GENERAL INFORMATION

This section of the 1995 JCI Directory has been designed especially for international and national officer use to improve communications. It contains important information including established policies and procedures. It has been prepared for your use as a reference throughout the year. Should you require more detailed information, kits are available from the JCI World Headquarters (WHQ).

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I. PROGRAMS AND SERVICES AVAILABLE FROM JCI WORLD HEADQUARTERS

Junior Chamber International has many programs and support material available for members corresponding to JCI's five Areas of Opportunity described briefly below. (Note: Those with an asterisk have a cost factor; please contact the JCI Sales Department for complete details.)

INDIVIDUAL AREA OF OPPORTUNITY

- **The JCI Training Institute**
  *PRIME: The JCI Instructors Course** is a two-day, basic course for members with an interest in training and training activities. Upon completion of this course, members will be equipped to present training sessions. This will ensure that members can be active in training at all levels.

  *EXCEL: The Professional Coaching Program** is a three-day course that targets professional, experienced and committed trainers. The program content deals with the management, design and marketing functions of training, internally and externally. PRIME graduates with more than 50 hours of presentation training experience qualify to attend EXCEL.

- ***Vanguard Leaders****
  The purpose of this program is to teach leadership skills. This course is a "must" for any member and comes equipped with the Instructor's Guide (including color transparencies) and the Participant's Activity Package.

- ***Mind-Mapping****
  This advantageous thought process and method of note taking utilizes the present-day understanding of right brain/left brain function. In the past few years, it has become one of the most sought-after programs offered through JCI. The *Mind-Mapping* manual is available from the JCI WHQ. Information on arranging *Mind-Mapping* courses can be obtained by contacting the JCI WHQ.

- ***Personal Dynamics****
  This course is designed to expose the participants to several critical studies of self-image and its effect on a person's life. The course emphasizes self-evaluation, goal setting, personal planning, and development of personal skills.

MANAGEMENT AREA OF OPPORTUNITY

- **Chapter Development Seminar***
  Keys to competent chapter operations and strengthening the elements which constitute a strong and vibrant local chapter are covered in this seminar. The kit comes with detailed instructor's notes, color transparencies, and handouts for the participants.

- ***An Opportunity to Succeed****
  This is a guide to help chapters conduct a meeting to explain the organization, as well as its opportunities and operations, as part of a recruitment program. The meeting helps new members evaluate the needs of the community, participate in a brainstorming session to select the best project, and learn how to plan a project. Members leave the meeting with a new members' project in place. The kit comes with detailed instructor's notes, color transparencies, and handouts for the participants.

- ***National Leaders Training Course****
  This is a complete package for national officers or candidates' training. The course can be conducted as a whole in two days for newly elected national officers or in two modules, the first for candidates before the National Convention and the second for elected officers after the National Convention. The kit comes with detailed instructor's notes, color transparencies, and handouts for the participants.

- ***Managing Your Area Team*** **and** ***Vice Presidents in Action***
  These two manuals are provided to all candidates for the offices of JCI Vice President and Executive Vice President. They include information on specific responsibilities, duties, the EVP/VP relationship with assigned JCI NOMs, and managing the Area teams.

- **JCI Awards Program and Manual**
  The Junior Chamber International Awards program gives recognition to deserving individuals (Group I), NOMs (Group II) and LOMs (Group III) for their outstanding performance and achievements during the award year. All individual members, LOMs and NOMs that wish to enter the JCI Awards program must carefully study the JCI Awards Manual for the current year. It contains comprehensive information on submitting an entry, judging procedures, technical advice for award entries, and a detailed list of award categories with an updated list of winners. Many changes are made to the Awards Manual annually; therefore, make sure your copy is current. A free copy can be obtained from the JCI WHQ upon request.

- **Corporate Identity Program**
  JCI's Corporate Identity Program was approved at the 1982 JCI World Congress and implemented in 1983. The purpose of the program is to create uniformity in the visual image of our large and diverse organization. Corporate identity guidelines, including camera-ready logos, are available from the JCI WHQ.

