



JUNIOR CHAMBER INTERNATIONAL HONG KONG POLICY MANUAL 2022

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1. Objectives for 2022

1.1. Major Goals

- 1.1.1. To explain the purposes and objectives of the JCI movement through discussions with JCI officers, senators and National Alumni, as well as through discussion with NOM officers and LOM officers.
- 1.1.2. To further enhance the identity of JCIHK and JCI by developing leaders for a changing world.
- 1.1.3. To strengthen the social status of JCIHK and promote our roles in the community through active participation in: community affairs, high quality projects, press supplements and releases, meetings with community and commercial leaders, government officials, government departments, training organizations and voluntary agencies.
- 1.1.4. To focus our efforts on promoting the stability, harmony and prosperity of Hong Kong.
- 1.1.5. To develop the ability of existing members to take up management positions in NOM and LOMs and to maintain balanced composition of sufficient members of to carry out our duties and to further develop JCIHK.
- 1.1.6. To promote JCI Action Framework in LOMs and in the local community.

1.2. Presidential Theme

“Be the Change”

The world is changing faster than ever before. Changes nowadays become non-traceable and unpredictable. “Temporary change” we presume turns out to be the new normal. We are in a race against time to manage ourselves to adapt to changes and to lead our organization to explore new potentials.

“Be the Change” is our 2022 Presidential theme. We encourage members to take action and lead the change. We believe that, JCI is diversified, open, reliable, transparent platform for young people to early experience being an international leader. Here we have network, resources and mentors, and members can create instant social impact.

To ensure JCI Hong Kong can empower her members to lead the change, the following actions will be carried out by 2022 national board:

1. Strategic management

To collaborate and work together in a smart way. That includes adjusting the tools we use to communicate, leveraging the manpower allocation to deliver effective output, strategically keeping essentials areas and concentrating on value-added area.

2. New experience, new angles

To connect and learn in a new way: promoting the use of JCI Virtual Community and Global Leadership Masterclass.

Hosting JCI World Congress can attract more resources and new opportunities for members to explore their unknown potential.

3. Members' growth and development

Make good use of the JCI RISE initiatives and JCI Action Framework to ensure projects are on the right track with good quality.

Implement JCIHK Active Member Framework to motivate members to take action and participate in various JCI events & programmes.

1.3. Membership Strategies

In the past few years JCIHK has maintained a steady membership growth. High quality projects provide a wide range of opportunity for members to create positive change. We aim to encourage more young people who are willing to take up the opportunity and challenge to get involved in projects and chapters management; thus they can be benefited from positive change and personal growth.

JCIHK commits to have 4% growth of the membership by 2022 JCI World Congress.

2. Development of Existing LOMs

2.1. Principle

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

2.2. Methods

2.2.1. Chamber Office services are available to LOMs.

2.2.2. To provide guidance and advice through a NAEO who may also share their expertise and resources.

2.2.3. To organize training programs for LOM officers.

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

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

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

3.1. Intention to Apply for PLOM Status

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

3.2. Application for PLOM Status

The application for PLOM status requires the following documents:

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

3.3. Membership Status and Dues

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

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

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

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

3.4. Logo

The PLOM may use the short form JCI logo. The short form of the JCI logo must follow the corporate communication guidelines that may be found on the website of JCIHK (jcihk.org).

3.5. Supervision

PLOM's development officer or NADO will be assigned by National President (NP).

3.6. Communication

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

3.7. Flag and Voting Stick

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

3.8. Facilities

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

3.9. Access to the Website of JCI

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

3.10. Membership System and Allocation of Prospective Members

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

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

3.11. Training Programs and Functions

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

3.12. NOM Project Hosting Rights

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

3.13. Meetings

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

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

3.14. Awards System

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

3.15. HKJC Foundation

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

3.16. Application for Affiliation

Each application for LOM membership must reach NSG no later than 30 days before the opening date of the National Convention affiliation is sought. The member list required under Article 4-3(c) of the By-Laws should clearly state which existing Prospective Members remain as Prospective Members and which existing Prospective Members are converted into Ordinary Members ("Converted Ordinary Members") as of the date of the General Meeting mentioned in Article 4-5 of the By-Laws ("GM Adoption Date").

3.17. Membership Dues Upon Affiliation

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

3.18. Ordinary Membership

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

4. Officers

4.1. Appointment

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

4.2. Termination

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

4.3. Resignation

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

4.4. Installation

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

4.5. Specific Duties and Responsibilities

Member(s) of the Board of Directors are empowered to exercise the authority conferred to them by the Board of Directors. He/she is entitled to participate at all LOM's meetings with speaking rights. Member(s) of the Board of Directors shall not interfere with LOM's internal affairs except when such affairs violate the JCIHK's standing regulations or orders. Member(s) of the Board of Directors shall have the right to speak and to propose at all JCIHK meetings and General Meetings.

Other than the specific duties and responsibilities as mentioned under 4.5.1, all National Board of Directors should (i) promote the mission, vision, purposes of

JCI; (ii) promote JCI and JCIHK's projects; (ii) attend National Board Meetings and any other JCIHK meetings which he/she is entitled to attend; (iii) attend Inaugural Ceremony, National Convention, and JCIHK functions; (iv) promote and market JCI by strengthening our corporate image; (v) submit written reports to the National Board Meetings and the National Convention; (vi) promote and implement JCIHK objectives and administration policies.

