

JCI TERMS & ABBREVIATIONS

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|-------------|---|---|
| AOS | - | Awards Orientation Seminar |
| APP | - | Annual Program Planer |
| ASPAC | - | Asia Pacific Conference of Jaycee Achievement |
| AWARDS | - | Recognizing O/s. Development and Management Training |
| LDMT | - | Lom Development and Management Training |
| LGB | - | Lom Governing Board |
| CHALLENGE | - | The Official monthly Publication of JCI India |
| CREED | - | The Official Declaration Principle of JCI |
| EA | - | Economic Affairs / Executive Assistant |
| EVP | - | Executive Vice President |
| EXCEL | - | Level III of JCI Training Instt. Program |
| EXTENSION | - | Process of Starting a new Chapter |
| GLC | - | General Legal Counsel |
| HGF | - | Henry Giessenbier Fellow (Life Membreship of Life Member Counsel) |
| IG | - | International Graduate |
| Jr. Jc | - | Junior Jaycee |
| JAYCEE WEEK | - | The Annual Relation week of Jaycee to promote their activity and image in the community |
| JFM | - | Jaycee Foundation Member |
| Kamapatra | - | An Award to Jc for distinguished achievements (In memory of Late Jc Kamal Saharan) |
| LEADER | - | The Officer Publication of JCI |
| LIA | - | Leadership in Action |
| LOM | - | Local Organization Member |
| LOTS | - | LOM Officers Training Seminar |
| NALANDA | - | National Academy of Leadership And Administration |
| NATCON | - | National Convention or the Annual General Meeting of JCI |
| ND | - | National Director |
| NEC | - | National Executive Committee |

JCI TERMS & ABBREVIATIONS

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|---------------|---|--|
| NEDC | - | North East Developing Council |
| NGB | - | National Governing Board |
| NOM | - | National Organization Member |
| NP | - | National President |
| NTTTS | - | National Train The Trainers Seminar |
| OTS | - | Officer Training Seminar |
| PNP | - | Past National President |
| PPF | - | Phil Phygley Fellowship |
| PR | - | Public Relation |
| PRIME | - | Level-Training of JCI Training Institute Program |
| R2R meet | - | Review to React Meet |
| R&R | - | Record & Recognitions |
| ROBERTS Rule- | - | Rules of Meeting Procedures used in conducting meeting of Voluntary Organization |
| SCRAPBOOK | - | Documents Presentation of Supporting meeting of Voluntary Organization |
| SG | - | Secretary General |
| SENATOR | - | A Life member of JCI Awarded to individuals in recognition of their outstanding contribution |
| SUSTANING | - | Any Individual or Institution assisting the activities of Jaycee Financially |
| TOYIP | - | Ten Outstanding Yong Indians |
| VEDA | - | Valued Enrichment Developing Avenues |
| WP | - | World President |
| WC | - | (World Congress) Annual General Meeting of JCI |
| WHQ | - | JCI World Headquarter |
| ZD | - | Zone Director |
| ZP | - | Zone President |
| Zone | - | A group of Chapter as decided by NEC in accordance with the constitution |
| ZTWS | - | Zone Trainers Workshop |

HOW TO OPEN/EXTEND A NEW LOM

- Appoint a Project Director
- Identify the place
- Meet the potential members and decide the name of the LOM
- Send application for the title clearance with a DD for Rs. 500/- in favour of JCI India, payable at Mumbai to Zone President, who will forward the application to NHQ
- Organize orientation meeting after getting title clearance from NHQ.
- Orientation for the new members should be conducted by a National Trainer/Past JCI India Officer not below the rank of ZVP or Excel graduate appointed by the ZP.
- Certificate by the orientation officer should be sent to NHQ
- Ad hoc committee consisting of President, Secretary, Treasurer and Vice President has to be formed in the orientation meeting.
- The sponsoring must coordinate with the ad-hoc committee to finalize the membership list of minimum 20 members.
- The sponsoring must organize an election meeting on new LOM in consultation with the ad hoc committee and the office bearers have to be elected as per the guideline of the model LOM constitution.
- The affiliation papers should be forwarded after election to NHQ, through your Zone President.
 - The affiliation paper consists of following things.
 - Affiliation application form filled by the applicant.
 - List of members with their complete address and signature
 - Orientation Certificates
 - Resolution by the applicant showing that they are adopting JCI India's Model of LOM constitution India
 - Membership subscription of one half @Rs.826 Per member including GST for a minimum of 20 members
 - Affiliation fee of Rs. 1000/- + Rs. 180/- GST
 - The NHQ will grant provisional affiliation to the new LOM within a week after receiving the papers.

