



# **CONSTITUTION AND POLICY MANUAL PART I & II**

Constitution as amended and adopted at the 68th JCI India National Convention held at Bengaluru, between 27th to 30th December, 2023 hosted by JCI India

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# **CONSTITUTION**

As amended and adopted at the 68<sup>th</sup> JCI India National Convention held at  
Bengaluru, between 27<sup>th</sup> to 30<sup>th</sup> December, 2023 hosted by JCI India.

## **MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION**

## **PREAMBLE**

"We young men and women of India gathered at this convention, conscious of the fact that adequate personal development of young persons will enable them to exercise decisive influence in providing judicious and sustainable solutions to the problems of humanity.

We therefore Resolve to unite our efforts in this direction by constituting an association of Jaycees based upon the principle enshrined within this Constitution."

# CONSTITUTION OF JCI INDIA

(As amended and adopted at the 68<sup>th</sup> JCI India National Convention held at Bengaluru, between 27<sup>th</sup> to 30<sup>th</sup> December, 2023 hosted by JCI India.)

The Constitution of this Society shall comprise of the **Memorandum of Association** and the **Articles of Association** as provided hereunder:

## **MEMORANDUM OF ASSOCIATION**

### **1.1 NAME OF THE SOCIETY**

The name of the Society shall be **Junior Chamber International India**.

### **1.2 THE REGISTERED OFFICE**

The Registered Office of the Society shall be situated within India, subject to the provision that the National Governing Board of Junior Chamber International India shall be empowered to change the Registered Office at any other place within India. At present its Registered Office is at 506, Windfall, Sahar Plaza, J.B. Nagar, Andheri (East) Mumbai 400 059.

### **1.3 THE ADMINISTRATIVE OFFICE**

The National Governing Board of Junior Chamber International India shall be empowered to establish one or more administrative offices in India. The current administrative office of Junior Chamber International India is at 506 Windfall, Sahar Plaza, J.B. Nagar, Andheri (East) Mumbai 400 059.

### **1.4 JCI VISION STATEMENT**

To be the foremost global network of young leaders.

### **1.5 JCI MISSION STATEMENT**

To provide leadership development opportunities that empower young people to create positive change.

### **1.6 AIMS AND OBJECTIVES**

The aims and objectives of the society defined hereunder shall be the Declaration of the Principles and Values, as inspired by the JCI Creed which is as follows:

## **JCI CREED**

We believe,  
That faith in God gives meaning and purpose to human life,  
That the brotherhood of man transcends the sovereignty of nations,  
That economic justice can best be won by free men through free enterprise,  
That Government should be of laws rather than of men,  
That earth's great treasure lies in human personality,  
and That service to humanity is the best work of life.

- 1.7 The purpose of Junior Chamber International India inspired by the Declaration of Principles shall be to contribute to the advancement of the global community by providing development opportunities for young people to enhance their leadership skills, social responsibility, entrepreneurship and fellowship that necessarily creates a positive change.
- 1.8 To encourage the extension of Junior Chamber International India Association and it's ideals throughout India in such manner as may be though fit.
- 1.9 To co-ordinate the activities of the Local Organizations of this society and to take common actions in the interest of the society.
- 1.10 To foster amongst every individual member of the society a spirit of genuine civic interest, offering them opportunities for personal participation, development and avenues for their intelligent participation in the social and economic advancement of the nation.
- 1.11 To encourage and strengthen international understanding and goodwill especially through active participation of the Local Organizations of this society in projects and activities of the Junior Chamber International India movement.
- 1.12 To encourage and advance mutual understanding and goodwill amongst young men and women in the Republic of India regardless of caste, creed or colour and to promote brotherhood among them through fellowship.
- 1.13 To help in social emancipation of all individuals.
- 1.14 To encourage young people to handle civic problems by arousing civic consciousness amongst citizens.
- 1.15 To impart training to young people, developing leadership skills and in

promotion of individual development.

- 1.16 To encourage and provide facilities to help activities in sports.
- 1.17 To encourage and provide facilities for discussions of social, economic and cultural matters of local and national importance.
- 1.18 To organize programmes, seminars, conferences etc. in furtherance of all or any of the objects of this society.
- 1.19 To co-ordinate the activities of this society with any other associations, cultural or charitable institutions which have its objects, similar to any or all of the above objects.
- 1.20 To rent, purchase, lease, build or otherwise acquire for the use of the society suitable building or buildings in the Republic of India and to fit and furnish the same or make arrangements for the building or buildings being properly fitted and furnished.
- 1.21 To manage, conduct and carry on in the building purchased, leased, built or otherwise acquired, the business of the society for the comfort and convenience of the members of the society and visitors thereto.
- 1.22 To raise funds through subscription from members for the fulfillment of the objects of this society.
- 1.23 To borrow any money required for the purpose of the society upon such securities as may be determined.
- 1.24 To develop the individual abilities and stimulate the joint efforts of young people of India, for the purpose of improving the economic, social, cultural and spiritual wellbeing of mankind in general and of the people of India in particular.
- 1.25 To develop an awareness and acceptance of an integrated India as the responsibility of all the citizens therein.
- 1.26 To develop the potential of the youth through training and participation.
- 1.27 To promote, plan and execute programs for the development of the community.

- 1.28 To promote a sense of "self-reliance" and "dignity of labour" amongst the youth of the country.
- 1.29 To Promote a strong economy through equal opportunities and benefits for all.
- 1.30 To recognize the outstanding youth of country in the various fields of human endeavour and to further the involvement of youth in the mainstream of India's life.
- 1.31 To establish common purpose and identity with the youth of this nation in all walks of life and to provide necessary leadership to harness their potential
- 1.32 To provide a platform to involve our members in every aspect of our country's struggle to achieve a just society based on opportunity and democratic rule of law, with peace and harmony amongst people of this country and the world.
- 1.33 To take steps for establishment of an efficient National Headquarters and other administrative offices of Junior Chamber International India to give greater efficiency to all our endeavours.
- 1.34 To donate or otherwise assist in any manner, to any or all public charitable institutions or public charitable objects; in so far, as such donations or assistance do not contravene any of the objects enumerated in this memorandum.
- 1.35 To grant medical aid to persons without any discrimination of caste or creed.
- 1.36 To grant relief in any form to destitute and orphaned persons and to needy and poor persons who are maimed, blind infirm or to similar other handicapped persons.
- 1.37 To establish and maintain or support convalescent homes, hospitals, dispensaries, maternity homes, clinics etc. or to contribute for the support of such institutions.
- 1.38 To maintain or contribute towards the cost of building for any cultural activities of charitable nature.
- 1.39 To establish or maintain or contribute towards cost of buildings for any purpose connected with the promotion of educational activities of the people.



- 1.40 To contribute, subscribe to or donate to Government or local institutions such sum or sums on such terms and conditions for all or any of the object of this society herein before or hereinafter stated.
- 1.41 To spread primary and secondary school or college and post graduate education including physical, moral, technical, medical, arts, commerce, science, engineering, social education by establishing and or by promoting and or maintaining such schools, colleges, research institutions for imparting all and every kind of education and or giving grants, scholarships, contributions and establishing and maintaining hostels.
- 1.42 To give donations to institutions which are doing the work of social and spiritual uplift of humanity and by helping or subsidising the books or periodicals, magazines and pamphlets and holding seminars, conferences which may contribute to the advancement of any object of general public utility. For constructing or for maintaining buildings, for carrying out any cultural activities which may have the effect of encouraging social welfare.
- 1.43 To promote high ethical standards in trade, business, profession, vocation, occupation etc.
- 1.44 To accept donations, contributions either in cash or in kind from any person, firm, company, institution or government for creating a sinking fund for disaster management and/or disaster relief.
- 1.45 To accept any form of corporate social responsibility fund for the community development projects undertaken by JCI India as per discussion with the donor corporate and spend the fund as per the directions of the National Governing Board of JCI India.
- 1.46 To pay, out of the funds of the society, the costs, charges and expenses, preliminary and incidental to the formation, establishment and registration of the society.
- 1.47 To take any action necessary or conducive to the accomplishment of any of the above purposes. The Objects set forth in any clause or clauses of this part shall not be in any way limited or restricted to by reference to or inference from the term or terms of any other clause or clauses or the powers thereby conferred, shall be deemed subsidiary or ancillary quoted here in merely to satisfy the objects mentioned in the first part of this Constitution finally reserving the supreme power of this society to exercise all or any clause of this part.

- 1.48 To recognize the contribution of nation builders and achievers in any field so as to motivate the youth at large.
- 1.49 To apply the income and property of the society whose so ever derived solely towards the promotion of the objects of the society as set-forth in this memorandum of association and no portion thereof shall be paid or transferred directly or indirectly by ways of dividends, bonus or otherwise how-so-ever by way of profits that nothing herein shall prevent the payment of salary or remuneration in good faith to officers or servants of the society or other persons in return for any service actually rendered to the society.
- 1.50 To provide opportunities for national and international business networking.
- 1.51 To provide a platform for connecting JCI alumni across the country.
- 1.52 To borrow money from banks and/or financial institutions under the government of India for acquiring landed properties or investments or for any of its projects as decided by the NGB.
- 1.53 To rent and/or lease out and/or sell the properties of the society and accept and use the revenue generated through the rent and/or lease compensation and/or sale consideration for the common objectives of the society.

## **ARTICLES OF ASSOCIATION**

### **ARTICLE 1 - REGISTRATION AND JURISDICTION**

#### **1.1 REGISTRATION**

- a. This society shall be registered under the Societies Registration Act XXI of 1860 as amended by the Societies Registration Act (Punjab Amendment Act 1957) as extended to the State of Delhi.
- b. The affairs of the society shall be governed by the provisions contained in the

Memorandum of Association and in these Articles, subject to the provisions of the Societies Registration Act XXI of 1860 as amended by Punjab Act 31 of 1957 as extended to the State of Delhi.

## **1.2 AFFILIATION**

This Society may be affiliated with Junior Chamber International (JCI) Incorporated, and incorporate the National Organisation Member (NOM) and Local Organization (LO) requirements as suggested by JCI from time to time. The National General Assembly is authorized to make the necessary changes from time to time.

