



JUNIOR CHAMBER INTERNATIONAL HONG KONG
2014 POLICY MANUAL

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1. Objectives for 2014

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, senior members (JCI Alumni) and among JCI Hong Kong and LOM officers.
- 1.1.2** To further enhance the identity of JCI Hong Kong and JCI as an international leadership development organization.
- 1.1.3** To strengthen social status of JCI Hong Kong 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 Special Administrative Region.
- 1.1.5** To develop existing members to take up management positions in JCI Hong Kong and Local Organizations and to recruit sufficient members of balanced composition to carry out our commitments and to further develop JCI Hong Kong as a whole.
- 1.1.6** To promote Active Citizen Framework in Local Organizations and in local community.

1.2 Presidential Theme

“Let’s Shine“

It is the presidential theme of JCI Hong Kong in 2014. JCI Hong Kong strives to be one of the best international youth organizations in Hong Kong. We believe that just talking about positive change is not enough. To make an impact, we must turn our words into action. JCI Hong Kong member, shines as an individual, strives to be an active citizen since we were young. We, together, shine as a group of active citizens, commit to introduce a concrete method for developing, executing and tracking our initiatives to ensure successful projects and sustainable solutions to problems in our world.

1.3 Membership Strategies

JCI Hong Kong 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.

JCI Hong Kong commits to achieve a net membership growth not less than 10% by the 2014 JCI World Congress Leipzig, Germany.

2. Development of Existing Local Organizations

2.1 Principle

JCI Hong Kong will provide such assistance necessary to expand and develop existing Local Organizations. Priority will be given to Local Organizations 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 Local Organizations in need.

2.2 Methods

- 2.2.1** To upgrade Chamber Office services to Local Organizations.

- 2.2.2** To provide guidance and advice through National Assigned Executive Officers (NAEO) who would form a team among themselves to share their expertise and resources.

- 2.2.3** To organize training programs for Local Organization officers.

- 2.2.4** To encourage and co-ordinate joint projects among Local Organizations with the assistance of NAEOs and other JCI Hong Kong Officers.

- 2.2.5** To assign strategic planning officer to assist and co-ordinate with the Local Organizations if necessary.

3. Establish Provisional Organization Member (POM) and LOM Affiliation

3.1 Intention to apply for POM status

An intention to apply for POM status is to be shown by notifying National Secretary General 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 POM status

The application for POM 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 constitution

3.3 Membership status and dues

Members listed in the POM application form will be classified as either Ordinary Members or Prospective Members. Ordinary membership within the POM period is only open to existing Ordinary Members of the POM’s sponsor Chapter.

Membership dues are calculated pro rata from the Board adoption date.¹

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 POM period is only open to existing Ordinary Members of the POM’s sponsor chapter.

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.

POM should declare its membership in Joint Board Meeting through National Assigned Development Officer. Membership dues are calculated based on the reported numbers.

3.4 Logo

The POM may use the short form or long form JCI logo. Short form JCI logo must follow the corporate communication guidelines on jci.cc. Long form JCI logo bearing the words “Provisional Chapter of Junior Chamber International Hong Kong” may be used after the POM receives National Secretary General’s approval.

3.5 Supervision

The POM’s development officer is appointed by National President.

3.6 Communication

The directors of the POM are entitled to receive e-mail notifications through the forwarding e-mail address² maintained by NOM and mailings administered by National Secretariat. The POM 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 POM’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 POM’s request and cost to be borne by the POM) and voting stick for the POM. Upon successful adoption of the application for affiliation in accordance with Article 4-5 of the By-Laws at National Convention, the Chapter flag will be hoisted at the venue and voting stick will be provided to the Chief Delegate of the affiliated Chapter.

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

3.8 Facilities

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

3.9 Access to jci.cc

NOM will liaise with the responsible JCI officers for the purpose of enabling the POM to gain access to jci.cc.

3.10 Membership system and allocation of Prospective Members

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

3.11 Training programmes and functions

Members of the POM may attend training programmes held by NOM. NOM may charge POM for Executive Development Programme although NOM should give prior notice. Members of the POM may attend all functions and competitions held by NOM and join the Hong Kong delegation to attend World Congress, Asia Pacific Conference and other official JCI functions.

3.12 Project hosting right

The POM is not entitled to host or co-host any NOM projects.

3.13 Meetings

National Secretariat will notify the POM of meetings which other Chapters are invited to attend and furnish the POM with a copy of agenda and minutes of these meetings. The POM may appoint a Chief Delegate to sit-in on these meetings. The POM'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 Chapters are also payable by the POM's Chief Delegate. The Chairman of the meeting has the discretion to decide whether to grant speaking right to the POM's Chief Delegate. NOM's Development Officer assigned to

the POM reports on behalf of the POM. The Development Officer's written report will include a report of and membership declaration of Ordinary Members and Prospective Members submitted by the President or representative of the POM.

3.14 Awards system

The POM and its members are not entitled to NOM awards except those awarded by the National President. As such, NOM will neither accept the POM's bidbook submission nor include the POM in efficiency index calculations.

3.15 HKJC Foundation

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

3.16 Application for affiliation

Each application for LOM membership must reach the National Secretary General 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 will 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 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 commences from the unbroken chain since induction at his or her sponsor Chapter prior to joining the POM.

4. Officers

4.1 Appointment

All appointments will be done according to the constitutional provision by the Board of Directors subject to Local Organization's endorsement. No National Officer, either elected or appointed, shall hold any office or post including Presidential Advisor in the Local Organization except that of the Immediate Past President. Should any waiver be required, it shall be dealt within 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 Installation

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

4.4 Specific Duties and Responsibilities

4.4.1 National President – Senator Johnny Kwan

- (i) The National President must give a written report to the incoming National President on all outstanding matters and programs of the 2014 administration during the December Joint Board Meeting.
- (ii) The National President shall attend the JCI Asia Pacific Conference to be held in Yamagata, Japan and JCI World Congress to be held in Leipzig, Germany.
- (iii) Act as ex-officio member of the Executive Committee of The Outstanding Young Persons Association (TOYPA).
- (iv) Represent JCI Hong Kong as Ex-Officio Director of HKJC Foundation.

- (v) The National President shall Report on Foundation matters at National Convention and ensure Foundation annual audited accounts are included in the Convention Manual.
- (vi) Fulfill duties as specified in By-Law 11-9-1.
- (vii) Act as Ex-officio for Strategic Planning Committee.
- (viii) Act as Ex-officio for Senate Screening Committee.