HOW TO APPLY FOR PERMANENT AFFILIATION

1. Permanent Affiliation to the LOM, shall be due on the completion of 12 months from the date of provisional affiliation.
2. LOM would have paid the prescribed dues before the Permanent affiliation of that respective year.
3. This form shall be paid two consecutive dues for 25 members or more members.
4. This form shall be sent to the Zone President with all enclosures, If any who shall forward the same to the National headquarter with his attestation.
5. Permanent Affiliation will not make automatic eligibility for Voting in the conferences. Unless it is certified by the JCI India National Headquarters.

KNOW 'HOW'

HOW TO START JUNIOR JAYCEE WING

Any active LOM start any number of Junior wings at colleges and schools with students between the ages of 14-22 as their members. To get special, the Junior Jaycee Wings have to apply to NHQ with a DD of Rs. 1000 plus GST in favour of JCI India payable at Mumbai.

HOW TO START JAYCERETTERS (JCRT) WING

Any LOM shall start Jayceretters Wing with the wives of Jaycee members as its members. To get special status, the Junior Jaycee wings have to apply to NHQ with a DD of Rs. 1000 plus in favour of JCI India payable at Mumbai.

The Membership Subscription shall be paid either in full or in two installments. The deadline to send Membership Subscription.

| | | |
|---|----------------------|----------------|
| I | Half without Penalty | 10th February |
| | With Penalty | 10th March |
| I | Half without Penalty | 10th August |
| | With Penalty | 10th September |

HOW TO BECOME ACTIVE MEMBER OF LOM

- The membership subscription should be paid by DD in favour of JO India payable at Mumbai, with a covering letter in the LOM letter head along with the barcoded list duly signed by the Chapter President by Speed post or Registered post with AD only to JCI India National Head Quarter, Mumbai.

HOW TO BECOME ASSOCIATE MEMBER OF JCI INDIA

Any individual member of a LOM who crossed the age of 40, can avail all the training benefits by becoming an Associate member of JCI India. his application for associate membership should be forwarded to NHQ with a prescribed fees through DD in favour of JCI India payable at Mumbai.

HOW TO APPLY FOR JCI SENATOR

JCI Senator is a life member of JCI. It is an honor conferred on an individual member for his outstanding contribution for JCI.

- The members have to send the JCI Senate membership application through the Zone President along with a DD of USD \$ 300, favouring JCI India, payable at Mumbai.
- The National President has to approve the application and forward it to JCI.
- JCI will process and mail your certificate and pin within three weeks time from the date of receipt of JCI World Head Quarter.

HOW TO CONDUCT LGB MEETINGS

Conduct a minimum one LGB meeting every months. Preferably a Dinner hosted in rotation. Secretary should send LGB Meeting Notice and agenda to LGB members 7 days in advance. Notice of Agenda should Be accomplished by Minutes and duly signed by Secretary. During meeting follow Parliamentary procedures. Use these every word and procedure while you chair meeting.

CALL TO ORDER : The LGB meeting is Called to Order.

JAYCEE CREED : I request Jc..... To invoke the JCI Creed.

WELCOME : Request Jc the host of this meeting to welcome the member.