4.5.1. National President – Senator Karen YEUNG

- I. Fulfil duties as specified in By-Law 12-9-1.
- II. The National President shall act as a chief delegate to attend the 2022 JCI ASPAC and the 2022 JCI World Congress and attend any National President meetings.
- III. The National President shall report on HKJC Foundation matters at National Convention and ensures HKJC Foundation's annual audited accounts for the year ended 31 December 2021 are included in the Convention Manual.
- IV. Act as ex-officio member of the Executive Committee of The Outstanding Young Persons Association (TOYPA) and as a coordinator between JCIHK and TOYPA.
- V. Represent JCIHK as ex-Officio Director of HKJC Foundation to advise the funding allocation of the projects.
- VI. Act as ex-officio for Senate Screening Committee and provide information to such committee (if requested).
- VII. The National President must give a written report to the incoming National President on all outstanding matters and programs of the 2022 administration during the December Joint Board Meeting.
- VIII. The National President must submit a written report for National Presidents Meetings at JCI Asia and the Pacific Conference, JCI World Congress and any other JCI Meetings as required by JCI.

4.5.2. National Immediate Past President – Senator Winnie YEUNG

- I. Supervise JCIHK's project - Ten Outstanding Young Persons (TOYP) Selection.
- II. Supervise JCIHK Alumni Club.
- III. Act as Chairman of Senate Committee.
- IV. Act as Chairman of Senate Screening Committee.
- V. Act as Nomination Committee Chairman of the 2023 National Board of Directors Election.

Name of Chairperson	Responsible Area
Senator Naomi CHAN	Ten Outstanding Young Persons (TOYP) Selection
Senator Daisy LUI	JCIHK Alumni Club

4.5.3. National General Legal Counsel – Senator Kenneth YU

- I. Fulfil duties as specified in By-Law 12-10-1.

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

Name of the National Officers	Responsible Area
National Secretary General Susan LAI	Secretariat and NAO of JCI Tsuen Wan
National Honorary Treasurer Olivia CHEUNG	Treasury and NAO of JCI City
National Director Kevin CHEUNG	RISE Affairs
National Director Davina WONG	Records and Recognition
Chairman Senator Wai To WONG	Inaugural Ceremony
Convention Director Senator Debbie CHAN	National Convention

4.5.4. National Executive Vice Presidents

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

The following National Officers will be supervised by **NEVP Senator Victor LAM**.

Name of the National Officers	Responsible Area/Duties
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National Vice President Goffy CHAN	NAEO of JCI Kowloon, JCI Dragon, JCI North District, Supervising National Sustainable Development Team led by National Sustainable Development Director Hei LEUNG
National Vice President Philip CHENG	NAEO of JCI Hong Kong Jayceettes, JCI Tai Ping Shan, JCI City Lady, Supervising National Global Affairs Commission led by Chairman Virginia CHAN
National Vice President Lucy JIANG	NAEO of JCI Peninsula, JCI Apex, Supervising National Global Affairs Commission led by Chairman Virginia CHAN
National Vice President Rachel NG	NAEO of JCI Island, JCI Lantau, Supervising National Training and Development Commission led by Chairman Senator Krystle FONG
National Director Hob LAU	International Affairs
National Director Carl CHAN	Leadership Development
National Director Francis KWAN	Mainland Affairs
National Director Hei LEUNG	Sustainable Development
Commission Chairman Virginia CHAN	Global Affairs Commission
Commission Chairman Senator Krystle FONG	Training and Development Commission

The following National Officers will be supervised by **NEVP Senator Jonathan WONG**:

Name of the National Officers	Responsible Area/Duties
National Vice President Senator Rosanna WONG	NAEO of JCI Harbour, JCI Queensway, JCI Sha Tin, Supervising the National Partnership Affairs Commission led by Chairman Michele Lau
National Vice President Alan LAM	NAEO of JCI Lion Rock, JCI Bauhinia, Supervising National Membership Development Commission led by Chairman Calvin Chan
National Vice President Michael LEE	NAEO of JCI Yuen Long, JCI Ocean, Supervising the National Digital Marketing Team led by National Digital Marketing Director

	Justin TSE and National Corporate Communication Team led by National Corporate Communication Director Gigi TSUI
National Vice President Luis YIP	NAEO of JCI Victoria, JCI East Kowloon, Supervising the National Publication team led by National Publication Director Jimmy YIU
National Director Gigi TSUI	Corporate Communication
National Director Justin TSE	Digital Marketing
National Director Steven CHU	Membership
National Director Jimmy YIU	Publication
Commission Chairman Calvin Chan	Membership Development
Commission Chairman Michele Lau	Partnership Affairs

4.5.5. National Vice Presidents / NAEOs

- I. Fulfil duties as specified in By-Law 12-12-1.
- II. Promote and interpret JCIHK objectives and administration policies to their assigned LOMs/ PLOM.
- III. Attend monthly board meetings and monthly fellowship gatherings (MFGs) of assigned LOMs/ PLOM.
- IV. Maintain good communication with and assist in the development of all his/her assigned LOMs, and submit monthly written reports on the LOMs' development at the NAEO Meetings.
- V. Carry out duties as assigned by the National President.