- **Growth Incentive Program (GIP)**
  The purpose of this program is to encourage growth and development activities. All award-winning growth programs that were recognized in the JCI Awards program are now included in the GIP. Also, since this program is continuous, it replaces the need for a Presidential Incentive Program. Full details can be obtained from the JCI WHQ.

- **100% Efficiency Program**
  The objectives of the 100% Efficiency Program are to encourage and recognize NOMs for their support and assistance to Junior Chamber International in administrative matters. This program should also assist NOMs in streamlining their administrative submissions to JCI in meeting all major deadlines and by increasing the efficiency of their general operations.

- **Metro Chapter Network**
  The objectives of the Metro Chapter Network are: 1) to facilitate communications and the advancement of ideas of mutual interest among chapters in large cities or large chapters, 2) to promote professional standards in activities in metro areas, 3) to encourage the establishment of chapters in metro areas, and 4) to explore the potential of long-term membership growth in heavily populated areas.

- **Mini Directory**
  The JCI Mini Directory consists of a condensed JCI Directory that includes the JCI Board of Directors, Area Conferences and Congresses, national presidents, national secretariat addresses, and JCI Headquarters staff. It is updated every month and printed according to demand. This directory is available to NOM officers and chapters upon request.

- ***Chapter Development Guides and Manuals***
  The content of these free guides and manuals focuses on specific areas of chapter development and serve as references for chapter officers. The following manuals and guides are currently available:

  - Chapter Constitution Guide
  - One Year to Lead
  - Parliamentary Procedures Guide
  - Chapter Extension Guide
  - Fund-Raising Guide
  - Training Opportunities at the Chapter Level

- ***Manuals for National Organizations***
  These free manuals focus on specific key areas related to national management. These are currently available:
  - National Organization Constitution Guide
  - National Vice President Manual
  - National Secretariat Guide

- ***One-Hour Junior Chamber Seminars***
  This new series of short seminars can each be conducted in one hour or less. Material for two seminars is currently available:
  - Chapter Management Training
  - Project Planning.

COMMUNITY AREA OF OPPORTUNITY

- **Permanent Children's Program**
  Junior Chamber International supports the United Nations' Declaration of the Rights of the Child (see Chapter II, Article 2-7, of the JCI Constitution). It has further recommended that all NOMs support the spirit of this article by implementing programs on a continuous basis to maintain the long-standing Junior Chamber tradition of care and support for children worldwide.

- **The Major Emphasis Theme (MET)**
  For more than ten years, members worldwide have focused their efforts on Major Emphasis Themes. "Opportunities for Children," "Energy: Our Concern" and "North-South Cooperation" are examples of numerous past themes that have enabled Junior Chambers in cities and towns around the globe to work in unison toward the achievement of a common goal.

  The JCI Major Emphasis Theme for 1992-1996 is "The Age of Global Citizenship." Inspired by the International Model United Nations (conducted in 1991), this theme encourages local and national Junior Chambers to conduct projects and activities that demonstrate our concern for global issues and our belief that young men and women, working together at the local level, can make a difference. A booklet on MET can be obtained from the JCI WHQ.

- **MET Subthemes**
  Under the umbrella of the Major Emphasis Theme, JCI is encouraging its local and national organizations to conduct projects and activities based on three of the most pressing issues facing the earth and its inhabitants: the Environment, Economic Development, and the Future of Children. These three subthemes have been developed to complement the MET and will run concurrently through the period of the MET.

- **UNICEF**
  Junior Chamber International's formal joint declaration of cooperation with UNICEF is based on the high priority which Junior Chamber ascribes to the needs of children in Article 2-7 of the JCI Constitution covering "Rights of the Child." Throughout the world, children—the leaders of tomorrow—benefit from the many joint projects based on the JCI-UNICEF Declaration signed in 1986 in Nagoya, Japan. A brochure on the JCI-UNICEF program is available from the JCI WHQ.

  A major part of JCI's cooperation program with UNICEF is the promotion of Oral Rehydration Therapy (ORT). This simple, life-saving technique can, in just 24 hours, save the life of a child dying from dehydration caused by diarrhea. A complete briefing kit can be obtained by any NOM or LOM by contacting the JCI WHQ.

