



JUNIOR CHAMBER INTERNATIONAL KUALA LUMPUR WEST

POLICY MANUAL

Revision 4.0
Revised on 19 September 2022
By 2022 Immediate Past President Jacky Loong Yew Wai

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1. Chapter I: Policy Manual, Purpose, Amendment, and Waiver

1.1 Policy Manual

This manual shall be known as the “Junior Chamber International Kuala Lumpur West Policy Manual” hereinafter referred as the “Policy Manual”.

1.2 Purpose

The purpose of the Policy Manual is to institute rules and regulations governing Junior Chamber International Kuala Lumpur West and the procedures to be followed in the conduct of its business as provided in the Constitution and By-Laws.

1.3 Amendments & Affectivity

Section 1: With Notice

This Policy Manual may be amended by the affirmative vote of not less than two thirds (2/3) of the total possible votes constituting this Organisation’s General Assembly, PROVIDED THAT, such notice has been sent to every member, fourteen (14) days prior to the convening of the General Assembly. This Policy Manual and subsequent amendments thereto shall become effective immediately upon approval by this Organisation’s General Assembly.

Section 2: Without Notice

This Policy Manual may be amended by a two-third (2/3) majority vote of the Board of Directors.

1.4 Waiver

Any policy may be waived, modified, amended or repealed by simple majority votes at Annual General Meeting or Extraordinary General Meeting.

2. Chapter II: Name, Address, Authority

2.1. Name

This Organisation shall be officially known as “Junior Chamber International Kuala Lumpur West” or by its abbreviation “JCI KL West”

2.2. Official Address

The official address of this Organisation shall be:

21 & 21 A, Jalan Hujan Emas Lapan,
Overseas Union Garden,
Off Jalan Klang Lama,
58200 Kuala Lumpur.

2.3. Authority

The use of the name “Junior Chamber International Kuala Lumpur West” shall be limited to its members and only in connection with activities in furtherance of, or in relation with, its purposes and functions.

3. Chapter III: Creed, Objectives, Functions & Prohibitions

3.1. Creed

As per contents of Article II Section 1 of JCI KL West Constitution.

3.2. Mission and Vision

As per contents of Articles II Section 2 of JCI KL West Constitution.

3.3. Objectives

As per contents of Articles II Section 3 of JCI KL West Constitution.

3.4. Basic Function

The basic function of this Organisation is leadership training of the individual members. It builds young people who in turn help build better Communities. The Organisation, therefore, shall function basically as young person's Organisation whose members are interested and engaged in self development and training for Leadership. The various programmes and services which the membership shall undertake or render to the community shall be their means for achieving these ends.

3.5. Prohibitions

As per contents of Constitution Article IX of the JCI KL West Constitution.

4. Chapter IV: Annual General Assembly, Extraordinary General Meeting

4.1. Definition

The General Assembly shall consist of all financial members of the LOM. The General Assembly shall constitute the Supreme Authority of this Organisation and shall retain all rights and prerogatives not specially assigned to the LOM Board of Directors

4.2. Responsibilities

As per contents of By-Law 4 Section 1, 2, 5 and By-Law 6(b) of the JCI KL West Constitution.

4.3. Attire

All members should wear formal, semi-formal, or JCI Malaysia Batik for General Assembly and EGMs.

5. Chapter V: General Membership

5.1. Membership

As per contents of Article IV, By-Law 1 Section 1 to 6, By-Law 2 and 3 of the JCIKL West Constitution.

5.2. Transfer of Membership

- (a) A member applying for transfer of his/her membership to another LO must give one (1) months' notice in writing to the LO BOD, and obtain a letter of clearance from the LO Secretary.
- (b) A letter giving clearance from the LO Secretary of JCI KL West is to be sent to the Secretary of the LO to which the member wishes to be transferred.
- (c) No member of JCI KL West shall also simultaneously be a member of any other LO

5.3. Reinstatement or Readmission

Any suspended or terminated member may file an appeal to the General Assembly at the next EGM or AGM for his reinstatement or readmission to JCIKL West.

- (a) JCI KL West shall set up a Membership Retention and Growth Committee.
- (b) The committee team may seek JCIM National Growth and Development Commission Chair for advices.

5.4. Membership Kit

New members of the Chapter shall be given a Membership Kit at an inductionceremony with the following contents:

- (a) A copy of Chapter's Constitution and By-Law, and Policy Manual,
- (b) A copy of Souvenir Magazine of the last BOD Installation (if any),
- (c) A copy of Chapter's Awards Manual (if any),
- (d) A copy of JCI Malaysia Pemimpin and any other official publications of JCI (if any).

