convention

NIPP shall act the nomination committee chairman of the 2018 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.

### **8.3. Awards Judging Committee at the National Convention**

NRRD will act as Chairman of the Awards Judging Committee. NGLC will supervise the Awards Judging Session but he 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 2017. All judging members:

should have not less than 2 years of JCI experience OR

shall 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 could be without judging experience while the other one should have both judging experience AND have experience on bid book compilation. If there is only one nomination, the member should have both judging experience AND experiences in bid book compilation. However, he or she must not be the current President of the LOM or the member of the National Board of Directors.

If the chapter was set up 5 years or less, the judging member requirement as below.

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

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

All judging criteria is incorporated in the Awards Manual which will be approved at the National Board Meeting and circulated to all LOMs by no later than end of April. The National Board of Directors shall 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 2017 Awards Manual.

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

All judges (including the JCIHK Executive Committee Members) shall attend a briefing session to be convened by the NRRD, failing to attend such briefing shall be disqualified.

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 2017 JCI ASPAC and 2017 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 rights to appoint awards judges to the 2017 JCI ASPAC and 2017 JCI World Congress.

#### **8.5. Senate Committee**

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

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

The committee members include:

Convener: Senator Roy TANG (JCI Dragon), Immediate Past Convener: Senator Cynthia Wong (Harbour) Committee Members: Senator Eric Lo (Victoria), Senator Leo Lam (Kowloon), Senator Pauline Lau (HKJTT), Senator Olive Chan (Lion Rock), Senator Ban Chui (City), Senator Ricky Tong (North District), Senator Parlett Chang (Queensway)

#### **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 Alumni (JCI Alumni).

##### **8.6.3. Term of office**

The term of office of the Chairman shall commence from 1 January 2017 to 31 December 2017 (1 year).

##### **8.6.4. Responsibilities**

- i. Achieve target membership growth specified by the end of 2017.

- 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.
- vii. Submit report to the Joint Board Meeting.

## **8.7. National Corporate Communications Commission**

### **8.7.1. Objective**

- I. To strengthen the brand name of JCIHK as “Active Citizens” and to raise public awareness for JCIHK.
- II. To facilitate the internal communication between all local chapters through JCIHK Recommended Event.
- III. Enhancing the reception to external guests in any JCIHK events.
- IV. To educate and provide guidance to local chapter on the Corporate Identity usage.

### **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 2017 to 31 December 2017 (1 year).

### **8.7.4. Responsibilities**

- I. To coordinate the marketing and media coverage of JCIHK.
- II. To strengthen corporate image through extensive media exposure.
- III. To arrange courtesy visits to and meetings with government officials and voluntary organizations/community leaders and disseminate relevant information to the LOMs for development of project ideas.
- IV. Attend and make progress reports in Joint Board Meeting.
- V. Consolidate and update media contacts list.
- VI. Submit report to the National Convention.

## **8.8. National Foreign Affairs Commission**

**8.8.1. Objectives**

- I. To participate in and bring JC members to the 4 Area Conferences and World Congress 2017;
- II. To promote JCIHK and bring home useful connections and resources;
- III. To participate in and provide necessary assistance to On-to Teams.

**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 2017 to 31 December 2017 (1 year).

**8.8.4. Responsibilities**

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

**8.9. National International Affairs Commission**

**8.9.1. Objectives**

- I. To coordinate communications and logistics of overseas delegates
- II. To arrange reception activities and official visits for overseas VIPs
- III. To participate in and provide necessary assistance to On-to Teams

**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 2017 to 31 December 2017 (1 year).

**8.9.4. Responsibilities**

- I. To encourage individual members to participate and attend international events such as JCI ASPAC, JCI World Congress, JCI VIP reception, JCI Asia-Pacific Senate Golf Tournament, JCI Global Partnership Summit and Twinning.
- II. To arrange JCI VIP receptions.
- III. To promote and provide assistance to NOM and LOM on international affairs matters.
- IV. Attend and make progress reports in Joint Board Meetings.
- V. Submit report to National Convention.