  UNICEF has been at the forefront of the movement to provide safe, reliable water sources to developing countries, and JCI has joined the effort in an unprecedented JCI-UNICEF initiative. The goal of the Water Wells Initiative is to provide hand pump water wells in targeted countries. The cost of drilling and outfitting one hand pump water well is an estimated US$5,000. By sponsoring a new well with fellow members or providing funds on an individual basis, Junior Chamber members can make a notable difference in the welfare of children and their families in developing countries.

- **CARE International**
  In 1987 JCI accepted CARE International's invitation to become an organizational member of the CARE International association and is represented on CARE International's Board of Directors. In 1991 JCI and CARE International signed a Cooperation Agreement.This collaboration with CARE International gives JCI's members another vehicle with which to mobilize their efforts for service to humanity. CARE is the largest nongovernmental, nonprofit development and relief organization in the world. It currently conducts program activities in 37 countries. A JCI-CARE International brochure is available from the JCI WHQ.

- **JCI-Endorsed Programs**
  Bylaw 18-3 of the JCI Constitution provides that General Assembly may adopt, for a three-year period, programs that have proven effective at the NOM level and which a sponsoring NOM feels may be applicable on a worldwide basis. The complete cost associated with the promotion and operation of such programs must be borne by the sponsoring NOM. There may be a maximum of ten such programs at any one time.

  - **Mottainai**
    This JCI-endorsed program of Japan Junior Chamber, Inc., the Global Mottainai Movement, promotes conservation in all areas and encourages individual companies and communities to respect the earth ecologically and environmentally. Goals include conservation of limited natural resources; appreciation of food supplies and care of food resources; respect and care for parents, ancestors and the aged; an international exchange of ideas among different people; and the education of children, industry and communities about the Mottainai concept.

  - **Mottainai in '95**
    In 1995 the program will continue with a "The Future of Children" photo contest designed to help children learn to become "Junior Global Citizens." There will be "The Future of Children" seminars at each Area Conference and the Glasgow World Congress as well as continuation of JCI's *Mottainai News* with a new section, "The Future of Children."

    The photo contest will be open to all national organizations, chapters and individual members. Photos will be taken of children participating in projects for developing "Junior Global Citizens." In addition, messages will be collected from the children.

The deadline for receipt of photos collected by NOMs is September 30, 1995. They are to be mailed to Japan Junior Chamber, and the winner will be announced at the Glasgow JCI World Congress.

- **"ZERO FUTURE"—Junior Chamber Danmark**
  This program is to help street children —"disposable" children—by capping the population explosion (to avoid more "disposable" children. The program plans to provide protected housing, advocates for children, medical care, as well as financial advisors to administrate funds and secure their future. Special focus will be placed on AIDS, drug and alcohol abuse, teen pregnancy and violent crime.

INTERNATIONAL AREA OF OPPORTUNITY

- **The United Nations**
  As a nongovernmental organization, Junior Chamber International endeavors to promote its aims and objectives in the areas of community and international development through active participation in the United Nations system. JCI is in consultative status with the United Nations Economic and Social Council (ECOSOC) and is associated with the United Nations Department of Public Information. JCI has status with various other agencies of the United Nations such as UNCTAD and UNESCO. Further information is available from the JCI WHQ.

- **JCI World Congress**
  World Congress presents the opportunity to meet members of Junior Chamber International from every corner of the globe. This is the showcase of JCI—when members come together exchange ideas, share experiences and gain a deep understanding of the international aspect of our organization. The program for World Congress consists of training and business sessions, national parties (hosted by different countries), local excursions and many other attractions. Members are also given the opportunity to attend the General Assembly of JCI, where decisions are taken for the future of our worldwide organization.

- **JCI Japan Academy**
  The Japan Academy is sponsored by Japan Junior Chamber. This program gives qualified members the opportunity to participate in a truly international training experience, the main objective being to train future Junior Chamber leaders. Each year one member from each country is permitted to attend this program. The Japan Academy provides the participants the ideal setting in which to examine their roles and responsibilities as Global Citizens and, ultimately, establish their own global network. Participants will also deepen their understanding of Japan by experiencing Japanese traditions, culture and lifestyles.

