# JUNIOR CHAMBER INTERNATIONAL HONG KONG, CHINA
# POLICY MANUAL 2026


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## 1. Objectives for 2026

### 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 a balanced composition of sufficient members 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

**“One For All”**

The theme “ONE for ALL” reflects the belief that unity magnifies impact and that every individual’s dedication fuels collective progress.

For over 75 years, JCI Hong Kong, China has stood as a beacon of leadership and service. Generations of Jaycees have transformed challenges into opportunities, living our timeless creed that “Service to humanity is the best work of life.” From pioneering youth empowerment projects to launching initiatives that address sustainability, inclusion, and innovation, our members have continuously turned vision into action.

The theme is also a shared mission that will guide JCI Hong Kong, China to develop leaders who create positive change for our city and the world. By turning individual strengths into collective impact, we aim to build a stronger foundation for the next decade and beyond.

## 1.3 Membership Strategies

High-quality projects offer members a wide range of opportunities to create positive change in their communities and beyond. Our goal is to inspire and engage more young people who are eager to embrace these opportunities and challenges by participating in impactful projects or taking on leadership roles in chapter management. Through active involvement, they experience meaningful personal growth, develop valuable skills, and contribute to lasting positive impact.

To address the recent decline in membership growth, an active recruitment program is introduced and designed to accelerate and sustain expansion.

# 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 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:

**3.2.1.** Completed application form prescribed by the National Board of Directors;

**3.2.2.** Membership list of at least 25 members; and
**3.2.3.** 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 the Joint Board Meeting through the National Assigned Development Officer ("NADO"). Membership dues are calculated based on the reported numbers.

### 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 the 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 the 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 the 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.

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[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.

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

### 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 (https://jci.cc/#/home).

### 3.10 Membership System and Allocation of Prospective Members

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

### 3.11 Training Programs and Functions

Members of the PLOM may attend training programs held by NOM. NOM may charge PLOM for 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 Daryl Lin

I. Fulfil duties as specified in By-Law 12-9-1.
II. The National President shall act as a chief delegate to attend the 2026 JCI ASPAC and the 2026 JCI World Congress and attend any National President meetings.
III. The National President shall report on HKJC Foundation matters at the National Convention and ensure HKJC Foundation's annual audited accounts for the year ended 31 December 2025 or a draft 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 2026 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 Rafael Wong

I. Supervise JCIHK's project - Ten Outstanding Young Persons (TOYP) Selection.
II. Supervise JCI Hong Kong, China Alumni Club.
III. Act as Chairman of Senate Committee.
IV. Act as Chairman of the Senate Screening Committee.
V. Act as Nomination Committee Chairman of the 2027 National Board of Directors Election.

| Name of Chairperson | Responsible Area |
|---|---|
| Senator Carol Wong | TOYP Selection |
| Senator Irene Lam | JCI Hong Kong, China Alumni Club |
| Senator Alan Ho | Senate Committee Convenor |

### 4.5.3 National General Legal Counsel – Senator Priscilla Tso

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 is smooth and maintain a 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/Duties |
|---|---|
| National Secretary General Senator Hei Leung | 1. Secretariat.<br>2. NAEO of JCI Kowloon and JCI Hong Kong Jayceettes. |
| National Honorary Treasurer Tiffany Leung | 1. Treasurer.<br>2. NAEO of JCI Peninsula. |
| National Vice President Bosco Li | 1. Supervising National Partnership and Public Relations Team led by National Partnership and Public Relations Director Katrina Ng and Partnership and Sponsorship Affairs Commission Chairlady Shirley Tsang.<br>2. NAEO of JCI Lion Rock and JCI Bauhinia. |
| National Director Katrina Ng | Partnership and Public Relations |
| National Director Fiona Lam | Records and Recognition |
| Chairlady Shirley Tsang | Partnership and Sponsorship Affairs Commission |
| Chairman Senator Vincent Pang | Inaugural Ceremony |
| Director Senator Dixon Kwok | 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).
IV. Supervise and provide guidance to the National Vice Presidents and National Directors of assigned areas.

