



**JUNIOR CHAMBER INTERNATIONAL HONG KONG**  
**2013 POLICY MANUAL**

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Date of Issue : January 7, 2013

Last Update : January 7, 2013

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## **1. Objectives for 2013**

### **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 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 Special Administrative Region.
- 1.1.5 To develop existing members to take up management positions in JCIHK and Local Organisations and to recruit sufficient members of balanced composition to carry out our commitments and to further develop JCIHK as a whole.

## 1.2 Presidential Theme

"Be Better"

JCI members seek ways to live out our slogan, Be Better. JCI members think critically about existing problems to find sustainable solutions for a better future. We not only believe that improvement is possible in our communities and in ourselves, we believe it is our responsibility.

"We Are One Jaycee"

It is a presidential theme of JCIHK in 2013. JCIHK has taken as one of the best youth organizations in Hong Kong. *We, as one of the JCI members, share equal opportunity to take up challenges. We, hand in hand, share the same value and create positive changes. We, treasure every moment growing with brothers and sisters. We Are One Jaycee.*

## 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 challenges to engage in projects and serve the community.

JCIHK strives to achieve a net membership growth not less than 10% by the Brazil World congress of 2013.

## **2. Development of Existing Local Organisations**

### **2.1 Principle**

JCIHK will provide such assistance necessary to expand and develop existing Local Organisations. Priority will be given to Local Organisations 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 Organisations in need.

### **2.2 Methods**

- 2.2.1 To upgrade Chamber Office services to Local Organisations.
- 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 Organisation officers.
- 2.2.4 To encourage and co-ordinate joint projects among Local Organisations with the assistance of NAEOs and other JCIHK Officers.

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

### **3. Extension of New Local Organisation**

Any existing Local Organisation intending to develop another Local Organisation should make application in writing to JCIHK. Upon approval by JCIHK, the Local Organisation could then start the extension works. JCIHK shall assign a Development Officer to supervise and assist in developing such new Local Organisation.

## **4. Officers**

### **4.1 Appointment**

All appointments will be done according to the constitutional provision by the Board of Directors subject to Local Organisation's endorsement. No National Officer, either elected or appointed, shall hold any office or post including Presidential Advisor in the Local Organisation 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 Paul WU**

- The National President must give a written report to the incoming National President on all outstanding matters and programs of the 2013 administration during the December Joint Board Meeting.
- The National President shall attend the JCI Asia Pacific Conference to be held in Korea and JCI World Congress to be held in Brazil.
- Act as ex-officio member of the Executive Committee of The Outstanding Young Persons Association (TOYPA).
- Represent JCIHK as Ex-Officio Director of HKJC Foundation.
- The National President shall Report on Foundation matters at National Convention and ensure Foundation annual audited accounts are included in the Convention Manual.
- Fulfill duties as specified in By-Laws 11-9-1.
- Act as Ex-officio for Long Range Planning Committee.
- Act as Ex-officio for Senate Screening Committee.

#### 4.4.2 National Immediate Past President - Senator Stanley NG

- Supervise Ten Outstanding Young Persons (TOYP) Selection.
- Act as Chairman of Senate Committee.
- Act as Chairman of Senate Screening Committee.
- Act as the Ex-Officio of JCI Hong Kong Alumni Club.
- Act as Nomination Committee Chairman of the 2014 JCIHK Board of Directors Election.
- Provide Strategic advices to area commission.

#### Assigned Officer

#### Responsible Area

Chairman – Senator Patrick AU YEUNG

JCI Hong Kong Alumni Club

#### 4.4.3 National General Legal Counsel – Senator Franco MA

- Handle all government procedural matters on behalf of JCIHK.
- Interpret JCIHK's Constitution and By-Laws.
- Ensure the Board of Directors' works are carried out in accordance with the Constitution and Policy Manual.
- Take charge of Policy Manual production.
- Act as the liaison officer with the National Honorary Legal Advisor.
- Act as the special officer to help those Local Organisations who need assistance.
- Ensure smooth administration, efficient Chamber Office service, provide Chamber staff development, proper records, efficient functioning of

Secretariat, and maintain healthy finance for JCIHK.