## **8.10. National Mainland Affairs Commission**

### **8.10.1. Objectives**

- I. To coordinate all receptions with China Youth associations visiting JCIHK and provide networking opportunities for our members towards these China's young leaders. Besides, to upgrade the member's China knowledge by providing quarterly useful tips.
- II. To arrange a courtesy visiting to All China Youth Federation.
- III. To arrange a mainland visiting to Guangdong, China

### **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 2017 to 31 December 2017 (1 year).

### **8.10.4. Responsibilities**

- I. Plan activities in 2017 and submit year plan as the adopted annual theme on the mainland affairs area for National Board of Directors for approval before the end of February 2017.
- II. Coordinate and organize reception of ACYF delegates visit / visit to ACYF.
- III. Promote the National Mainland Affairs Committee to the members of the JCIHK and the public.
- IV. Regular update the existing National Mainland Affairs homepage.
- V. Review and establish a clear mission statement of the National Mainland Affairs.

- VI. Attend and make progress reports in Joint Board Meeting and to evaluate the system and the activities of the NMA from time to time.
- VII. Submit report to the National Convention.

## **8.11. National Marketing and Media Commission**

### **8.11.1. Objectives**

- I. Form specific and measurable objectives for promotional video production, which are directly connected to target external audience i.e. 18-40 years old potential members with goals below:
- II. Communicate the value that JCI Hong Kong offers to target audience as an organization of young active citizens
- III. Share the story how JCI creates positive change in our community
- IV. Raise awareness and emphasize JCI's unique, positive aspects

### **8.11.2. Appointment of Chairman**

NP should appoint the Chairman.

### **8.11.3. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2017 to 31 December 2017 (1 year).

### **8.11.4. Responsibilities**

- I. Deliver a clear, simple message and emphasize how JCI Hong Kong impacts the community to build your reputation and image through media (mainly video production).
- II. Connecting with people outside of the organization to fulfil JCI mission, build JCI Hong Kong's brand and profile hence increase our impact.
- III. As a librarian to support NOM and LOM for marketing material in [www.jci.cc](http://www.jci.cc).

## **8.12. National Partnership Liaison Commission**

### **8.12.1. Objectives**

To develop commercial partners and brings mutual benefit to JCI members and our partners.

To strengthen existing partners' relationship and create platform for members to network with other similar NGOs.

To provide learning opportunities for members to learn how to engage and maintain partners.

#### **8.12.2. Appointment of Chairman**

NP should appoint the Chairman.

#### **8.12.3. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2017 to 31 December 2017 (1 year).

#### **8.12.4. Responsibilities**

- I. To create a stronger bonding between our stakeholders and JCI Hong Kong in order to gain more support in our journey of creating the Best Work of Life.
- II. Organize a partnership luncheon with other like-minded organizations.
- III. Organize a partnership workshop.
- IV. Seek for partnership development opportunity in commercial and non-profitable organizations.
- V. To motivate members joins events that supported by JCIHK.
- VI. Attend and make progress reports in Joint Board Meetings.
- VII. Submit report to National Convention.

### **8.13. National Publication and Social Media Commission**

#### **8.13.1. Objectives**

- I. To maintain JCIHK official publication in high standard.
- II. To update JCIHK facebook timely with JCIHK News

#### **8.13.2. Appointment of Chairman**

NP should appoint the Chairman.

#### **8.13.3. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2017 to 31 December 2017 (1 year).

#### **8.13.4. Responsibilities**

- I. Publish 4 issues of Harbour Light
- II. Update JCIHK Facebook timely
- III. Attend and make progress reports in Joint Board Meetings.
- IV. Submit report to National Convention.

#### **8.14. National Sustainable Development Goals Affairs Commission**

##### **8.14.1. Objectives**

- I. To educate and mobilize members to apply SDG goal to their projects
- II. To promote SDG projects from local chapters throughout the world

##### **8.14.2. Appointment of Chairman**

NP should appoint the Chairman.

##### **8.14.3. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2017 to 31 December 2017 (1 year).

##### **8.14.4. Responsibilities**

- I. Publish SDG projects from local chapters into booklet and promote them throughout the world
- II. Arrange visits or seminars to public to raise awareness of social issues
- III. Provide guidelines to members to appropriately apply SDG goal
- IV. Provide SDG training materials to public to strength SDG knowledge
- V. To attend and support events related to SDG goal
- VI. Attend and make progress reports in Joint Board Meetings
- VII. Submit report to National Convention

#### **8.15. National Training & Development Commission**

##### **8.15.1. 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 existing qualified and potential trainers.
- 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 initiate and promote the “Recommended Training Course Scheme”. Also develop a sharing platform to local chapter for successful training program sharing.
- VI. To introduce the talent development Plan.