The following National Officers will be supervised by **NEVP Senator Calvin Chan**:

| Name of the National Officers | Responsible Area/Duties |
|---|---|
| National Vice President Dickson Kwok | 1. Supervising National Economic Development Team and Commissions led by National Economic Development Director Oscar Ip, |

| | |
|---|---|
| | National JCI in Business Commission Chairman Huey Shum.<br>2. NAEO of JCI Apex and JCI City Lady. |
| National Vice President Jenny Fong | 1. Supervising National Membership Team and Commissions led by National Membership Director Cherry Lok, National Membership Development Commission Chairlady Michelle Yu and National Membership Extension Commission Chairlady Jay Lee.<br>2. NAEO of JCI Victoria, JCI Tai Ping Shan and JCI Lantau. |
| National Vice President Senator Yannes Wong | 1. Supervising National International Affairs Team and Commissions led by National International Affairs Director Francis Leung, National Foreign Affairs Commission Chairlady Senator Yukki Wong and National International Affairs Commission Chairman Steven Chow.<br>2. NAEO of JCI Dragon and JCI North District. |
| National Vice President Dickey Tang | 1. Supervising National Digital Development & Publication Team and Commissions led by National Digital Development Director Kenneth Law, National Digital Development Commission Chairman Gilbert Lo and National Publication Commission Chairman Jacky Wong.<br>2. NAEO of JCI Ocean. |
| National Director Oscar Ip | Economic Development |
| National Director Cherry Lok | Membership |
| National Director Francis Leung | International Affairs |
| National Director Kenneth Law | Digital Development |
| Chairman Huey Sum | JCI In Business Commission |
| Chairlady Michelle Yu | Membership Development Commission |
| Chairlady Jay Lee | Membership Extension Commission |
| Chairlady Senator Yukki Wong | Foreign Affairs Commission |
| Chairman Steven Chow | International Affairs Commission |
| Chairman Gilbert Lo | Digital Development Commission |
| Chairman Jacky Wong | Publication Commission |
| Chairlady Agnes Mak | Creative Young Entrepreneur Competition |
| Chairlady Ecquinne Yu | JCIHK On-To ASPAC |

The following National Officers will be supervised by **NEVP Christy Chan**:

| **Name of the National Officers** | **Responsible Area/Duties** |
|---|---|
| National Vice President Senator Hob Lau | 1. Supervising National Leadership Development Team and Commission led by National Leadership Development Director Lara Lee and National Training and Development Commission Chairman Randy Lee.<br>2. NAEO of JCI East Kowloon, JCI Sha Tin and JCI Tsuen Wan. |
| National Vice President Theresa Wong | 1. Supervising National Mainland Affairs Team and Commission led by National Mainland Affairs Director Marc AuYeung and National Mainland Affairs Commission Chairman Tivon Yiu.<br>2. NAEO of JCI City. |
| National Vice President Senator Dara Sum | 1. Supervising National Youth and Community Affairs Team and Commission led by National Youth and Community Affairs Director Kiki Chan and National Youth and Community Affairs Commission Chairlady Tiara Lau.<br>2. NAEO of JCI Harbour and JCI Queensway. |
| National Vice President Rycho Cheuk | 1. Supervising National Global Affairs Team led by National Global Affairs Director Priscilla Yip.<br>2. NAEO of JCI Island and JCI Yuen Long |
| National Director Lara Lee | Leadership Development |
| National Director Marc AuYeung | Mainland Affairs |
| National Director Kiki Chan | Youth and Community Affairs |
| National Director Priscilla Yip | Global Affairs |
| Chairman Randy Lee | Training and Development Commission |
| Chairman Tivon Yiu | Mainland Affairs Commission |
| Chairlady Tiara Lau | Youth and Community Affairs Commission |
| Chairman Senator Kendrick Yuen | Asia-Pacific Youth Micro Movie Festival |

### 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/ PLOM, and submit monthly written reports on the LOMs/ PLOM 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 Hob Lau | JCI East Kowloon, JCI Sha Tin and JCI Tsuen Wan |
| National Vice President Senator Dara Sum | JCI Harbour and JCI Queensway |
| National Vice President Senator Yannes WONG | JCI Dragon and JCI North District |
| National Vice President Rycho Cheuk | JCI Island and JCI Yuen Long |
| National Vice President Jenny Fong | JCI Victoria, JCI Tai Ping Shan and JCI Lantau |
| National Vice President Dickson Kwok | JCI Apex and JCI City Lady |
| National Vice President Bosco Li | JCI Lion Rock and JCI Bauhinia |
| National Vice President Dickey Tang | JCI Ocean |
| National Vice President Theresa Wong | JCI City |
| National Secretary General Senator Hei Leung | JCI Kowloon and JCI Hong Kong Jayceettes |
| National Honorary Treasurer Tiffany Leung | JCI Peninsula |