## **1.3 JURISDICTION**

- a. No Association or Society or Institution or Firm in any part of the Republic of India shall be entitled to be known as JCI India or Junior Chamber International India or Junior Chamber International unless it is affiliated to this Society under Article 3 of this Constitution.
- b. This Society has the exclusive right to assign and allot territories within the Republic of India to LOs.
- c. There shall be no area of exclusive command for activities or influence for any Local Organisation and no territory shall be considered as assigned to any Local Organisation for the purpose of projects, programs and membership.
- d. In all aspects concerning the dispute of sponsorship and territorial limits, the decision of the National Governing Board (NGB) of this Society shall be final and binding.

## **1.4 POLICY MANUAL**

The Society shall have a Policy Manual governing its activities as defined hereunder:

The Policy Manual maintained by this society consists of three parts, the first part dealing with the procedural aspects of the provisions and directions contained in the Constitution including the guidelines and directives given to the officers, the second part dealing with Model Local Organisation Constitution, all forms and formats, official publications and the adoption of programs, and the third part dealing with the service regulations for employees and all other matters pertaining to the

organization consistent with the Constitution of the society

## **1.5 CORPORATE IDENTITY**

The emblem, colour combinations, slogan, printed materials and other specifications of the society shall be in accordance to the corporate identity of Junior Chamber International (JCI) which will be adopted from time to time by the National Governing Board (NGB) of Junior Chamber International India (JCI India).

## **ARTICLE 2 – DEFINITIONS**

**2.1 Society** - Means Junior Chamber International India.

**2.2 Local Organisation Member** - Means a Local Organisation having permanent affiliation membership to this Society and which for the sake of brevity hereinafter known as Local Organisation or (LO).

**2.3 Directive Policy** - Means the policies specifying goals, objectives and the activities of this Society.

**2.4 National Convention (NATCON)** - Means the Annual General Meeting of this Society.

**2.5 National General Assembly** - Means a meeting of the active members of the society as described under Article 4 of this Constitution.

**2.6 National Executive Committee** - Means the body of Executive Officers of this Society as stated in Article 6 of the Constitution.

**2.7 National Governing Board** - Means the body as stated in Article 7 of the Constitution.

**2.8 Robert's Rules of Order** - Means The Modern Parliamentary Procedures laid down in the Robert's Rules of Order (Latest Edition).

**2.9 Active Member** – Means a permanent affiliated Local Organisation having paid its all dues & subscriptions to JCI India along with membership List within the

stipulated time and along with all other documents as prescribed by the NGB time to time.

**2.10 Chief Delegate** – Means the President of the current year of a Local Organisation.

**2.11 Alternate Chief Delegate** – Means an active member of the Local Organisation duly authorised by the Local Organisation President as prescribed in Art. 3.2 of Policy Manual Part I to represent the Local Organisation in his absence provided that no person can serve as Alternate Chief Delegate for more than two times in the National Convention or in the Zone Conference.

**2.12 Deadline** - Means the time prescribed for any act contemplated under this Constitution or Policy Manuals. If however such prescribed time falls on a postal holiday in Mumbai, the immediate next working day shall be treated as the deadline for the said act. Provided further for remittance of membership subscription in bonafide cases, affecting the postal services and bank services, such bonafide cases referred to the National President or the National Headquarter within seven days of such occurrence, the National Governing Board by its unanimous decision can extend deadline.

**2.13 Jaycee** - Means an individual aged between 18 and 40 who is a member of a LO affiliated to this society.

**2.14 Jayceerette** - Means the wife of a Jaycee who herself is not a Jaycee.

**2.15 Jaycee Lord** - A husband of a Lady Jaycee who himself is not a Jaycee.

**2.16 Jayceetele** - Any child of a Jaycee who is not a member of this organization is called a Jayceetele.

**2.17 Junior Jaycee** - Means a student between the age of 14 and 18 who accepts the Junior Chamber International India philosophy and continues to be a member of Junior Jaycee Wing attached to any Local Organization, which is an active member of this Society.

**2.18 Officer** - Means a Jaycee who has been elected or appointed for the NGB or ZGB as the case maybe.

**2.19 Secretary General** - The Secretary General is the chief administrative head of the organization, who shall not be an active JCI member, and shall work under supervision and control of the National President.

**2.20 Trainer** - Means a Jaycee who has graduated in any of the recognized training programmes of JCI India or JCI.

**2.21 Associate Member** – An Individual member who completes the age of 40 years shall be eligible for Associate membership provided that conferment of the Associate membership and framing of related policies is under the total discretion of the NGB of JCI India.

**2.22 JCI Alumni Club - India** – A program of JCI India, to reunite the alumni of JCI India by providing a platform to engage them and the rules of governance and subscription amount shall be decided by the National Governing Board.

**2.23 Model Local Organisation Constitution** - Means the Model Memorandum of Association and Articles of Association of a Local Organisation for its functioning, duly approved by the National Governing Board and as prescribed in policy manual part 2.

**2.24 Term** - Means 9 continuous months of holding of office either of the National or Zone as the case may be. However, 6 continuous months of holding an office in case of filling in vacancies of National or Zone shall be sufficient to call a term. For LO officers, 6 continuous months of holding an office for elected or co-opted posts shall be sufficient to call a term.

**2.25 Year** - The administrative year shall be the English Calendar year, whereas the accounting year shall be the financial year ending 31<sup>st</sup> March of each year.

**2.26 Zone** - Means a group of LOs as decided by the National Executive Committee, with a minimum strength of 30 LOs and a maximum strength of 100 LOs with a minimum of 1000 active members of the LOs, affiliated to this Society.

**2.27 Zone Conference** - Means the Annual meeting of all Presidents/duly authorised representative of all active Local Organizations and members of Local Organization Members of Junior Chamber International India within the Zone.

**2.28 Zone Governing Board** – Means the governing body of the zone as described in Article 8.50 of this Constitution.

**2.29 Provisional Zone** – An existing zone that is not able to meet the eligibility of minimum 30 Local Organizations and 1000 Members as stated in Article 2.26 will automatically become a Provisional Zone.

**2.30 Potential Zone** – Means a proposed Zone created by the NGB with minimum of two LOs in close vicinity in an unrepresented area which has potential to develop in to a Zone.

**2.31 JCI India Senate** - JCI India Senate is a body consisting of JCI Senators the rules and regulations for whose operation is decided by the NGB from time to time.

**2.32 JCI India Senate Board** - JCI India senate board shall consist of Chairman and 9 Board Members. JCI India immediate past National President will be the chairman of JCI India Senate Board. JCI India NEC shall appoint a maximum of 9 members from among the JCI India Senate members.

**2.33 JCI Senator** - Means a member of a Local Organization who has been conferred with the honour of "JCI Senator" by JCI as per the rules framed by JCI.

**2.34 Indian Jaycees Charitable Trust** - Means a charitable trust registered under the Indian Trust Act which functions to achieve charitable objectives of JCI India as per the trust deed registered with Bombay charitable Trust.

**2.35 JCI India Foundation** – Means a body which shall be registered under section 8 non-profit company or a registered society owned by JCI India through NEC or NGB or Indian Jaycees Charitable Trust which will work to promote charitable objectives of JCI India like scholarship to students, safe drinking water, women empowerment, leadership development and any other social development objective the NGB may decide from time to time with the interest/earnings income from funds raised through various donation and recognition programs with titles framed and defined time to time.

**2.36 JCI India Foundation Board** – Means a board consisting of a Chairman and 5 directors appointed by the National Governing Board along with the NP, IPNP, SG, NT & GLC as the Ex-Officio members.

**2.37 Foundation Recognition** - Means various titles of honour conferred by the JCI India Foundation on individuals or institutions or business establishments namely; Henry Giessenbier Fellow, Jaycee Foundation Member, Jaycee Foundation Donor, Jaycee Foundation Achiever, Jaycee Foundation Patron, Jaycee Foundation Fellow, Jaycee Foundation Star, Jaycee Foundation Gem, Rajendranath Pai Patron, Jaycee Foundation Ratna, Jaycee Foundation Jewel, Jaycee Foundation Kohinoor or any other title or recognition as proposed by the foundation and approved by the NGB, against the consideration of prescribed donations from time to time.

**2.38 JCOM** – Means Jaycees Chamber of Commerce which is a program of JCI

India for its members interested in business. The rules of governance and fees of which is as formulated by the NGB from time to time.

**2.39 TOYP – Means an award of JCI India, named, Ten Outstanding Young Persons. The awardee, at the time of receiving the award, shall be not more than 40 years in age. The criteria for the same will be as decided by the NGB in its plan of action from time to time.**

**2.40 TOBIP – Means an award of JCI India, named, Three Outstanding personalities in the field of Business, Industry and Profession. There will be no age limit for this award. The criteria for the same will be as decided by the NGB in its plan of action from time to time.**

**2.41 Kamal Patra – Means an award of JCI India, awarded in the memory of Late Jc Kamal Sarahan for outstanding achievements in the field of business by an active JCI Member.**

**2.42 Abbreviations -** The Following abbreviations are used in this Constitution and policy manual part I and II for the sake of Brevity:

1. LOM : Local Organisation Member
2. LO : Local Organisation
3. NOM : National Organisation Member
4. NATCON : National Convention
5. ZONCON : Zone Conference
6. NP : National President of the year
7. ZP : Zone President
8. NVP : National Vice President
9. ND : National Director
10. ZVP : Zone Vice President
11. SG : Secretary General
12. NHQ : National Headquarters
13. NEC : National Executive Committee
14. NGB : National Governing Board
15. ZGB : Zone Governing Board
16. LGB : Local Organisation Governing Board
17. AOS : Awards Orientation Seminar
18. CAPP : Chairmanship and Parliamentary Procedures
19. GA/NGA : General Assembly/National General Assembly
20. PNP : Past National President
21. PZP : Past Zone President
22. PEVP : Past Executive Vice President



- 23. PNVP : Past National Vice President
- 24. SG : Secretary General
- 25. GLC : General Legal Counsel
- 26. NT : National Treasurer
- 27. ZD : Zone Director
- 28. ZS : Zone Secretary
- 29. JCI : Junior Chamber International
- 30. JCI INDIA : Junior Chamber International India
- 31. LMC : Life Member Counsel
- 32. CD : Chief Delegate
- 33. ACD : Alternate Chief Delegate
- 34. LDMT : Local Organisation Development and Management Training
- 35. LAV : Local Organisation Assistance Visit
- 36. MSP : Minimum Standard of Performance
- 37. SMA : Senior Members Association
- 38. JCOM : Jaycees Chamber of Commerce
- 39. EO : Executive Officer
- 40. CRC : Constitution Review Committee
- 41. LRPC : Long Range Planning Committee
- 42. JAC : Jaycee Alumni Club

## **ARTICLE 3 – MEMBERSHIP**

### **3.1 TYPES OF MEMBERSHIP**

There shall be five types of membership in this society:

#### **a. ACTIVE MEMBER**

A provisional Local Organisation affiliated for minimum 12 months from the date of provisional affiliation certificate issued by NHQ and having paid the membership subscription for minimum 25 active members for one year will be granted Active Status by NGB against the application made in the prescribed format.