#### **8.15.2. Appointment of Chairman**

NP should appoint the Chairman.

#### **8.15.3. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2017 to 31 December 2017 (1 year).

#### **8.15.4. 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.

### **8.16. National World Concern Development Commission**

#### **8.16.1. Objectives**

- I. To promotion and delivery to latest focus and concern of the JCI level to JCIHK members, and general publics.
- II. To develop long term partners for campaigns like Nothing but Nets, Pease is Possible, etc. That project which are support and endorsed by the JCI.

#### **1.1.1. Appointment of Chairman**

NP should appoint the Chairman.

#### **1.1.2. Term of Office**

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2017 to 31 December 2017 (1 year).

#### **1.1.3. Responsibilities**

- I. To maintain and development a new scheme called “Little Philanthropist” to line-up commerce partner to become long term supporters on promotion “Nothing But Nets”.
- II. Promote the National World Concern Development Commission to the members of the JCIHK and the public.
- III. Liaise with United National for their endorsement of the “Little Philanthropist” Scheme.
- IV. Attend and make progress reports in Joint Board Meetings
- V. Submit report to National Convention

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

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

### **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 written report of their LOM.

All National Officers and Commission or Project Chairpersons must submit written report 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 2018 National Convention**

Any LOMs with the intention to bid for the hosting right of the 2018 National Convention should observe the bidding criteria and fill in the appropriate form, together with a deposit of HK\$10,000 (Ten Thousand Hong Kong Dollars) and submit them to the NSG before the end of June 2017, or 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 intended bidding LOM who bid for the hosting right of the 2018 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 intended 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 JCIHK and shall be refunded without interest upon the release of the National Convention proceedings 3 months after the National Convention.

A written contract shall be made between the Hosting LOM and JCIHK. In case there is no bidder for the hosting right of 2018 National Convention, the National Board of Directors shall make further arrangement 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 the NP. Reasons on approval or disapproval shall keep in strictly confidential and shall not be announced.

### **14.2. Members of the 2017 Senate Screening Committee are as follows:**

Chairman: NIPP Senator Brian KWAN  
 Members: PNP Senator Major TANG  
 PNP Senator Tony CHAN  
 PNP Senator Eric TANG  
 PNP Senator Johnny KWAN  
 Ex-Officio: NP Senator Teresa POON

### **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**

LOMs shall declare their membership through the NOM's database system by 20<sup>th</sup> each month by their LOM's designated board of directors.

Membership confirmed during the month of January, April, July and September shall be the record for dues collection.

- 15.1.1. JCIHK shall collect dues with all Junior Chamber matters according to the data declared in the NOM board meetings.
- 15.1.2. JCIHK is responsible for allocating membership applications to the LOMs and shall retain the HK\$500.00 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 will have to be paid to JCIHK. 75% of PM fee will be allocated for chamber office reserve fund.
- 15.1.3. LOMs shall declare their prospective member by filling in the membership form with payment to JCIHK Office. Form received before 20th of every month will be counted as the prospective member of the current month.
- 15.1.4. 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. Method of Payment**

- 15.2.1. Dues for the year 2017 shall be HK\$1000 (One Thousand Hong Kong Dollars) for each Individual Member and HK\$500 (Five Hundred Dollars) for each National 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 National 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\$250.00 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 for NOM regular mailing and email.
- 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\$2,162.50
any pages' up to 40g	HK\$3,537.50
any pages' up to 90g	HK\$5,262.50
any pages' up to 230g	HK\$7,837.50

### **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 electronic copy of the official publication including LOM's AGM report and retain two hard copies of any official publication to the Chamber Office Secretary for records.
- 15.6.4. A reference list of all materials in the library can be found on JCIHK's website and 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 are allowed to keep the project supplies / materials in JC office 14 days commencing from delivery to JC Office for temporary storage. Thereafter a storage fee of HK\$100.00 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\$500.00 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 issue of the Chamber Office.
- II. To handle Chamber Office staff personnel matters.