6. Chapter VI: Committees And Commissions

6.1. Committees and Commissions

Every Board of Directors or the President shall, promptly, at the beginning of the Administration, organize the Committees and Commissions to handle the projects or functions that it decides to implement during the year. Such committees and commissions shall be coordinated by the Board. These committees shall include and not necessary be limited to the following: -

- (a) Finance
Studies, recommends and implements fund raising projects. Works out the Budget for the Organisation.
- (b) Publications
Publish the LO newsletter – VISION, membership directories, training programmers, etc.
- (c) Awards
Prepare and circulate Award Manual and bid forms which are in line with JCI KL West and JCIM requirements to all members. Ensures that all winning awards are submitted to the National Convention.
- (d) Strategic Planning
Studies and recommends proposal for the betterment of this Organisation particularly, but not limited to updating the constitution and By-Laws and Policy Manual of this Organisation.
- (e) Public Relations
Develops effective understanding of the purposes and programmes of the Jaycees movement through the public locally, nationally and internationally.
- (f) Major emphasis Theme:
Undertakes to promote this Organisation's theme by way of projects and involvement of all the members.
- (g) Training Team:
Develop and train a group of trainers. Prepare training programmes and training materials to be made available to all members subject to the rules and regulations stipulated by the Library.
- (h) International Affairs

Undertake to promote this Organisation with other LOs in Junior Chamber International Malaysia and foreign LOs. This commission shall be chaired by the Vice-President International.

(i) Business Affairs

Undertake to promote business contact, organising business and trade fairs and trade seminar with other LOs in Junior Chamber International Malaysia and foreign LOs. This commission shall be chaired by an appointed officer.

(j) Secretariat Task

Undertake to identify building and location suitable for the setting up of the Chapter Secretariat. This committee shall be chaired by a Past President of the Chapter.

6.2. General Committee Guidelines

Section 1: Committee Organisation

Each committee should comprise of a Chairman, who must be an active member, a Secretary, and at least two members. In cases of committees with multifarious functions, there may be sub-committee Chairman for the different functions.

Section 2: Disqualification of Committee Member

Any member of the committee who is absent without cause or leave obtained from the Committee Chairman for three (3) consecutive committee meetings shall cease to be a member of that Committee.

Section 3: Committee Meetings and Minutes

- (a) Committee meetings should be held regularly – weekly or bi-monthly depending upon the importance of the activities or projects being undertaken. Special meetings may also be held. The Honorary Secretary and Vice President assigned should also be furnished a schedule of meetings and activities of the committee at such a time as to be able to include the same in the monthly calendar of activities.
- (b) A quorum for purposes of committee meetings shall be simple majority of the members or five (5), whichever is less.
- (c) All committee members should be informed at least four (4) days in advance of the meeting date unless the next meeting date is agreed

upon in the last proceeding meeting of the committee in which case no notice need be given to members present during such meetings. A copy of the notices should go to the Honorary Secretary and the Vice President assigned.

- (d) The Secretary of the committee shall be responsible for notifying committee members and interested parties of scheduled meetings and for keeping records of meetings. The Secretary of the meeting committee shall keep notes of each meeting, and prepare and circulate the minutes.
- (e) Should there be items of particular interest to other interested parties, such as the Publication Committee and the Public Relations Officer, copies of the minutes should also be furnished to these parties with a note calling attention to the items of concern. Minutes of each meeting should be in the hands of all committee members and other interested parties at least one day prior to the next meeting. Unless the time factor does not permit this, as in the case of special meetings called between regular meetings. However, notes and minutes of the previous meeting should be available for references.

Section 4: Committee Financial Policy

- (a) Every endeavour should be made to ensure that successful committee projects be financially self-sustain. Therefore, all committee projects should be self-supporting and should, if possible, have a surplus.
- (b) The Honorary Treasurer shall be ex-officio treasurer of all fund raising projects. The collection of funds so raised shall be confined in and initiated by the committee concerned. No committee projects or activities shall be deemed accomplished or successful unless a Financial Report is submitted to the Board through the Treasurer and at least 80% of the fund so solicited have been collected by the committee and turned over to the general fund. The collection of the revenue so raised (at least 80%) shall be a condition precedent to the consideration of a successful project for accomplishment, and recognition of the committee chairman. Outlays of a project, in case of a recognition of the committee chairman. Outlays of a project, in case of an exception to the general policy must have the prior approval of the Board. Funds raised by each committee must be turned over to the Honorary Treasurer. It is suggested that the Committee must be turned over to the Honorary Treasurer. It is suggested that the Committee Treasurer keep track of financial matters for the committee.