4.4.2 National Immediate Past President - Senator Paul Wu

- (i) Supervise Ten Outstanding Young Persons (TOYP) Selection.
- (ii) Act as Chairman of Senate Committee.
- (iii) Act as Chairman of Senate Screening Committee.
- (iv) Supervise JCI Hong Kong Alumni Club.
- (v) Act as Nomination Committee Chairman of the 2015 JCI Hong Kong Board of Directors Election.
- (vi) Provide Strategic advices to area commission.

Assigned Officer	Responsible Area
Chairman Senator Ivan Mok	JCI Hong Kong Alumni Club

4.4.3 National General Legal Counsel – Senator Teresa Poon

- (i) Handle all government procedural matters on behalf of JCI Hong Kong.
- (ii) Interpret JCI Hong Kong's Constitution and the By-Laws.
- (iii) Ensure the Board of Directors' works are carried out in accordance with the Constitution and Policy Manual.
- (iv) Take charge of Policy Manual production.
- (v) Act as the liaison officer with the National Honorary Legal Advisor.
- (vi) Act as the special officer to help those Local Organizations who need assistance.
- (vii) Ensure smooth administration, efficient Chamber Office service, provide Chamber staff development, proper records, efficient functioning of
- (viii) Secretariat, and maintain healthy finance for JCI Hong Kong.
- (ix) Assist the National President in the planning, implementation and supervision in the activities under the Four Areas of Opportunity.
- (x) Carry out duties as assigned by the National President.
- (xi) Follow up any change of the Constitution and the By-Laws if necessary.
- (xii) Promote and implement JCI Hong Kong objectives and administration policies.
- (xiii) Promote JCI and JCI Hong Kong programs.
- (xiv) Attend National Board Meetings and any other JCI Hong Kong meetings which he is entitled to attend (including,

but not limited to, NAEO meetings) and to ensure that all events are carried out as set in the Policy Manual and to act as Parliamentarian for these meetings.

- (xv) Attend Inaugural Ceremony, National Convention, and JCI Hong Kong functions.
- (xvi) Promote the mission, vision, purposes of JCI. and signature JCI Hong Kong projects (e.g. TOYP, CSR Day, UNMDG)
- (xvii) Market JCI through strengthening our corporate image and recruiting new members.
- (xviii) Submit written reports to National Board Meetings and National Convention.
- (xix) Supervise National Secretary General, National Honorary Treasurer, National Directors assigned to him/her.
- (xx) Supervise Chamber Office Administration Meeting, Inaugural Ball 2014 and 49th National Convention.
- (xxi) Fulfill duties as specified in By-Law 11-10-1.

Assigned Officer	Responsible Area
National Secretary General Yoe Leung	Secretariat
National Honorary Treasurer Jade Chan	Finance
Director Wendy So	Administration
Director Man Fok	Records and Recognition
Director Alby Lo	Publishing

Commission Chairman Jan Lai	Information Technology
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4.4.4 National Executive Vice President

- (i) Promote and implement JCI Hong Kong objectives and administration policies.
- (ii) Promote JCI and JCI Hong Kong programs.
- (iii) Attend National Board Meetings, any other JCI Hong Kong meetings which he/she is entitled to attend (including, but not limited to, NAEO meetings) and respective Joint Directors' Meeting under his/her area of supervision.
- (iv) Attend Inaugural Ceremony, National Convention and other JCI Hong Kong functions.
- (v) Attend meetings and functions of assigned areas and if possible similar functions of Local Organizations.
- (vi) Submit written reports to National Board Meetings and National Convention.
- (vii) Supervise the National Vice Presidents, National Directors, and Commission Chairpersons assigned to him/her.
- (viii) Carry out duties as assigned by the National President.
- (ix) Assist the National President in the planning, implementation and supervision in the activities under the Four Areas of Opportunity.
- (x) Promote the mission, vision, purposes of JCI and signature JCI Hong Kong projects (e.g. TOYP, CSR Day, UNMDG).

- (xi) Ensure JCI Hong Kong quality training programs to members and to enhance the coaching skills of local qualified trainers.
- (xii) Market JCI through strengthening our corporate image and recruiting new members.
- (xiii) Fulfill duties as specified in By-Law 11-11-1.

National Executive Vice President – Senator Brian Kwan

Assigned Officer	Responsible Area
National Vice President Senator Nelson Lin	Leadership Development
National Vice President Eric Lo	Membership
National Vice President Kenny Lo	Mainland Affairs
Director Hughgus Liu	Corporate Communications
Director Jack Lee	Leadership Development
Director Deacon Wong	Mainland Affairs
Director Rita Hui	Membership
Commission Chairman Anthony Lee	Corporate Communications
Commission Chairman Sam Cheng	Mainland Affairs
Chairman Ben Chiu	Training and Development Council

National Executive Vice President – Senator Anthony Leung

Assigned Officer	Responsible Area
National Vice President Senator Zenith Lin	International Affairs
National Vice President Alvina Chan	Community Development and UNMDG
National Vice President Winnie Yeung	Business Affairs
Director Sam Chan	Business Affairs
Director Kitty Lo	Community Development
Director Olive Chan	International Affairs
Commission Chairman Angus Cheung	Business Network
Commission Chairman Victor Lam	Community Concern Group
Commission Chairman Eddy Chen	International Affairs
Commission Chairman Chong Kai Lok	UN Affairs

4.4.5 National Assigned Executive Officers

- (i) Promote and implement JCI Hong Kong objectives and administration policies.
- (ii) Promote JCI and JCI Hong Kong programs.
- (iii) Attend NAEO Meetings and National Board Meetings, and any other meetings which he/she is entitled to attend.
- (iv) Attend Inaugural Ceremony, National Convention and other JCI Hong Kong functions.
- (v) Attend meetings and functions of assigned Local Organizations and if possible similar functions of other Local Organizations.
- (vi) Maintain good communication with and assist in the development of all his/her assigned Local Organizations, and make monthly written reports on the Local Organizations' development to NAEO Meetings.
- (vii) Submit written reports to NAEO Meetings, National Board Meeting on specific tasks and National Convention.
- (viii) Assist assigned Local Organizations to formulate and execute their year plans
- (ix) Assist in organizing training programs.
- (x) Assist NEVPs or NGLC in a particular area or commission as assigned by the National President from time to time.