- **AIESEC International**
  Junior Chambers liaise with AIESEC (International Association of Students in Economics and Management) whose members share similar objectives and ideals in developing leaders of tomorrow. In August 1986 JCI signed an agreement with the AIESEC headquarters (whose official language is English) located in Brussels, Belgium. The purpose of the agreement is to implement joint programs—particularly in the area of training—and to use AIESEC's and JCI's respective networks for the development of both organizations. For a copy of the brochure, "JCI/AIESEC, Fostering Global Cooperation" and further information, contact the JCI WHQ.

- **JCInet**
  This computer networking system developed by German Junior Chamber (formerly WJD net) provides members with rapid access to information channels. It offers networking opportunities to individual members for training, programs, business contacts, twinning, etc. JCInet—a global communication opportunity of the future —is available now.

- **TOYP: The Outstanding Young Persons of the World Program**
  Since 1983 JCI annually recognizes up to ten of the world's most outstanding young leaders. These individuals are honored for their contributions in ten specific categories, i.e., business development, service to humanity, etc. Most LOMs and all NOMs are eligible to submit nominations, which are due April 30 of each year. Complete information and rules are included in the TOYP nomination forms. For further information, contact the JCI WHQ.

BUSINESS AREA OF OPPORTUNITY

- **International Business Network (IBN)**
  The International Business Network is a service of Junior Chamber International providing current and former Junior Chamber members the opportunity to pursue personal business interests through worldwide Junior Chamber networking activities. An annual subscription to the International Business Network provides IBN Associates with a directory of all Associates and their businesses classified into various industry groups and a quarterly newsletter carrying articles on business trends and opportunities worldwide. Business seminars and contact sessions for IBN Associates are organized throughout the year in conjunction with the JCI World Congress and Area Conferences. For more information on the International Business Network, please contact the JCI WHQ.

- **International Chamber of Commerce (ICC)**
  Junior Chambers and ICC work together to contribute to the global advancement of economic and social systems. In 1984 JCI and ICC signed a mutual cooperation agreement which is implemented between NOMs and ICC National Committees.

LANGUAGES

Junior Chamber International has four official correspondence languages: English, Spanish, French and Japanese. A language becomes a JCI correspondence language if it meets one of two criteria:

- If it is the language of NOM which attains a minimum membership of 50,000 members, or
- If a language is used as the official language in a minimum of ten NOMs.

JAYCEES INTERNATIONAL (JCI) FOUNDATION, INC.

The Jaycees International Foundation generates interest income that, through a grant to JCI, supports the programs and activities of JCI. This allows the organization to conduct additional programs that provide fundamental assistance to communities worldwide while simultaneously developing tomorrow's leaders. Any member, past member, JCI Senator, friend or corporation is invited to make a donation to the Foundation; simply request a JCI Foundation packet from JCI WHQ.

JCI SENATE

A JCI Senatorship is an award presented to current or past members to honor them for outstanding service to Junior Chamber on the local, national or international level. It is a unique means of recognizing the outstanding achievements of members and former members and, at the same time, provides funds for the expansion and extension of the Junior Chamber movement to more young people. Complete details on the Senate program are explained in the JCI Senate application form. The current Senate application fee is US$200.

JCI SALES DEPARTMENT

The JCI Sales Department has a variety of products it offers to all members. A full-color catalog is available from the JCI WHQ.

JCI NEWS SUCCESS STORY

At the 1987 Amsterdam JCI World Congress, General Assembly approved replacing the official JCI journal *LEADER* with pages of news and features entitled *JCI News*.These pages are provided to NOMs to include in their own publications, communicating the JCI message directly to individual members in their own languages.

The *JCI News* program has been a tremendous success since 1987 and is an exceptional communication opportunity for national Junior Chambers. Via *JCI News,* Junior Chamber International reaches more than 98 percent of the worldwide membership. Moreover, from a corporate financial standpoint, the *JCI News* program saves JCI more than US$390,000 each year—a figure that is increasing annually.

By outsourcing *JCI News*—using the production and translation resources of NOMs—JCI communicates with members in their native languages, an exciting communications breakthrough. For the first time, via *JCI News*, JCI can reach members in Chinese, Danish, Dutch, Finnish, Flemish, German, Icelandic, Indian dialects, Italian, Korean, Nepalese, Norwegian, Portuguese, Swedish, Thai, etc.