Section 5: Publicity for Committee Projects

The LO Public Relations Officer is responsible for maintaining a constant and judicious flow of the publicity for its projects, the committee member must course all publicity releases through LO Public Relations Officer. No publicity releases on any LO & National activities may be released without clearance from the Board.

Section 6: Committee Report On Project Completion

- (a) Upon completion of a project, the committee chairman must submit a report to the Board through the Vice President in charge. Although the minutes of the Committee may indicate the completion of a project, it is obviously desirable that a formal written report be prepared containing all necessary details. If pertinent, a financial statement. This will enable the Vice President in charge to report the project effectively to the Board. The project completion report must be submitted within two weeks after the project has been completed. (Refer Appendix C).

- (b) The committee chairman should keep his members, the Vice President in charge, and the chairman of other committees related to the project (e.g., Public Relations Committee) informed of the projects and the activities of the committee.

Section 7: Committee's Regular Reports

Each committee is required to submit to the Board at the end of every Board Meeting a written report supplemented by the Agenda and minutes of the meetings. Written reports must submit not later than one week before the Board Meeting. Committee reports are important and necessary since they serve as the basis of the progress of the projects.

Section 8: Implementation of JCI KL West Resolutions

The Board of Directors meets regularly. During these meetings, resolutions are adopted.

Each year an AGM, a National Convention, a JCI multi-nation Conference and a JCI World Congress are held. During these highly important occasions, resolutions are adopted and circularized to all members by the Honorary Secretary.

It is required that these resolutions be presented by the committee chairman to his members and the committee implement the pertinent resolutions. Obviously, the implementation of these resolutions will have a profound bearing on the presentation of achievement at the Convention and Conference referred to above.

6.3. Projects

All projects must be approved by the Board officers before implementation. Such approval should be based on the presentation of the Project Proposal Form (Refer Appendix C).

7. Chapter VII: Projects

7.1. JCI LO Academy

Section 1: Starting

Junior Chamber International Local Organisation Academy (LO Academy) shall be held at least one (1) time every year.

7.2. Records and Recognition

Section 1: Awards Judging

For the purposes of Awards Judging, the Records and recognition Committee will comprise of a minimum of three members, among whom should be the President and Immediate Past President. The Chairman will be the IPP.

Section 2: Area Central South LO President Meeting and National Convention

The Area Central South LO Presidents Meeting and National Convention shall be attended by the President or his/her representative. The President's Report shall be presented to the Board meeting for endorsement before being tabled at the LO meeting and Convention.

8. Chapter VIII: LO Board of Directors

8.1. Elective and Appointive Officers

Section 1: Elective Officers

The elective officers shall be Malaysian Citizen and are:

- (a) President
- (b) One Executive Vice President
- (c) Five Vice Presidents of equal rank

Section 2: Election of Officers

The Officers named in Section 1 shall be elected by the General Assembly at the Annual General Meeting or Extraordinary General Meeting.

Section 3: Appointive Officers

The appointive officers shall be Malaysian Citizen and are the:

- (a) General Legal Council
- (b) Honorary Secretary
- (c) Honorary Treasurer
- (d) Advisor
- (e) Honorary Auditor
- (f) Editor
- (g) Directors
- (h) Others at the discretion of the Board

Section 4: Qualifications for President

The qualifications for President are as per By-Law 6 (g) of JCI KL West constitution.

Section 5: Duties of Appointed Officer

The following provisions are applicable:

- (a) Each Officer shall be appointed for a term of one calendar year and such appointment shall require the written endorsement of the Board.
- (b) Each Director shall serve under the supervision of a Vice-President.
- (c) Each Director shall submit reports on the progress of his/her project/programme to the VP assigned.

Section 6: Duties for Appointed General Legal Council

Duties for General Legal Council are as per By-Law 7, Section 10 of JCI Kuala Lumpur West constitution.

Section 7: Duties for Appointed Honorary Secretary

Duties for Honorary Secretary are as per By-Law 7, Section 7 of JCI Kuala Lumpur West constitution.

Section 8: Duties for Appointed Honorary Treasurer

Duties for Honorary Treasurer are as per By-Law 7, Section 8 of JCI Kuala Lumpur West constitution.

8.2. Meetings

Section I: Board Meetings

The Board of Directors shall meet for 12 times during their term of office.

The venue of each of these meetings shall be decided by the Board.

Section II: Special Meetings

Special meetings of the Board shall be convened by the President when necessary or when requested by the majority of the members

8.3. Continued Membership

Section I:

Every Officer must not be only qualified at the time of his/her election, but must continue to hold his qualifications (except as to age) through the term of his office.

Section II:

Every Officer must remain a financial member in JCI KL West throughout his/her term of office. Should the office become non-financial, the officer shall automatically lose his/her office.