#### **b. ASSOCIATE MEMBER**

A member as defined under Article 2.22 of this Constitution and rules of which as laid down in the Policy Manual Part I under Article 2.3 & in the Policy Manual Part III.

### **c. PROVISIONAL MEMBER**

Provisional Membership may be granted on application by the sponsoring LO or NGB member by satisfying the following conditions:

- i. Provisional member should have minimum membership of 20.
- ii. Adhoc committee of the provisional LO has signed and submitted the provisional affiliation form accepting the model LO Constitution.
- iii. Should have paid membership subscription, to JCI India along with an affiliation fee as decided by the General Assembly from time to time.

### **d. HONORARY MEMBERSHIP**

Individuals or organizations, who have rendered outstanding and distinguished services to this movement or contributed for the Nation Building or have achieved an outstanding recognition in the International or National level may be conferred with Honorary Membership by the National Governing Board.

### **e. SUSTAINING MEMBERSHIP**

Individuals, business houses and institutions who have faith in this movement but, unable to participate actively, at the same time interested in donating funds periodically to this society may be admitted as sustaining members by the National Governing Board subject to payments of membership subscription.

## **3.2 MEMBERSHIP SUBSCRIPTION**

Active and Provisional Local Organisations have to pay the annual membership subscription as fixed by the General Assembly from time to time

through the prescribed mode of payment as stated in Art. 2.5 of the Policy Manual Part I.

### **3.3 TERMINATION OF MEMBERSHIP**

Membership of this Society shall automatically stand terminated if a Local Organization Member gets dissolved or is disaffiliated in terms of Article 2.7 of Policy Manual Part I.

## **ARTICLE 4 – NATIONAL GENERAL ASSEMBLY**

### **4.1 NATIONAL GENERAL ASSEMBLY**

- a. As defined in Article 2.5 of this Constitution.
- b. The Secretary General shall issue a notice of the National General Assembly to all the Local Organisation members of Junior Chamber International 30 days prior to date of such National General Assembly and in the absence of Secretary General, any NEC member with the prior approval of NEC shall issue the above notice.
- c. The National President shall be the chairman of the General Assembly and he will have a casting vote in this assembly in case of a tie.
- d. The Quorum for the National General Assembly will be 30% of the total voting strength of Junior Chamber International India.
- e. All the Decisions at the National General Assembly shall be determined by simple majority vote unless otherwise provided for in this Constitution.
- f. Voting by Proxy is Prohibited.

### **4.2 NATIONAL CONVENTION**

- a. The Bid for the National Convention for the following year shall be received at the National General Assembly of that year. All such Bids for the National

Convention shall be presented before the NGB for Approval and finalisation.

- b. In the event, if there is no valid bid received in the National Convention for the ensuing National Convention, the National Governing Board of the ensuing year shall promote and finalise a host or JCI India shall host the Convention.

### **4.3 EXTRA-ORDINARY GENERAL BODY MEETING**

An Extra Ordinary General Body Meeting of the authorised representatives of all the Active Local Organisations of Junior Chamber International India can be called to discuss and decide specific subject or subjects.

An Extra Ordinary General Body Meeting may be held:

- a. On requisition by 30% (Thirty Percent) of active LOMs of JCI India or
- b. By a decision of the 3/4<sup>th</sup> (Three Forth) majority of the society in any meeting of the society or
- c. By a decision of the 3/4<sup>th</sup> (Three Forth) majority of the NGB.

### **4.4 QUORUM**

30% of the total voting strength shall comprise a quorum for all the General Body Meetings of Junior Chamber International India.

### **4.5 VOTING**

- a. The Decisions of all the General Body Meetings shall be determined by simple majority vote unless otherwise provided for in this Constitution.
- b. Voting by a Chief Delegate or an Alternate Chief Delegate is only permitted.
- c. Voting by proxy is prohibited.

## **4.6 BUSINESS AT THE NATIONAL CONVENTION**

In addition to any other business, the following business shall be transacted at the National Convention:

1. To receive the report of the National President and to consider the recommendations of the National Governing Board.
2. To elect the National President and Six National Vice Presidents.
3. To receive and adopt audited accounts of the Society for the previous year.
4. To approve the budget for the ensuing year.
5. To appoint Auditors.
6. To decide the place of National Convention for the ensuing year.
7. To decide the amendments to the Constitution.
8. To take such policy decisions and issue directives to NGB and NEC that may become necessary from time to time subject to the rights and duties conferred on the NEC and NGB under the Constitution.
9. To correct and approve the minutes of previous year National Convention and if any Extra Ordinary General Body Meeting held during the year.

## **4.7 VOTING**

- a. Any Active Local Organisation (as described in art. 3.1 (a) of this Constitution) of JCI India whose membership subscription has been paid in time as per article 2.5 of the policy manual part I, such an active Local Organisation shall have votes as per the following voting schedule under article 4.7(c) of this Constitution.
- b. The voting rights schedule is as follows:
  - i. Active members having a membership strength from 25 to 29 will have 4 votes.

- ii. Active members having a membership strength from 30 to 34 will have 5 votes.
  - iii. Active members having a membership strength from 35 to 39 will have 6 votes.
  - iv. Active members having a membership strength from 40 to 44 will have 7 votes.
  - v. Active members having a membership strength from 45 to 49 will have 8 votes.
  - vi. Active members having a membership strength from 50 to 59 will have 9 votes.
  - vii. Active members having a membership strength from 60 to 69 will have 10 votes.
  - viii. Active members having a membership strength from 70 to 79 will have 11 votes.
  - ix. Active members having a membership strength from 80 to 89 will have 12 votes.
  - x. Active members having a membership strength from 90 to 100 will have 13 votes,
  - xi. Active members having a membership strength from 101 to 125 will have 14 votes.
  - xii. Active members having a membership strength from 126 to 150 will have 15 votes
  - xiii. Active members having a membership strength from 151 to 200 will have 16 votes
  - xiv. For every additional 50 members a Local Organization will have 1 extra vote in addition to the above.
- c. In case if the national convention is, for any reason postponed beyond the calendar year, the membership strength as on 10<sup>th</sup> April of the preceding year for which the membership subscription has been paid will be considered for the purpose of voting rights.
  - d. If any Local Organization, having failed to pay the membership subscription in time as provided under Article 3.2 of the Constitution, pays the entire membership subscription along with 10% late fee, before the adjournment of the first day of the business session of the National Convention, the said Local Organization shall be granted one vote only irrespective of the membership strength. In the case of Zone Conference / Zone Elections, if the Local Organization remits membership subscription along with 10% late fee after the deadlines prescribed under article 3.2 of the Constitution, the Local Organization shall be granted one vote only irrespective of the membership strength. Provided however, a Local Organization granted with one vote as above, at the National Convention or the Zone Conference, shall not be eligible to contest for any elective post of the ensuing year, at the Zone or the National level.

- e. Notwithstanding anything mentioned hereinabove, no Local Organization other than an active member as prescribed under Article 3.1(a) shall be granted voting rights.
- f. Notwithstanding anything mentioned hereinabove, no Local Organization, which has been granted provisional affiliation, shall have any voting rights till they get affiliated as Active Members.
- g. The NGB can decide to hold online elections through an approved online platform if the need arises due to unforeseen difficulties, events, natural calamities, government regulations and for any other reason the NGB may deem fit.

#### **4.8 MAIL BALLOT**

- a. A mail ballot among the active members of this society shall be valid on all matters concerning the National General Assembly unless the matter is specifically directed by this Constitution that it is to be done at the annual general body meeting.
- b. A mail Ballot among the National Executive Committee of Junior Chamber International India shall be valid on all matters concerning the National Executive Committee unless the matter is specifically directed by this Constitution that it is to be done at the National Executive Committee Meeting.
- c. A mail Ballot among the National Governing Board of Junior Chamber International India shall be valid on all matters concerning the National Governing Board unless the matter is specifically directed by this Constitution that it is to be done at the National Governing Board Meeting.

#### **4.9 VOTING RIGHTS**

- a. Only the President of the active Local Organisation or it's Alternate Chief Delegate (as described in the Art. 2.12 of this Constitution) shall be entitled to vote on behalf of the Local Organisation at the Zone Conference and/or the National Convention as the case may be, provided that, notwithstanding anything contained anywhere in this Constitution, the President/ Alternate

Chief Delegate is registered as a Chief Delegate/Alternate Chief Delegate at the National Convention/Zone Conference before 10:00 am on the third day of the National Convention or before 10:00 am on the Second day of the Zone Conference as the case maybe. No Application of the Chief Delegate for withdrawal of registration of an Alternate Chief Delegate shall be entertained after 10:00 am of the third day of the National Convention or after 10:00 am on the Second day of the Zone Conference as the case may be.

- b. The Secretary General shall, 30 days prior to the National Convention, and 20 days prior to the Zone Conference, circulate the list of the Local Organizations eligible to vote, together with their voting entitlements and in the absence of Secretary General, any NEC member with the prior approval of NEC shall circulate the above information. Any dispute arising out of the voting entitlements shall be decided by the nomination committee strictly within the provisions of the Constitution and Policy Manual part I and its decisions shall be final.
- c. In the event of mail ballot, the National Headquarter shall supply a list of Local Organizations to vote, together with their voting entitlements, as on the date of issue of mail ballot.