QUORUM : Request the Secretary to Establish the Quorum 60%+1 of LGB members physically presented the secretary says "The Quorum is established."

ADOPTION OF AGENDA: The Agenda is already with you is there anything to add under any other subject (As the member comes out with various subjects to be discussed under any other matter. Secretary notes it down in the agenda along with their names) Finally say "with the following addition under any other subject the the Agenda is before you for adoption (Secretary notes down the mover and seconder)" Move Agenda is adopted unanimously there are no objections."

MINUTES OF THE PREVIOUS MEETINGS: The copy of the minutes has already been sent to you. Please go through the same again as Secretary reads and make Corrections as if occurs to you without interrupting (after the Secretary complete) say "(The minutes are before you for correction mentioned with approval of all) they said "moved by Jc And second by Jc Minutes of the previous meeting are adopted unanimously if there are no objections." Now sign the minutes.

MATTER ARISING OUT OF THE MINUTES : "Action sheets have been sent to all concerned and I have received reply from (Tell the names of those who have replied, read the action they have taken and need to know more with regard the action to be take "(Clarify the member if the have doubts on queries)

REPORTS : Request every officer to present their report it is a must, even if they are absentees they should sent LGB. Every executive should make at least 5 copies so that all can go through while they read. The patterns of reporting by each officer is given under "Duties and Responsibilities" if any officer has not submitted this report, strictly minute it.

- **Thus conduct the meeting till the end.**
- **The secretary should prepare the minute within 3 days preferably the very next days.**
- **Verify the rough copy of the minute sent by Secretary and approve for typing.**
- **Based one the minutes send action sheets to all concerned from whom action is required.**

शपथ ग्रहण समारोह की कार्यसूची का प्रारूप



Secretary



I.P.P



Chief Guest



President



Elect President



Zone President



Pro. Director

- | | | |
|-------------------------|--|--------------------------------------|
| 1. मंच आमंत्रण | 9. नये अध्यक्ष का परिचय | 17. उद्बोधन राष्ट्रीय अधिकारी द्वारा |
| 2. सभा प्रारंभ की घोषणा | 10. नये अध्यक्ष को शपथ | 18. उद्बोधन विशेष अतिथी द्वारा |
| 3. आस्था वाचन | 11. नये अध्यक्ष का स्वीकृति भाषण | 19. उद्बोधन प्रमुख अतिथी द्वारा |
| 4. स्वागत भाषण | 12. नये अध्यक्ष को कॉलर एरा गॅवेल प्रदान | 20. स्मृति चिन्ह |
| 5. मन्यतायें | 13. नये अध्यक्ष द्वारा अपनी कार्यकारिणी को शपथ | 21. अभार प्रदर्शन |
| 6. अतिथि परिचय | 14. नये सदस्यों का परिचय | 22. राष्ट्रगान |
| 7. अध्यक्ष की रिपोर्ट | 15. नये सदस्यों को शपथ; उपस्थित उच्च | 23. सभा समाप्ति की घोषणा पदस्थ जैसी |
| 8. अध्यक्षीय अवार्ड | 16. उद्बोधन अंचल अधिकारी द्वारा | अधिकारी द्वारा |

वार्षिक साधारण सभा की कार्यसूची का प्रारूप

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|---|---|
| 1. मंच आमंत्रण | 8. अध्यक्ष की रिपोर्ट |
| 2. सभा प्रारंभ की घोषणा | 9. गत वर्ष के ऑडिटेड एकाइउट्स को स्वीकृति |
| 3. आस्था वाचन | 10. चालु वर्ष के आय-व्यय के व्यौरे की प्रस्तुति |
| 4. स्वागत भाषण | 11. ऑडिटर्स कि नियुक्ति |
| 5. कोरम | 12. बजट की प्रस्तुति |
| 6. कार्यसूची की स्वीकृति | 13. मंच निर्वाचन अधिकारी को सौंपना |
| 7. गत वार्षिक साधारण सभा के सूक्ष्म को स्वीकृति | 14. चुनाव |

THE MEMBER'S OATH

“I do solemnly promise that I shall faithfully serve the purpose of Jaycees and shall at all times uphold it's ideals and principles.”