8.4. Ceremony- Oath of Office

OATH OF OFFICE OF THE PRESIDENT

"I, acknowledge the manifold demands of the office of the President of Junior Chamber International Kuala Lumpur West and conscious of the heavy responsibilities and the honour associated therewith, hereby pledge myself to the utmost of my ability:

To devote my energies to the service of this Organisation and its members. To direct my efforts towards the training and development of young people through more effective operation of my Board of Directors.

To act at all times with due humility and dignity, and without selfish or narrow motive.

To endeavour throughout my term of office to contribute to the growth and progress of this Organisation and I make this earnest pledge that I shall discharge my responsibilities to the benefit of Junior Chamber International Kuala Lumpur West and the community.

OUTGOING PRESIDENT DIALOGUE AFTER INCOMING PRESIDENT OATH

By the Power Vested in Me, under the Constitution and By-Law of JCI Kuala Lumpur West. I hereby proclaim you, JC (Name of Incoming President). The (Number), President of JCI Kuala Lumpur West.

OATH OF OFFICE OF THE BOARD OF DIRECTORS

"I, do solemnly affirm that; I will faithfully execute the office of (Post held) of JCI Kuala Lumpur West and will do the best of my ability to serve as a living example of this organization philosophy and belief and will uphold and enforce the Constitution of this organization at all times."

OATH OF NEW MEMBERS

"I, do solemnly affirm that, I shall faithfully serve as a member of Junior Chamber International Kuala Lumpur West and will do the best of my ability to serve as living example of this organization's philosophy and beliefs and will uphold and enforce the constitution of this organization at all times.

8.5. Nomination Procedures

- (a) Nomination forms are to be printed or soft copy.
- (b) Nomination forms must be typewritten by nominees. Abbreviations, cancellations or errors are not allowed.
- (c) Nomination forms should include column for nominees' photographs.

- (d) Copies of the nomination forms must be signed by the nominating member and the nominee. (Refer to Appendix E)

8.6. Restriction On Promotional Aids for Candidates for Office

Section I: Restriction

There may be only one (1) piece of promotional material in respect of each candidate, except in the case of candidates for the office of President, for whom there may be up to three (3) pieces.

Section II: Definition

A brochure, poster, matchbox, button, or other printed, mimeographed or manufactured item in any way promoting a candidate, shall be regarded as promotional material for the purpose of this Policy. A personal or official letter of an individual nature, directed by or on behalf of a candidate, with or without his knowledge and approval, to another LOM member, will not be considered promotional material if it is of sufficiently personalized nature and not distributed in quantity in identical form.

9. Chapter IX: Finance

9.1. Financial Policies

The following shall be the financial policies of the Organisation: -

- (a) The financial year shall be 1st July to 30th June.

- (b) All funds of the Organisation shall be deposited in the name of Junior Chamber International Kuala Lumpur West with a depository bank duly approved by the Board of Directors, taking into account appropriate measures to ensure the safety of the funds.

- (c) All bank accounts except Fixed Deposit account shall bear any two signatures of the following officers:

The President or in his/her absence, the Honorary Secretary counter-signed by the Honorary Treasurer.

- (d) All Fixed Deposit Accounts shall bear two signatures approved at the AGM.

- (e) All disbursement shall be made by cheque in the manner authorized by the Board.

- (f) Dues for collective purposes are not to be used for other purposes except where the interest of the Chapter and the exigencies of the time require it.

- (g) Any project approved by the Board shall be financially backed up except when otherwise so provided.

- (h) Except special assessment, namely: -
 - (i) Meetings, (ii) Clubhouse, and (iii) Fellowshipsto cover costs, no other assessments shall be made unless in exceptional cases and in such events the amount should be reasonable.

- (i) A yearly financial statement shall be prepared and duly audited.
- (j) Unless otherwise authorized by the Board in exceptional cases, no standing committee shall be allowed to maintain a bank account of its own and all funds generated by any committee shall promptly be deposited to the bank accounts of Junior Chamber International Kuala Lumpur West.
- (k) No expenditure shall be made outside the budget except when specifically authorized by the Board, and only when funds therefore are available.

9.2. Financial Priorities

The Honorary Treasurer, in making disbursement of funds of the Organisation, shall be guided by the policy that duly budgeted expenditures shall be paid.

9.3. Sources of Funds

Section 1

The Operations, project implementation and administrative expenses of the Organisation shall be sustained by any of the sources of the funds mentioned herein, namely:

- (a) Membership dues
- (b) Special assessments:
 - (i) Meetings
 - (ii) Royalties
 - (iii) Project Franchise Fees
 - (iv) Sustaining membership dues
 - (v) Income from Fund Raising Projects

Section 2

The Secretariat Task Committee shall be LOM's manager for the Building Fund.