### 4.5.6 National Secretary General – Senator Hei Leung

I. Fulfil duties as specified in By-Law 12-13-1.

II. Assist NP to prepare written reports for the 2026 JCI ASPAC and 2026 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 61st JCIHK National Convention.
VIII. Supervise the areas of the administration.
IX. Follow up with the hosting chapter of the National Convention of the last year regarding files, minutes of General Assembly, voice records and pertinent materials.
X. Submit form ND2A by January 2026 & Annual Return of JCIHK to the Company Registry within 42 days after 2026 National Convention.
XI. Carry out duties as assigned by the NP and NGLC.

### 4.5.7 National Honorary Treasurer – Tiffany Leung

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 2026 budget and submit it to the National Board of Directors for approval no later than the National Board Meeting in February 2026.
IV. Assist to submit the 2025 audited financial statements to the National Board Meeting and National Convention.
V. Submit the audited financial statement of JCIHK for the year ended 31 December 2025 to the Company Registry for record in 2026.
VI. Prepare the financial statements of JCIHK for the year ended 31 December 2026 for adoption no later than 31 July 2027.
VII. Assist to collect dues and initiation fees for 2026 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 2026 Asia Pacific Conference and the 2026 World Congress.
VI. Carry out assignments as assigned by the NP and their respective NGLC/NEVPs.
VII. (applicable to Membership area) The access rights of the membership database shall be granted to NP, NEVP (who supervises Membership Affairs area), NGLC, NSG and NMD.
VIII. (applicable to Digital Development & Publication area) To promote and market JCIHK by using the official website and social platforms 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 Kenneth Law | Digital Development |
| National Director Oscar Ip | Economic Development |
| National Director Priscilla Yip | Global Affairs |
| National Director Francis Leung | International Affairs |
| National Director Lara Lee | Leadership Development |
| National Director Marc AuYeung | Mainland Affairs |
| National Director Cherry Lok | Membership |
| National Director Katrina Ng | Partnership and Public Relations |
| National Director Fiona Lam | Records and Recognition |
| National Director Kiki Chan | Youth & Community Affairs |

### 4.5.9 Chamber Office Staff

I. **Chamber Executive**

a. 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.
b. Provide secretarial assistance to NP, NGLC, NSG, Senate, HKJC Foundation and perform other jobs / assigned duties by NP (e.g. Inaugural Ceremony / TOYP/ etc).
c. Coordinate with NGLC regarding all government procedural matters on behalf of JCIHK.
d. Liaise with the Chamber Office staff pertaining to the Chamber Office maintenance, services, and renovation.
e. Assist NSG and Admin Team to update database systems in the Chamber Office.
f. Supervise all account matters such as debit note issuance as directed by NHT.
g. Update the contact list of JCIHK and LOM Board members as necessary.
h. 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 updates of SM status to JCI Hong Kong, China Alumni Club Vice Chairman/ LOMs for membership. Supervise and take charge of JC membership supplies and inventory monitoring.

II. **Account Officer**

a. Administer all account matters such as debit note issuance as directed by NHT.
b. Prepare the financial report for NHT before Board Meetings and NAEO Meetings.
c. Prepare the monthly account statement and bank reconciliation statement.
d. Coordinate with banks and payment of credit card matters.

e. Assist NHT to compile 2025 year-end financial accounts before 31 March 2026.
f. Provide secretarial assistance to NGLC, NSG, NHT and NEVPs.
g. Liaise with the auditors of JCIHK.
h. Perform other jobs assigned by NP, NGLC and Chamber Executive.
i. Directly reports to the Chamber Executive.