The NAEO assignments are assigned by NP as follows:

Name of National Officer	Assigned LOMs/ PLOM
National Vice President Senator Rosanna WONG	JCI Harbour, JCI Queensway, JCI Sha Tin
National Vice President Goffy CHAN	JCI Kowloon, JCI Dragon, JCI North District
National Vice President Philip CHENG	JCI Hong Kong Jayceettes, JCI Tai Ping Shan, JCI City Lady
National Vice President Lucy JIANG	JCI Peninsula, JCI Apex
National Vice President Alan LAM	JCI Lion Rock, JCI Bauhinia
National Vice President Michael LEE	JCI Yuen Long, JCI Ocean
National Vice President Rachel NG	JCI Island, JCI Lantau
National Vice President Luis YIP	JCI Victoria, JCI East Kowloon
National Secretary General Susan LAI	JCI Tsuen Wan
National Honorary Treasurer Olivia CHEUNG	JCI City

4.5.6. National Secretary General – Susan LAI

- I. Fulfil duties as specified in By-Law 12-13-1.
- II. Assist NP to prepare written reports for the 2022 JCI ASPAC and 2022 JCI World Congress.
- III. Assist in the preparation of documentation and handling of correspondence as assigned by the NP.
- IV. Prepare agenda and minutes of National General Meetings, EGMs (if any), NAEO Meetings, NOM Board Meetings and Joint Directors Meetings and distribute these documents to relevant officers for these meetings at least two working days prior to the meeting.
- V. Prepare surveys and the result summaries for the Evaluation Meetings including Mid-Year Evaluation.
- VI. To arrange the venue for National General Meetings, NAEO Meetings, Board Meetings and Joint Directors' Meetings.
- VII. Supervise the 57th JCIHK National Convention.
- VIII. Supervise the areas of the administration.
- IX. Follow up with the hosting chapter of National Convention of the last year regarding files, minutes of General Assembly, voice records and pertinent materials.
- X. Submit form ND2A by January 2022 & Annual Return of JCIHK to the Company Registry within 42 days after 2022 National Convention.
- XI. Carry out duties as assigned by the NP and NGLC.

4.5.7. National Honorary Treasurer – Olivia CHEUNG

- I. Fulfil duties as specified in By-Law 12-14-1.
- II. Organize and supervise JCIHK fundraising campaigns and the Inaugural Ceremony.
- III. Prepare JCIHK 2022 budget and submit to the National Board of Directors for approval not later than the National Board Meeting in February 2022.
- IV. Assist to submit the 2021 audited financial statements to National Board Meeting and National Convention.
- V. Submit the audited financial statement of JCIHK for the year ended 31 December 2022 to the Company Registry for record in 2023.
- VI. Prepare the financial statements of JCIHK for the year ended 31 December 2022 for adoption no later than 31 July 2022.
- VII. Assist to collect dues and initiation fees for 2022 in a timely manner and manage JCIHK bank accounts.
- VIII. Carry out duties as assigned by the NP and NGLC.

4.5.8. National Directors

- I. Fulfil duties as specified in By-Law 12-15-1.
- II. Attend meetings/discussions with respective LOM Directors in

Joint Directors' Meetings. All suggestions put forth in the LOM Directors' Meetings should be recommended to the National Board Meetings for consideration and adoption. It is recommended to send the meeting notes/discussion notes to all LOM Presidents for their information.

- III. Render guidance to LOMs in planning projects under their respective areas at the initial stage of survey and planning (if needed).
- IV. Take charge and supervise National projects according to the NOM's time schedule.
- V. Compile bid book for JCIHK projects (if needed) for 2023 Asia Pacific Conference and the 2022 World Congress.
- VI. Carry out assignments as assigned by the NP and their respective NGLC/NEVPs.
- VII. (applicable to membership area) The access right of the membership database shall be granted to NP, NEVP (who supervises membership area), NGLC, NSG and NMD.
- VIII. (applicable to Corporate Communication & digital development areas) To promote and market JCIHK by using the official website and Facebook media and enhance the communication between National Board of Directors and LOM presidents with the means of email alias group.

Name of the National Officers	Responsible Area
National Director Gigi TSUI	Corporate Communication
National Director Justin TSE	Digital Marketing
National Director Hob LAU	International Affairs
National Director Carl CHAN	Leadership Development
National Director Francis KWAN	Mainland Affairs
National Director Steven CHU	Membership
National Director Jimmy YIU	Publication
National Director Kevin CHEUNG	RISE Affairs
National Director Davina WONG	Records and Recognition
National Director Hei LEUNG	Sustainable Development

4.5.9. Chamber Office Staff

4.5.9.1. Chamber Executive

- I. Assist the National Board of Directors, in particular, the NP, NIPP, NGLC, NEVPs, NSG, and NHT, in the day-to-day administrative matters of the JCIHK.
- II. Provide secretarial assistance to NP, NGLC, NSG, Senate, HKJC Foundation and perform other jobs / assigned duties by NP (e.g. Inaugural Ceremony / TOYP).
- III. Coordinate with NGLC regarding all government procedural matters on behalf of JCIHK.

- IV. Liaise with the Chamber Office staff pertaining to the Chamber Office maintenance, services, and renovation.
- V. Assist NSG and Admin Team to update database system in the Chamber Office.
- VI. Supervise all account matters such as debit note issuance as directed by NHT.
- VII. Update the contact list of JCIHK and LOM Board members as necessary.
- VIII. Assist NMD to update the membership directory every month and to take care of the correspondence related to assignment of PMs to Local Organizations. Provide monthly update of SM status to JCIHK Alumni Club Vice Chairman for membership. Supervise and take charge of JC membership supplies and inventory monitoring.