- Assist the National President in the planning, implementation and supervision in the activities under the Four Areas of Opportunity.
- Carry out duties as assigned by the National President.
- Follow up any change of the Constitution and By-Laws if necessary.
- Promote and implement JCIHK objectives and administration policies.
- Promote JCI and JCIHK programs.
- Attend National Board Meetings and any other JCIHK 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.
- Attend Inaugural Ceremony, National Convention, and JCIHK functions.
- Promote the mission, vision, purposes of JCI. and signature JCIHK projects (e.g. TOYP, UNMDG)
- Market JCI through strengthening our corporate image and recruiting new members.
- Submit written reports to National Board Meetings and National Convention.
- Supervise National Secretary General, National Honorary Treasurer, National Directors assigned to him/her.
- Supervise Chamber Office Administration Meeting.
- Fulfill duties as specified in By-Laws 11-10-1.

Assigned Officer

Responsible Area

NSG Karen YEUNG

Secretariat

NHT Nelson LIN

Finance

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Director Amy TIN	Administration
Director Jerri LAM	Membership Affairs
Director Angelina NG	Records and Recognition

#### 4.4.4 National Executive Vice President

- Promote and implement JCIHK objectives and administration policies.
- Promote JCI and JCIHK programs.
- Attend National Board Meetings, any other JCIHK 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.
- Attend Inaugural Ceremony, National Convention and other JCIHK functions.
- Attend meetings and functions of assigned areas and if possible similar functions of Local Organisations.
- Submit written reports to National Board Meetings and National Convention.
- Supervise the National Vice Presidents, National Directors, and Commission Chairpersons assigned to him/her.
- Carry out duties as assigned by the National President.
- Assist the National President in the planning, implementation and supervision in the activities under the Four Areas of Opportunity.
- Promote the mission, vision, purposes of JCI and signature JCIHK projects (e.g. TOYP, UN MDG) of JCI.
- Ensure JCIHK quality training programs to members and to enhance the coaching skills of local qualified trainers.
- Market JCI through strengthening our corporate image and recruiting new

members.

- Fulfill duties as specified in By-Laws 11-11-1.

National Executive Vice President – Senator Jojo Kong

<u>Assigned Officer</u>	<u>Responsible Area</u>
NVP Teresa POON	Corporate Communications/ Publishing
NVP Anthony LEUNG	International Affairs
Director Dora CHOW	Corporate Communications
Director Carol YEUNG	International Affairs
Director Alexander CHEUNG	United Nations Affairs
Chairman Kapo CHEUNG	National Corporate Communications Commission
Chairman Winston LIN	National International Affairs Commission
Chief Editor Crystal Wu	JCIHK Harbour Lights

National Executive Vice President – Johnny Kwan

<u>Assigned Officer</u>	<u>Responsible Area</u>
NVP Senator Brian KWAN	Business Affairs
NVP Ronald Kan	Community Development
NVP Roy TANG	Leadership Development
NVP Matthew LI	Mainland Affairs

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Director Enzo KWAI	Business Affairs
Director Chris TAM	Community Development
Director Joan LAM	Leadership Development
Director Amanda NG	Mainland Affairs
Chairman Eric LO	National Business Network
Chairman Jonathan LEE	National Community Concern Group
Chairman Daniel KWAN	National Mainland Affairs Commissioner
Chairman Eric LIN	Training & Development Council

#### 4.4.5 National Assigned Executive Officers

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

- Carry out duties as assigned by the National President.
- Promote the purposes of JCI.
- Fulfill duties as specified in By-Laws 11-12-1.

## LOM Assignments:

Senator Brian KWAN	-	JCI Kowloon
	-	JCI Peninsula
	-	JCI Hong Kong Jayceettes
Ronald KAN	-	JCI Island
	-	JCI Queensway
	-	JCI Ocean
Anthony LEUNG	-	JCI Lion Rock
	-	JCI East Kowloon
	-	JCI North District
Matthew LI	-	JCI Tai Ping Shan
	-	JCI Apex
	-	JCI City Lady
Nelson LIN	-	JCI Bauhinia
Teresa POON	-	JCI Harbour
	-	JCI Dragon
	-	JCI Sha Tin

- Roy TANG
- JCI Victoria
  - JCI Yuen Long
  - JCI City

#### 4.4.6 National Secretary General – Karen YEUNG

- Promote and implement JCIHK objectives and policies.
- Promote JCI and JCIHK programs.
- Attend meetings and functions of assigned Local Organisations and if possible similar functions of other Local Organisations.
- Maintain good communication with and assist in the development of her assigned Local Organisations, and make monthly written reports on the Local Organisations' development to NAEO Meetings.
- Attend NAEO Meetings, National Board Meetings and any other meetings which she is entitled to attend.
- Attend Inaugural Ceremony, National Convention and other JCIHK functions.
- Submit written reports to National Board Meetings and National Convention.
- Assist National President to prepare written report for Conference and Congress.
- Assist in the preparation of documentation and handling of correspondence as assigned by the National President.