Section 3

Other sources of funds include sponsorships and donations.

9.4. Budget

- (1) The Financial Committee shall liaise with the respective Board Officers and present a Chapter Income and Expenditure Budget for the following year for approval the General Assembly at the AGM.
- (2) Before implementation of the project, the Project Chairman and Project Treasurer shall submit a budget to the LO Board for approval. (Refer Appendix C)
- (3) The Treasurer shall not make any payment for any expenses which is not provided in the budget or which is in excess of the budget, unless prior approval of the LO Board has been obtained.

9.5. Book-keeping

- (1) The accounts of the Organisation shall be prepared on accrual basis.
- (2) Payment vouchers etc. shall be used for all accounting transactions
- (3) All properly prepared vouchers should be authorized by the President or Honorary Secretary and signed by Honorary Treasurer.
- (4) Every payment voucher will bear the signature of recipient if there were no official receipt from the recipient.
- (5) Official receipts of this Organisation are to be issued for all receipts.
- (6) Following books shall be kept by Hon. Treasurer for the accounts of this Organisation: -
 - Cash Book
 - General Ledger Book
- (7) The Bank Reconciliation shall be caused to be prepared by the Hon. Treasurer immediately after he has received the relevant bank statement from the bankers of this Organisation.
- (8) Monthly trial balance of accounts of this Organisation shall be prepared by the Honorary Treasurer.
- (9) Monthly statement of accounts shall be prepared and forwarded to the Board.

9.6. Finance Committee

- (1) Finance Committee consists of the following officers:
 - Honorary Treasurer (as Chairman)
 - President
 - Immediate Past President
 - Honorary Secretary
 - Executive Vice President
 - Secretariat TASK Committee Chairman
 - General Legal Council
- (2) The Finance Committee shall meet at least twice a year.
- (3) The Finance Committee shall recommend financial measures for the improvement of the financial position of this Organisation.
- (4) The Finance Committee shall have a mid-year review on the annual budget presented by the Finance Committee of the preceding year and present a revised annual budget to the Board of Directors of this Organisation.
- (5) The Finance Committee shall carry out any other functions as assigned by the Board of Directors, Executive Committee or the General Assembly.

9.7. Cash Received

All Cash Received shall be banked intact and shall not be used for payment of any expenses within 7 (seven) days.

9.8. Payments

- (1) All claims submitted to the Honorary Treasurer for payment must be on a Payment Voucher (in duplicate) and supported by an invoice or receipt.
- (2) Payments for general expenses shall be authorized by the Chapter President or Honorary Secretary and the Hon. Treasurer.
- (3) Payment for project expenses shall be authorized by the Project Chairman and the Project Treasurer and approved by the Honorary

Treasurer.

9.9. Expenditure

Special Convention attendance subsidies. The registration fee for the National convention for the President or his/her representative is to be paid by JCI KL West.

9.10. Projects

- (1) The Project Income & Expenditure Budget shall be submitted to the Board for financial approval after it has been approved by the Committee provided not always withstanding anything herein the Board shall have the discretion to waive such submission.
- (2) The Project Treasurer shall submit the final Income & Expenditure Account and the debtors and creditors accounts within three (3) months of the completion of the project to the Board.
- (3) All project accounts shall be drawn up in accordance to the formats laid down in accordance to the general accounting principles.
- (4) All project accounts shall be audited by the Honorary Auditor.
- (5) Project Treasurer shall draw up a claims procedure at all levels and those expenses be submitted to the Board as per Budget headings.

9.11. Membership Record

- (1) The Honorary Treasurer shall keep and maintain the membership subscription records up-to-date.
- (2) The Honorary Treasurer shall be duly authorized and shall advise members' dues in writing one month before date of expiry
- (3) The Honorary Treasurer shall report at the Board of Directors meeting the latest situation in respect of membership dues.

9.12. Inspection

The Chapter accounts shall be subjected to inspection at any time by any LO Officers.

9.13. Audit

- (1) The account shall be subjected to audit as provided for in the Constitution per By-Law 12c.
- (2) The Honorary Treasurer shall submit the final accounts to the Honorary Auditor not later than 10th August of the following year.

9.14. Claims Procedures

Section 1: Meeting Expenses

The LO Board shall be responsible for the rental of the hall of all Board Meetings, AGM & EGM.

Section 2: Stationary, Postage, Etc.

Any claims on stationery, postage and others shall be approved by the Board. Approval shall be obtained from the Board, before heavy purchase on stationery is made by any officer.