4.5.9.2. Account Officer

- I. Administer all account matters such as debit note issuance as directed by NHT.
- II. Prepare the financial report for NHT before Board Meetings and NAEO Meetings.
- III. Prepare the monthly account statement and bank reconciliation statement.
- IV. Coordinate with banks and payment of credit card matters.
- V. Assist NHT to compile year-end financial accounts before 31 March 2022.
- VI. Provide secretarial assistance to NGLC, NSG, NHT and NEVPs.
- VII. Liaise with the auditors of JCIHK.
- VIII. Perform other jobs assigned by NP, NGLC and Chamber Executive.
- IX. Directly reports to Chamber Executive.

4.5.9.3. Chamber Officer

- I. Arrange seminar rooms, meeting rooms and board room.
- II. Maintain and update the filing system for Chamber Office.
- III. Supervise mailing of NOM/LOM circulars/publications.
- IV. Co-ordinate with NSG regarding JC supplies and inventory monitoring.
- V. Administer the rental of books and materials of the library and the equipment of the Chamber.
- VI. Prepare name stands and preparing logistic requirements for every NAEO and Board Meeting, and other meetings as necessary.
- VII. Ensure the maintenance of cleanliness and tidiness of the Chamber Office at all times.

- VIII. Provide secretarial assistance to NGLC, NSG, NHT and NEVPs.
- IX. To act as the receptionist and receive phone calls.
- X. Perform other jobs assigned by NP, NGLC and Chamber Executive.
- XI. Directly reports to Chamber Executive.

4.5.10. National Officers

- I. National Officers under respective areas are directly responsible to respective National Board of Directors.
- II. Assist in the planning and implementation of activities under respective area.
- III. Attend National Board Meetings upon invitation by the NOM Board of Directors.
- IV. Attend Inaugural Ball, National Convention, and other JCIHK functions.

4.5.11. National Presidential Advisor – Past National President Senator Teresa POON

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

4.5.12. Panel of Advisors

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

The Panel of JCIHK Advisors are:

- 1976 National President Senator Paul YIN, SBS, JP
- 1980 National President Senator Major TANG
- 1991 National President Senator Daniel CHAM, BBS. MH, BH, JP
- 1993 National President Senator George LUNG, BBS, MH, JP
- 2016 National President Senator Brian Kwan

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

5. Nomination for 2023 JCI Elective Posts

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

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

6. JCI Executive Appointments

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

7. Other Nominations or Appointments

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

8. Committees and Commissions

8.1. Nomination Committee of the 2023 National Board of Directors Election at the National Convention

NIPP shall act as the nomination committee chairman of the 2023 National Board of Directors Election. The National President shall appoint four to six Past National Presidents or Senators as the committee members of the Nomination Committee. Such appointment shall be announced and all LOMs shall be informed such appointment 45 days before the commencement of the National Convention.

8.2. JCI Hong Kong TOYP Selection Steering Committee

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

Chairman
1984 National President Senator John CHAN

Members
2006 National President Senator James TSUI
2013 National President Senator Paul WU
2018 National President Senator Ronald Kan

Ex-Officio NIPP Senator Winnie YEUNG
Secretariat CE Senator Phyllis CHAN

The JCI Hong Kong TOYP Selection Steering Committee acts as an advisory panel to monitor and provide guidance to the 2022 TOYP Organizing Committee, with reference to the project manual adopted in 2017.

8.3. Awards Judging Committee for National Convention

NRRD will act as Chairman of the Awards Judging Committee. NGLC will supervise the Awards Judging Session, but she is not allowed to give any

marks. NP shall appoint any Past National President as the chief judge for the Awards Judging Committee.

NRRD will invite nomination of judging members from LOMs before the end of July 2022. All judging members:

Should have no less than 2 years of JCI experience OR

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

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

If any LOM has been fulfilled for less than 5 years, the judging member requirement is as shown below:

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

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

All judging criteria is incorporated in the Awards Manual which will be adopted at the National Board Meeting and circulated to all LOMs no later than the end of April 2022. The National Board of Directors will approve the nominated judges in the National Board Meeting. Late submission of nominations or subsequent substitution (also subject to the National Board of Directors' approval) might attract penalty in accordance with provisions in the Awards Manual. Details of the judging criteria will be set out in the 2022 Awards Manual.

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

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

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

- innovative methodologies on common difficulties and needs in all members, project and chapter level.
- II. The Innovation Committee Members will facilitate innovation workshops on possible occasions to collect necessary data for developing tools.
 - III. Be the advocate for organizational innovation. Nurture innovative culture, introducing new ways of thinking, facilitating and working.
 - IV. Follow innovative global trends, pilot and “import” to transform and back up JCI movement.
 - V. The committee shall submit report to the National Convention.

8.7. JCIHK Alumni Club

8.7.1. Objective

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

8.7.2. Appointment of Chairman

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

8.7.3. Term of Office

The term of office of the Chairman shall commence from 1 January 2022 to 31 December 2022 (1 year).

