



JUNIOR CHAMBER INTERNATIONAL HONG KONG

2016 POLICY MANUAL V1

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Date of Issue : 16 May, 2016

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1. Objectives for 2016

1.1 Major Goals

1.1.1 To enhance understanding of the purposes and objectives of Junior Chamber movement through discussions with JCI officers, senators, National Alumni and 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 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 contribute our efforts to maintain stability and prosperity of Hong Kong.

1.1.5 To develop 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 as a whole.

1.1.6 To promote Active Citizen Framework and partnership summit in LOMs and in local community.

1.2 Presidential Theme

“Be All We Can Be“

It is the presidential theme of JCIHK in 2016. We appreciate the past and act for the future. Throughout the past 65 years, uncountable number of members had put their effort to make this beloved association as one of the largest youth associations in Hong Kong. We appreciate the effort to train up large number of young leaders. To make our society

better, we shall provide more opportunities for young people to create positive change.

1.3 Membership Strategies

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

JCIHK commits to achieve a net membership growth not less than 5% by the 2016 JCI World Congress Quebec, Canada.

2. Development of Existing LOMs

2.1 Principle

JCIHK will provide such 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 assignment of 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 co-ordinate joint projects among LOMs with the assistance of NAEOs and

other JCIHK Officers.

- 2.2.5 To assign strategic planning officer to assist and co-ordinate 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:

- (i) Completed application form prescribed by the National Board of Directors
- (ii) Membership list of at least 25 members
- (iii) 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.¹

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

The membership period of 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. Short form of JCI logo must follow the corporate communication guidelines on the website of JCI (www.jci.cc). Long form JCI logo bearing the words "Provisional Chapter 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 assign by NP.

3.6 Communication

The directors of the PLOM are entitled to receive e-mail notifications through the forwarding e-mail address² maintained by NOM and mailings 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

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

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

National Secretariat will prepare a Chapter flag (pursuant to the PLOM's request and cost will be borne by the PLOM) and 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 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, 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

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).

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 Executive Development Program given that NOM will provide early notice to the PLOM. Members of the PLOM may attend all functions held

by NOM and join the Hong Kong delegate team to attend 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

National Secretariat will notify the PLOM for the NOM's meetings (for example, Joint Board Meetings) and furnish the PLOM with a copy of agenda and minutes of these meetings. The PLOM may appoint a chief delegate to sit-in on these meetings. The PLOM's chief delegate's entitlement to the use of table and chair is the same as that of other Chapters. All charges payable by the chief delegates of other LOMs should also be applicable to the PLOM's chief delegate. The chairman of the meeting has the discretion to decide whether to grant speaking right to the PLOM's chief delegate. NADO shall give report on the development of the PLOM. The NADO's written report shall include, among others, the number of membership declaration of Ordinary Members and Prospective Members and the areas of development of 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 bidbook 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 not 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 is 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 according to the JCIHK's constitutional provision and subject to their 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 within the 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 fulfill his/her duties.

4.3 Resignation

The Board of Directors have the right to resign his/her position, given that he or she has to serve the notice to the National General Legal Counsel and National Secretary General with 1 month's prior notice in writing.

4.4 Installation

Installation at Inaugural Ceremony will follow procedures as 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 authorities 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 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; (ii) 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 through strengthen 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 Brian KWAN

- (i) Fulfill duties as specified in By-Law 12-9-1.
- (ii) The National President shall act as chief delegate to attend the 2016 JCI ASPAC and the 2016 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 2015 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 2016 JCI World Congress.

4.5.2 National Immediate Past President – Senator Anthony LEUNG

- (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 2017 National Board of Directors Election.

Name of Chairman	Responsible Area
Senator Louis LAM	JCIHK Alumni Club

4.5.3 National General Legal Counsel – Senator Ronald KAN

- (i) Fulfill 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.

Name of the National Officers	Responsible Area
NSG Amanda NG	Secretariat
NHT Nathan WONG	Finance

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 Calvin KWOK:

Name of the National Officers	Responsible Area/Duties
National Vice President Senator Debbie CHAN	Oversee the National Membership Area
National Vice President Senator Winston LIN	Act as the supervising officer of the Mainland Affairs Commission
National Vice President Senator Angel TAM	Act as the supervising officer of the Corporate Communications Commission
National Vice President Justin WONG	Act as the supervising officer of the Economic Development Area and National Business Network
Director Gilbert TSANG	Economic Development
Director Helen YEUNG	Membership Affairs
Director Terry CHAN	Corporate Communications
Commission Chairman Rita HUI	National Business Network
Commission Chairman Mandy NGAI	Corporate Communications
Commission Chairman Rem TAI	Mainland Affairs