- (xi) Carry out duties as assigned by the National President.
- (xii) Promote the purposes of JCI.
- (xiii) Fulfill duties as specified in By-Law 11-12-1.

LOM Assignments:

Senator Zenith Lin	JCI Peninsula JCI Hong Kong Jayceettes JCI Queensway
Senator Nelson Lin	JCI Lion Rock JCI Tai Ping Shan JCI Sha Tin
Alvina Chan	JCI Kowloon JCI Island JCI Apex
Eric Lo	JCI Yuen Long JCI Bauhinia JCI Dragon
Kenny Lo	JCI City JCI City Lady JCI Tsuen Wan (POM)
Winnie Yeung	JCI East Kowloon JCI North District JCI Ocean
Yoe Leung	JCI Harbour
Jade Chan	JCI Victoria

4.4.6 National Secretary General – Yoe Leung

- (i) Promote and implement JCI Hong Kong objectives and policies.
- (ii) Promote JCI and JCI Hong Kong programs.
- (iii) Attend meetings and functions of assigned Local Organizations and if possible similar functions of other Local Organizations.
- (iv) Maintain good communication with and assist in the development of her assigned Local Organizations, and make monthly written reports on the Local Organizations' development to NAEO Meetings.
- (v) Attend NAEO Meetings, National Board Meetings and any other meetings which she is entitled to attend.
- (vi) Attend Inaugural Ceremony, National Convention and other JCI Hong Kong functions
- (vii) Submit written reports to National Board Meetings and National Convention
- (viii) Assist National President to prepare written report for Conference and Congress.
- (ix) Assist in the preparation of documentation and handling of correspondence as assigned by the National President.
- (x) Prepare agenda and minutes of National EGMs, NAEO Meetings and Board Meetings and distribute these documents to relevant officers for the purpose of

participation in meetings at least two working days prior to the meeting.

- (xi) To arrange the venue for National EGMs, NAEO Meetings and Board Meetings.
- (xii) Supervise the 49th National Convention.
- (xiii) Follow the hosting chapter of National Convention of previous year on files, minutes of General Assembly, tapes and pertinent materials.
- (xiv) Carry out duties as assigned by the National President and NGLC.
- (xv) Submit form D2A Form by January & Annual Return of JCI Hong Kong to the Company Registry within 42 days after 2014 National Convention.
- (xvi) Act as National Assigned Executive Officer
- (xvii) Fulfill duties as specified in By-Law 11-13-1.

4.4.7 National Honorary Treasurer – Jade Chan

- (i) Promote and implement JCI Hong Kong objectives and policies.
- (ii) Promote JCI and JCI Hong Kong programs.
- (iii) Attend meetings and functions of assigned Local Organizations and if possible similar functions of other Local Organizations.
- (iv) Maintain good communication with and assist in the development of her assigned Local Organizations, and make monthly written reports on the Local Organizations' development to NAEO Meetings.
- (v) Attend NAEO Meetings, National Board Meetings and respective Joint Directors' Meetings.
- (vi) Attend Inaugural Ceremony, National Convention and other JCI Hong Kong functions.
- (vii) Submit written reports to the National Board Meetings and National Convention.
- (viii) Organize and supervise JCI Hong Kong fund raising functions and Inaugural Ceremony.
- (ix) Prepare JCI Hong Kong budget and submit for approval not later than February Board Meeting.
- (x) Submit financial statement to National Board Meeting and National Convention
- (xi) Submit on JCI Hong Kong's behalf, Balance Sheet and Statement of Accounts to Government and Auditor.

- (xii) Supervise Inaugural Ball 2014.
- (xiii) Prepare income and expenditure accounts for the year 2014 for adoption no later than March 31, 2015.
- (xiv) Collect dues and initiation fees in a timely manner and manage JCI Hong Kong bank accounts.
- (xv) Carry out duties as assigned by the National President and NGLC.
- (xvi) Act as National Assigned Executive Officer
- (xvii) Fulfill duties as specified in By-Law 11-14-1.

4.4.8 National Directors

- (i) Attend National Board Meetings, respective Joint Directors Meetings and any other Meetings which he/she is entitled to attend.
- (ii) Attend Inaugural Ceremony, National Convention and other JCI Hong Kong and LOM functions.
- (iii) Submit written reports to National Board Meetings and National Convention and submit area monthly I/E statement to National Board Meetings.
- (iv) Attend meetings 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. Copies of the meeting minutes should be sent to all LOM Presidents.

- (v) Assist Local Organizations in planning projects under their respective areas at the initial stage of survey and planning.
- (vi) Update/compile the relevant section of the Officer Handbook as guidelines for Local Organizations in 2014.
- (vii) Co-ordinate projects for all Local Organizations under the assigned areas and take charge and supervise National projects according to time schedule.
- (viii) Compile bid book for JCI Hong Kong projects (if any) for Asia Pacific Conference and World Congress.
- (ix) Carry out assignments as assigned by the National President and their respective NGLC/NEVPs.
- (x) Fulfill duties as specified in By-Law 11-15-1.
- (xi) The access right of the membership database shall be granted to NP, NGLC, NSG and NMD.

Director	Responsible Area
Director Wendy So	Administration
Director Sam Chan	Business Affairs
Director Hughgus Liu	Corporate Communications
Director Kitty Lo	Community Development
Director Olive Chan	International Affairs
Director Jack Lee	Leadership Development

Director Deacon Wong	Mainland Affairs
Director Rita Hui	Membership
Director Alby Lo	Publishing
Director Man Fok	Records and Recognition

4.4.9 Chamber Office Staff

Chamber Executive

- (i) Assist the JCI Hong Kong Board of Directors, in particular, the NP, NIPP, NGLC, NEVPs, NSG, and NHT, in the day-to-day administrative matters of the JCI Hong Kong.
- (ii) Provide secretarial assistance to NP, NGLC, NSG, Senate, Foundation and perform other NP appointed jobs/assigned duties (e.g. Inaugural Ball / TOYP).
- (iii) Co-ordinate with NGLC regarding all government procedural matters on behalf of JCI Hong Kong.
- (iv) Liaise with the Chamber Office staff pertaining to the Chamber Office maintenance, services, and renovation.
- (v) Assist NSG and Admin Team to update data base 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 JCI Hong Kong 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.
- (ix) Supervise and take charge of JC membership supplies and inventory monitoring.
- (x) Supervise the paid staff if any.
- (xi) Assist to maintain the JCI Hong Kong web sites and other publicized material.
- (xii) Take care of the stakeholder management, keep good contacts & relationships with stakeholders like sponsors, partners, projects co-organizing organizations, etc.
- (xiii) Assist National President to prepare written report to government agency.
- (xiv) Assist in sending out invitations and subsequent follow up of JCI Hong Kong functions.
- (xv) Handling all mails and emails of JCI Hong Kong
- (xvi) Report duty to NP and NGLC in monthly basis.