III. **Chamber Officer**

a. Arrange seminar rooms, meeting rooms and board rooms.
b. Maintain and update the filing system for the Chamber Office.
c. Supervise mailing of NOM/LOMs circulars/publications.
d. Co-ordinate with NSG regarding JC supplies and inventory monitoring.
e. Administer the rental of books and materials of the library and the equipment of the Chamber.
f. Prepare name stands and preparing logistic requirements for every NAEO and Board Meeting, and other meetings as necessary.
g. Ensure the maintenance of cleanliness and tidiness of the Chamber Office at all times.
h. Provide secretarial assistance to NGLC, NSG, NHT and NEVPs.
i. To act as the receptionist and receive phone calls.
j. Perform other jobs assigned by NP, NGLC and Chamber Executive.
k. Directly reports to the Chamber Executive.

### 4.5.10 National Officers

a. National Officers under respective areas are directly responsible to the respective National Board of Directors.
b. Assist in the planning and implementation of activities under respective areas.
c. Attend National Board Meetings upon invitation by the NOM Board of Directors.
d. Attend Inaugural Ball, National Convention, and other JCIHK functions.

### 4.5.11 National Presidential Advisor – Past National President Senator Teresa Poon

a. Entitled to attend any meetings and may serve as parliamentarian in the meeting upon invitation by NP.
b. 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, SBS, MH, JP
- 2006 National President Senator Dr James Tsui, MH

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

## 5 Nomination for JCI Elective Posts

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

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

## 6 JCI Executive Appointments

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

## 7 Other Nominations or Appointments

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

## 8 Committees and Commissions

### 8.1 Nomination Committee of the 2027 National Board of Directors Election at the National Convention

National Immediate Past President shall act as the nomination committee chairman of the 2027 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 of such appointment 45 days before the commencement of the National Convention.

### 8.2 JCI Hong Kong, China TOYP Selection Steering Committee

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

Chairman
1984 National President Senator John Chan

Members
2006 National President Senator Dr James Tsui, MH
2013 National President Senator Paul Wu
2022 National President Senator Karen Yeung

Ex-Officio NIPP Senator Rafael Wong
Secretariat CE Tracy So

The JCI Hong Kong, China TOYP Selection Steering Committee acts as an advisory panel to monitor and provide guidance to the 2026 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 he/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 2026. All judging members:

- Should have participated in at least ONE of the judging workshop hosted by NRR team in 2026

  AND

- 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 bidbook 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).

- If the number of ordinary members of any LOM is on or below 25 and all of them may be without judging experience, the judging member requirement is as shown below:

- The judging member should be either a member of the National Board of Directors in the past 5 years or past president (not including the current President of the LOM or Past National President or the current member of the National Board of Directors).

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

All judging criteria are 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 2026. 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 penalties in accordance with provisions in the Awards Manual. Details of the judging criteria will be set out in the 2026 Awards Manual.

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

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

All judges for any Presidential Awards of Excellence should be appointed by NP.

## 8.4 Awards Judges for 2026 JCI ASPAC and 2026 JCI World Congress

NRRD will invite nomination from LOMs (if necessary) and the qualification of awards judges shall be (i) the Individual Member of his/her local chapter for at least 2 years and (ii) who is/has been the National Board of Directors of NOM or LOM President. NP has the final right to appoint awards judges for the 2026 JCI ASPAC and 2026 JCI World Congress.

## 8.5 Senate Committee

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

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

## 8.6 JCI Hong Kong, China Steering Committee for Mainland China

### 8.6.1 Objective

I. Facilitate Communication and Coordination: The JCI Hong Kong, China Steering Committee for Mainland China will serve as a central hub for communication and coordination between JCIHK, organizations in Mainland, and JCI International. To establish effective communication channels, enabling efficient information flow, updates, and collaboration opportunities.
II. Support National Board: The Steering Committee will provide support and guidance to the National Board in Mainland, assisting them in their operations, projects, and membership growth. It will offer resources, training, and mentoring to empower local chapters to thrive and positively impact their communities.
III. Strengthen JCI's Presence: The Steering Committee will strengthen JCI's presence in Mainland China by establishing partnerships with government bodies, NGOs, and other relevant organizations. It will actively engage with stakeholders to promote JCI's mission, values, and impact, expanding JCI's influence and reach.

### 8.6.2 Term of Office

The term of office of the Chairman and the members of the committee members shall commence from the appointment date to 31 December 2026.