## **ARTICLE 5 – ELECTIONS**

### **5.1 NATIONAL ELECTIONS**

At every National Convention, as part of the mandatory business laid down in Art. 4.6 of this Constitution, the National General Assembly shall elect the following members of the National Governing Board:

- a. The National President of the next calender year.
- b. Six National Vice Presidents of equal ranks for the next calendar year.

### **5.2 QUALIFICATION OF CANDIDATES**

- a. Candidate for the post of the National President, National Vice President,



Zone President and Zone Vice President shall be a Jaycee of an Active Local Organization having voting rights.

- b. No candidate shall be eligible for nomination if he/she has completed forty (40) years age prior to assuming office or if he is a member of a Local Organization, which has not paid its membership subscription as per provision of Article 3.2, in the current year.
- c. A candidate for the office of National President shall have served as an Executive/National Vice President for one term prior to seeking election.
- d. A Candidate for the office of National Vice President shall have served as a member of the National Governing Board for one term prior to seeking elections in any capacity other than that of General Legal Counsel, Secretary General, National Treasurer or National Director.
- e. A Candidate for the office of Zone President shall be a member of an active Local Organization of Junior Chamber International India from that respective Zone. He should be a Jaycee of minimum three years standing from an active Local Organization having voting rights and he should have served as Zone Vice President for one term prior to seeking election.
- f. A candidate for the office of Zone Vice President shall be a member of an active Local Organization of JCI India from that respective Zone. He/She shall have served as the President of an active or provisionally affiliated Local Organization, as the case may be, for one full term, and shall also be a Jaycee for a minimum period of 2 years in an active / provisionally affiliated Local Organization. If any individual member of a Local Organization has consecutively paid 4 halves or 2 yearly membership subscription at the time of Zone election, he/she will be deemed to have completed two years of standing as an active member.
- g. Notwithstanding anything stated hereinabove, a candidate shall not be eligible to contest for an office, if he has contested twice for the same office.
- h. All the candidates for the post of National President and National Vice Presidents must undergo Junior Chamber International India organized Candidates Training School before the election he / she contests. All the candidates for the post of Zone President and Zone Vice Presidents must undergo Junior Chamber International India organized **Officers' Training Seminar** in the year he / she is elected and before he / she assumes office. The officers' training seminar should be completed before 15<sup>th</sup> December of

the year in which election is held.

- i. No Local Organization can nominate more candidates than the available number of positions for any office in the Zone / National level.
- j. Certification by the Local Organization (LO) and Resolution by the Local Organization Governing Board (LGB) to nominate a Candidate for the Zone or National Office may be signed by either the President or Secretary or Vice President - Management, as may be specified in the LGB resolution of the LOM.
- k. For any co-opted officer or any officer elected through floor nomination or mail ballot, there will be a relaxation in the rule for attending the mandatory training seminars as stated in article 5.2(h) provided that the date of the seminars fall before the election/co-option.

### **5.3 NOMINATIONS**

- a. All nominations for NEC shall be made in the prescribed form along with the fees as prescribed by the NEC plus GST which is nonrefundable.
- b. **Deadline** – All nominations for Elective Offices must be made in the prescribed form by the LO to the Secretary General through online Portal of JCI India or through any other means of delivery so as to reach him 40 days prior to the convening of the National Convention or Zone Conference as the case may be. The Secretary General may within 20 days prior to the convening of the National Convention or 10 days prior to the convening of the Zone Conference as the case may be, forward copies of list of nomination to the Local Organizations provided however the deadline of the nomination should not be changed in the case of postponement of the National Convention or Zone Conference respectively. If the nomination form is submitted through any other means of delivery other than the online portal of JCI India than the LO is responsible to take acknowledgement of submission from the JCI India National Headquarters.
- c. **Extension of Deadline** - In case however that insufficient nominations are received for any elective office, the same will be kept open and such nominations can be made on the floor of the house twenty four hours before the scheduled time of the election. In such cases the candidates whose nominations have been received within the deadline will be declared elected

provided the candidates fulfill other requirements of this Constitution and the nomination form is in order. The election if it becomes necessary will be held for the remaining posts only from among the candidates who file nomination during the extended deadline, if it becomes necessary.

- d. In case there are no candidates for election to the post of Zone President for any particular Zone, then the NGB shall co-opt from among those eligible to become Zone President from the respective Zone.
- e. If the number of nominations received for any post falls below the number of posts to be filled, fresh nominations may be called from the floor only for the balance posts remaining to be filled, subject to eligibility criteria under Art. 5.2 of this Constitution and sending the prescribed nomination papers to National Headquarters within 15 days by Registered Speed Post/Online Portal of JCI India or any other means of delivery with acknowledgement.
- f. The Immediate Past National President or the Immediate Past Zone President shall be the Chairman of the Nomination Committee at the National Convention and at the Zone Conference respectively. The members of Nomination Committee shall be appointed by the Chairman of the Nomination Committee and the strength of the Committee shall not be more than five and shall be amongst the chronological order of Past National Presidents and Past Zone Presidents/ Presidents of that particular zone, starting from Immediate past, subject to their availability at the National Convention and Zone Conference respectively.
- g. The nomination committee shall examine the eligibility and qualification of all nominations for any elective office and present its findings to the General Assembly at the National Convention or at the Zone Conference as the case may be. Such nominee/candidate shall personally appear before the nomination committee and on his / her failing to appear, he/she shall be considered as disqualified. Any exemption to such appearance shall be decided by the chairman of the nomination committee such absence of the candidate is due to circumstances over which the candidate had no control. If vacancy arises for any reasons, the National President/Zone President shall appoint the chairman of the nomination committee from one of the past National Presidents or the past Zone Presidents/Presidents, as the case may be, by keeping the chronological order of Past National Presidents or Past Zone Presidents/ Presidents starting from immediate past, subject to their availability at the National Convention and Zone Conference respectively.

## **5.4 EXECUTIVE OFFICER**

The National President shall appoint a present or past National Executive Committee member as Executive Officer for every Zone Conference. Executive Officer will supervise the conduction of the Zone Conference and will ensure free and fair Zone elections and all other related businesses which is specified by the NGB from time to time to be carried out at the Zone Conference. Executive Officer is a member of the Zone Nomination Committee. Executive Officer will submit a confidential report within 30 days of the completion of the Zone Conference.

## **5.5 BALLOT**

- a. Voting shall be by secret ballot.
- b. In any ballot for any elective office the Local Organization authorised representative shall cast votes for the total number of officers to be elected on that ballot. Otherwise, the ballot shall be Invalid.

# **ARTICLE 6 - NATIONAL EXECUTIVE COMMITTEE**

## **6.1 COMPOSITION**

The National Executive Committee shall be comprised of the following: The National President, the Immediate Past National President, Six National Vice Presidents, the General Legal Counsel, the Secretary General and the National Treasurer. The National President, and Six National Vice Presidents shall be elected at the National Convention as stated in Article 4.6 (2) of the Constitution. The Secretary General shall be a paid officer appointed by the National President with the approval of the National Executive Committee. The National Treasurer and the General Legal Counsel shall be appointed by the National President with the approval of the National Executive Committee. The National Treasurer shall in addition to being an active Jaycee of any active Local Organization shall also be a person with sufficient knowledge of accounts, and the General Legal Counsel in addition to being active Jaycee of an active Local Organization shall also be required to be a person with sufficient knowledge of Law. The Secretary General shall not be a member of

any Local Organization Member or retain any kind of membership under Article 3 of this Society.

## **6.2 CONFLICT OF OFFICE**

No member of the National Executive Committee shall hold an office at the Local Organization or the Zone level. However, the position of the Immediate Past President of a Local Organization or a Zone shall not be considered as an office at the Local Organization or Zone level for this purpose.

## **6.3 ASSUMPTION OF OFFICE**

No Officer elected or appointed shall assume office without oath of office being administered to him. The National Executive Committee shall assume office on the first day of the calendar year. They shall be in office till the installation of the newly elected National Executive Committee of the succeeding Convention or the end of the calendar year whichever is later.

## **6.4 REMUNERATION**

All members of the National Executive Committee shall, except the Secretary General, serve without remuneration. They will however be paid expenses towards administration travel, and daily allowances as decided upon by the National Governing Board and within the framework of the annual budget as approved by the General Assembly.

## **6.5 VACANCIES**

- a. If the post of the National President falls vacant, the Immediate Past National President shall hold the office of the National President for the unexpired period of the term provided this period is less than six months; otherwise, fresh election shall be called within ten days from the date of vacancy. In case re-election has to take place as per the above provisions, the Secretary General shall, within ten days from the date of the vacancy mail a notice thereof to all the members of the General Assembly under certificate of posting inviting nominations for the post of National President to be forwarded to the National Headquarter under registered post with

acknowledgment due within twenty one days from the date of such notice, and thereafter the Secretary General shall, within seven days, dispatch ballot forms with the list of candidates contesting, for taking the mail ballot. Procedure for mail ballot under Article 4.8 shall apply to all mail balloting under this clause. The mail ballot scrutiny and declaration of results shall be supervised by a Nomination Committee appointed by the IPNP.

- b. A vacancy may occur in the post of NVP/NT/GLC due to death, permanent disability, resignation, removal or for any other reason. The NGB shall have power to fill up all vacancies by co-option provided those co-opted fulfill the eligibility criteria which is prescribed for the said post.
- c. All the vacancies for the post of NVP/GLC/NT shall be communicated by the Secretary General to all the NGB members, active and provisional members of JCI India through their registered email with the NHQ.

## **6.6 MEETING OF THE NEC**

- a. The National Executive Committee shall endeavour to meet once in three months for conducting the business and the Secretary General shall arrange the meetings in consultation with the National President.
- b. The National President shall preside over these meetings and in the absence of the National President the Immediate Past National President shall chair these meetings.
- c. **Quorum** - There shall be at least five members with voting rights present to form a quorum.
- d. **Majority Decision** - All decisions shall be made on the simple majority of the votes.
- e. **Casting Vote** – the National President shall have an additional casting vote in the NEC apart from his member's vote provided that he/she has casted his member's vote along with others during voting. The casting vote will only then be cast to make a tie or break a tie before announcing the result of the vote.