- 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.
- To arrange the venue for National EGMs, NAEO Meetings and Board Meetings.
- Supervise the 2013 National Convention.
- Follow the hosting chapter of National Convention of previous year on files, minutes of General Assembly, tapes and pertinent materials.
- Carry out duties as assigned by the National President and NGLC.
- Fulfill duties as specified in By-Laws 11-13-1.
- Submit form D2A Form by January & Annual Return of JCIHK to the Company Registry within 42 days after 2013 National Convention.

#### 4.4.7 National Honorary Treasurer – Nelson LIN

- Promote and implement JCIHK objectives and policies.
- Promote JCI and JCIHK programs.
- Attend meetings and functions of assigned Local Organisations and if possible similar functions of other Local Organisations.
- Maintain good communication with and assist in the development of her assigned Local Organisations, and make monthly written reports on the Local Organisations' development to NAEO Meetings.
- Attend NAEO Meetings, National Board Meetings and respective Joint Directors' Meetings.
- Attend Inaugural Ceremony, National Convention and other JCIHK functions.
- Submit written reports to the National Board Meetings and National Convention.

- Organize and supervise JCIHK fund raising functions and Inaugural Ceremony.
- Prepare JCIHK budget and submit for approval not later than February Board Meeting.
- Submit financial statement to National Board Meeting and National Convention.
- Submit on JCIHK's behalf, Balance Sheet and Statement of Accounts to Government and Auditor.
- Prepare income and expenditure accounts for the year 2013 for adoption no later than March 31, 2014.
- Collect dues and initiation fees in a timely manner.
- Manage JCIHK bank accounts.
- Carry out duties as assigned by the National President and NGLC.
- Fulfill duties as specified in By-Law 11-14-1.

#### 4.4.8 National Directors

- Attend National Board Meetings, respective Joint Directors Meetings and any other Meetings which he/she is entitled to attend.
- Attend Inaugural Ceremony, National Convention and other JCIHK and LOM functions.
- Submit written reports to National Board Meetings and National Convention.
- Submit area monthly I/E statement to National Board Meetings.
- 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.

- Assist Local Organisations in planning projects under their respective areas at the initial stage of survey and planning.
- Update/compile the relevant section of the Officer Handbook as guidelines for Local Organisations in 2013.
- Co-ordinate projects for all Local Organisations under the assigned areas.
- Take charge and supervise National projects according to time schedule.
- Compile bid book for JCIHK projects (if any) for Asia Pacific Conference and World Congress.
- Carry out assignments as assigned by the National President and their respective NGLC/NEVPs.
- Fulfill duties as specified in By-Laws 11-15-1.
- The access right of the membership database shall be granted to NP, NGLC, NSG and NMD.

<u>Director</u>	<u>Responsible Area</u>
Director Amy TIN	Administration
Director Enzo KWAI	Business
Director Dora CHOW	Corporate Communications
Director Chris TAM	Community Development
Director Carol YEUNG	International Affairs
Director Joan LAM	Leadership Development
Director Amanda Ng	Mainland Affairs
Director Jerri LAM	Membership
Director Angelina Ng	Records and Recognition

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Director Alexander Cheung

United Nations Affairs

#### 4.4.9 Chamber Office Staff

##### Chamber Executive

- Assist the JCIHK Board of Directors, in particular, the NP, NIPP, NGLC, NEVPs, NSG, and NHT, in the day-to-day administrative matters of the JCIHK.
- Provide secretarial assistance to NP, NGLC, NSG, Senate, Foundation and perform other NP appointed jobs/assigned duties (e.g. Inaugural Ball / TOYP).
- Co-ordinate with NGLC regarding all government procedural matters on behalf of JCIHK.
- Liaise with the Chamber Office staff pertaining to the Chamber Office maintenance, services, and renovation.
- Assist NSG and Admin Team to update data base system in the Chamber Office.
- Supervise all account matters such as debit note issuance as directed by NHT.
- Update the contact list of JCIHK and LOM Board members as necessary.
- Assist NMD to update the membership directory every month and to take care of the correspondence related to assignment of PMs to Local Organisations.
- Supervise and take charge of JC membership supplies and inventory monitoring.
- Supervise the paid staff if any.