8.7.4. Responsibilities

- I. Achieve target membership growth specified by the end of 2022.
- II. Coordinate the members of JCIHK Alumni Club to participate in selected JCI and JCIHK programs and activities.
- III. Organize informal gatherings for JCI Alumni.
- IV. Promote JCIHK Alumni Club to graduate members.
- V. Take charge of the graduation ceremony at the National Convention.
- VI. Submit report to the National Convention.

8.8. National Global Affairs Commission

8.8.1. Objectives

- I. To coordinate Inbound Receptions activities and official visits for JCI Officers, overseas guests from other National Organizations & Mainland China.

- II. To coordinate communications and logistics of overseas delegates.
- III. To arouse the awareness and interests of members to get to know more about Mainland China.
- IV. To promote the opportunities of youth exchange between Mainland youth and JCIHK members and mainland development to JCIHK members.

8.8.2. Appointment of Chairman

NP should appoint the Chairman.

8.8.3. Term of Office

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2022 to 31 December 2022 (1 year).

8.8.4. Responsibilities

- I. Encourage individual members to participate and attend reception programs.
- II. Promote and provide assistance to NOM and LOMs on international and mainland affairs matters.
- III. Organize receptions such as JCI President, JCI VP reception and mainland guests, and encourage individual members to participate. Attend and make progress reports in Joint Board Meetings.
- IV. Submit report to National Convention.

8.9. National Membership Development Commission

8.9.1. Objectives

- I. To provide Member recruitment and retention strategies for JCIHK & LOMs.
- II. To review and update the resource of membership area in jcihk.org and JCI office.
- III. To develop a sharing platform to local chapters for successful recruitment and retention.
- IV. Promote the vision and mission of JC Value to each member
- V. To enhance the atmosphere of recruitment & Bonding

8.9.2. Appointment of Chairman

NP should appoint the Chairman.

8.9.3. Term of Office

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2022 to 31 December 2022 (1 year).

8.9.4. Responsibilities

- I. Promote the National Membership Development Commission Committee to the members of the JCIHK.
- II. Regular update of the National Membership Development Commission page on JCIHK website.
- III. Review and establish a clear mission statement of the National Membership Development Commission.
- IV. Attend and make progress reports in Joint Board Meeting.
- V. Submit report to the National Convention.

8.10. National Partnership Affairs Commission

8.10.1. Objectives

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

8.10.2. Appointment of Chairman

NP should appoint the Chairman.

8.10.3. Term of Office

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2022 to 31 December 2022 (1 year).

8.10.4. Responsibilities

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

8.11. National Training and Development Commission

8.11.1. Objectives

- I. To provide long-term training and growth strategies for JCIHK & LOMs in order to serve the dynamic needs of members and the community.
- II. To develop JCIHK members by improving their training, management and future skills with an emphasis on advancing the JCI Mission.
- III. To upgrade the quality of training programs and to innovate on the program design with the objective of continuous improvement and promoting the niche of JCIHK as a leadership development organization to the general public.
- IV. To serve the needs of community through providing training programs to external organizations.
- V. To develop a sharing platform to LOMs for successful training program sharing.
- VI. To help advance the talent development plan.

8.11.2. Appointment of Chairman

NP should appoint the Chairman.

8.11.3. Term of Office

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2022 to 31 December 2022 (1 year).

8.11.4. Responsibilities

- I. Develop and maintain a data bank storing information about training and development matters on a long-term basis.
- II. Nurture a training pipeline and give trainer recommendations to NOM training & development programs that empower more JCIHK members.
- III. Liaise with external training institutions to facilitate interchange of knowledge and resources.
- IV. Enhance the function of Trainers' Circle and/or Trainer Mentorship Program with a view to develop trainers and new training programs that cater to specific needs of the organization.
- V. Conduct periodical reviews of NOM's and LOM's training activities in order to identify training options and/or rooms for improvement on existing training & development programs.
- VI. Attend and make progress reports in Joint Board Meetings.
- VII. Submit report to National Convention.

8.12. National Technical Development Committee

8.12.1. Objectives

- I. To review the operation system, include but not limited to Membership System, Data Management and Filing of JCIHK to ensure that JCIHK and its affiliate chapters operate in an efficient and effective way.
- II. To develop an appropriate communication method with cloud technology and digital platform
- III. To collect useful data of Local Chapters and members behaviour for future development.

8.12.2. Appointment of Chairman

NP should appoint the Chairman.

8.12.3. Term of Office

The term of office of the Chairman and the members of the committee members shall commence from 1 January 2022 to 31 December 2022 (1 year).

8.12.4. Responsibilities

- I. Review the need of JCIHK and its affiliate chapters on operation.
- II. Estimate the need for coming 5 to 10 years on operation system
- III. Develop the system requirement list as tender and invite potential service provider to bid relate production items
- IV. Estimate the timeline for the transformation which meet the need of JCIHK and Local Chapters.
- V. Submit report to National Convention.

9. National Assigned Executive Officers Meetings

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

10. National Monthly Board Meetings

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

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

11. Annual General Meeting (National Convention)

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

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

12. Bidding for 2023 National Convention

Any LOMs with the intention to bid for the hosting right of the 2023 National Convention should observe the bidding criteria and fill in the appropriate form, together with a deposit of HK\$20,000 (Twenty Thousand Hong Kong Dollars) and submit them to the NSG before 30 June 2022, or as otherwise decided by the National Board of Directors. The bidding documents will form part of the convention contract, upon acceptance, must be circulated to all LOMs presidents and National Board of Directors during the General Assembly.