The following national officers will be supervised by NEVP Maurice LEUNG:

Name of National Officers	Responsible/ Supervise Area
National Vice President Senator Maric CHENG	Act as the supervising officer of the National United Nations Affairs Commission
National Vice President Senator Chris TAM	Act as the supervising officer of the National Community Concern Group
National Vice President Suki CHEUNG	Act as the supervising officer of the Training & Development Council
National Vice President Leo LI	Act as the supervising officer of the National International Affairs Commission
Director DoDo SO	Community Development
Director Jerry TSE	International Affairs
Director Kelvin LAM	Leadership Development

Director Jessica LEE	United Nations Affairs
Commission Chairman Rainbow LEUNG	Community Concern Group
Commission Chairman May WONG	International Affairs
Commission Chairman Senator Simon WONG	Training and Development
Commission Chairperson Kannis LEUNG	United Nations Affairs
Committee Chairman John WONG	Peace is Possible Campaign

4.5.5 National Vice Presidents / NAEOs

- (i) Fulfill 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) Assist NEVPs or NGLC in a particular area or commission as assigned by the National President from time to time.
- (vi) Carry out duties as assigned by the National President.

The following NAEO/NADO assignments are assigned by NP:

Name of National Officers	Assigned LOMs/POM
Senator Debbie CHAN	JCI Harbour & JCI Tai Ping Shan
Senator Maric CHENG	JCI Peninsula, JCI Hong Kong Jayceettes & JCI Bauhinia
Senator Winston LIN	JCI East Kowloon, JCI Queensway & JCI Tsuen Wan
Senator Angel TAM	JCI Kowloon, JCI North District & JCI Lantau
Senator Chris TAM	JCI Lion Rock, JCI City & JCI Sha Tin
Suki CHEUNG	JCI Island & JCI Dragon
Leo LI	JCI Ocean & JCI City Lady

Justin WONG	JCI Victoria & JCI Yuen Long
Nathan WONG	JCI Apex

4.5.6 National Secretary General – Amanda NG

- (i) Fulfill duties as specified in By-Law 12-13-1.
- (ii) Assist NP to prepare written report for the 2016 JCI ASPAC and 2016 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), NAO 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, NAO Meetings, Board Meetings and Joint Directors' Meetings.
- (vii) Supervise the 51th 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 2016 & Annual Return of JCIHK to the Company Registry within 42 days after 2016 National Convention.
- (xi) Carry out duties as assigned by the NP and NGLC.

4.5.7 National Honorary Treasurer – Nathan WONG

- (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 2016 budget and submit to the National Board of Directors for approval not later than the National Board Meeting in February 2016.
- (iv) Assist to submit the 2015 audited financial statement to National Board Meeting and National Convention.
- (v) Submit the audited financial statement of JCIHK for the year ended 31 December 2016 to the Company Registry for record in 2017.
- (vi) Prepare the management accounts of JCIHK for the year ended 31 December 2016 for adoption no later than 31st March, 2017.
- (vii) Assist to collect dues and initiation fees for 2016 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) Fulfill 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 2016 Asia Pacific Conference and the 2016 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.

Name of the National Officers	Responsible Area
Director Terry CHAN	Corporate Communications
Director Do Do SO	Community Development
Director Michael SHEK	Digital Marketing
Director Gilbert Tsang	Economic Development
Director Jerry TSE	International Affairs
Director Kelvin LAM	Leadership Development
Director Helen YEUNG	Membership
Director Irene LEUNG	Publishing
Director Peggy YIP	Records and Recognition
Director Jessica LEE	United Nations Affairs

4.5.9 Chamber Office Staff

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.

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.

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 NAEO 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 Paul WU

- (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 2017 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 2014-2016 consists of the following members:

Chairman	PNP Senator James TSUI
Members	PNP Senator Ellen TSANG PNP Senator Clement WOO PNP Senator Eric TANG PNP Senator Ken WONG PNP Senator Timmy LEE, MH
Ex-Officio	NP Senator Brian KWAN

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 2017 National Board of Directors Election at the National Convention

NIPP shall act the nomination committee chairman of the 2017 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 member from LOMs before the end of July 2016. All judging members: (i) should have not less than 2 years of JCI experience OR (ii) shall have been the board member or current members 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 experiences 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. 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 2016 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 2016 JCI ASPAC and 2016 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 2016 JCI ASPAC and 2016 JCI World Congress.