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) Other jobs assigned by NP, NGLC and Chamber Executive.
- (vii) Direct report to Chamber Executive.

Chamber Assistant

- (i) Handle rooms and equipment booking and arrangement.
- (ii) Maintain and update the filing system for Chamber Office.
- (iii) Supervise mailing of NOM/LOM circulars.
- (iv) Co-ordinate with NSG regarding JC supplies and inventory monitoring.
- (v) Administer the borrowing and returning 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) Responsible for receptionist and phone calls.
- (x) Other jobs assigned by NP, NGLC and Chamber Executive.
- (xi) Direct report to Chamber Executive.

4.4.10 National Officers

- (i) National Officers under respective areas are directly responsible to respective National Directors.
- (ii) Assist in the planning and implementation of activities under respective area.
- (iii) Attend National Board Meeting upon invitation.
- (iv) Attend Inaugural Ceremony, National Convention, and other JCI Hong Kong functions.

4.4.11 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 National President.
- (ii) Advise National President on all JCI and JCI Hong Kong affairs, as requested.

4.4.12 Panel of Advisors

National President has appointed the following senior Past National Presidents as Panel of Advisors who shall give advice on any JCI Hong Kong and JCI affairs upon request by any member of the Executive Committee. They are:

PNP Senator Paul Yin

PNP Senator Major Tang

PNP Senator Andrew Wong

PNP Senator George Lung

PNP Senator Frank Pak

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

5. Nomination for 2015 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.

2014 JCI Elective Post(s) Nominated from JCI Hong Kong:

JCI Officer	Position
Senator Ken Wong	2014 JCI Executive Vice President

6. JCI Executive Appointments

Endorsement by JCI Hong Kong for any JCI Executive appointment such as General Legal Counsel, Treasurer shall be decided by the Board of Directors.

7. Other Nominations or Appointments

All other nominations or appointments for posts of international level shall be decided by the National President.

2014 JCI Appointment(s) from JCI Hong Kong:

JCI Officer	Position
Dora Chow	Assistant to the President for Asia and the Pacific
Laura Chiu	UN Affairs Commissioner for Asia and the Pacific
Pauline Lau	Special Recognition Program Committee Member
Pokit Lok	Asia and the Pacific Development Council Councilor
Senator Bowen Wong	Asia Pacific Senate Secretary General
Senator Licca Chan	Asia Pacific Senate Director
Senator Ronald Kan	Asia and the Pacific Development Council Officer
Matthew Li	Asia and the Pacific Development Council Officer
Joe Ho	Asia and the Pacific Development Council Officer
Vivien Wan	Asia and the Pacific Development Council Officer

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
Member	PNP Senator George Lung
	PNP Senator Michelle Tang
	PNP Senator Clement Woo
Ex-Officio	NP Senator Johnny Kwan

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

8.2 Nomination Committee at National Convention

The National President shall appoint four to six Past National Presidents or Senators to the Committee in addition to the NIPP as ex-officio Chairman.

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

8.3 Awards Judging Committee at National Convention

NRRD will act as Chairman of the Awards Judging Committee. Moreover, National President shall appoint a Past National President as the Chief Judge for the Awards Judging Committee.

NGLC will supervise the Awards Judging Session but will not give any marks.

NRRD will invite nomination of judging member from LOMs before the end of July 2014. All judging members should have not less than 2 years of JCI experience OR 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 should have both judging experience AND experiences in bid book compilation. If there is only one nomination, the member should have both judging experience AND experiences on bid book compilation. However, he or she must not be the current President of the LOM.

All nominees for judges shall be approved by JCI Hong Kong Board of Directors. Late submission of nominations or subsequent substitution (also subject to JCI Hong Kong Board's approval) might attract penalty in accordance with provisions in the Awards Manual.

All judging criteria shall be incorporated in the Awards Manual which will be approved at a JCI Hong Kong Board Meeting and circulated to all

LOMs by no later than end of April.

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

All judges (including JCI Hong Kong 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 shall not give marks on the award entry submitted by his or her own LOM.

Judges for Presidential Awards of Excellence shall be appointed by the National President.

8.4 Awards Judges for Conference and Congress

The National President will appoint Awards Judges to the JCI Asia Pacific Conference and JCI World Congress.

NRRD will invite nomination from Local Organizations if necessary and the qualification of awards judges shall be with over 2 years Junior Chamber experience and who has been a JCI Hong Kong Officer or LOM President.

8.5 Senate Committee

8.5.1 The Senate Committee shall consists of Senators from different Chapters, with National Immediate Past President preside as Chairman.

8.5.2 The Senate Committee is to co-ordinate senators, organize Senate Luncheon and Dinner, prepare new Senate Directory when appropriate.

Committee Members: Ben Leung (JCI Yuen Long)

Roy Tang (JCI Dragon)

Ban Chui (JCI City)

Alfred Fung (JCI North District)

8.6 JCI Hong Kong Alumni Club

8.6.1 Objective

Promote the JCI Hong Kong Alumni Club for the purpose of membership retention.

8.6.2 Appointment of Chairman

National President should appoint the Chairman who must be a senior member (JCI Alumni).

8.6.3 Term of office

The term of office of the Chairman shall be one year, i.e. from 1.1.2014 to 12.31.2014.

8.6.4 Responsibilities

- (i) Achieve target membership growth specified by the end of 2014.
- (ii) Co-ordinate JCI Hong Kong Alumni Club Member to participate in selected JCI and JCI Hong Kong programs and activities.
- (iii) Organize informal gatherings for senior members (JCI Alumni).
- (iv) Promote JCI Hong Kong Alumni Club to graduate members.
- (v) In charge of the Graduation Ceremony at the National Convention.
- (vi) Submit report to National Convention.
- (vii) Submit report to NOM 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) NBN to organize visits and reception to business related partners.