9.15. Late Claims Procedure

- (1) All claims from LO Officers for the last month of the financial year must be submitted by June 15 each year.
- (2) For claims made after June 15, a provision shall be made in the accounts for the next Treasurer to pay.
- (3) In the case of accounts being already audited and handed over to the next Treasurer, and there were still claims to be made for the year concerned, the claims shall have to be submitted to the Treasurer concerned, who will, together with the current Chapter President, verify and certify that the expenses were bonafide and its within that year's budget and have not been previously paid; and then the Treasurer.
- (4) Any officer(s) being removed constitutionally will not be entitled to claim for expenses.

10. Chapter X: General

10.1. Addressing of members and spouses

All members (both sexes) are addressed as Jaycees while the spouses are addressed to their maiden name or married name.

10.2. Protocol

Referring as per JCI Malaysia Procedure Guide Appendix AK & AK-2 (Refer on Appendix D)

10.3. JCIM National Convention

- (1) The Board of Directors shall discuss and decide on the Agenda of any forthcoming National Convention prior to attending the meeting. In the event that items which were not discussed prior to said meeting arose, then the Chief Delegate shall appoint a special committee of attending Chapter members at the Convention to decide on the matter.
- (2) The President or his representative shall be Chief Delegate to the JCIM Convention.
- (3) The Chief Delegate shall give an annual Report and circulate same to all members prior to the Convention.
- (4) The Chief Delegate shall give a written report and circulate same to all Board members within one month after attending the Convention.

10.4. Strategic Planning Committee (SPC)

- (1) The SPC for JCI KL West shall be chaired by a Past President with the following as members of the committee:
 - (a) 5 'current' available Past Presidents,
 - (b) Current Chapter President
 - (c) Current Chapter EVP
- (2) The SPC meeting shall meet at least once in 2 months
- (3) The SPC shall be answerable only to the Board.

- (4) The Committee shall be governed by the Term of Reference of the SPC (refer Appendix B)
- (5) The Committee shall be governed by the Term of Reference of the SPC (refer Appendix B)

10.5. Senatorship

Section 1: Senatorship Screening Committee (SSC)

For the purpose of processing applications for senatorship, a Senatorship Screening Committee shall be formed under the chairmanship of the Records & Recognition Chairman.

Section 2: Record

The Photostat copies of all approved Senatorship applications shall be kept as a source for compilation of permanent records of all Chapter's Senators.

Section 3: Additional Criteria

- (a) A Certified Extract of the LO Board's Meeting minutes approving the application must be attached to the application form.
- (b) All pages of documents submitted must be certified true and correct by the applicant and countersigned by the LO President.
- (c) Confirmed minutes of the LO SSC must be attached to the application form.
- (d) That the point system in the JCI Senatorship Awards Manual include 5 points to be given for being an Awards Judge at the National Convention.

10.6. Chapter Awards

The Board of Directors shall promote chapter's, JCIM and JCI Awards to all members and also assist and encourage them in Awards Bidding.

- (1) The records of the awards judging carried out each year must be preserved and properly filed for future reference.
- (2) That Awards Chairman shall lay down the criteria for judging the entries as guideline to all judges.
- (3) The updated Chapter winners register be incorporated into the

- (4) That Chapter to adopt the system of Awards Judging used by JCIM.

10.7. Administration

- (1) Mailing lists are to be sent out to all members quarterly.
- (2) Members shall acknowledge all correspondence from Chapter and viceversa.
- (3) Face to face communication and telephone communication shall be used increasingly.
- (4) The Board of Directors should own a suit of the National Uniform (JCIM Batik) and shall encourage all members to own at least a suit each.
- (5) Chapter must submit their annual returns and statement of accounts within 28 days after the Chapter General Assembly is over. Annual returns to the ROY must copied to the JCIM who shall keep a record of all filings.
- (6) Honorary Secretary will write to JCIM and all LOs immediately after the AGM on the changing of Chapter's Officers.
- (7) Honorary Secretary to forward the mailing list to all members and JCIM within the 2nd week after the General Assembly.
- (8) At least a copy of each issue of VISION, PEMIMPIN and LEADER be filed in the Library for historical purposes.

10.8. Inter-LO Relationships

- (1) JCI KL West shall share its resources with other LOs in the regions, ~~viz~~, especially in the area of Training.
- (2) JCI KL West shall encourage members to attend Convention, activities and functions of other neighbouring LOs, ASPAC conference and World Congress.