### 8.6.3 Responsibilities

The Committee shall set up the responsibilities and framework of the Committee.

## 8.7 JCI Hong Kong, China Alumni Club

### 8.7.1 Objective

Promote the JCI Hong Kong, China Alumni Club for the purposes of membership retention.

### 8.7.2 Appointment of Chairman

NP should appoint the chairman who must be a National Alumni.

### 8.7.3 Term of Office

The term of office of the Chairman shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.7.4 Responsibilities

I. Achieve target membership growth specified by the end of 2026.
II. Coordinate the members of JCI Hong Kong, China Alumni Club to participate in selected JCI and JCIHK programs and activities.
III. Organize informal gatherings for JCI/ JCIHK Alumni.

IV. Promote JCI Hong Kong, China Alumni Club to graduate members.
V. Take charge of the graduation ceremony at the National Convention.
VI. Submit a report to the National Convention.

## 8.8 National Digital Development Commission

### 8.8.1 Objectives

I. To initial an automated digital platform for JCIHK and educate LOMs for application on a daily basis.
II. To promote JCI values on JCIHK social platforms.
III. To create the promotional video for JCIHK.
IV. To enhance the exposure of JCIHK on social platforms.
V. To complete the website development and revamping.

### 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 commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.8.4 Responsibilities

I. Update the JCIHK social platforms regularly to increase online exposure for JCI brand
II. Seeking the resource for shooting video and promotion.
III. Manage the contents of the promotion materials.
IV. Applied technology for JCI members growth and efficiency.
V. Attend and make progress reports in Joint Board Meetings.
VI. Submit a report to the National Convention.

## 8.9 National Foreign Affairs Commission

### 8.9.1 Objectives

I. To attend the international events of JCI.
II. To promote JCI to the members of JCIHK.
III. To hold the event for JCI and JCIHK.
IV. To strengthen the connection between the members of JCIHK and the international community.

### 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 commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.9.4 Responsibilities

I. Attend the international meetings and events of JCI.
II. Keep updating the information of JCI to JCIHK.
III. Hold the events for strengthening the connection between JCI and JCIHK.
IV. Attend and make progress reports in Joint Board Meetings.
V. Submit a report to the National Convention.

## 8.10 National International Affairs Commission

### 8.10.1 Objectives

I. To coordinate communications and logistics of overseas delegates.
II. To arrange reception activities and official visits for overseas VIPs.
III. To encourage participation and make arrangements for JC members to attend the 3 Area Conferences (other than the Asia-Pacific Conference, which are the JCI Americas Conference, JCI European Conference and JCI Africa and the Middle East Conference).
IV. To facilitate the collaboration between Hong Kong and strategic countries in Asia and the Pacific.
V. To participate in and/or provide necessary assistance to the On-to Teams.

### 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 commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.10.4 Responsibilities

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

## 8.11 National JCI in Business Commission (JIB)

### 8.11.1 Objectives

I. Plan and execute the JIB events for JCIHK.
II. Recruit members by JIB events.
III. Drive business collaboration among JCIHK members.

### 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 commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.11.4 Responsibilities

I. Host the National Business Network to the members of the JCIHK and the public.
II. Regular update the National Business Network database.
III. Organize JIB events and facilitate members to promote their business.
IV. Attend and make progress reports in Joint Board Meetings.
V. Submit a report to the National Convention.

## 8.12 National Mainland Affairs Commission

### 8.12.1 Objectives

I. To coordinate all receptions with China associations visiting JCIHK and provide networking opportunities for our members towards these China's young leaders. Besides, to upgrade the member's Mainland knowledge by providing quarterly useful tips.
II. To arrange the Hong Kong visiting trip(s) for China associations.

### 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 commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.12.4 Responsibilities

I. Coordinate and organize reception of Asia-Pacific Youth Micro Movie Festival (ACYMF) delegates visit / visit to ACYMF.
II. Promote the National Mainland Affairs Committee to the members of the

JCIHK and the public.

III. Regular update of the National Mainland Affairs page on JCIHK website.
IV. Review and establish a clear mission statement of the National Mainland Affairs.
V. Attend and make progress reports in Joint Board Meetings.
VI. Submit a report to the National Convention.