सदस्यों के लिये शपथ

मैं सत्य निष्ठा से प्रतिज्ञा करता हूँ कि

मैं जेसीस के उद्देश्यों का निष्ठापूर्वक

प्रतिपालन करूंगा और सदैव इसके आदर्शों व सिद्धांतों की मर्यादा बनाए रखूंगा ।

THE OFFICER'S OATH

“I do solemnly swear that I will faithfully execute the officer of

(Designation) of (Name of the Chapter)

Jaycees and will, to the best of my ability, serve as a living example of this organizations philosophy and belief and will uphold and enforce the constitution and policy of this organization at all times.

अधिकारियों के लिये शपथ

मैं सत्य निष्ठा से शपथ लेता हूँ कि मैं (अध्याय का नाम) जेसीस के (पद का नाम)

पद का निष्ठापूर्वक संचालन करूंगा और अपनी संपूर्ण सामर्थ्य से इस संस्था के दर्शन एवं विश्वास का जीवंत उदाहरण बनकर सदैव इसके विधान एवं नीतियों का पालन करूंगा और उन्हें प्रवर्तित करूंगा ।

प्रोटोकॉल संवैधानिक परम्परायें

१. सभी जेसी सदस्य पिन लगाकरा सभा में आयें।
२. मंच पर आसीन व्यक्तियों की नाम पट्टी लगाई जायें जिसके दोनों ओर उनका नाम लिखा हो।
३. सभापति के सम्मुख रका गया माईक हटाना नहीं चाहिए।
४. वक्ता व अन्य अतिथियों के बोलने के लिये पौडीयम होना चाहिए।
४. प्रमुख व्यक्तियों के आने पर द्वार पर अध्याय के वरिष्ठ साथियों द्वारा स्वागतम किया जाना चाहिए।
६. वरिष्ठ साथियों को प्रमुख व्यक्तियों के आगमन से विदाई तक उनके साथ रहना चाहिए। तथा उन्हें कार्यक्रम की विस्तृत रूपरेखा से परिचित करना चाहिए।
७. मंच पर बैठक व्यवस्था की जानकारी अतिथि को दी जानी चाहिए।
८. महिला को पहले सीट की ओर बैठाना चाहिए; यदि पति के साथ हो तब भी।
९. सभा के सभापतिको सदैव बीचों-बीच बैठाना चाहिए।
१०. सभापति सभा आरंभ की घोषणा करेंगे तभी सभा कि कार्यवाही प्रारंभ होगी।
११. अध्यक्षीय माला / तमगा अथवा कालर पिन अध्यक्ष सभापति द्वारा ही पहनी जायें, कार्यकारी सभापति द्वारा नहीं।
१२. मंच पर अध्यक्ष/सभापति के सामने से नहीं निकलना चाहिए।
१३. अध्यक्ष/सभापति द्वारा सभी के लिए स्वागतम भाषण देना चाहिए।
१४. स्पीकर, सम्बोधनकर्ता को अपने सम्बोधन के पश्चात माईक सभापति को सौंप देना चाहिए, वह अन्य किसी को सीधे सम्बोधन हेतु आमंत्रित नहीं कर सकता।
१५. स्मृति चिन्ह मंच के सामने से दिया जाना चाहिए।
१६. स्वागत एवं स्मृति चिन्ह प्रदान करने का क्रम वरिष्ठ से कनिष्ठ की ओर होना चाहिए।
१७. संबोधन का क्रम कनिष्ठ से वरिष्ठ क्रम में होना चाहिए।
१८. मंच संबोधन में भी वरिष्ठ क्रम से कनिष्ठ तक होना चाहिए।
१९. मंच आमंत्रण क्रम से होना चाहिए -