## **6.7 VOTING RIGHTS**

The Secretary General, shall have all the privileges as of the members of the NEC except voting rights. As for the other NEC members, each member of the NEC will have one vote in all proceedings.

## **6.8      **SECRECY****

Every member of the National Executive Committee shall, if so required by the National President, observe strict secrecy in respect of all transactions of the Society and in matters relating thereto. They shall not reveal any of these matters which may come to their knowledge in the discharge of their duties except when required.

# **ARTICLE 7 - NATIONAL GOVERNING BOARD**

## **7.1      **COMPOSITION****

The National Governing Board shall be comprised of the following:

- a. National Executive Committee as per Article 6 and;
- b. All Zone Presidents except the Zone Presidents of Provisional and Potential Zone.
- c. There shall be Six National Directors appointed by the NGB. The co-opted Directors should have been a past ZVP/ZP as the case may be for a minimum of one full term. The appointed Directors have only the right to speak and not voting rights.
- d. The applications of the willing Jaycees who wish to serve as National Appointees should be duly supported by the parent Local Organization Governing Board (LGB) resolution.

## **7.2      **ASSUMPTION OF OFFICE****

- a. No officer elected or appointed shall assume office without the oath of office being administered to him.
- b. The National Governing Board shall assume office on the day of installation at the Convention or at the first day of the calendar year whichever is later. The National Governing Board shall be in office till the installation of the newly elected National Governing Board or till the end of the Calendar year whichever is later.

### **7.3 REMUNERATION**

- a. All members of the National Governing Board shall, except the Secretary General, serve without remuneration. They will however be paid expenses and daily allowances as decided upon by the National Governing Board, as far as possible within the framework of the annual budget as approved by the General Assembly.
- b. Provisional Zone President will be paid expenses towards administration, travel claim whenever he is officially invited to attend the meetings as decided upon by the NGB as per the budget approved by General Assembly.

### **7.4 CONFLICT OF OFFICE**

No member of the National Governing Board shall simultaneously hold elective office at the Local Organization Member or at the Zone level. However, the position of Immediate Past President of a Local Organization or a Zone shall be exempted from this rule.

### **7.5 POWERS OF THE NGB**

- a. The National Governing Board shall have powers for general management, supervision, delegation and appointment for conducting the affairs of this Society.
- b. The National Governing Board shall allocate the required funds to the zones on the basis of the number of Local Organizations and individual active Jaycees for whom membership subscription are paid by each Local



Organization.

- c. The National Governing Board shall review the functioning of each Zone as well as Local Organization, affiliated to this Society if it deems fit.
- d. The NGB shall enjoy all powers and perform all duties mentioned herein this Constitution and policy manual I and II.

## **7.6 DELEGATION**

The National Governing Board shall delegate any of its powers to committees consisting of member or members of it's body or as it thinks fit except the power conferred under Article 7.8. Every action taken upon any such delegation shall be placed before the next immediate NGB meet for ratification.

## **7.7 MINIMUM NUMBER OF MEMBERS OF THE NATIONAL GOVERNING BOARD**

The National Governing Board shall continue to exercise its powers even in case of vacancies due to any cause, provided however, the number of remaining members of the Governing Board shall not be below 50% in number excluding the Secretary General, and National Directors.

## **7.8 REMOVAL**

- a. A member of the National Governing Board shall forthwith cease to be member upon being convicted for criminal offence involving moral turpitude or on being declared insolvent or on becoming insane.
- b. A member of the National Governing Board who fails to attend any meeting of the National Governing Board without proper explanation of his absence acceptable to the National Governing Board shall be deemed to have resigned from the National Governing Board.
- c. A member of the National Governing Board shall not continue to be a member of the National Governing Board if he has been expelled as a member of his Local Organization subject to the provisions that the expelling Local

Organization immediately informs this Society, of the expulsion with the reasons thereof to the Junior Chamber International India. Provided further, the National Governing Board Member ceases to be the member of the National Governing Board after bonafide expulsion by National Governing Board or by the Arbitration/Enquiry Committee appointed by it.

- d. A member of the National Governing Board who fails to meet the standards of performance shall be removed by two third (2/3<sup>rd</sup>) majority vote of the total members of the National Governing Board at the meeting of the National Governing Board only.
- e. Any member of the National Governing Board, who, in the opinion of the National Governing Board has committed an act which is repugnant to the interest and prestige of the organization, shall be removed at a meeting of the National Governing Board provided that the member concerned shall be given sufficient opportunity of being heard before any action is taken under this provision. Notwithstanding anything contained in any other provisions of this Constitution any removal made by the National Governing Board in accordance with the provisions of this Article shall be final and binding on all concerned.
- f. A member of the National Governing Board shall cease to hold office on his resignation being accepted by the National Governing Board. The National Governing Board shall accept or reject the resignation either at the National Governing Board meeting or through a mail ballot within one month of the resignation letter from the concerned individual by the Secretary General failing which the resignation shall be deemed to have been accepted by the National Governing Board.

## **7.9 MEETING OF THE NATIONAL GOVERNING BOARD**

### **a. ORDINARY MEETING**

- i. The National Governing Board shall endeavor to meet at least once in four months for the dispatch of business, adjourn or otherwise regulate its meetings as it thinks fit.
- ii. The Secretary General shall convene the meeting of the National Governing Board in consultation with the National President and issue a notice 21 days prior to the convening of such a meeting.

- iii. The quorum required for any meeting of the National Governing Board shall be fifty percent (50%) of the National Governing Board strength.
- iv. **Majority Rule** - All decisions of the National Governing Board shall be by a simple majority of votes, except otherwise provided for in this Constitution.
- v. Provisional Zone President shall be invited to the second National Governing board to review and sensitize the functioning of his/her Provisional Zone.

## **b. CHAIRMAN OF THE MEETING**

- i. The National President shall chair the National Governing Board meeting.
- ii. In the absence of the National President the Immediate Past National President shall chair the meeting.
- iii. In the absence of the National President and the Immediate Past National President, the members shall elect a Chairman from amongst the National Vice Presidents present at the meeting.
- iv. On matters within the scope of the National Governing Board, which are not required to be only transacted at the meetings as per this Constitution, mail balloting as per Article 4.8 shall be valid.

## **7.10 REQUISITION MEETING**

A meeting of the National Governing Board shall be called at the request of members constituting at least fifty percent (50%) voting strength of the National Governing Board.

## **7.11 VOTING RIGHTS**

- a. Every member of the National Governing Board except the Secretary General and National Directors shall have one vote each at all meetings of the National Governing Board.
- b. Provisional Zone President shall not have any voting rights during the meeting

of NGB.

## **7.12    **SECREC****

Every member of the National Governing Board shall, if so required by the National President, observe strict secrecy in respect of all transactions of the Society and in matters relating thereto. They shall not reveal any of these matters which may come to their notice unless required to do so by the National Governing Board at any meeting or by the Court of Law and except so far as that be necessary in order to comply with any if the provisions of this Constitution.

## **7.13    **VACANCIES****

- a. A vacancy may occur in the post of ZP due to death, permanent disability, resignation, removal or for any other reason. The NGB shall have power to fill up all vacancies by co-option provided those co-opted fulfill the eligibility criteria which is prescribed for the said post.
- b. All the vacancies for the post of ZP shall be communicated by the Secretary General to all the present NGB, ZGB of that Zone, active and provisional members of JCI India of that Zone through their registered email with the NHQ.

# **ARTICLE 8 - ZONE**

## **8.1       **COMPOSITION****

Means a group of Local Organizations as decided by the National Executive Committee, with a minimum strength of 30 Local Organizations and maximum of 100 Local Organizations and with a minimum of 1000 Jaycees, affiliated to this Society, situated as far as possible in the close vicinity of each other, preferably having common language and taking into consideration political boundaries of the state. The process of the composition of the once constituted Zone shall be decided by the NEC every 6<sup>th</sup> year. Such decision should be started after 30<sup>th</sup> June taking into account the number of Local Organizations as on 1<sup>st</sup> July of the sixth year and shall be reported to the subsequent NGB provided further, that in case of minimum strength of 30 Local Organizations not being met in a Zone, the NEC should decide the

composition of this Zone distributing the existing Local Organizations of these Zones which are in close vicinity of this Zone.

## **8.2 ZONE CONFERENCE**

- a. Meeting of the authorized representatives of all active Local Organisations of Zone.
- b. The Zone Conference shall be held 40 days before the date of National Convention of JCI India.
- c. The Secretary General/Zone President shall issue a notice of the Zone conference to all LOs 21 days prior to the date of such Zone Conference.
- d. The host and the venue for the ensuing Zone Conference shall be decided by the voting members in the respective Zone, present at the Zone Conference, by a simple majority. In the event that the host and the venue are not decided at the Zone Conference, the Zone Governing Board shall endeavour to fix the same.
- e. **Quorum** - 30% of the total voting strength shall comprise a quorum for all the General Body Meetings.

## **8.3 BUSINESS AT THE ZONE CONFERENCE**

In addition to any other businesses the following businesses shall be transacted at the Zone Conferences:

- a. To receive the report of Zone President.
- b. To elect the Zone President and 3 to 8 Zone Vice Presidents for the ensuing year.
- c. To decide the place of the Zone Conference for the ensuing year.
- d. To approve the minutes of the previous Zone Conference.

## **8.4 ZONE ELECTIONS**

- a. At every Zone Conference, the voting Local Organization in the respective Zone present at the Zone Conference shall elect the following officers:
  - i. Zone President
  - ii. Three to eight Zone Vice President of equal rank.
- b. Numbers of the Zone Vice Presidents shall be to a maximum of 8, which shall be determined on the number of Local Organizations in the Zone as on August 10th of that year. Based on the number of Local Organizations, the following shall be the number of Zone Vice Presidents:
  - i. Up to 40 LOMs - 3 Zone Vice Presidents
  - ii. 41 - 52 LOMs - 4 Zone Vice Presidents
  - iii. 53 - 64 LOMs - 5 Zone Vice Presidents
  - iv. 65 - 76 LOMs - 6 Zone Vice Presidents
  - v. 77 - 88 LOMs – 7 Zone Vice Presidents
  - vi. 89-100 LOMs and above – 8 Zone Vice Presidents

## **8.5 ZONE GOVERNING BOARD**

- a. Means the body consisting of the Zone President, Immediate Past Zone President, three to eight Zone Vice Presidents as per the number of the Local Organization Members as per Article 8.4 of the Constitution, the Zone Secretary, the Eight Zone Directors and the JCOM Chairman of the Zone.
- b. The Zone President, in consultation with the Zone Governing Board will appoint Zone Secretary, the JCOM Chairman of the Zone and Eight Zone Directors, from among LOM Presidents who served at least one full term for the Six portfolios based on the areas of opportunities of JCI India or as decided by the General Assembly and along with two other portfolios as decided by the Zone Governing Board.