## 8.13 National Membership Development Commission

### 8.13.1 Objectives

I. Promote and maintain Member Interest Groups.
II. Retain members through activities in different interest groups.
III. Promote JCIHK events through the community of the interest groups.

### 8.13.2 Appointment of Chairman

NP should appoint the Chairman.

### 8.13.3 Term of Office

The term of office of the Chairman and the members of the commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.13.4 Responsibilities

I. Monitor the Member Interest Groups of JCIHK.
II. Provide another channel to promote activities of JCIHK.
III. Supervise and promote Champion of Champion events hosted by LOMs.
IV. Attend and make progress reports in Joint Board Meetings.
V. Submit a report to the National Convention.

## 8.14 National Membership Extension Commission

### 8.14.1 Objectives

I. Explore new sources and channels for active membership recruitment.
II. Foster network with Youth Organisations with similar purposes and explore event co-hosting opportunities for recruitment purposes.
III. Enhance members' closing and facilitation skills in assisting LOM to increase closing rate in prospective member orientations (PMOs).

### 8.14.2 Appointment of Chairman

NP should appoint the Chairman.

### 8.14.3 Term of Office

The term of office of the Chairman and the members of the commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.14.4 Responsibilities

I. Seeking cooperation opportunities with youth organizations with similar purposes.
II. To maintain the relationships between the youth organisations and JCI Hong Kong, China.
III. Host training and workshops to assist LOM to increase PMOs closing rate.
IV. Attend and make progress reports in Joint Board Meetings.
V. Submit a report to the National Convention.

## 8.15 National Partnership & Sponsorship Affairs Commission

### 8.15.1 Objectives

I. To develop different types of 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.

### 8.15.2 Appointment of Chairman

NP should appoint the Chairman.

### 8.15.3 Term of Office

The term of office of the Chairman and the members of the commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.15.4 Responsibilities

I. Create a stronger bonding between our stakeholders and JCIHK in order to gain more support in our journey of creating leaders.
II. Help to maintain a partners/ sponsor's directory.
III. Seek for partnership development opportunities in different types of commercial and non-profitable organizations.
IV. Attend and make progress reports in Joint Board Meetings.
V. Submit a report to the National Convention.

## 8.16 National Publication Commission

### 8.16.1 Objectives

I. To increase the readership of JCIHK Publications
II. To increase engagement and feature stories with LOMs
III. To circulate and loop in JCI World content and area content

### 8.16.2 Appointment of Chairman

NP should appoint the Chairman.

### 8.16.3 Term of Office

The term of office of the Chairman and the members of the commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.16.4 Responsibilities

I. To Publish two issues of Harbour Lights.
II. Distribute Harbour Lights regularly to JCI, Government and other organizations.
III. Update the digital version of Harbour Lights.
IV. Utilize printed and electronic means as distribution channels to promote JCIHK to members and external organizations.
V. Attend and make progress reports in Joint Board Meetings.
VI. Submit a report to the National Convention.

## 8.17 National Training and Development Commission

### 8.17.1 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 the community through providing training programs to external organizations.
V. To develop a sharing platform to LOMs for successful training program sharing.To help advance the talent development plan.
VI. To promote the latest JCI training system and assist in recommendation of trainers to attend the JCI level training programme as trainees.

### 8.17.2 Appointment of Chairman

NP should appoint the Chairman.

### 8.17.3 Term of Office

The term of office of the Chairman and the members of the commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.17.4 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 a report to the National Convention.
VIII. Recommend the suitable trainee(s) to attend the JCI level training program.

## 8.18 National Youth and Community Affairs Commission

### 8.18.1 Objectives

I. To strengthen Government Connection to understand the topic of Youth Development Blueprint.
II. To coordinate resource and connection for the Youth.
III. To Foster Strategic Youth Partnerships Collaborate with HKIE-YMC, Leo Club and Rotaract.

### 8.18.2 Appointment of Chairman

NP should appoint the Chairman.

### 8.18.3 Term of Office

The term of office of the Chairman and the members of the commission shall commence from 1 January 2026 to 31 December 2026 (1 year).