8.5 Senate Committee

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

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

8.5.3 The committee members include:
Convenor: Senator Cynthia WONG (JCI Harbour),
Committee Members: Senator Crystal Chau (JCI Kowloon), Senator Anny Kwan (JCI Hong Kong Jayceettes), Senator Eric Lin (JCI Lion Rock), Senator Karen Yeung (JCI North District), Senator Eliza Chan (JCI East Kowloon), Senator Pokit Lok (JCI City) and Senator Roy Tang (JCI Dragon).

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 2016 to 31 December 2016 (1 year).

8.6.4 Responsibilities

- (i) Achieve target membership growth specified by the end of 2016.
- (ii) Co-ordinate 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 Business Network

8.7.1 Objectives

- (i) Provide networking, contact and business exchange opportunities among JCs worldwide, through the establishment of linkage with overseas NBN.
- (ii) Provide communication platform for members, to discuss, collect and share the latest market information, updated business related ordinance.
- (iii) Organize visits and reception to business related partners.
- (iv) Develop strategic partner with order business networking organization which have similar vision, in order to build long term business

- exchange platform and create mutual benefit.
- (v) Provide business trip to Mainland China, which create business exchange platform for JC members.
- (vi) Promote NBN of JCIHK both internal and external parties.

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 2016 to 31 December 2016 (1 year).

8.7.4 Responsibilities

- (i) Plan activities in 2016 and submit year plan as the adopted annual theme on the business area for National Board of Directors for approval before the end of February 2016.
- (ii) Promote the National Business Network to the members of the JCIHK and the public.
- (iii) Regular update the existing NBN homepage.
- (iv) Review and establish a clear mission statement of the NBN.
- (v) Attend and make progress reports in Joint Board Meeting and to evaluate the system and the activities of the NBN from time to time.
- (vi) Make recommendations to the Hong Kong Government on the governmental issue on Small and Medium Enterprises.
- (vii) Submit report to the National Convention.

8.8 National Community Concern Group

8.8.1 Objective

To interact and provide response to the Hong Kong's major community issues on behalf of JCIHK.

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 2016 to 31 December 2016 (1 year).

8.8.4 Responsibilities

- (i) Act as a “Think Tank” of JCIHK in social issues.
- (ii) To respond to the major community issues such as Policy Address, The Government of the HKSAR Budget 2016 and consultation papers published by the Government of the HKSAR related to youth affairs.
- (iii) To conduct surveys and publish the JCI Be Better Index.
- (iv) To attend various events related to community issues as assigned by NP/NEVP.
- (v) Attend and make progress reports in Joint Board Meetings.
- (vi) Submit report to National Convention.
- (vii) Evaluate the system from time to time.

8.9 National Corporate Communications Commission

8.9.1 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.

8.9.2 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 2016 to 31 December 2016 (1 year).

8.9.4 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.

8.10 National Training & Development Commission

8.10.1 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.

8.10.2 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 2016 to 31 December 2016 (1 year).

8.10.4 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.

8.11 National International Affairs Commission

8.11.1 Objective

To provide advice to JCIHK on International Affairs issue.

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 2016 to 31 December 2016 (1 year).

8.11.4 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.

8.12 National Mainland Affairs Commission

8.12.1 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

8.12.2 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 2016 to 31 December 2016 (1 year).

8.12.4 Responsibilities

- (i) Plan activities in 2016 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 2016.
- (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.

8.13 National United Nations Affairs Commission

8.13.1 Objectives

To promote JCI UN Affairs partnership projects and programs.

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 2016 to 31 December 2016 (1 year).

8.13.4 Responsibilities

- (i) To encourage individual members to organize the UN Affairs projects and programs such as Nothing-But-Nets, We Unite for a Better World, UN Global Compact and UNMDG.
- (ii) To build relations with the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the Hong Kong Special Administrative Region.
- (iii) To promote and provide assistance to NOM and LOM on UN affairs matters.
- (iv) Attend and make progress reports in Joint Board Meetings.
- (v) Submit report to National Convention.

8.14 JCI Hong Kong Peace is Possible Campaign Committee

8.14.1 Objectives

To mobilize young people in Hong Kong to create awareness, advocate, take action and commit to an everlasting world peace. And, the campaign aims to build a coalition of like-minded stakeholders from all sectors of society that are committed to the purpose.

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 9 April 2016 to 31 December 2016.