NSG will study the qualifications of any LOM who bids for the hosting right of the 2023 National Convention and report to the National Board of Directors. The National Board of Directors shall decide whether the hosting right shall be given to the bidding LOM.

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

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

A written contract shall be made between the Hosting LOM and NOM no later than 31 January 2022.

In case there is no successful bid for the hosting right of the 2023 National Convention, the National Board of Directors shall make arrangements according to 10-4-5 of the By-Laws.

13. Extraordinary General Meeting

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

14. Senatorship

14.1. Senate Screening Committee

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

14.2. Members of the 2022 Senate Screening Committee

Chairman: NIPP Senator Winnie YEUNG

Members: 1981 National President Senator Edmond PANG
1996 National President Senator Justin LUI
2008 National President Senator Eric TANG
2013 National President Senator Paul WU

Ex-Officio: NP Senator Karen YEUNG

14.3. Presentation of Senatorship

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

14.4. Senatorship Fee

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

15. Dues and Administration

15.1. Membership Declaration

15.1.1. LOMs shall declare their membership at the Joint Board Meetings through the Chapter President or appropriate chapter representative, and through the NOM's database system by the 20th each month by their LOM's designated board of directors. Membership confirmed during the months of January, April, July, and August shall be the record for dues collection.

15.1.2. JCIHK shall collect dues with all Junior Chamber matters according to the data declared in the Joint Board Meetings.

15.1.3. JCIHK is responsible for allocating membership applications to the LOMs and shall retain the HK\$500 (Five Hundred Dollars) initiation fee which would be shared by the JCIHK

and the LOMs on a 2:3 ratio. In cases where a PM/member ceases to be a PM/member and subsequently re-join, initiation fee of HK\$200 (Two Hundred Dollars) will have to be paid to JCIHK. 75% of PM fee will be allocated for chamber office reserve fund.

- 15.1.4. LOMs shall declare their prospective member by filling in the membership form with payment to JCIHK Office. Form received before 20th of every month will be counted as the prospective member of the current month.
- 15.1.5. Reinstatement fee of National Alumni or individual member for decelerating previously inducted member who was not declared in last period or longer is HK\$200.

15.2. Methods of Payment

- 15.2.1. Dues for the year 2022 shall be HK\$1,000 (One Thousand Hong Kong Dollars) for each Individual Member and HK\$500 (Five Hundred Dollars) for each JCIHK Alumni.
- 15.2.2. Initiation fee for each prospective member recruited by LOM shall be HK\$500 (Five Hundred Hong Kong Dollars) which would be shared by the JCIHK and the Local Organization on a 2:3 ratio.
- 15.2.3. Dues will be collected quarterly according to LOM membership declaration (Articles of Association Clause No. 6 payable half-yearly shall be temporarily waived).
- 15.2.4. A LOM shall submit for and on behalf of its Individual Members and JCIHK Alumni any outstanding payments or dues to the National Honorary Treasurer within thirty (30) days after the issue of a debit note. Any LOM which fails to settle the payments after thirty (30) days from the issue date of the debit note shall be declared as a non-financial LOM and a reminder will be issued on the 45th day (from the issue date of the first debit note) plus five (5) per cent on the gross amount. All services rendered by the Chamber will automatically be suspended after sixty (60) days (from the issue date of the first debit note) until all outstanding debit notes have been settled.

15.3. Admission of New Members

- 15.3.1. LOM must submit to the JCIHK the name of newly ordinary members accepted and pay dues calculated at HK\$250 (Two Hundred Fifty Hong Kong Dollars) for each quarter for every new member.

15.3.2. Individual Members of JCIHK MUST be a resident of Hong Kong and holding a valid Hong Kong Identity Card issued by the Immigration Department of the Hong Kong Special Administrative Region. A residential address shall be provided for the purposes of giving notice by post. Members may choose to opt out of the NOM regular mailing and emails.

15.3.3. New members shall sign the form and agree that JCIHK may transfer the data collected (herein "Data") outside Hong Kong, conduct matching procedures (as defined in the Personal Data (Privacy Ordinance), utilize the Data and such other personal data and information relation to the new members for non-commercial purpose(s) of the JCIHK.

15.4. Mailing Charges

Charges of posting of circulars or newsletters are as follows:

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

15.5. Awards

15.5.1. Development

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

15.5.2. Ownership

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

15.6. Library

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

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

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

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

15.7. Membership Supplies

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

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

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

15.9. Chamber Office Administration Meeting

15.9.1. Objectives

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

15.9.2. Responsibilities

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

16. Guidelines

16.1. E-Motions

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

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

- I. E-Motion should be sent to nom2022@jcihk.org
- II. Board members need to respond within 48 hours, otherwise the motion will die automatically.
- III. Related officers or NSG or NGLC will be responsible for counting votes and state the voting results. Upon enough votes, she needs to report to NP, and the e-motion will be adopted after NP's announcement. Please take note that NP is the only person that may announce the voting results.
- IV. In the e-floor, only motions that would have a good consensus may be moved. Issues that need amendments or discussion are not suggested to be moved in the e-floor. If there are any issues or confusion it is suggested to restart the procedure from the beginning.
- V. Formal ratification of the adopted e-motion is required in the immediately subsequent formal board meeting.
- VI. The requirement for budgets and IEs to have prior approval by NHT also applies for e-motions.