### 8.18.4 Responsibilities

I. Presenting a narrative of JCIHK Asia-Pacific Youth Micro Movie Festival project and sharing it to other Members of JCI all around the world and outsiders.
II. Line up different LOMs with different district connections and NGOs and help LOMs to build up the relationship between that district and them.
III. Consolidate and reallocate the resources (such as Funding and Venue) from Gov and NOM to LOMs.
IV. Attend and make progress reports in Joint Board Meetings.
V. Submit a report to the National Convention.

## 9 National Assigned Executive Officers Meetings

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

## 10 National 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 the 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 2027 National Convention

Any LOMs with the intention to bid for the hosting right of the 2027 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 2026, 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 2027 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 2027.

In case there is no successful bid for the hosting right of the 2027 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 2026 Senate Screening Committee

**Chairman:** NIPP Senator Rafael Wong

**Members:** 1996 National President Senator Justin Lui
2003 National President Senator Alice Liu
2015 National President Senator Anthony Leung
2022 National President Senator Karen Yeung

**Ex-Officio:** NP Senator Daryl Lin

### 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 membership system by the 20th each month by their LOM's designated board of directors. Membership confirmed during the months of January, April, July, and September 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. Such declaration shall be made to JCIHK office no later than 30 days from the date of signing such membership form. Form received before the 20th of every month will be counted as the prospective member of the current month.

**15.1.5** Reinstate fee of National Alumni or individual member for decelerating previously inducted member who was not declared in the last period or longer is HK$200.

### 15.2 Methods of Payment

**15.2.1** Dues for the year 2026 shall be HK$1,000 (One Thousand Hong Kong Dollars) for each Individual Member and HK$500 (Five Hundred Hong Kong Dollars) for each National Alumni.

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

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

**15.2.4** A LOM shall submit for and on behalf of its Individual Members and National Alumni any outstanding payments or dues to the National Honorary Treasurer within thirty (30) days after the issue of a debit note. Any LOM which fails to settle the payments after thirty (30) days from the issue date of the debit note shall be declared as a non-financial LOM and a reminder will be issued on the 45th day (from the issue date of the first debit note) plus five (5) per cent on the gross amount. All services rendered by the Chamber will automatically be suspended after sixty (60) days (from the issue date of the first debit note) until all outstanding debit notes have been settled.

## 15.3 Admission of New Members

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

**15.3.2** When submitting a newly accepted ordinary member to the JCIHK Office for membership declaration, the LOM must ensure that the individual has already been acknowledged and accepted by the JCIHK Office as a prospective member for at least 30 calendar days. Otherwise, the member will not be counted as an ordinary member in the current month's declaration.

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

**15.3.4** 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 Library

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

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

**15.4.3** 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.

**15.4.4** 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.

## 15.5 Membership Supplies

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

## 15.6 Temporary Storage of Project Supplies / Materials in Chamber Office

JCIHK and LOMs may keep project supplies / materials in the JC office for 14 days commencing from delivery to JC Office for temporary storage. A form in 2 copies has to be filled in, one copy to the Chamber staff, and the other one to be stuck onto the surface of the materials being stored. After 14 days, a storage fee of HK$100 (One Hundred Hong Kong Dollars) per day (maximum period of 7 days, cap at $700) will be charged to the LOMs upon the expiry of the 14 days storage period. The materials will be disposed of after the further 7 days period as prescribed above (i.e. 21st day of the total storage period) and an 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. No project materials should be placed on the floor.

## 15.7 Chamber Office Administration Meeting

### 15.7.1 Objectives

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

### 15.7.2 Responsibilities

NGLC, NSG, NHT, NDDD, 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.

## 15.8 Awards

### 15.8.1 New awards

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.

### 15.8.2 Ownership

The awardee shall own the trophy.

## 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 bod2026@jcihk.org.
II. Board members shall 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, he/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 who 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 and with no financial obligations.
III. A responsible NOM Board member makes a motion for the 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.

V. 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).

VI. In the email content, please embed the poster. If there is no poster, please use the content provided by the organizer.

VII. Please send the prepared e-mail to NEVP Senator Calvin Chan and NDDD Kenneth Law. National Partnership and Sponsorship Affairs Commission will keep track of the promotions being made to ensure fulfilment of NOM's responsibility.