### 15.9.2. Responsibilities

NGLC, NSG, NHT, NDMD, NRRD, NPD and CE will attend the meeting, whereas NGLC will be the Chairman of the Meeting and NSG will be the Secretary.

## 16. Guidelines

### 16.1. E-Motion

E-motion is not the preferable means for decision-making and only be used in unavoidable cause happened. National Board of Directors are responsible to put issues in timely manner in regular board meetings to provide proper rooms for discussion, consideration and decision.

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

- I. E-Motion just send to [bod2017@jcihk.org](mailto:bod2017@jcihk.org), not [nom2017@jcihk.org](mailto:nom2017@jcihk.org)
- II. The board members need to respond within 48 hours, otherwise the motion will die automatically.
- III. Related officers or NSG will be responsible on vote counting and state the voting results. Upon enough votes, she/he needs to report to NP, and the e-motion would be adopted after NP's announcement. Please take note that NP is the only person announce the voting results.
- IV. In the e-floor, only motion that would have good consensus being moved. Issues that need amendments or discussion are not suggested being moved in this e-floor. If something really happened, please re-start again to avoid confusion.
- V. Formal ratification of the adopted e-motion in the next formal board meeting.
- VI. For budget and IE need prior approval by NHT also apply for e-motion.

### 16.2. **Promoted events supported by NOM**

From time to time, we receive many invitations for JCIHK to act as supporting organization.

If we accept the invitation, usually our main responsibility is to help promoting the event.

To ensure that we fulfil our responsibility, please adopt 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 NEVP. The main consideration would be JCIHK's relations with the organizers and whether the project or program will be a benefit to our members in line with 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.
  - V. After the motion is adopted, the responsible Board member prepares the e-mail to be sent to all members (except those who chose to opt-out).
  - VI. In the email content, please embed the poster. If there is no poster, please use the content provided by the organizer.
  - VII. Please send the prepared e-mail to NDMD and NSG. NSG will keep track of the promotion being made so that we fulfil NOM's responsibility.
  - VIII. All promotional e-mails will be entitled: "Event supported by JCIHK: + The event name" and sent by NDMD through electronic direct marketing.
  - IX. The e-mail will contain the following statement:
    - a. "You are receiving this e-mail because you either: were a member on 1 April 2013 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 [priscilla.wan@jcihk.org](mailto:priscilla.wan@jcihk.org), [jonathan.wong@jcihk.org](mailto:jonathan.wong@jcihk.org) and [info@jcihk.org](mailto:info@jcihk.org)

## 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 from the 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 45 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 Cheque

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 2017-2019 HKJC Foundation Committee are as follows:
- |               |                         |
|---------------|-------------------------|
| Chairman      | PNP Senator Ellen TSANG |
| Vice Chairman | PNP Senator Tony CHAN   |
| Treasurer     | PNP Senator James TSUI  |
| Secretary     | PNP Senator Spencer LI  |
| Ex-Officio    | NP Senator Teresa POON  |

- 18.2. LOMs should provide the following supporting documents to JCIHK 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 and cheque payee (i.e. account name of the LOM). 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 APPLICATION 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 2017

Application deadline for 2017 projects:  
28 February 2017

Reimbursement request deadline for 2016 projects:  
31 March 2017

## 19. National Projects

All appointment 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.

## 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 staffs 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 [allbod2017mm@jcihk.org](mailto:allbod2017mm@jcihk.org) is created in order to let LOM and JCIHK promotion reach target group, including JCIHK and LOM board

members, more effectively. Whenever a JCIHK member use 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 reply 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. Definition

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
“National Alumni”	Has the meaning ascribed to it in the articles of association of JCIHK
“National Board of Directors”	Board of Directors of JCIHK
“NDMD”	National Digital Marketing Director
“NP”	National President
“NGLC”	National General Legal Counsel
“NHT”	National Honorary Treasurer
“NRRD”	National Records and Recognition Director
“NSG”	National Secretary General
“Individual Members”	has the meaning ascribed to it in the articles of association of JCIHK
“Prospective Members”	has the meaning ascribed to it in the articles of association of JCIHK