- c. A vacancy may occur in the post of ZVP due to death, permanent disability, resignation, removal or for any other reason. The NGB shall have power to fill up all vacancies by co-option provided those co-opted fulfill the eligibility criteria which is prescribed for the said post.
- d. All the vacancies for the post of ZVP shall be communicated by the Secretary General to all the present NGB, ZGB of that Zone, active and provisional members of JCI India of that Zone through their registered email with the NHQ.

## **8.6 VOTING RIGHTS**

Every Elected member of the Zone Governing Board shall have one vote each at all ZGB meetings.

## **8.7 POTENTIAL ZONE**

NGB can decide to establish a Potential Zone in a state which does not initially have any Local Organization. As soon as 2 Local Organizations are opened in such a state and when membership becomes 50, the Potential Zone can be established. The Zone President of a Potential Zone will participate in NGB proceedings, as an observer with the permission of the Chair without voting rights. Zone President of a Potential Zone will not be eligible for election to any Executive Office of JCI India. The NGB will appoint one Zone Vice President for every set of 5 Local Organizations from amongst the active members of any active Local Organization. There will be no election in a Potential Zone for Zone President and Zone Vice President. The NGB will appoint directors from amongst the active members of any active Local Organization if required by the Zone President of the Potential Zone.

## **8.8 PROVISIONAL ZONE**

After the deadline of membership subscription, automatically the status of Zone will be updated on the basis of membership and number of Local Organization Members in a Zone. Zone President of any provisional Zone will participate in NGB proceedings, as an observer with the permission of the Chair without voting rights. The Zone President of a Provisional Zone will not be eligible for election of any Executive Office unless his zone achieves active

status.

## **ARTICLE 9 – FINANCE**

The accounting year of this Society shall be the financial year ending on 31<sup>st</sup> March of that year.

### **9.1 FUNDS OF THE SOCIETY**

- a. All funds and other assets of the Society shall be held in the name of Junior Chamber International India. The funds of Junior Chamber International India shall either be kept in an account with a scheduled bank, or in the form of approved Government of India Securities or both. The account shall be operated jointly by the National President along with either National Treasurer or any one among of 6 National Vice Presidents.

### **9.2 BUDGET**

- a. The National Treasurer shall prepare the budget for presentation to the National Convention and the Secretary General shall circulate it to all the Local Organizations and National Governing Board members, at least twenty one days prior to the opening of the National Convention.
- b. The Pre-Convention National Executive Committee and the National Governing Board meetings shall discuss the budget as presented and give its recommendation to the National General Assembly in the National Convention at the time of presentation of the budget.
- c. The budget shall have to be approved by the National General Body at the National Convention. The National Executive Committee/National Governing Board shall carry out the functions of the Society, as far as possible within the sanctioned budget, and shall exercise proper budgetary control over the income and expenditure of the Society, provided that the NGB shall have power to revise the budget if and when it is found absolutely necessary in the interest of the Society. All Accounting and Statutory records shall be maintained at the National Headquarter under the supervision and control of the Secretary General.



### **9.3      AUDIT**

- a. The accounts of the Society shall be audited every year by certified auditors appointed at the Annual General Meeting (National Convention). The Secretary General/National Treasurer shall prepare the annual accounts in the forms of a Balance Sheet and Income and Expenditure account of the accounting year last concluded for certification by the auditors and the same shall be approved by the National Executive Committee. The certified copies of the audited accounts shall be forwarded to all Local Organizations twenty-one (21) days prior to the Annual General Meeting for adoption or at such extended time as the General Body may decide by a majority of votes.
- b. The accounts of the Society when audited and approved by the Annual General Meeting shall be conclusive.

### **9.4      MEMBERSHIP SUBSCRIPTION**

- a. Within seven (7) days of the receipt of membership subscription, the Secretary General shall issue necessary receipt mentioning the period for which membership subscription are considered paid.
- b. The Secretary General shall maintain individual accounts for each Local Organization.

### **9.5      FINANCE COMMITTEE**

- a. Each year the National President shall appoint a finance committee.
- b. A Past National President shall be the finance committee Chairman. In the absence of a Past National President, the National President shall designate a Chairman from among the committee members.
- c. The Finance Committee should be comprised of three persons: one Past National President as Chairman and two past or present National/Zonal officers who are either practicing Chartered Accountants or persons technically qualified in Finance and Accountancy matters, as members. The National President and the National Treasurer shall be the Ex-officio members

of the committee.

- d. The Finance Committee members shall scrutinize, review and propose for the approval of the audited accounts of the previous year, internal audited accounts of the current year, and assist the NGB in preparing the Budget.
- e. Finance Committee shall be present during the Pre-Convention NGB and the General Assembly.
- f. The Finance Committee shall meet for a minimum of 3 times in a year on any convenient dates in the month of February, June and August. The committee shall also be convened during any situation of emergency to fulfill the required purpose.

## **ARTICLE 10 - GENERAL**

### **10.1 ROBERT'S RULES OF ORDER**

The Modern Parliamentary Procedures laid down in the Robert's Rules of Order (Latest Edition) shall be followed, wherever this Constitution is silent on mode of conducting business, meeting procedures or for certain provisions that are not provided for in this Constitution.

### **10.2 AMENDMENTS**

- a. The provisions of the Policy Manual Part - I shall be amended by the National General Assembly during the National Convention with a simple majority at the National Convention.
- b. The Policy Manual Part – II and Policy Manual Part – III shall be reviewed or amended by the National Governing Board at its regular meeting.
- c. This Constitution shall be reviewed and necessary amendments carried out once in two years with two third (2/3<sup>rd</sup>) majority decision of the General Assembly at the National Convention. The Constitution and the Policy Manual - Part I amendment proposals by the members must reach NHQ on or before 31<sup>st</sup> August of that year and in the same year the Constitution Review Committee (CRC) will recommend its findings to 4<sup>th</sup> NGB and the same shall be printed in NATCON Kit of that year with recommendations of Constitution

Review Committee. The Secretary General shall give notice of the proposed amendments thirty (30) days prior to the National Convention to all the members of the General Assembly.

- d. Any active Local Organization, National Governing Board member and the National Governing Board can move an amendment to the Constitution and the Policy Manual Part -1.
- e. The amendments to the Constitution and the Policy Manual Part -1 as adopted at the National Convention shall be circulated to all members of the General Assembly within forty five (45) days after the assumption of office of the newly elected National Governing Board.
- f. In case of any addition or deletion to Constitution and Policy Manual NGB shall alter the number of Article/Rule accordingly in its next circulation.

### **10.3 ARBITRATION**

- a. No member of a Local Organization or official of such Local Organization or official of this Society shall be entitled to go to Court of Law or to commence any proceeding in connection with the activities of this Society without exhausting the remedies provided in this Constitution and the Policy Manual. All Proceedings initiated against this society are subjected to territorial jurisdiction of the courts located at the place where the National Headquarter of this Society is located.
- b. In all disputes between the members of the Society or internal disputes of Local Organisations or individual members of the Local Organisations or between the members of the National Governing Board, the same will be referred to Arbitration via a request letter for Arbitration along with an arbitration fee of Rs. 15,000/-. The Arbitrator shall be appointed by an Arbitral Institution appointed by NGB. The Arbitrator so appointed shall have sufficient knowledge of the society. The Arbitrator shall frame the procedure and conduct the arbitration online. The Seat of the Arbitration shall be Mumbai.
- c. Those Local Organizations/ individual members of Local Organisations who request for Arbitration to settle disputes as provided under Article. 10.3 (b) of the Constitution, such Local Organizations/ individual members should pay an arbitration fee of Rs. 15,000/- along with request for arbitration. In election related issues of any Local Organization/Zone, the aggrieved party shall ask

for arbitration in writing through a letter to NHQ within 15 days of the declaration of the results and the arbitrator thus appointed shall pass the award within 30 days of the acceptance of appointment by him.

#### **10.4 OFFICIAL LANGUAGES**

- a. The Official languages of Junior Chamber International India shall be English and Hindi.
- b. A Local Organization shall use its regional language in working of its own activities.
- c. At Local Organizations the official language together with the regional language shall be used.

#### **10.5 LONG RANGE PLANNING COMMITTEE**

A Long Range Planning Committee (LRPC) of Junior Chamber International India to review the working of Junior Chamber International India and to do a proper forward planning shall be constituted once in 6 years by the then current National President in consultation with the NEC/NGB during the 1st NEC/NGB meeting of that year. The Committee shall consist of 3 Past Officers and 3 current NGB Members and the NP as the ex-officio member. The Committee shall report to the NGB within 6 months and the recommendation of the LRPC to be considered at the National Convention, shall be circulated in advance to all Local Organizations before Zone Conferences for facilitating deliberations at Zone Conference.

### **ARTICLE 11 – WAIVER**

#### **11.1 ARTICLE**

Any article of the Constitution shall be waived by an unanimous vote of the National General Assembly at the National Convention provided that four-fifth (4/5th) of the total voting strength of the General Assembly registered at the

National Convention participates in the vote.

## **11.2 RULES AND REGULATIONS OF THE ASSOCIATION**

Any provision may be waived by an unanimous vote of the National General Assembly provided that two third (2/3<sup>rd</sup>) of total voting strength of the General Assembly registered at the National Convention participate in the vote.