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

IX. The e-mail will contain the following statements:
   a. "You are receiving this e-mail because you either: were a member on 1 January 2026 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 a request to kenneth.law@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;
II. the procedures for voting utilized; and
III. voting results for all motions.

## 16.4 Out of Town Notice and Acting Appointment

When members of the JCIHK National Board of Directors will be out of town from time to time, a notice should be issued to allbod2026@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 Officers or 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.

### 16.5 Protocol to invite JCI Officers

Official invitations shall be done through JCIHK even if the officer(s) is from a LOM's sister chapter. The LOM shall prepare an official invitation letter(s) and send it to the JCIHK office for issuance. Allows at least 14 days for the JCIHK office to send the letter out and wait for a reply. JCI Officers shall not attend LOM Anniversaries.

Official invitations shall be done through JCIHK even if the officer(s) is from a LOM's sister chapter.

For official invitations sent to the JCI President, the details will be announced by NSG.

## 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

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

### 17.4 Payment to JCIHK

All payments should be settled to the JCIHK designated bank account within 30 days of issue of the 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 the JCIHK project, the Cheque Requisition form should be completed by the Project Treasurer or Project Chairperson and endorsed by the National Board of Directors' designated supervising officer.

For individual areas 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 cheques to JCIHK should ensure that sufficient funds are 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, 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 2026-2028 HKJC Foundation Board

Members of the 2026-2028 HKJC Foundation Board are as follows:

| | |
|---|---|
| **Chairman** | 2013 National President Senator Paul Wu |
| **Vice Chairman** | 2012 National President Senator Stanley Ng |
| **Treasurer** | 2014 National President Senator Johnny Kwan |

| | |
|---|---|
| **Secretary** | 2015 National President Senator Anthony Leung |
| **Ex-Officio** | NP Senator Daryl Lin |

## 18.2 Supporting Documents for Application

LOMs should upload the following supporting documents to JCIHK website backend management system AND sending the e-mail to hkjcfoundation@gmail.com 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. Hardcopy is not necessary.

## 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" and send the e-mail to hkjcfoundation@gmail.com 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 the Chamber Office for LOMs' collection.

## 18.4 Key Dates for Claim and Application in 2026

Application deadlines for 2026 projects: 28 February 2026 and 31 May 2026.
Reimbursement request deadline for 2025 projects: 28 February 2026.
Reimbursement request deadline for 2026 projects: 28 February 2026.

*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 the 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 the project will be decided by the National Board of Directors upon receipt of bidding 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:

I. Head Trainer
II. Deputy Head Trainer
III. Assistant Trainer
IV. Trainer Assistant
V. 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

**1. 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 years 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 head 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 Discover & JCI Explore 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

**3. 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 Discover & JCI Explore 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

**4. 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 Discover & JCI Explore 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 an 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 NGLC or NEVPs immediately.

Sending chain letters or joke emails from a 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 allbod2026@jcihk.org is created in order to allow LOM and JCIHK promotion to reach target groups, including JCIHK, LOM board members 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, China
"LOM" Local Organization Member
"National Alumni" Has the meaning ascribed to it in the Articles of Association of JCIHK
"National Board of Directors" National Board of Directors of JCIHK
"NDDC" National Digital Development Commission
"NDDD" National Digital Development Director
"NEDD" National Economic Development Director
"NEVP" National Executive Vice President
"NFAC" National Foreign Affairs Commission
"NGAD" National Global Affairs Director

“NGLC” National General Legal Counsel
“NHT” National Honorary Treasurer
“NIAC” National International Affairs Commission
“NIAD” National International Affairs Director
“NJIBC” National JCI In Business Commission
“NLDD” National Leadership Development Director
“NMAC” National Mainland Affairs Commission
“NMAD” National Mainland Affairs Director
“NMD” National Membership Director
“NMDC” National Membership Development Commission
“NMEC” National Membership Extension Commission
“NP” National President
“NPC” National Publication Commission
“NPPRD” National Partnership & Public Relations Director
“NPSAC” National Partnership & Sponsorship Affairs Commission
“NRRD” National Records and Recognition Director
“NSG” National Secretary General
“NTDC” National Training & Development Commission
“NVP” National Vice President
“NYCAC” National Youth & Community Affairs Commission
“NYCAD” National Youth & Community Affairs Director
“Individual/ordinary 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