16.2. Promotion of Events Supported by JCIHK

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

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

- I. All invitations shall be sent to info@jcihk.org to the attention of NP.
- II. Invitations shall be screened by NP, NGLC or NEVPs. The main consideration will be JCIHK's relationship with the organizers and whether the project or program will be beneficial to our members in line with the JCI Mission.
- III. Responsible NOM Board member makes a motion for Board of Directors to accept the organizer's invitation to act as supporting organization. Sufficient information and a summary should be provided to Board members, highlighting all the responsibilities. General consent shall be obtained before making a motion.
- IV. If the motion is made by way of e-motion, please follow the guidelines written in the Policy Manual.
 - I. After the motion is adopted, the Partnership and Sponsorship Affairs Commission will prepare the e-mail to be sent to all members (except those who chose to opt-out).
 - II. In the email content, please embed the poster. If there is no poster, please use the content provided by the organizer.
 - III. Please send the prepared e-mail to NEVP Jonathan and NDMD. National Partnership and Sponsorship Affairs Commission will keep track of the promotions being made to ensure fulfilment of NOM's responsibility.

- IV. All promotional e-mails will be entitled: "Event supported by JCIHK: + The event name" and sent by NDMD through electronic direct marketing.
- V. The e-mail will contain the following statements:
 - a. "You are receiving this e-mail because you either: were a member on 1 January 2022 and you have not opted out from accepting promotional e-mails; or
 - b. Signed a statement agreeing to accept e-mail promotions from JCIHK, including promotion of events organized by external parties.
 - c. Should you wish to unsubscribe from all e-mail promotions from JCIHK, please send an e-mail containing such request to susan.lai@jcihk.org and info@jcihk.org

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

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

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

16.3.1. Notice of Meeting

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

16.3.2. Conducting of Meeting

- I. At the commencement of the meeting, a roll call should be taken by the Recording Secretary where every director participating through video conferencing or other audio-visual means shall state their name and position for the record.
- II. A director with voting rights participating in a meeting through video conferencing or other audio-visual means shall be counted for the purpose of quorum.

- III. If a video function is available, Directors should have this function on at all times for the duration of the meeting.
- IV. The Chairperson and/or the Recording Secretary shall ensure that the required quorum is present throughout the meeting.
- V. Every participant shall identify himself for the record or be invited by the Chairperson by name before speaking on any item of business on the agenda.
- VI. If a statement of a director in the meeting through video conferencing is interrupted or not clear, the Chairperson shall request for a repeat or reiteration by the director.
- VII. Where a vote shall be required, NSG or NGLC or an assigned officer will be responsible for counting votes and state the voting results. The result of the motion will be final after the Chairperson's announcement. Ratification of motions at a subsequent board meeting is not required.
- VIII. The requirement for budgets and IEs to have prior approval by NHT also applies for meetings via video conference or other audio-visual means.

16.3.3. Minutes of Meeting

The minutes shall disclose the following:

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

16.4. Out of Town Notice

When members of the JCIHK National Board of Directors will be out of town from time to time, a notice should be issued to allbod2022@jcihk.org:

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

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

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

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

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

17. Finance

17.1. Policy

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

17.2. Inventory of Fixed Assets & Supplies

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

17.3. Accounts

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

17.4. Payment to JCIHK

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

17.5. Cheque Requisition Payment by JCIHK

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

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

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

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

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

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

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

17.7. Large-Scale Projects

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

18. HKJC Foundation Application and Claim Procedures for Project Subsidy

18.1. Members of the 2020-2022 HKJC Foundation Board

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

Chairman	2006 National President Senator James TSUI
Vice Chairman	2002 National President Senator Tony CHAN
Treasurer	2008 National President Senator Eric TANG
Secretary	2007 National President Senator Clement WOO
Ex-Officio	NP Senator Karen YEUNG

18.2. Supporting Documents for Application

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

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

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

18.3. Reimbursement Request

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

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

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

18.4. Key Dates for Claim and Application in 2022

Application deadline for 2022 projects: 28 February 2022 and 31 May 2022.

Reimbursement request deadline for 2021 projects: 28 February 2021.

Reimbursement request deadline for 2022 projects: 28 February 2023.

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

19. National Projects

19.1. Appointment of Chairman

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

19.2. Hosting Right

- I. The hosting right of project will be decided by the National Board of Directors upon receipt of bid form.
- II. The National Board of Directors has the right to change or amend any terms and conditions or reject any application, if necessary.

19.3. Trainer team

A structured training should consist of at least 2 of the below roles:

1. Head Trainer
2. Deputy Head Trainer
3. Assistant Trainer
4. Trainer Assistant
5. Group Facilitator

19.3.1. Duties and Recommended Qualities of Head Trainers

Duties:

- I. Drive and be accountable for the program design and program execution
- II. Manage the cooperation of trainer team
- III. Motivate and encourage communication and discussion in the group
- IV. Conduct debriefing and evaluation session with participants
- V. Lead and motivate the training team to deliver a high-quality training

Priority of Head trainer would be given to trainers with at least 3 of the recommended qualities as below:

- I. Joined JCI for at least 8 years
- II. Trainer experience: Both Deputy trainer and Assistant trainer experience
- III. Chapter Management experience: Both NOM BOD and LOM President
- IV. Project Management or Flagship Project experience: At least 2 NOM Project Chairman
- V. Unique expertise or talent: At least 2 expertise or talents approved by NTDC