१. कार्यक्रम निर्देशक २. सचिव ३. सभापति ४. जेसीआई ५. विशिष्ट अतिथि ६. मुख्य अतिथि

२०. सभापति को मंच के मध्य में बैठाया जावे।
२१. आपके अध्याय के किसी कार्यक्रम में राष्ट्रीय अध्यक्ष आमंत्रित हो तो वे ही मुख्य अतिथि होंगे।
२२. मंडल अध्यक्ष पदग्रहण अथवा अन्य समारोह में मुख्य अतिथि अथवा विशिष्ट अतिथि के रूप में ही सम्मिलित होंगे।
२३. उपरोक्त स्थिति में मंडल अध्यक्ष का नाम निमंत्रण पत्र पर छपा होना अनिवार्य है।
२४. मंडल अध्यक्ष के लिये कार्यक्रम के पहले या बाद में अगवानी तथा विदाई व्यवस्था सुनिश्चित करें।
२५. कार्यक्रम के दौरान मंडल अध्यक्ष को नये अध्याय का ड्राफ्ट देंगे तो कार्यक्रम यादगार होगा।
२६. कार्यक्रम के दौरान मंडलाध्यक्ष को केवल मण्डलाध्यक्ष कह कर ही सम्बोधन करें, नाम लेकर सम्बोधन न करें।
२७. मान्यताएँ () - पदाधिकारियों की मान्यताएं निम्न क्रम में स्वीकार की जानी चाहिए -

१. वर्तमान व पूर्व राष्ट्रीय पदाधिकारी
२. वर्तमान व पूर्व राज्य/मण्डल पदाधिकारी
३. अन्य संस्थाओं के महत्वपूर्ण सदस्य
४. अध्याय के पूर्व अध्यक्ष
५. अन्य अध्यायों के पूर्व / वर्तमान अध्यक्ष

महत्वपूर्ण-जो पदाधिकारी मंच पर उपस्थित रहते हैं उनकी अलग से मान्यता स्वीकार नहीं की जाती है, उनके मंच सम्बोधन के समय ही मान्यता प्राप्त हो जाती है।

JCI INDIA FOUNDATION RECOGNITIONS

JCI India foundation looks after the charitable activities of the organization. Its job is to support the activities of JO India through the contributions and revenue generated by the Foundation assets.

The LOMs are the members of JCI India foundation with a nominal subscription of Rs. 100/- per Year. It is being governed by the six member board of directors.

Titles of honor conferred by the foundation

- Henry Gissenbier Fellow (HGF): Only for the individual members who contribute Rs.3000/-
- Jaycee Foundation Member (JFM): For individuals or organizations who contribute Rs. 5000/-
- Jaycee Foundation Donor (JFD): For individuals or organizations who contribute Rs. 10,000/-
- Jaycee Foundation Patron (JFP): For individuals or organizations who contribute Rs. 25,000/-
- Jaycee Foundation Fellow (JFF): For individuals or organizations who contribute Rs. 50,000/-
- Jaycee Foundation Star (JFS): For individuals or organizations who contribute Rs. 1,00,000/-
- Rajendranath Pai Patron (RPP): For individuals or organizations who contribute Rs. 3,00,000/-
- Jaycee Foundation Jewel (JFJ): For individuals or organizations who contribute Rs. 5,00,000/-

To become the member of JCI India Foundation

The LOMs shall send the annual membership fee for JCI India Foundation of Rs. 100/- by DD in favour of JCI India foundation, payable a Mumbai to the NHQ with a covering letter, by Speed Post or Registered AD post.

To get the title of Honors

Those who wish to get the title of honors shall forward their application to the NHCL with the respective fee by DD favouring JCI India foundation, payable at Mumbai.