## **ARTICLE 12 – DISSOLUTION**

The society shall be dissolved if three fourth (3/4<sup>th</sup>) of all active Local Organization Members of the Society express a desire for such a dissolution by being present at the General Body Meeting convened specifically for this purpose. If upon the dissolution of the Society, there shall remain after satisfaction of all its debts and liabilities any property whatever, the same shall not be paid to or distributed among the members of the Society or any of them, but shall be donated to any other organization, which has the same or similar objectives of this Society. The Society shall be dissolved as per provision laid down under Article 10 and 11 of the Societies Registration Act, 1860.

# **POLICY MANUAL**

## **PART -1**

As amended and adopted at the 68<sup>th</sup> JCI National Convention  
held at Bengaluru, Between 27<sup>th</sup> to 30<sup>th</sup> December, 2023  
hosted by JCI India.

## **RULES AND REGULATIONS OF THE SOCIETY**

## **DIRECTIVE POLICIES OF THE SOCIETY**

1. The purpose of this society shall be as inspired by the Memorandum of Association, the JCI Creed, and the Directive Policies stated herein particularly;
2. To develop the individual abilities and stimulate the joint efforts of young people of India, for the purpose of improving economic, social, cultural and spiritual wellbeing of mankind in general and the people of India in particular by;
  - a. Developing an awareness and acceptance of an integrated India and the responsibility of citizenship therein.
  - b. Developing the potential of the youth through training and participation.
  - c. Promoting, planning, participating and executing the programmes for the development of the community and the Indian Nation.
  - d. Promoting self-reliance and the dignity of labour in the youth of this country.
  - e. Promoting a strong economy through equal opportunity and benefits for all.
3. Furthering, understanding, and more particularly, to provide goodwill and operation amongst the people of India and the world.
4. To design Activities directed towards development of National Integration and solidarity.
5. To design A National Development program to undertake projects of critical importance such as Cleanliness, Population control, Economic growth and Self-sufficiency and such others and to give a lead in our national efforts for progress.
6. To provide the benefits of the Junior Chamber International India movement to every stratum of Indian Youth through rapid expansion of the movement.
7. Extending the benefits of this movement to the youth of our country at large, even be and the members of this organization.
8. Development & promotion in those areas of our country, where Junior Chamber International India is particularly weak and to create a balanced growth of the

movement in India

9. Recognizing the outstanding JCI men of our country in the various fields of human endeavour and to further the involvement of youth in the mainstream of India's life.
10. A common purpose and identity with the youth of our country in all walks of life and provide necessary leadership to harness their potential.
11. Extending JCI movement to the neighboring Nations.
12. An organization and platform to involve our members in every aspect of our country's struggle to achieve a just base on equality of opportunity and democratic rule of law, with peace and harmony amongst people of India and the world.
13. Establishment of a strong and efficient National Headquarter to give efficiency to all our endeavours.

## ARTICLE 1 - OATH OF OFFICE

No individual person shall be a member of the Local Organisation of JCI India without taking the following Oath of Solemn Declaration:

**"I do solemnly promise that I shall faithfully serve the purposes of JCI and shall at all times uphold its ideals and principles."**

## ARTICLE 2 - MEMBERSHIP

### **2.1 NAME OF LOCAL ORGANIZATION**

A member of this society shall have its name which shall include the name of the city or town or place where it is located with the prefix JCI (Junior Chamber International). Moreover, no member of this society shall have a name, which denotes caste, religion or name of any section or with a description, which shall prejudice the identity or seniority of any existing Local Organization.



## **2.2 ACTIVE MEMBER**

- a. A permanently affiliated Local Organisation having paid its all dues & subscriptions to JCI India along with membership List/ Signature and all other documents as prescribed by the NGB time to time.
- b. A provisionally affiliated Local Organisation will be granted Active member status on application in prescribed format to the NHQ provided that they have completed 12 months from date of provisional affiliation and their membership strength is minimum of 25 active members.

## **2.3 ASSOCIATE MEMBER**

- a. The conferment of Associate Membership and framing of related policies is at the sole discretion of the NGB of JCI India.
- b. The Associate Member shall have all the privileges and rights of active members except the right to vote, Hold any LO, Zone or National office, and will not be considered for the purpose of granting voting rights.
- c. The Senior Member Association member will, by default, be considered as Associate member of the LO wherein their membership as active members was registered, provided that their LO is having active membership of JCI India.

## **2.4 PROVISIONAL MEMBERSHIP**

2.4.1 Those eligible to be admitted and retained for provisional membership of this Society shall:

- a. Fulfill the Society's Constitutional requirement for membership.
- b. Have provision to admit to membership any person between ages 18 and 40 without undue restrictions.
- c. Be duly Constitutional with democratically elected officers.

### **2.4.2 PROCEDURE OF APPLICATION**

- a. A Provisional member shall be sponsored by an active Local Organization

of good standing of this Society or a member of the National Governing Board.

- b. An application for title clearance has to be applied for by the sponsoring active LO/ member of the NGB on their respective letterhead sent to the Secretary General and a title clearance fee should also be paid to JCI India. The NGB will decide the amount of the title clearance fees from time to time.
- c. A title clearance certificate to the proposed provisional LO will be granted only in the name of place which is clearly designated in the political map of India as per the terms of art. 2.1 of the policy manual part 1. Any suffix added in the title of the proposed provisional LO after the name of the place will also require written approval from the NGB in the form of a title clearance certificate.
- d. Application for the provisional membership shall be forwarded to the National Headquarter in the prescribed form.
- e. The application form will be accompanied by the following:
  - i. A resolution by the applicant showing that they have adopted the Model Local Organization Constitution published by Junior Chamber International India. If the new Local Organization decides to adopt the Model Local Organization Constitution with some changes, then that Local Organization needs to forward two copies of their Constitution to JCI India National Head Quarters.
  - ii. Resolution for the formation of a Local Organization under Junior Chamber International India together with list of founder members with signatures.
  - iii. Names and addresses of the office bearers along with Membership fee as prescribed under Article 3 of the Constitution and an affiliation fee as decided by the NGB from time to time.
  - iv. A provisional member applying for membership after June of that year will pay only half of the annual membership fees.
  - v. A certificate from National Trainer/past officer not below the rank of Zone Vice President certifying the conduction of orientation for the members of the proposed Local Organization, and that, in his/her opinion they are

oriented to the purpose of the society and are fairly conversant in their knowledge about the organization.

- f. Affiliation will be granted to the applicants by the National Governing Board and its' decision shall be final.
- g. Notwithstanding anything written hereinabove in this article, no Local Organisation will be considered as a provisional member of this society if the above procedure from 2.4.2(a) to 2.4.2(f) is not complied with.

## **2.5 MEMBERSHIP SUBSCRIPTION AND PAYMENT PROCEDURE AND MEMBERS WELFARE SCHEME FOR INDIVIDUAL MEMBERS**

- a. Each Active and Provisional Local Organisation shall pay an annual membership subscription to the Society at the rate of Rs. 2,400/- (Rupees Two Thousand Four Hundred only) plus applicable taxes as per the Government laws for every active member, to be paid in one yearly installment for the membership strength.
- b. The deadline for the annual membership subscription is on or before 10<sup>th</sup> March of the year.
- c. The annual membership subscription paid with a late fee of 10% on or before 10<sup>th</sup> April shall be considered to have been paid in time for all administrative and Constitutional purposes. The statutory taxes, if applicable, are liable to be paid along with the membership subscription.
- d. An individual new member or continuing member who pays the Local Organisation (Active or Provisional) his annual membership subscription after the stipulated deadlines, mentioned hereinabove at clause 2.5 (b) and 2.5 (c), have passed will not be counted as active member of the Local Organisation and he or she will not be counted for calculation of voting rights of the Local Organisation. A new individual member who joins the Local Organisation (Active or Provisional) on or after 1<sup>st</sup> July of the year shall pay 50% of the annual membership subscription as stipulated in Article 2.5(a).
- e. The membership subscription shall be paid by the way of Demand Draft on a scheduled bank in favor of JCI India payable at Mumbai or by payment gateway as may be duly authorized by JCI India and the same shall be done by the Local Organization President only or in the absence of Local Organization

President any other LGB member duly authorized by the LGB of that Local Organization along with a resolution of LGB to that effect.

- f. If paid by the Demand Draft, the Demand Draft should be prepared in favour of Junior Chamber International India and mailed to Secretary General at National Head Quarter by registered AD post or by registered speed post of Indian postal services before the dead lines prescribed under article 3.2 of the Constitution.
- g. Every Active and Provisional Local Organisation shall submit its membership list to the Secretary General, in the prescribed format as decided by the NGB, along with the membership subscription only through the online portal of JCI India duly certified by the President of concerned Local Organisation or in absence of President, any LGB member as authorised by the LGB of the Local Organisation.
- h. Provisionally affiliated member to this society during the year shall pay the membership subscription according to the halves remaining on the date of provisional affiliation.
- i. Permanently Affiliated Local Organisation shall send the membership mailing list on the online membership portal of JCI India along with the membership subscription only.
- j. A Members Welfare Scheme shall be created to support the bereaved families of Active members of Local Organisations in case of the demise of the active members, wherein Rs. 500 per active member of the LOs paying their membership subscription to JCI India will be reserved in a separate fund from the membership subscription. The policy for this member welfare scheme will be formulated by the NGB along with the rules of governance of the same.

## **2.6 SUSPENSION OF MEMBERSHIP AND SERVICES**

- a. Services to a Local Organisation are liable to be suspended for non-payment of membership subscription for one year till 31<sup>st</sup> December of that year.
- b. The service will be automatically restored upon the Local Organisation completing payment of all their outstanding membership subscription.
- c. Every Local Organization shall be required to maintain a minimum Membership of 25 Members, failing which the Local Organization shall be

suspended.

- d. Such services may also be suspended if the National Governing Board feels that the activities of the Local Organization are detrimental to the objects of the Society.
- e. A Local Organization may be suspended on or in between any pending enquiry into acts of misconduct or pending disciplinary action against it or for any act done by a Local Organization or its members in contravention of this Constitution.
- f. In all the matters of suspension and restoration of Membership/ services of LO, the decision of the National Governing Board shall be final.