8.7.2 Appointment of Chairman

National President should appoint the Chairman.

8.7.3 Term of Office

The term of office of the Chairman as well as the Executive Committee Members of the NBN shall last for one year, i.e. from 1.1.2014 to 12.31.2014

8.7.4 Responsibilities

- (i) Plan activities in 2014 and submit year plan to adopt The Annual Theme on Business Opportunity for JCI Hong Kong's approval before the end of February 2014.
- (ii) Promote the National Business Network to the general members.
- (iii) Update the existing NBN Homepage.
- (iv) Review and establish a clear Mission Statement on Business
- (v) Opportunity to be submitted for JCI Hong Kong's approval before the end of February 2014.
- (vi) Attend and make progress reports in Joint Board Meeting and to evaluate the system and the activities of the NBN from time to time.
- (vii) Make recommendations to the Government on the governmental issue on Small and Medium Enterprises.
- (viii) Submit report to National Convention.

8.8 National Community Concern Group

8.8.1 Objective

To interact and response to the major community issue of Hong Kong on behalf of JCI Hong Kong.

8.8.2 Appointment of Chairman

National President should appoint the Chairman.

8.8.3 Term of office

The term of office of the Chairman shall be one year, i.e. from 1.1.2014 to 12.31.2014.

8.8.4 Responsibilities

- (i) Act as a Think Tank of JCI Hong Kong in social issues.
- (ii) To response to the major community issues such as Policy Address, The Government of the HKSAR Budget 2014, consultation papers published by the Government of the HKSAR related to youth affairs and NGO and possible topics.
- (iii) To attend various events relates to community issues.
- (iv) Attend and make progress reports in Joint Board Meeting.
- (v) Submit report to National Convention.
- (vi) Assist JCI Hong Kong in co-ordinating official training courses offered by the JCI Training.
- (vii) Plan activities in 2014 and submit year plan for JCI Hong Kong's approval before end of February 2014.

- (viii) Attend and make progress reports in Joint Board Meetings and to evaluate the system from time to time.
- (ix) Submit report to National Convention

8.9 National Corporate Communications Commission

8.9.1 Objective

To strengthen the brand of JCI Hong Kong as Active Citizens and to raise public awareness for JCI Hong Kong. Besides, to facilitate the internal communication between all local chapters through Champion of Champion program as well as enhancing the reception to external guests in any JCI Hong Kong events.

8.9.2 Appointment of Chairman

National President should appoint the Chairman.

8.9.3 Term of office

The term of office of the Chairman shall be one year, i.e. from 1.1.2014 to 12.31.2014.

8.9.4 Responsibilities

- (i) To coordinate the marketing and media coverage of JCI Hong Kong.
- (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 Local Organizations 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 National Convention.

8.10 Training & Development Council

8.10.1 Objectives

- (i) To provide long-term training and development strategies for JCI Hong Kong & Local Organizations in order to serve the dynamic needs of members and the community. To develop existing qualified and potential trainers.
- (ii) 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. To serve the needs of community through providing training programs to external organization.

8.10.2 Appointment of Chairman

National President should appoint the Chairman.

8.10.3 Term of Office

The term of office of the Chairman shall be one year, i.e. from 1.1.2014 to 12.31.2014.

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 JCI Hong Kong'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 JCI Hong Kong on International Affairs issue.

8.11.2 Appointment of Chairman

National President should appoint the Chairman.

8.11.3 Term of office

The term of office of the Chairman shall be one year, i.e. from 1.1.2014 to 12.31.2014.

8.11.4 Responsibilities

- (i) To encourage individual members to join the International events such as ASPAC, Congress, JCI VIP reception and Twinning.
- (ii) To arrange JCI VIP receptions.
- (iii) To promote and provide assistance to JCI Hong Kong and LOM on international affairs matters.
- (iv) Attend and make progress reports in Joint Board Meeting.
- (v) Submit report to National Convention.

8.12 National Mainland Affairs Commission

8.12.1 Objectives

To coordinate all receptions with China Youth associations visiting JCI Hong Kong and to provide networking opportunities for our members towards these young leaders from China. Besides, to upgrade the member's China knowledge by providing monthly useful tips.

8.12.2 Appointment of Chairman

National President should appoint the Chairman.

8.12.3 Term of Office

The term of office of the Chairman as well as the Executive Committee Members of the National Mainland Affairs

Commission shall last for one year, i.e. from 1.1.2014 to 12.31.2014.

8.12.4 Responsibilities

- (i) Plan activities in 2014 and submit year plan to adopt the Annual Theme on Mainland Affairs for JCI Hong Kong's approval before the end of February.
- (ii) Promote the National Mainland Affairs Commission to the general members.
- (iii) Update the NMAC Homepage.
- (iv) Review and establish a clear Mission Statement on Mainland Affairs
- (v) Opportunity to be submitted for JCI Hong Kong's approval before the end of February 2014.
- (vi) Attend and make progress reports in Joint Board Meeting and to evaluate the system and the activities of the NMAC from time to time.
- (vii) Submit report to National Convention.
- (viii) Coordinate and organize reception of ACYF delegates visit / visit to ACYF.

8.13 National United Nations Affairs Commission

8.13.1 Objectives

To promote and provide project execution for JCI UN Affairs partnership projects and programs.

8.13.2 Appointment of Chairman

National President should appoint the Chairman.

8.13.3 Term of Office

The term of office of the Chairman as well as the Executive Committee Members of the National United Nations Commission shall last for one year, i.e. from 1.1.2014 to 12.31.2014.

8.13.4 Responsibilities

- (i) To encourage individual members to join the UN Affairs projects and programs such as Nothing-But-Nets, UN Global Compact and UNMDG as well as JCI Global Partnership Summit.
- (ii) To promote and provide assistance to NOM and LOM on UN affairs matters.
- (iii) Attend and make progress reports in Joint Board Meeting.
- (iv) Submit report to National Convention.

8.14 National Information Technology Commission

8.14.1 Objectives

- (i) To promote JCI Hong Kong with JCI Hong Kong website and Facebook media.
- (ii) To enhance the communication of NOM officers and LOM presidents with the means of email alias group.