- Supervise and maintain the JCIHK web sites, Facebook and other publicized material.
- Take care of the stakeholder management, keep good contacts & relationships with stakeholders like sponsors, partners, projects co-organising organisations, etc.
- Assist National President to prepare written report to government agency.
- Assist in sending out invitations and subsequent follow up of JCIHK functions.
- Handling all mails and emails of JCIHK.
- Supervise the publishing of JCIHK Annual Book
- Report duty to NP and NGLC, and provide them written report in monthly basis.

#### Account Officer

- Administer all account matters such as debit note issuance as directed by NHT.
- Prepare the financial report for NHT before Board Meetings and NAEO Meetings.
- Prepare the monthly account statement and bank reconciliation statement.
- Coordinate with banks and payment of credit card matters.
- Provide secretarial assistance to NGLC, NSG, NHT and NEVPs.
- Other jobs assigned by NP, NGLC and Chamber Executive.
- Direct report to Chamber Executive.

#### Chamber Assistant

- Handle rooms and equipment booking and arrangement.

- Maintain and update the filing system for Chamber Office.
- Supervise mailing of JCIHK/LOM circulars.
- Co-ordinate with NSG regarding JC supplies and inventory monitoring.
- Administer the borrowing and returning of books and materials of the library and the equipment of the Chamber.
- Prepare name stands and pertaining logistic requirements for every NAEO and Board Meeting.
- Ensure the cleanliness and tidiness of the Chamber Office at all times.
- Provide secretarial assistance to NGLC, NSG, NHT and NEVPs.
- Responsible for receptionist and phone calls.
- Other jobs assigned by NP, NGLC and Chamber Executive.
- Direct report to Chamber Executive.

#### 4.4.10 National Officers

National Officers under respective areas are directly responsible to respective National Directors.

- Assist in the planning and implementation of activities under respective area.
- Attend National Board Meeting upon invitation.
- Attend Inaugural Ceremony, National Convention, and other JCIHK functions.

#### 4.4.11 National Presidential Advisor - 2005 National President Senator Ellen Tsang

- Entitled to attend any meetings and may serve as parliamentarian in the meeting upon invitation by National President.
- Advise National President on all JCI and JCIHK 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 JCIHK and JCI affairs upon request by any member of the Executive Committee. They are:

1976 National President Senator Paul YIN, SBS, JP

1980 National President Senator Major TANG

1982 National President Senator Andrew WONG, BBS

1993 National President Senator George LUNG, MH, JP

2003 National President Senator Alice Liu

2004 National President Senator Frank PAK JP

2006 National President Senator James Tsui

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

### 5. Nomination for 2014 JCI Elective Posts

- Nomination must initially be made by a LOM.
- Nomination for all the JCI elective posts must reach NGLC in written format.
- Nomination shall be considered and, if deemed fit, approved in the May National Board Meeting or other Board Meeting as decided by the National President.

### 6. JCI Executive Appointments

- Endorsement by JCIHK for any JCI Executive appointment shall be decided by the Board of Directors.

JCI Officer

Position

Nil

nil

## 7. Other Nominations or Appointments

- All other nominations or appointments for posts of international level such as APDC Officers shall be decided by the National President.

<u>JCI Officer</u>	<u>Position</u>
2008 National President	Member of Strategic Planning Commission
Senator Ken Wong	
Senator Lena Wong	JCI UN Affairs Commissioner for Asia and the Pacific
Senator Cynthia Lim	Special Assistant for Sponsorship for Asia and the Pacific

## 8. Committee

### 8.1 Long Range Planning Committee

- 8.1.1 The 11th Long Range Planning Committee (LRPC) 2013 consists of the following members:

Chairman	2000 National President Senator Spencer LI
Member	1997 National President Senator Henry U
	2001 National President Senator Michelle TANG
	2002 National President Senator Tony CHAN
	2003 National President Senator Alice LIU

Past President Senator Joseph HO (JCI Ocean)

Past JCI Hong Kong Alumni Club Chairman PP Kenneth HO  
(JCI City)

Ex-Officio National President Senator Paul WU

- 8.1.2 The LRPC 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**

- 8.2.1 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.
- 8.2.2 Such appointment shall be announced and all Local Organisations be informed 45 days before the commencement of the National Convention.