11. Appendix

11.1. Appendix A - Document History

Written by SPC

Revision 2.0 – July 1995, Retyped by JC Christine Chen

Revision 3.0 – September 2008 by JC Lau Chong Kai

Revision 3.1 – September 2008, Retyped by JC Lau Chong Kai and JC Celine Khong

Revision 4.0 – 19 September 2022, Retyped by IPP Jacky Loong Yew Wai

11.2. Appendix B – Strategic Planning Committee (SPC)

At an interval period of two years, a SPC shall be appointed to consider in details the future and long range policies, procedures, operations, management and finances of the organization; and revisions, if necessary, of its organizational structure.

The specific TERMS OF REFERENCE of the SPC are:

- (1) The records of the awards judging carried out each year must be preserved and properly filed for future reference.
- (2) That Awards Chairman shall lay down the criteria for judging the entries as guideline to all judges.
- (3) To study and submit amendments of the Chapter's Constitution.
- (4) To evaluate and analyse the financial requirements of the organization and to recommend resources.
- (5) To submit interim report to the Board of Directors and annual final report to the Annual General Meeting.
- (6) To assist and guide in conducting annual membership involvement survey and interviews, for the purpose of helping the Board of Directors to plan the annual Programme of Activities.
- (7) To initiate the Programme of Activities Planning Session, jointly with the Board of Directors, every August. The recommended Programmes are then presented to the Annual General Meeting to be held in September.

And any other terms of reference referred to it by the President or the Board of Directors.

11.3. Appendix C – Project Organizing Template

Project Proposal Sample:

<https://docs.google.com/document/d/1GNKiz7R1ctpHpar3UHZPcQhSTV9Xj-nQ/edit?usp=sharing&oid=106214575885602182991&rtpof=true&sd=true>

To: Board of Directors of JCI Kuala Lumpur West

Project proposal form

Project Name	Be Young Be Active
Project Description	Co-organize a one day Sports Tournament event with Sunbeam Homes for under privileged children from various homes in Klang Valley
Area Involved	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Community <input type="checkbox"/> Business <input type="checkbox"/> International
Project Date & Time	13 July 2019 (8am – 5pm)
Survey / Facts	<ul style="list-style-type: none"> ➤ The rate of chronic diseases among young people in Malaysia were alarming with 33% of the age group 18-40 years old with high cholesterol in blood ➤ Mental illness is expected to be the second biggest health problem affecting Malaysians after heart diseases by 2020 ➤ Every 3 in 10 adults aged 16 years and above have some sorts of mental health problems ➤ Research shows that people who exercise regularly have better mental health and emotional wellbeing, and lower rates of mental illness
Purpose	To encourage the under privileged children to be active and excel in other areas beside academic and promote healthy lifestyle from young
Objectives	<ol style="list-style-type: none"> 1. Align with UNSDG goal no 3: Good health & wellbeing 2. Create awareness to public about JCI 3. Provide members & public the opportunity to be involved in meaningful project to learn and be inspired. 4. Build strong relationship with Sunbeam Homes
Target Result	<ol style="list-style-type: none"> 1. Children from the homes become more active and show improvement in their wellbeing (get feedback from the homes) 2. Spark the public's interest about JCI (successfully recruit 3 members) 3. Positive feedback from members and public 4. Positive feedback from Sunbeam homes

<p style="text-align: center;">Details</p>	<p>Venue: To be confirmed by 31 March 2019</p> <p>Sports category: Badminton, Futsal, Basketball & Captain Ball</p> <p>Various homes involved: Victory homes, House of Joy, T-Ratana, Rumah Charis, Rumah Sayangan, Shelter homes, Rumah Ozanam, Rainbow homes</p> <p>Target players: 100 – 200 kids Target Volunteers: 10 - 15 pax Entrance fee: FOC</p> <p>Assistance required (not exhaustive):</p> <ol style="list-style-type: none"> 1) First aid team 2) Registration counter 3) Transportation for the kids to and from the centre on the event day 4) F&B 5) Sponsors for sports equipment e.g shuttlecocks, sports attire <p>Publicity</p> <ol style="list-style-type: none"> 1) We can set up booth at the event to promote about JCI 2) Press release 3) Facebook 4) JCI KL West website
<p style="text-align: center;">Project Committee</p>	<p>Organizing Chairlady – Adeline</p> <p>Project committees:</p> <p>Advisors – President Jess, IPP Jay</p> <p>Secretary – Pei Li</p> <p>Treasurer - Vacant</p> <p>Floor director - Jacky</p> <p>Logistics - Vacant</p> <p>F&B - Victor</p> <p>Sponsorship director - Vacant</p> <p>Volunteers – Zuan Zuan</p>