8.14.2 Appointment of Chairman

National President should appoint the Chairman

8.14.3 Term of Office

The term of office of the Chairman as well as the Executive Committee Members of the National Information Technology Commission shall last for one year, i.e. from 1.1.2014 to 12.31.2014

8.14.4 Responsibilities

- (i) Coordinate with email alias for NOM officers, NOM project chairman and commission chairman and different grouping of related personal in order to facilitate their communication using email system.
- (ii) Update information and news on JCI Hong Kong official website.
- (iii) Organize a workshop at Admin Workshop to educate chapters to update information and photo in JCI Hong Kong website.
- (iv) Update JCI Hong Kong official Facebook Fanspage.
- (v) Coordinate with JCI Hong Kong YouTube Account.

8.15 Ad Hoc Committee for Trade & Other Receivable

The Ad Hoc Committee of Account Receivable Management consists of the following members:

Chairman PNP Senator Ellen Tsang

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

8.16 Ad Hoc Committee on JCI Hong Kong's M&AA Review

The Ad Hoc Committee of JCI Hong Kong's M&AA Review consists of the following members:

Committee	PNP Senator Edmond Pang
	PNP Senator John Chan
	PNP Senator Justin Lui
	NGLC Senator Teresa Poon
Ex-officio	NP Senator Johnny Kwan

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

8.17 Ad Hoc Committee on JCI Hong Kong Chamber Office Review

The Ad Hoc Committee of JCI Hong Kong Chamber Office Review consists of the following members:

Committee	PNP Senator Andrew Wong
	PNP Senator Frank Pak
	PNP Senator Spencer Suen
	NEVP Senator Brian Kwan
Ex-officio	NP Senator Johnny Kwan

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

9. National Assigned Executive Officers Meetings

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

10. National Board Meeting

National Monthly Board Meetings will be convened according to the time schedule set by the National President and open for all Local Organization Presidents.

All LOM Presidents will be invited to attend five Joint Board Meetings and must submit written report of the Local Organization.

All National Officers and Commission/Department/Project Chairmen must submit written report at the National Board Meetings and/or Joint Board Meetings.

11. Annual General Meeting (National Convention)

The Annual General Meeting of the JCI Hong Kong shall be known as National Convention. It shall be for the purposes of (i) adopting Annual Reports of the Local Organization Presidents and the National Board of Directors and the Annual accounts completed with auditor's reports, (ii) electing Members of the National Board of Directors, (iii) appointing Auditor or Auditors, adopting JCI Hong Kong Programs and (iv) discussing any other matters relating to the Constitution and management of the JCI Hong Kong.

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

11.1 Bidding for 2015 National Convention

Any Local Organization with the intention to bid for the hosting right of the 2015 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, 2014,

or otherwise decided by the Board of Directors. The bidding document which will form part of the Convention Contract, upon acceptance, must be circulated to all Local Organization Presidents and National Board during the General Assembly.

NSG will study the qualifications of any Local Organization bidding for the hosting right of the 2015 National Convention and report to the Board of Directors. The Board of Directors has the right to change or amend any terms and conditions and will make recommendations to the General Assembly of the 2014 National Convention where the hosting right for the 2015 National Convention will be granted.

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 on any successful bid shall be retained by JCI Hong Kong and shall be refunded without interest upon the release of the Convention proceedings 3 months after the National Convention.

A contract shall be made between the hosting Local Organization and JCI Hong Kong.

In case there is no bid for the hosting right of 2015 National Convention, the Board of Directors shall make further arrangement.

12. Extraordinary General Meeting

EGM must be convened in strict accordance with the constitutional provisions.

Minutes of EGM must be circulated to all Local Organizations within two weeks after the EGM.

All EGM minutes must be adopted at the General Assembly during the National Convention.

13. Senatorship

13.1 Senate Screening Committee

13.1.1 National President 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 National President. Reasons on approval or disapproval shall not be announced.

13.1.2 Members of the 2014 Senate Screening Committee are as follows:

Chairman:	NIPP Senator Paul Wu
Members:	PNP Senator Major Tang
	PNP Senator Spencer Li
	PNP Senator Tony Chan
	PNP Senator Eric Tang
Ex-Officio:	NP Senator Johnny Kwan

13.2 Presentation of Senatorship

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

13.3 Senatorship Fee

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

14. Dues and Administration

14.1 Membership Declaration

Local organizations shall declare their membership through their Local Organization President by making monthly written reports together with JCI Hong Kong mailing list update on the last day of every month. Membership confirmed during the month of January, April, July and September shall be the record for dues collection. Full list of Local Organization membership with detailed addition and deletion of members, should also be attached for verification. If no membership list is received, dues collection will be based on the membership database of the JCI Hong Kong computer system as of the date of the Joint Board Meeting.

14.1.1 The JCI Hong Kong shall collect dues and deal with all Junior Chamber matters according to the data declared.

14.1.2 JCI Hong Kong is responsible for allocating membership applications to the Local Organizations and shall retain the HK\$500.00 initiation fee which would be shared by the JCI Hong Kong and the Local Organization 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 JCI Hong Kong.

14.1.3 Local organizations shall declare their prospective member by filling in the Membership Form with payment to JCI Hong Kong Office. Form received before 20th of every month will be counted as the prospective member of the current month.

14.1.4 Reinstatement Fee of Full Member for decelerating previously inducted member who was not declared in last period or longer is HK\$200. Reinstatement Fee for senior members (JCI Alumni) is HK\$200.

14.2 Method of Payment

14.2.1 Dues for the year 2014 shall be HK\$900 (Nine Hundred Hong Kong Dollars) per Individual Member and HK\$450 (Four Hundred and Fifty Hong Kong Dollars) per senior member (JCI Alumni).

14.2.2 Initiation fee for each prospective member recruited by Local Organization shall be HK\$500 (Five Hundred Hong Kong Dollars) which would be shared by the JCI Hong Kong and the Local Organization on a 2:3 ratio.

14.2.3 Dues will be collected quarterly according to Local Organization membership declaration (Articles of Association Clause No. 6 payable half-yearly shall be

temporarily waived).

14.2.4 Local organizations shall submit dues to the National Honorary Treasurer within 30 days after issue of debit note.

14.2.5 Any Local organization who fails to settle the dues after 30 days from the issue date of the Debit Note shall be declared as a non-financial Local Organisation and a reminder will be issued on the 45th day plus 5% on the gross amount. All services rendered by JCI Hong Kong will automatically be suspended after 60 days until all outstanding debit notes have been settled.