Upon proof of publication of *JCI News* pages, NOMs are paid a subsidy of US$.50 per member for a minimum use of eight pages.

As the CNN of Junior Chamber, *JCI News* serves as a global information exchange network, circulating news about events, projects and achievements of the organization to participating NOMs. By providing ready-to-print news and feature articles, graphics and photos, this direct service enhances NOM-to-member communications and encourages start-up publications in NOMs that do not have publications. *JCI News* graphics and articles are sent by UPS quarterly to national organizations for inclusion in their own magazines.

For further details about the *JCI News* program, please contact the Executive Director of Communications at JCI WHQ.

HOW YOU CAN CONTRIBUTE TO JCI PUBLICATIONS

NOMs, LOMs and individual members worldwide are invited to contribute to publications and the permanent archives of JCI by submitting news concerning their Junior Chamber or professional careers and LOM or NOM news and projects to WHQ.

The best contributions focus on personal and leadership development, local and national Junior Chamber management, as well as involvement with children, the United Nations, economic development, the environment, and world peace.

Feature articles are encouraged that chronicle the success of current and past members now holding prominent leadership positions in business or government using skills gained through Junior Chamber involvement.

To maximize selection of your contribution for coverage in JCI publications:

1. Submit good, sharp color or black-and-white photos with contributions. Identify all important people and their placement in photo. Note: Never write on front or back of the photo.

2. Include news clippings, press releases, other graphics (symbols, logos, etc.) and indicate who, what, where, when, why and how.

3. Type article double-spaced or print clearly (send in WordPerfect on a 3.5" diskette, if possible).

4. Contribute as soon as possible; future issues are always in progress.

Send your contributions to the Executive Director of Communications at JCI World Headquarters.

II. MEMBERSHIP, FINANCE AND SPONSORSHIP

MEMBERSHIP REGISTRATION

Bylaw 21-2 and Policy 21-2 refer to membership registrations. Each Junior Chamber NOM shall submit to the Secretary General each year a registration of its membership as of October 31. This registration must be certified by the NOM president and financial officer or treasurer and should reach the WHQ within 30 days of the registration date. A supplemental registration for additions to the main registration of October 31 may be made on June 30. NOMs will also have an opportunity to make a final registration on October 31, with payment before the first General Assembly session at World Congress.

In order for these registrations to be complete, the following information must be included:

1. The total number of individual members

2. The total number of LOMs

3. The total membership of each LOM

4. The address of each LOM. If the LOM does not have a permanent address, please use the address of its president and indicate this on the form.

5. Current NOM constitution

6. NOM financial statements.

BILLING

The billing system of Junior Chamber International follows these guidelines:

- The Secretary General will bill the NOMs on membership registration based upon the table of dues (i.e., the cost per individual member or minimum dues in relation to the total membership of the NOM).
- If no registration is received, the last registered membership will be used for billing purposes.
- If a NOM disputes any billing, it must lodge a formal objection in writing with the Secretary General by February 15. If no such objection is lodged, the NOM will be responsible for the payment of the dues as billed.

Dues

- National organizations are required to pay annual dues of US$8.50 per individual member for the first 100,000 members or US$1,150, whichever is greater.

  Minimum Dues Exemption

  Newly affiliated NOMs shall not become liable for the minimum payment of US$1,150 until the second year following the year of affiliation as provided in the JCI bylaws.

  However, any NOM that has had waived any outstanding balances owed to the organization shall not be entitled to this exemption.

Payment of all dues shall be deemed received when accepted by the Secretary General, received at the WHQ, or received in any bank account of the organization with the approval of the Secretary General.

The payment of all dues and debts must be made in United States currency and remittances drawn on a bank in the United States.

UNPAID FINANCIAL OBLIGATIONS

If any NOM shall fail to pay its dues or other financial obligations to the organization by April 15, services of the WHQ, including processing Senatorship applications, shall be withheld from such NOM. However, at the discretion of the Secretary General, such penalties may be waived if a NOM advises the Secretary General by February 15 of reasonable and actual difficulties in depositing funds to an account of the organization.