Junior Chamber International Kuala Lumpur West

<p style="text-align: center;">The budget</p> <p style="text-align: center;">The overall financial budget for this project</p>	<table border="1"> <thead> <tr> <th style="text-align: left;">INCOME</th> <th style="text-align: center;">PROPOSED BUDGET (RM)</th> <th style="text-align: center;">ACTUAL BUDGET (RM)</th> </tr> </thead> <tbody> <tr> <td>Sponsors</td> <td style="text-align: right;">3,000.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL INCOME</td> <td style="text-align: right;">3,000.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th style="text-align: left;">EXPENDITURE</th> <td></td> <td></td> </tr> <tr> <td>Logistics</td> <td style="text-align: right;">500.00</td> <td></td> </tr> <tr> <td>F&B</td> <td style="text-align: right;">1,000.00</td> <td></td> </tr> <tr> <td>Misc</td> <td style="text-align: right;">200.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL EXPENDITURES</td> <td style="text-align: right;">1,700.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL SURPLUS</td> <td style="text-align: right;">1,300.00</td> <td></td> </tr> </tbody> </table>	INCOME	PROPOSED BUDGET (RM)	ACTUAL BUDGET (RM)	Sponsors	3,000.00					TOTAL INCOME	3,000.00					EXPENDITURE			Logistics	500.00		F&B	1,000.00		Misc	200.00					TOTAL EXPENDITURES	1,700.00					TOTAL SURPLUS	1,300.00	
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Prepared by: Adeline

Date: 28/03/2019

OC Report Template:

<https://docs.google.com/document/d/16ZpyOaY6Avo8Us7l-9TieBFN-jzA6kt2/edit?usp=sharing&oid=106214575885602182991&rtpof=true&sd=true>

Report from Organizing Chairman (OC) for the <Project Name> on <Project Date & Time> at <Venue>

0.0 PREAMBLE

This report covers activities of <Project Name> held on <Project Date & Time>.

1.0 REPORT UPDATES

1.1. Purpose of the Project:

1.2 Objectives:

1.3 Project Committees

1.4 Project Summary

Project timeline:

2.0 Account Summary

Income	Budget	Actual	Variance
Ticketing (RM10 per pax)	RM 50	RM 50	RM 0
Expenses			
Surplus	RM 50	RM 50	RM 0

3.0 EVENT POST MORTEM

Junior Chamber International Kuala Lumpur West

- A. Conducted a post mortem on the same day, 9th October 2021 to get the feedback from the committees

Feedback received:

What went well?

-

What can be done better?

-

Target result

Expected Results	Actual Results

4.0 OBSERVATION & EVALUATION

5.0 CONCLUSION

6.0 END OF REPORTS

I hereby move my report to be accepted.

Yours Sincerely,

Sign

Organizing Chairlady
Junior Chamber International Kuala Lumpur West

11.4. Appendix D – JCI Malaysia Procedure and Protocol Guide (JCIM Appendix AK & AK-2)

https://drive.google.com/file/d/1RAAdIHxM5pgr_VKPoxcnX_rF1icXdAgBf/view?usp=sharing

11.5. Appendix E – Board of Directors Nomination Form Sample

<https://docs.google.com/document/d/1xARsjlrYw0WuGF9oa9hioM2dldtLEkHW/edit?usp=sharing&oid=106214575885602182991&rtpof=true&sd=true>

Junior Chamber International Kuala Lumpur West Board of Directors Nomination Form

To: Honorary Secretary of JCI Kuala Lumpur West

Nomination during: Annual General Meeting 2022

Nominee Name		Photo	<Place your photo here>
Date of Birth			
Marital Status			
Profession	Sales & Marketing		
Nominate for Position	Vice President of Individual		
Member since	2018		
Current Position Held	Member		
Past Position Held	<ol style="list-style-type: none"> Honorary Secretary 2019 Immediate Past President of JCI Youth HELP University 2014 President of JCI Youth HELP University 2013 Honorary Secretary of JCI Youth HELP University 2012 		
Achievements / Awards / Recognitions	<ol style="list-style-type: none"> Eg. Champion of ACS Debate Competition 2019 		
JCI Training Attended	<ol style="list-style-type: none"> Eg. JCI Discover 		
Describe how the nominee demonstrates excellence of the JCI values			
Name of Referral #1	<Prefer to find Past President>	Signature & Date	
Name of Referral #2	<Prefer to find Past President>	Signature & Date	

Received by Nomination Chair
Jacky Loong

Received by Honorary Secretary
Gigi Chua

This section to be filled up by the nominee

I hereby consent to accept the post of <Position> if I am duly elected, and hereby undertake to carry out the activities of the chapter to the best of my ability and as per the constitution of JCI Kuala Lumpur West.

.....

Signature of the candidate

Date: 3/12/2021