** NTDC reserves the right to make the final decision.

19.3.2. Selection Process of training team

NTDC team will decide the Head trainer and will conduct open recruitment for deputy trainer and/or assistant trainer, trainer assistant and group facilitator, subject to the request from Head trainer

NTDC team will be responsible for:

- I. Promotion of open recruitment before an agreed timeline of promotion, with requirement, duties, required attendance given in the open recruitment
- II. Collect the CV submitted by candidates
- III. Arranging interview by Head trainer, NTDC and the appointed judging panels (if any) by Head Trainer

Head Trainer will be responsible for deciding:

- I. Type and number of trainers needed
- II. Expected quality and roles & responsibilities
- III. Candidates to be chosen for deputy or/and assistant trainer

19.3.3. Duties and Requirement of Deputy Head Trainer, Assistant Trainer, Trainer Assistant and Group Facilitator

4. Deputy Head Trainer

Duties

- Facilitate Head Trainer for program design and program execution
- Host small groups/breakout rooms in the training, if needed.
- Motivate and encourage communication and discussion in the group
- Handle the task is given by the head trainer of the session.
- Conduct debriefing and evaluation session with participants

Requirements:

- Minimum 1 full year of NOM BOD experience
- Minimum 3 full year of LOM BOD experience
- JCI Discover or Facilitators graduates will be preferred.
- Trainers with fluent presentation skills is highly preferred
- Candidates need to attend interview arranged by Head Trainer and NTDC, plus the Training team's program design meeting and rehearsal

2. Assistant Trainer

Duties:

- Assist Head Trainer and Deputy Head Trainer for program design and program execution
- Facilitate to conduct small groups/breakout rooms in the training, if needed.
- Encourage communication and discussion in the group
- Arranged technical support in the small groups/breakout rooms.
- Handle the task is given by the head trainer and deputy had trainer
- Conduct debriefing and evaluation session with participants

Requirements

- Minimum 3 full year of LOM BOD experience
- Graduated from JCIHK Trainer Mentorship Program
- Certified Trainer of JCI Achieve & JCI Impact is preferable
- Trainers with fluent presentation skills is preferred
- Candidates need to attend interview arranged by Head Trainer and NTDC, plus the Training team's program design meeting and rehearsal

5. Training Assistant

Duties:

- Assist Head Trainer and Deputy Head Trainer for program

- execution
- Support to conduct small groups/breakout rooms in the training, if needed.
- Arranged technical support in the small groups/breakout rooms.
- Handle the task is given by the head trainer and deputy had trainer
- Provide the logistics support during training

Requirements

- Minimum 2 full year of LOM BOD experience
- Graduated from JCIHK Trainer Mentorship Program
- JCI Achieve & JCI Impact is preferable
- Candidate will be selected by Head Trainer or training team, and need to attend the Training team's program design meeting and rehearsal

6. Group Facilitator

Duties:

- Facilitate group discussion and team building in program execution
- Support to conduct small groups/breakout rooms in the training, if needed.
- Encourage communication and discussion in the group

Requirements:

- Minimum 1 full year of LOM BOD experience
- Graduated from the event
- JCI Achieve & JCI Impact is preferable
- Candidate will be selected by Head Trainer or training team, and need to attend the rehearsal

20. Email Use Policy

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

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

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

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

20.1. Monitoring

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

20.2. Use of Promotion Email

The email alias promotion2022jc@jcihk.org is created in order to let LOM and JCIHK promotion reach target group, including JCIHK, LOM board members, and LOM past president more effectively. It is meant to be for internal use of JC affairs only. Whenever a JCIHK member uses this email alias for email promotion, news, or public announcement, he or she should Bcc (Blind carbon copy) this email address in order to minimize the disturbance to all recipients under this email alias when a recipient replies to the corresponding emails. JCIHK shall have the right to suspend LOM's from using this convenient email alias for the upcoming events promotion.

20.3. Enforcement

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

21. Definitions

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

"CE"	Chamber Executive
"HKJC Foundation"	Hong Kong Junior Chamber Foundation
"JCI"	Junior Chamber International
"JCIHK" or "NOM"	Junior Chamber International Hong Kong
"LOM"	Local Organization Member
"JCIHK Alumni"	Has the meaning ascribed to National Alumni in the Articles of Association of JCIHK
"National Board of Directors"	National Board of Directors of JCIHK
"NCCD"	National Corporate Communication Director
"NDMD"	National Digital Marketing Director
"NEVP"	National Executive Vice President
"NGLC"	National General Legal Counsel
"NHT"	National Honorary Treasurer
"NIAD"	National International Affairs Director

“NLDD”	National Leadership Development Director
“NMD”	National Membership Director
“NMAD”	National Mainland Affairs Director
“NP”	National President
“NPD”	National Publication Director
“NRISEAD	National RISE Affairs Director
“NRRD”	National Records and Recognition Director
“NSDD”	National Sustainable Development Director
“NSG”	National Secretary General
“NTDC”	National Training and Development Commission
“Individual Members”	Has the meaning ascribed to it in the Articles of Association of JCIHK
“Prospective Members”	Has the meaning ascribed to it in the Articles of Association of JCIHK
“SM”	Senior Member