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

- 8.3.1 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.
- 8.3.2 NGLC will supervise the Awards Judging Session but will not give any marks.
- 8.3.3 NRRD will invite nomination of judging member from LOMs before the end of July

2013. All judging members should have not less than 2 years of JCI experience AND shall have been the BOD member of his 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 on 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.

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

8.3.5 All judging criteria shall be incorporated in the Awards Manual which will be approved at a JCIHK Board Meeting and circulated to all LOMs by no later than end of April.

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

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

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

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

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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 Organisations if necessary and the qualification of awards judges shall be with over 2 years Junior Chamber experience and who has been a JCIHK 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 & Dinner, prepare new Senate Directory and etc.

8.5.3 The 2013 Senate Committee consists of the following members:

Chairman	NIPP Senator Stanley NG
Members :	Senator Kenneth Woo from JCI City Senator Karen Fong from JCI Harbour Senator King Yip from JCI Lion Rock Senator Kristine Chung from JCI Ocean Senator Angus Ho from JCI North District Senator Jeritza Wong from JCI Hong Kong Jayceettes Senator Karina Leung from JCI Tai Ping Shan Senator Felix Chan from JCI Tai Ping Shan

Senator Patrick Ko from JCI Victoria  
Senator Junnie Tai from JCI Harbour  
Senator Micky Tong from JCI Peninsula  
Senator KK Cheung from JCI Apex  
Senator Connie Chan from JCI Queensway  
Senator Benjamin Lee from JCI Dragon  
Senator Migi To from JCI Sha Tin  
Senator Michael Tang from JCI Island  
Senator Marisa Choi from JCI Apex  
Senator Cynthia Lim from JCI Ocean  
Senator Leo Lam from JCI Kowloon  
Senator Cammie Chan JCI Bauhinia  
Senator Candy Chieh from JCI Lion Rock  
Senator Zenith Lin from JCI Dragon

## **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 1.1.2013 to 12.31.2013.
- NIPP would be the Ex-Officio.

### 8.6.4 Responsibilities

- Achieve target membership growth specified by the end of 2013.

- Co-ordinate JCI Hong Kong Alumni Club Member to participate in selected JCI and JCIHK programs and activities.
- Organize informal gatherings for senior members (JCI Alumni).
- Promote JCI Hong Kong Alumni Club to graduate members.
- In charge of the Graduation Ceremony at the National Convention.
- Submit report to National Convention.

## **8.7 National Business Network**

### 8.7.1 Objectives

- Provide networking, contact and business exchange opportunities among JCs worldwide, through the establishment of linkage with overseas NBN.
- Provide communication platform for members, to discuss, collect and share the latest market information, updated business related ordinance.
- NBN to organize visits / 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 1.1.2013 to 12.31.2013

### 8.7.4 Responsibilities

- Plan activities in 2013 and submit year plan to adopt The Annual Theme on Business Opportunity for JCIHK's approval before the end of February 2013.

- Promote the National Business Network to the general members.
- Update the existing NBN Homepage.
- Review and establish a clear Mission Statement on Business Opportunity to be submitted for JCIHK's approval before the end of February 2013.
- Attend and make progress reports in Joint Board Meeting and to evaluate the system and the activities of the NBN from time to time.
- Make recommendations to the Government on the governmental issue on Small and Medium Enterprises.
- 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 JCIHK

### 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 1.1.2013 to 12.31.2013.

### 8.8.4 Responsibilities

- Act as a Think Tank of JCIHK in social issues.

- To response to the major community issues such as Policy Address, the Government of the HKSAR Budget 2013, consultation papers published by the Government of the HKSAR related to youth affairs and NGO and possible topics.
- To conduct Round Table Forum for members to prepare the response and announce the result through press conference, press release, written reply and other means to the public and government.
- To attend various events relates to community issues.
- Attend and make progress reports in Joint Board Meeting.
- Submit report to National Convention.
- Assist JCIHK in co-ordinating official training courses offered by the JCI Training.
- Plan activities in 2013 and submit year plan for JCIHK's approval before end of February 2013.
- Attend and make progress reports in Joint Board Meetings and to evaluate the system from time to time.
- Submit report to National Convention.

## **8.9 National Corporate Communications Commission**

### 8.9.1 Objective

The mission is to strengthen the brand of JCIHK as Active Citizens and to raise public awareness for JCIHK.