14.3 Admission of New Members

14.3.1 On formal acceptance of each new member, HK\$200 (Two Hundred Hong Kong Dollars) being the share of the Prospective Member Initiation Fee, shall be paid by Local organization.

14.3.2 The Local organization must submit to the JCI Hong Kong the name of new members accepted and pay dues calculated at HK\$225.00 for each quarter for every new member.

14.3.3 Individual Members of JCI Hong Kong 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 purpose of giving notice by post. Members may choose to opt out for NOM regular mailing.

14.4 Mailing Charges

Charges of posting of circulars or newsletters are as follows:

1 page up to 10g	HK\$1,250.00
any pages up to 25g	HK\$1,730.00
any pages up to 40g	HK\$2,830.00
any pages up to 90g	HK\$4,210.00
any pages up to 230g	HK\$6,270.00

A special fee of \$4,140.00 (1 page up to 10g) with an extra charge of \$1,380.00 each additional page will be charged for mailing service on any day other than the scheduled mailing days as announced by National Secretary General. This fee also applies to mailing service to any specific group, such as active members, senior members (JCI Alumni), specific age groups, etc. This fee of \$4,140.00 will not include cost of envelopes and postage stamps which will be charged to Local organization at cost.

14.5 Awards

14.5.1 Development

New awards shall be recommended by NRRD, Local Organizations or Past National Presidents and adopted unanimously by the National Board.

14.5.2 Ownership

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

14.6 Library

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

14.6.2 NAD will set out rules on library usage and circulate them to all members.

14.6.3 Each Local Organization must submit electronic copy and two hard copies of any official publication including Local Organization AGM Report to the Chamber Office Secretary for records.

14.6.4 A reference list of all materials in the Library can be found on JCI Hong Kong website and accessible at the Chamber Office by Local Organization Presidents.

14.7 Membership Supplies

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

14.8 Temporary Storage of Project Supplies / Materials in Chamber Office

JCI Hong Kong and Local Organizations 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 Local Organization 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 Local Organization for the disposal. If a longer storage period is required, special requests can be made and will be reviewed on a case by case basis.

14.9 Chamber Office Administration Meeting

14.9.1 Objectives

- (i) To supervise management of the Chamber Office.
- (ii) To handle Chamber Office staff personnel matters.

14.9.2 Responsibilities

- (i) NGLC, NSG, NHT, NAD, NRRD and CE will attend the meeting, whereas NGLC will be the Chairman of the Meeting and NAD be the Secretary.

15. Finance

15.1 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.

15.2 Inventory of Fixed Assets & Supplies

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

15.3 Accounts

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

15.4 Payment to JCI Hong Kong

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.

15.5 Cheque Requisition Payment by JCI Hong Kong

In order to request for all payment by JCI Hong Kong, a Cheque Requisition Form must be completed.

Original invoices / receipts should be submitted together with the Cheque Requisition Form to Chamber Office Staff.

For JCI Hong Kong project, the Cheque Requisition form should be completed by Project Treasurer or Project Chairperson and endorsed by NOM Supervising Officer.

For individual area and Commission, the Cheque Requisition Form should be completed by the respective JCI Hong Kong Officer or Commission Chairperson.

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

The person who prepares the Form should make sure the Name of the payee 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.

15.6 Cheque Payment to JCI Hong Kong – Administration Fee for Bounced Cheque

Members / Local Organizations issuing cheque to JCI Hong Kong 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 Local Organization / the person who submitted the cheque.

15.7 HKJC Foundation Application and Claim Procedures for Project Subsidy

15.7.1 Members of the 2014-2016 HKJC Foundation Committee are as follows:

Chairman	PNP Senator Spencer Suen
Vice Chairman	PNP Senator Louise Chan
Hon Treasurer	PNP Senator Ellen Tsang
Hon Secretary	PNP Senator Alice Liu
Ex-Officio	NP Senator Johnny Kwan

15.7.2 Application for Subsidy

Cover letter duly signed by the LOM President with clear specification of the subsidy amount.

Supporting document:

- i) Project proposal including the financial budget
- ii) There is no need to include information such as introduction to JC, benefits to the JC organization and JC members
- iii) Electronic copies of the application should be submitted through JCI Hong Kong website to all Foundation board members.

15.7.3 Reimbursement Request

Cover letter duly signed by the LOM President with clear specification of the claim amount, cheque payee (i.e. account name of the LOM)

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 original signed copy should be sent to the Foundation Treasurer with the Foundation Chairman and National President copied. There is no need to send it to the other Foundation board members.

The cheques, once issued, will be sent to Chamber Office for LOMs' collection. Notice will be sent to LOMs in due course.

15.7.4 Key Dates for Claim and Application in 2014

Application deadline for 2014 projects: **28 February 2014**

Reimbursement request deadline for 2013 projects: **31 March 2014**

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

15.8.1 Application for subsidy

- (i) Completed nomination form should be signed by the LOM Presidents.
- (ii) The form must be emailed to NEVP Senator Anthony and NCCD Kitty Lo with the documents requested.

After receiving the approval of project subsidy, LOM should follow the guidelines for using Better World (Hong Kong) Project Sponsor Logo.

15.8.2 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.

15.8.3 Key Dates for Claim and Application in 2014

Application deadline for 2014 projects: **8 February 2014**

Reimbursement request deadline for 2014 projects: **31 March 2015**

16. National Projects

16.1 Appointment of Chairman

All appointment will be made by the National Board of Directors upon recommendation by the respective National Officers with notification to Local Organization President. Chairman Candidates must be current members of the Local Organization.

16.2 Hosting Right

16.2.1 The hosting right of project will be decided by the National Board of Directors upon receipt of bid form.

16.2.2 The National Board of Directors has the right to change or amend any terms and conditions or reject any application.

16.2.3 Hosting chapter to submit finalized statement of accounts, reports, photos and recommendations within one month after project completion.

16.2.4 The complete project file should be submitted to NRRD while an extra copy of statement of account with all the supporting statement should be submitted to NHT. Project Files and Statements should be prepared according to the specification stated by NRRD and NHT respectively.

16.3 Role of NOM and LOM and Protocol of Using Logo on Promotion

Material

16.3.1 For all NOM projects, LOM is not a co-hosted organization but LOM is hosting the project under the supervision of NOM.