HOW TO SEND FUNDS TO JCI

Methods of Payment

The following two methods are acceptable for remittance of dues:

1. Bank draft in U.S. dollars on a U.S. bank
2. Wire transfer. When making payment by wire, please send to:

Citibank F.S.B. Florida
8750 Doral Blvd.
Miami, FL 33178, U.S.A.
Account No: 3200109050
ABA (routing No.): #2660-8655-4
Junior Chamber International (JCI), Inc.

To ensure that the proper account is credited, we require that a fax be sent to JCI indicating the following:

- amount of transfer
- date of transaction took place
- reason for transfer, e.g., dues, membership supplies, etc.

Bank drafts in any currency other than U.S. dollars are not acceptable unless (1) readily convertible to U.S. dollars, and (2) express written approval for this particular transaction has been given by the Secretary General.

A written estimate of any fee or expenses caused by this transaction will then be made by the WHQ to the NOM (Bylaw 21-2, Section 4).

DEVELOPMENT GRANTS

On a limited basis, JCI sponsors or provides financial assistance to NOMs in the form of development grants for NOM-to-NOM assistance, a group of NOMs and/or Area associations.

To request financial assistance for a specific program, need, or general purpose, NOMs should refer to Policy 22-7 of the Policy Manual which states:

"SECTION 1. Requests for financial assistance in the form of development grants for specific projects contributing to NOM growth and extension and NOM-to-NOM training, growth and new extension support may be considered for approval by the Executive Committee, provided application has been made to the JCI Secretary General in writing and has been received at least 30 days prior to the meeting at which the application is to be considered. It is recommended that thirty percent (30%) of funds available for development grants shall be made available for support to NOMs, by approval of the Executive Committee, for organizing general communication and basic services to the members of such NOMs.

III. ELECTION TO OFFICE

NOMINATIONS FOR INTERNATIONAL OFFICE

Junior Chamber International can function efficiently only with the assistance of young men and women who will volunteer for leadership positions at the international level. Each JCI NOM is encouraged to support those individuals who can and want to lead this organization in subsequent years.

Nominations for any international office should be prepared on the official forms mailed from the JCI WHQ and returned to the Secretary General to reach the WHQ before August 7. Nomination forms will be mailed to all NOM presidents and current officers early in the year. Extra copies are available from the WHQ upon request.

Junior Chamber International will elect 1 President, 4 Executive Vice Presidents (EVPs), and 17 Vice Presidents (VPs) annually.

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IV. GENERAL

AMENDMENTS TO THE CONSTITUTION OF JUNIOR CHAMBER INTERNATIONAL

International officers of JCI and NOMs may submit resolutions to amend the Constitution per provisions in Chapter XXVIII and Bylaw 6-13, Section 2, of the Constitution. It is required that these resolutions be submitted in proper form to reflect the changes being proposed. A brief paragraph giving the background of the proposal saves many hours of deliberation at various meetings.

The deadline for receipt of proposed amendments at the WHQ is May 27. Amendments will be considered at the Midyear Executive Meeting (MYE). Proposed amendments must be certified by the JCI NOM president and secretary as being a NOM resolution and must be accompanied by the appropriate minutes of the meeting at which the resolution was approved. By August 7, the Secretary General will circulate copies of the amendments with the recommendations of the Executive Committee and the Constitutional Amendments Review Committee.

GENERAL RESOLUTIONS

General resolutions to be considered by General Assembly may be presented by JCI NOMs and international officers and forwarded to the Secretary General to arrive before July 28 (100 days prior to the start of Congress). General resolutions shall be submitted in full with appropriate background information. The Secretary General will forward copies of all resolutions received to all JCI NOMs by August 7.

POLICY ON DISASTER RELIEF PROGRAMS

Junior Chamber International does not organize disaster relief programs anywhere. Limited finances and specific skills, as well as the lack of supervisory capabilities, make any programs of this nature impossible. It is policy, therefore, to work in cooperation with the International Red Cross or work within the guidelines of the cooperative agreement between JCI and CARE International relating to emergency relief programs. All NOM presidents are particularly requested to be familiar with the CARE International-JCI Cooperative Agreement and pass this information on to their LOMs, especially in times of natural disasters.