### 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 1.1.2013 to 12.31.2013.

### 8.9.4 Responsibilities

- To coordinate the marketing and media coverage of JCIHK.
- To strengthen corporate image through extensive media exposure.
- To arrange courtesy visits to and meetings with government officials and voluntary organizations/community leaders and disseminate relevant information to Local Organisations for development of project ideas.
- Consolidate and update media contacts list.
- Submit report to National Convention.

## **8.10 Training & Development Council**

### 8.10.1 Objectives

- Provide long-term training and development strategies for JCIHK & Local Organisations in order to serve the dynamic needs of members and the community.
- Develop existing qualified and potential trainers.
- 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.

- 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 1.1.2013 to 12.31.2013.

#### 8.10.4 Responsibilities

- Develop and maintain a data bank storing information about all training matters on a long term basis.
- Liaise with external training institutions to facilitate interchange of knowledge and resources.
- Enhance the function of Trainers' Circle with a view to develop the trainers and new training programs catered for specific needs of the organizations.
- Conduct periodical reviews of JCIHK'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

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 1.1.2013 to 12.31.2013.

#### 8.11.4 Responsibilities

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

### **8.12 National Mainland Affairs Commission**

#### 8.12.1 Objectives

Provide networking and coordinate with Mainland Affairs and contact with All China Youth Federation (ACYF).

#### 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 1.1.2013 to 12.31.2013.

#### 8.12.4 Responsibilities

- Plan activities in 2013 and submit year plan to adopt The Annual Theme on Mainland Affairs for JCIHK's approval before the end of February.
- Promote the National Mainland Affairs Commission to the general members.
- Update the NMAC Homepage.
- Review and establish a clear Mission Statement on Mainland Affairs Opportunity to be submitted for JCIHK's approval before the end of February 2013.
- Attend and make progress reports in Joint Board Meeting and to evaluate the system and the activities of the NMAC from time to time.
- Submit report to National Convention.
- Coordinate and organize reception of ACYF delegates visit / visit to ACYF.

### 8.13 Ad Hoc Committee for Trade & Other Receivable

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

Chairman	2005 National President Ellen TSANG
Committee	2004 National President Frank PAK JP
	2006 National President James TSUI

2007 National President Clement WOO

2005 National Honorary Treasurer Sali CHOI

Chamber Executive Phyllis CHAN

8.13.2 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 Meeting**

NAEO 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 Organisation Presidents.
- All LOM Presidents will be invited to attend five Joint Board Meetings and must submit written report of the Local Organisation.
- 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 JCIHK shall be known as National Convention. It shall be for the purposes of (i) adopting Annual Reports of the Local Organisation

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 JCIHK Programs and (iv) discussing any other matters relating to the Constitution and management of the JCIHK.

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

### **11.1 Bidding for 2014 National Convention**

- Any Local Organisation with the intention to bid for the hosting right of the 2014 National Convention should 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 August, 2013, 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 Organisation Presidents and National Board during the General Assembly.
- The NSG will study the qualifications of any Local Organisation bidding for the hosting right of the 2014 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 2013 National Convention where the hosting right for the 2014 National Convention will be decided.

- 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 JCIHK 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 Organisation and JCIHK.
- In case there is no bid for the hosting right of 2014 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 Organisations 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 2013 Senate Screening Committee are as follows:

Chairman: National Immediate Past President Senator Stanley  
NG

Members: 1980 National President Senator Major TANG  
2002 National President Senator Tony CHAN  
2007 National President Senator Clement WOO  
2008 National President Senator Eric TANG

Ex-Officio: National President Senator Paul WU

### **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**

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

## **14.Dues and Administration**

### **14.1 Membership Declaration**

14.1.1 Local Organisations shall declare their membership through their Local Organisation President by making monthly written reports together with JCIHK mailing list update on 20th 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 Organisation 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 JCIHK computer system as of the date of the Joint Board Meeting.

14.1.2 The JCIHK shall collect dues and deal with all Junior Chamber matters according to the data declared.

14.1.3 The JCIHK is responsible for allocating membership applications to the Local Organisations and shall retain the HK\$500.00 initiation fee which would be shared by the JCIHK and the Local Organisation 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.

14.1.4 Local Organisations shall declare their prospective member by filling in the Membership Form with payment to JCIHK Office. Form received before 20<sup>th</sup> of every month will be counted as the prospective member of the current month.