8.14.4 Responsibilities

- (i) Conduct Peace projects throughout 2016 in the community.
- (ii) Creating awareness of actions and projects JCIHK members create in Hong Kong advancing the Global Goals for Sustainable Development.
- (iii) To promote and provide assistance to NOM and LOM on Peace is Possible matters.
- (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 2017 National Convention

Any LOMs with the intention to bid for the hosting right of the 2017 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 2016, 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 2017 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 2017 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

14.1.1 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.

14.1.2 Members of the 2016 Senate Screening Committee are as follows:

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

14.2 Presentation of Senatorship

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

14.3 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 20th 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 rejoin, 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 2016 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:

- 1) E-Motion just send to bod2016@jcihk.org, not nom2016@jcihk.org
- 2) The board members need to response within 48 hours, otherwise the motion will die automatically.
- 3) 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.
- 4) 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.
- 5) Formal ratification of the adopted e-motion in the next formal board meeting.
 - 6) 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 fulfill our responsibility, please adopt the following procedure:

- 16.2.1 All invitations shall be sent to info@jcihk.org to the attention of NP.
- 16.2.2 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.
- 16.2.3 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.
- 16.2.4 If the motion is made by way of e-motion, please follow the guidelines written in the Policy Manual.
- 16.2.5 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).
- 16.2.6 In the email content, please embed the poster. If there is no poster, please use the content provided by the organizer.
- 16.2.7 Please send the prepared e-mail to NDMD and NSG . NSG will keep track of the promotion being made so that we fulfill NOM's responsibility.

16.2.8 All promotional e-mails will be entitled: "Event supported by JCIHK: + The event name" and sent by NDMD through electronic direct marketing.

16.2.9 The e-mail will contain the following statement:

- (i) "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
- (ii) Signed a statement agreeing to accept e-mail promotions from JCIHK, including promotion of events organized by external parties.

Should you wish to unsubscribe from all e-mail promotions from JCIHK, please send an e-mail containing such request to amanda.ng@jcihk.org , michael.shek@jcihk.org and 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 2014-2016 HKJC Foundation Committee are as follows:

Chairman	PNP Senator Spencer SUEN
Vice Chairman	PNP Senator Louise CHAN
Treasurer	PNP Senator Ellen TSANG
Secretary	PNP Senator Alice LIU
Ex-Officio	NP Senator Brian KWAN

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. HKJC FOUNDATION

18.4 Key Dates for Claim and Application in 2016

Application deadline for 2016 projects:

29 February 2016

Reimbursement request deadline for 2015 projects:

31 March 2016

19. Better World (Hong Kong) Projects Application and Claim Procedure for Project Subsidy

19.1 Application for subsidy

Completed nomination form should be signed by the LOM president. The form must be emailed to NEVP Maurice LEUNG and NCDD DoDo SO with the documents requested.

Upon the receipt of the approval of project subsidy from JCIHK, LOM should follow the guidelines for contributing to raising awareness of the Better World (Hong Kong) brand name so that more resources can be obtained through increased publicity.

1. **Recognition:** Guest from the sponsors should be recognized in corresponding activities.

2. **Promotion:** All promotional materials including events' backdrop & banner related to the corresponding activities, whether in hard or soft copy, should bear the logo(s) provided by JCIHK, which may include the name and logo of sponsors.
3. **Public Relation:** LOM will undertake to give at least 5 weeks' notice and consult sponsors on any ceremonial / media activities.
4. **Attending:** Guest/Staff from the sponsors will be invited to corresponding activities held in Hong Kong.
5. **Speech:** Representative from sponsors should be invited to present a speech in corresponding activities where it is appropriate and as mutually agreed by the sponsor and LOM.
6. **Reporting:** Upon completion of the project, a summary report should be submitted to JCIHK for publication with high resolution photos on or before 16 Nov 2016.

***Payments will be linked with report submission**

19.2 Reimbursement Request

- (i) At least 10 event photos with each of the photo size larger than 1MB. Selection of photos should include Better World (Hong Kong) Project sponsors if they attend the events.
- (ii) Soft copies of promotion and publication materials
- (iii) 10 sets of hard copy promotion and publication materials
- (iv) Soft copies of media coverage materials
- (v) Completed Impact Summary Report of Better World (Hong Kong) Projects should be signed by the LOM president.
- (vi) The cheques, once issued, will be sent to Chamber Office for LOMs' collection. Notice will be sent to LOMs in due course.

19.3 Key Dates for Claim and Application in 2016

Application deadline for 2016 projects:

5 February 2016

Reimbursement request deadline for 2016 projects:

31 March 2017

20. 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.

21. 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.

21.1 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.

21.2 Use of Promotion Email

The email alias allbod2016mm@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.

21.3 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.

22. 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