Privilege for the Member

- | | |
|--------------|---|
| HGF receives | : PIN + CRT + ID CARD |
| JFM receives | : PIN + CRT + ID CARD |
| JFD receives | : PIN + CRT + ID CARD + FOUNDATION T SHIRT |
| JFP receives | : PIN + PLAQUE + ID CARD + 1 SCHOLARSHIP WILL BE NAMED EVERY YEAR FOR 10 YR |
| JFF receives | : PIN + PLAQUE + ID CARD + 2 SCHOLARSHIP WILL BE NAMED EVERY YEAR FOR 10 YR |
| JFS receives | : PIN + ID CARD + PLAQUE + 3 SCHOLARSHIP FOR 10 YEARS + FOUNDATION TIE + FREE FOUNDATION DINNER |
| RPP receives | : PLAQUE + FOUNDATION BLAZER WITH YEAR TAG & LOGO + GOLD PIN + 4 SCHOLARSHIP FOR 10 YEARS + FREE NATCON REGISTRATION ON THAT YEAR + HONORED DURING OPENING CEREMONY OF NATCON |
| WI receives | : FOUNDATION BLAZER WITH YEAR TAG + DIAMOND PIN + 5 SCHOLARSHIP FOR 10 YEARS + FREE NATCON REGISTRATION ON THAT YEAR + HONORED DURING OPENING CEREMONY OF NATCON |

JCI FOUNDATION TITLES

David Chua-Unsu Patron

This foundation level was established in memory of Chairman Emeritus of the Jaycees International Foundation and 1975 JCI Vice President David Chua-Unsu, for his extensive contributions to the organization. To become a David Chua-Unsu Patron, a cumulative contribution of US 20,000 is required.

David Chua-Unsu Patrons receive the following recognition :

A plaque with the Patron's photograph displayed at JO Headquarters, An engraved wooden plaque designed exclusively for David Chu-Unsu Memorial Patrons, A special pin, which may be worn at formal Junior Chamber functions, VIP status at all JCI functions

Henry Giessenbier Fellow

This distinction is named after the founder of Junior Chamber movement. To become a Henry Giessenbier Fellow requires a cumulative contribution of US 10,000.

Fellow receive the following recognition :

A plaque with the fellow's photograph displayed in the JCI World Headquarters, An engraved wooden plaque design exclusively for Henry Gissenbier Fellow, A speical pin, which may be worn at formal Junior Chamber function.

Phil Pugsley Patron

This distinction is named after the 1951-52 JO President and founder of the JO Senate. To become a Phil Pugsley Patron, a contribution of US 1,000 is required.

Patrons receive the following recognitions :

A gold engrave panel with the Patron's name on the plaque listing the Phil Pugsley Patrons at the JCI World Headquarters, An engraved wooden plaque designed exclusively for Phil Pugsley Patron, A special pin, which may be worn at formal Junior chamber functions.

Phil Pugsley Patrons wishing to increase their donation from US 1,000 to US 5,000 will receive the following recognitions :

A plaque with the Patron's photograph displayed in the la World Headquarters An engraved wooden plaque designed exclusively for Phil Pugsley Patrons A the 5,000 level A special pin, which may be worn at formal Junior Chamber functions

Jhon Armbruster Donor

This honor was named after the JCI historian who was instrumental in the formation of Junior Chamber International. To become a Jhon Armbruster Donor, a of US 500 is required.

Donors receives the following recognition :

A certificate indicating donor ship

Foundation Donor - To become a Foundation Donor, a contribution of US 100 is required . A list of all donors is kept at the JCI World Headquarters.

THE OFFICIAL EMBLEM OF JCI INDIA

Color Specification



CMYK
C - 87%
M - 23%
Y - 0%
K - 0%

RGB
R - 0
G - 151
B - 215
WEB - #



CMYK
C - 47%
M - 65%
Y - 0%
K - 0%

RGB
R - 145
G - 108
B - 175
WEB - #916CAF



← Helvetica Neue 75 Bold



Local Name
Centre

Be Better.

CMYK
C - 80%
M - 38%
Y - 8%
K - 0%

RGB
R - 38
G - 133
B - 187
WEB - #