14.1.5 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 2013 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 Organisation shall be HK\$500 (Five Hundred Hong Kong Dollars) which would be shared by the JCIHK and the Local Organisation on a 2:3 ratio.

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

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

14.2.5 Any Local Organisation 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 JCIHK 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 Organisation.

14.3.2 The Local Organisation must submit to the JCIHK 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 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.

### 14.4 Mailing Charges

Charges of posting of circulars or newsletters are as follows:

1 page up to 10g	HK\$1,040.00
any pages up to 25g	HK\$1,440.00
any pages up to 40g	HK\$2,360.00
any pages up to 90g	HK\$3,510.00
any pages up to 230g	HK\$5,220.00

A special fee of \$3,450 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 \$3,450 will not include cost of envelopes and postage stamps which will be charged to Local Organisation at cost.

## **14.5 Awards**

### 14.5.1 Development

New awards shall be recommended by NRRD, Local Organisations 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 award, which must be returned to the NRRD two months after the award at the presented 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 Organisation must submit electronic copy and two hard copies of any official publication including Local Organisation 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 JCIHK website and accessible at the Chamber Office by Local Organisation Presidents.

### **14.7 Membership Supplies**

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

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

JCIHK and Local Organisations 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 Organisation 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 Organisation 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

- To supervise management of the Chamber Office.

- To handle Chamber Office staff personnel matters.

#### 14.9.2 Responsibilities

- 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 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.

### **15.5 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 JCIHK Supervising Officer.
- For individual area and Commission, the Cheque Requisition Form should be completed by the respective JCIHK Officer or Commission Chairperson.
- All Cheque Requisition Forms must be endorsed by NIPP, NGLC or NEVP. And 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 JCIHK – Administration fee for bounced cheque**

Members / Local Organisations issuing checks 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 Local Organisation / the person who submitted the cheque.

## 15.7 HKJC Foundation Application and Claim Procedures for Project Subsidy

15.7.1 Members of the 2013 HKJC Foundation Committee are as follows:

Chairman	Senator Justin LUI
Vice Chairman	Senator Henry U
Treasurer	Senator Spencer SUEN
Secretary	Senator Louise CHAN
Ex-Officio	Senator Paul WU

15.7.2 Application for Subsidy

- Cover letter duly signed by the LOM President with clear specification of the subsidy amount
- Supporting document
  - Project proposal including the financial budget
  - There is no need to include information such as introduction to JC, benefits to the JC organisation and JC members
- Hard copies of the application should be sent to all Foundation board members. There is no need to send it by registered mail.

### 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
  - Brief report on project outcome with some photos
  - Financial report for the project, with proper signatures of project treasurer, project chairman and LOM treasurer or project supervising officer, as appropriate
  - 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 2013

- Application deadline for 2013 projects : 28 February 2013
- Reimbursement request deadline for 2012 projects : 31 March 2013

## 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 Organisation President. Chairman Candidates must be current members of the Local Organisation.

## **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.

## 17. Oath for Induction

### 17.1 English Version

It is recommended to use the following standardized oath for all Local Organisations during the induction ceremony. It should be performed at Monthly Meeting or other relevant functions wherever the Local Organisation President decided fit. When the Local Organisation 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. 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 JCIHK)
LRPC	Long Range Planning Committee
<b>NAC</b>	JCI Hong Kong Alumni Club
<b>NACC</b>	JCI Hong Kong Alumni Club Chairman
NAD	National Administration Director
NAEO	National Assigned Executive Officer
NBD	National Business Director
NBNC	National Business Network Chairman
NC	National Convention
NCCGC	National Community Concerns Group Chairman
NCCD	National Corporate Communication Director

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NCCCC	National Corporate Communications Commission Chairman
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
NIACC	National International Affairs Commission Chairman
NIAD	National International Affairs Director
NISD	National Information System Director
NISCC	National Information System Commission Chairman
NLDD	National Leadership Development Director
NMACC	National Mainland Affairs Commission Chairman
NMAD	National Mainland Affairs Director
NMD	National Membership Director
NP	National President
NPA	National Presidential Adviser
NCCD	National Corporate Communications Director
NCCCC	National Corporate Communications Commission Chairman
NRRD	National Records and Recognition Director
NSG	National Secretary General
NUNAD	National United Nations Affairs Director
NVP	National Vice President
PM	Prospective Member
PNP	Past National President
TDCC	Training & Development Council Chairman
TOYP	Ten Outstanding Young Persons