16.3.2 For all promotional materials including tickets, banners, leaflets and publication, LOM should place JCI Hong Kong logo of either long form or short form (please refer to below diagram). LOM shouldn't place its own chapter logo on the same printing material. It could indicate its name by putting wordings such as, "hosted by JCI Victoria". In the case of printing materials in Chinese, LOM should use the wording of "承辦分會" to indicate its position.

Fig.1 Long Format of JCI Hong Kong Official Logo



Fig 2. Short Format of JCI Hong Kong Official Logo



17. Oath for Induction

17.1 English Version

It is recommended to use the following standardized oath for all Local Organizations during the induction ceremony. It should be performed at Monthly Meeting or other relevant functions wherever the Local Organization President decided fit. When the Local Organization President conducts the induction ceremony, the most senior past president presented or National Officer may be invited to witness the ceremony.

When the induction ceremony starts, ask the applicant(s) to raise the right hand.

Officer: It is our desire to prepare ourselves for positions of leadership in the community and appreciate the value of free discussion with those organizations of similar purposes. The main objects of our organization are:

To encourage and provide opportunities for young men and women to engage in the study and discussion of all aspects of commercial, industrial, economic and civic problems; and stimulate the joint efforts of young men and women for the development of themselves as individuals and in the community in which they live.

Do you subscribe to these objects?

Applicant(s): I do (say together).

Officer: Junior Chamber International is a world-wide leadership development organization, to which (name of LOM) is a local organization being affiliated through the National Organization - the Junior Chamber International Hong Kong. The International Creed reads:

We believe:

that faith in God gives meaning and purpose to human life;

that the brotherhood of man transcends the sovereignty of nations;

that economic justice can best be won by free men through free enterprise;

that government should be of laws rather than of men;

that earth's great treasure lies in human personality;

and that service to humanity is the best work of life.

Do you subscribe to this Creed?

Applicant(s): I do (say together).

Officer: The Junior Chamber activities are governed by the rules and regulations as laid down by the Junior Chamber Constitutions and By-laws. Are you willing to observe these rules?

Applicant(s): I do (say together).

Officer: In this case, I present to each of you a Junior Chamber Pin, Constitution (and Members Handbook) of the Chapter and welcome you to join the Junior Chamber movement.

The Officer presents the pin and/or other membership materials.

Officer: Ladies and Gentlemen, now I present to you the new member(s) of (name of LOM) Junior Chamber.

17.2 Chinese Version

此為新會員入會儀式之宣誓範本。該儀式應於各正式場合，如月會或其他相類似的活動中舉行。當會長主持該儀式時，可考慮邀請在場最資深的前會長或總會董事局成員監誓。

當儀式開始時，請申請者舉起右手。

主持人： *我們的願望是培植社會領導人才，珍視與志同道合之人士共同自由討論、鼓勵及供給青年人學習工商經濟及社會問題之機會，並由各項活動鼓勵青年人共同努力，發展個人及其社會為目的。*

各位/閣下是否同意？

申請人： *同意。*

主持人： *國際青年商會為世界性領導才能培訓組織，香港為會員國，本會為其附屬分會，其信條為：*

我們深信：

篤信真理，可使人類的生命具有意義和目的；

人類的親愛精神沒有疆域的限制；

經濟上的公平應由自由的人通過自由企業的途徑獲得之；

健全的組織應建立在法治的精神上；

人格是世界上最大的寶藏
服務人群是人生最崇高的工作。

各位/閣下是否同意？

申請人： 同意。

主持人： 凡成為青年商會之會員，必須遵守青年商會之會章及規則，
各位/閣下是否願意遵守。

申請人： 願意。

負責會員事務的董事應在此時呈上會員襟針，分會憲章 (及會員手冊，會員證書)
等物品。

主持人： 本人藉此機會頒與各位/閣下青年商會之會員襟針，本會憲章
(及會員手冊，會員證書)，並歡迎各位/閣下加入青商之行列。

各位，現在介紹今日加入 (會名) 之新會友，.....

18. Email Use Policy

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

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

18.1 Policy

18.1.1 Prohibited Use.

The JCI Hong Kong 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. JCI Hong Kong 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 JCI Hong Kong email account is prohibited and these restrictions also apply to the forwarding of email received by a JCI Hong Kong member.

18.1.2 Monitoring

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

18.1.3 Use of Promotion Email

The email alias allbod2014mm@jcihk.org is created in order to let LOM and NOM promotion reach target group, including NOM 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 replies to the corresponding emails. JCI Hong Kong shall have the right to suspend LOM's from using this convenient email alias for the upcoming events promotion.

2.0 Enforcement

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

19. Frequently Used Abbreviation

APDC	Asia Pacific Development Council
CE	Chamber Executive
CLT	Certified Local Trainer
CNT	Certified National Trainer
EGM	Extraordinary General Meeting
IG	International Graduate
ITF	International Training Fellow
JC	Junior Chamber
JCI	Junior Chamber International
JCIHK	Junior Chamber International Hong Kong
HLP	Honorary Life President
LOM	Local Organization Member (in Hong Kong, it refers to affiliated chapter of JCI Hong Kong)
LRPC	Long Range Planning Committee
NAD	National Administration Director
NAEO	National Assigned Executive Officer
NADO	National Assigned Development Officer
NBD	National Business Director
NBNC	National Business Network Chairman
NC	National Convention
NCCG	National Community Concerns Group
NCCD	National Corporate Communication Director
NCCC	National Corporate Communications Commission
NCD	National Convention Director
NCDD	National Community Development Director
NEVP	National Executive Vice President
NGLC	National General Legal Counsel
NHT	National Honorary Treasurer
NIAD	National International Affairs Director

NIPP	National Immediate Past President
NIAC	National International Affairs Commission
NIAD	National International Affairs Director
NISD	National Information System Director
NLDD	National Leadership Development Director
NMAC	National Mainland Affairs Commission
NMAD	National Mainland Affairs Director
NMD	National Membership Director
NUNAC	National United Nations Affairs Commission
NP	National President
NPA	National Presidential Adviser
NCCD	National Corporate Communications Director
NCCC	National Corporate Communications Commission
NITC	National Information Technology Commission
NRRD	National Records and Recognition Director
NSG	National Secretary General
NVP	National Vice President
PM	Prospective Member
PNP	Past National President
POM	Provisional Organization Member
TDC	Training & Development Council
TOYP	Ten Outstanding Young Persons Selection