## **2.7 TERMINATION OF MEMBERSHIP**

- a. Membership of this Society shall automatically stand terminated if a Local Organization gets dissolved or is disaffiliated.
- b. Any Local Organization of this Society shall be disaffiliated on failing to pay the prescribed subscription for two consecutive years.
- c. If the activities of the Local Organization are considered as injurious to the society or to the National Organization, its membership shall be disaffiliated provided the decision is taken by a resolution passed by 3/4<sup>th</sup> majority of the National Governing Board subject to ratification by the National General Assembly.
- d. If the activities of an individual member of any Local Organization are found injurious to the society or to the National Organization, the Local Organization in which such a person is a member, may be directed by the NGB to expel such person from the Local Organization. If the Local Organization fails to comply with the above direction within a month from the date of receipt of such direction, such individual member of the Local Organization can be expelled from the organization by a resolution passed by 3/4<sup>th</sup> majority of the members of the National Governing Board subject to ratification from the National General Assembly.

## **2.8 PROCEDURE FOR DISAFFILIATION**

- a. A Local Organisation proposed to be disaffiliated shall be given a notice in writing of not less than 30 days asking for its explanation.
- b. The National Governing Board shall thereafter consider the explanation and disaffiliate the Local Organisation by three-fourth (3/4) majority if the explanation is not found satisfactory.

## **2.9 RIGHT TO APPEAL: PROCEDURE FOR APPEAL**

- a. A Local Organization so disaffiliated shall upon receipt of the notice of such disaffiliation can appeal to the National General Assembly stating out the reason for the appeal.
- b. The appeal shall reach the National Headquarter 30 days prior to the National Convention.
- c. The National Convention shall appoint from its members, a committee of 5 persons to hear this appeal.
- d. The committee shall hear the aggrieved member and representative members of the National Governing Board if necessary and shall present its report to the National Convention. The National Convention shall thereafter consider the appeal of the disaffiliated member and may reinstate the member by a two third (2/3) majority if satisfied.

## **2.10 TRANSFER OF MEMBERSHIP**

Any member of Local Organisation desirous of transferring his Membership to any other Local Organisation in India can do so after paying the full membership subscription to the Local Organisation to which he originally belongs to and apply for obtaining a no objection certificate. Having paid such membership subscription and other arrears and on receipt of the notice for obtaining no objection certificate, the Local Organisation to which the member originally belongs to shall be obliged to give the necessary no objection certificate.

## **2.11 RE-AFFILIATION**

Any Local Organization which was an active member as per article 3.1 (a) of the Constitution for 10 years, and has been disaffiliated as per article 2.7a and 2.7b of the policy manual part I be re-affiliated back into this society within 5 years of it's disaffiliation by remitting the entire membership subscription. Re-affiliation can be granted only once by the National Governing Board, by an unanimous decision in bonafide cases.

## ARTICLE 3 - VOTING RIGHTS

- 3.1 Only the President of the Local Organization or Alternate Chief Delegate authorised by the President of the Local Organization will be entitled to vote on behalf of the Local Organization, subject to his registration as a delegate for the National Convention/Zone Conference as the case may be.
- 3.2 Alternate Chief delegate can be appointed only in the prescribed form by affixing the photo of the Alternate Chief Delegate in the space provided and the president of the Local Organisation puts his signature such that it starts on the paper, crossing the photo and ends on the paper.
- 3.3 The Specimen Signature Card in the prescribed format shall be sent by the President of the Local Organisation so as to reach the National Headquarters of JCI India on or before the previous day of the zone conference of the respective zone, duly filled and signed with photograph in duplicate by registered post. Any appointment or any authorisation of an alternate chief delegate to represent the Local Organisation will be verified against the signature so recorded with the National Head Quarters.
- 3.4 In all matters arising on the voting rights, the same shall be determined by the Nomination Committee of Junior Chamber International India in case of National Convention and the in the case of the Zone Conference the same shall be determined by the Zone Nomination Committee only in consultation with the Secretary General and Concerned Executive Officer. The Decision of the Executive Officer shall be final and binding.
- 3.5 The Secretary General shall, 30 days prior to the National Convention and 10 days prior to the Zone Conference circulate the list of the Local Organizations

eligible to vote together with the voting entitlements. Any dispute arising out of the voting entitlement shall be decided by the Nomination Committee strictly within the provisions of the Constitution and the Policy Manual.

- 3.6 In the event of mail ballot, the National Headquarter shall supply a list of Local Organizations entitled to vote together with their entitlement as on the date of issue of mail ballot.
- 3.7 Voting by proxy is prohibit at the zone and national elections.

## **ARTICLE 4 - BIDDING FOR THE NATIONAL CONVENTION**

### **4.1 QUALIFICATIONS**

#### **1. HOST LOCAL ORGANIZATION**

- a. Minimum three years of good standing.
- b. Minimum membership of 50.
- c. Should have passed a resolution at their General Body Meeting to bid to host National Convention.

#### **2. HOST CITY**

- a. Hotel accommodation for 1500 delegates.
- b. Convention hall facilities with the seating accommodation of 1500 delegates, with provision of microphone and other arrangements including recording full business proceedings of the General Assembly on Audio tapes.
- c. Hall facilities to seat not less 2000 delegates and dignitaries during inaugural function.
- d. Provision for a minimum 7 committee rooms in the near vicinity each to accommodate at least 100 delegates.
- e. Meeting hall for the meetings of the National Governing Board and other



select committees to accommodate at least 50 persons around the conference table.

- f. Rail, Road and Air connections to rest of India.

### **3. MINIMUM UNDERTAKING OF A CONVENTION HOST**

- a. To host a minimum of 3 breakfasts, 3 lunches and 3 dinners.
- b. To provide and bear the cost of entire convention facilities including hall with microphone facilities, committee rooms, and conference halls, inaugural function etc.
- c. To provide and bear the cost of at least 500 square feet Secretariat space with Computer (3 Nos.), one Lazer Printer and other furniture and fixtures and amenities as required by the National Headquarter for the minimum period of 7 days including duration of the Convention.
- d. Other facilities as promised at the time of bidding and provided in the contract for the purpose.
- e. **Reimbursement for Chief Delegates:** Junior Chamber International India shall reimburse the registration fees for the chief delegates at the National Convention, for those chief delegates, who have registered and attended all the business sessions of the National Convention. That amount will be withheld by NHQ and released with the final account settlement.

## **4.2 BIDDING FOR NATIONAL CONVENTION**

### **1. PROCEDURE FOR BIDDING**

- a. The site of each National Convention shall be determined at the preceding Convention. All bids for hosting the Convention shall be lodged in the prescribed form with the National Headquarter at least 45 days prior to the National Convention along with Rs. 10,000/- as security.
- b. Each bidding Local Organization shall be represented at the National Executive Committee immediately preceding the National Convention at which time he shall reply such questions as required by the Committee.

- c. Only bids certified by the National Executive Committee as being eligible in view of the minimum standards provided herein shall be eligible for balloting and final selection at the Convention.
- d. Upon the acceptance of bid, the bid presentation and all supporting materials including commitments and assurance given at the time of bidding shall be incorporated into and become part of the Convention contract to be entered between the hosting Local Organization and Junior Chamber International India. This contract shall be executed not later than 90 days after acceptance of the bid.
- e. The Secretary General is empowered to act on behalf of the Junior Chamber International India and is designated as the officer with whom the host shall work out the details, mechanics and performance of the Convention Contract.
- f. **Convention Delegates Fees** - The fees for the registration of the delegates for the National Convention shall be such amount as decided by the National Governing Board from time to time.
- g. The delegate fee for children of a registered delegate, if in the age group of 5 to 14 must be 50% of the registration fees and no fee will be charged in the case of child is below 5 years.
- h. If there is no bid that satisfies the minimum standards laid down to hold a National Convention in any year, then the National Governing Board shall take up itself to hold the National Convention at any one of the cities qualified to hold the Convention as specified above, either by itself, or through any other agency.

#### **4.3 CONVENTION PUBLICITY**

1. All publicity material including press release with regards to the business of the National Convention shall be approved by the National President.
2. The entire schedule of activities of each convention shall be controlled by the Junior Chamber International India.
3. The security deposit paid by the Host Local Organization shall be refunded after the National Convention is over on the host fulfilling all terms and conditions of

the contract to the satisfaction of the National Governing Board.

## **ARTICLE 5 – ELECTIONS**

### **5.1 RESTRICTION ON PROMOTIONAL AIDS FOR CANDIDATE FOR JUNIOR CHAMBER INTERNATIONAL INDIA OFFICERS**

- a. Each candidate will be allowed only one piece of printed and/or digital promotional material which should be a replica of one another. This shall be in the form of a brochure, poster, or other item in promoting the candidates. The candidate can circulate the copies of the promotional material only after approval of the nomination committee.
- b. Any action considered by the Nomination Committee to be in contravention of the above clause shall invalidate the candidate's nomination for the office in question.
- c. Code of conduct of election will apply to the candidates on the date of receipt of their nomination at the national headquarters. All rules and procedures stated in this Constitution and policy manual with regards to election will apply and will be binding on the candidate.

### **5.2 PROOF OF AGE**

- a. A Candidate for any elective office, of the National Board, shall furnish to the nomination committee his/her passport or M-Aadhaar (digital) as proof of his/her age.
- b. A Candidate for any elective office, of the Zone, shall furnish to the nomination committee his/her passport or M-Aadhaar (digital) as proof of his/her age.

### **5.3 NOMINATION COMMITTEE**

- a. The Nomination Committee shall meet during the National Convention or Zone Conference, as the case maybe, to interview and assess the eligibility of all

candidates seeking office and present its report to the National General Assembly or Zone Conference as the case may be.

- b. The Nomination Committee shall question the candidate on their knowledge of the Constitution, Policy Manuals, Handbook, Model Local Organization Constitution and duties and responsibilities of the position for which they have been nominated.
- c. The nomination committee through its chairman shall report to the National General Assembly or Zone Conference, as the case may be, their findings in the form prescribed by National Governing Board from time to time, particularly with regard to those they consider ineligible or do not have sufficient knowledge for the position they are seeking to enable them to fulfil their duties if elected. This report of the nomination committee chairman shall be pre-approved by the Executive Officer of the zone conference in case of the zone elections. No report will be valid until a signed copy of all such reports is handed over to the Executive Officer of the Zone Conference by the Nomination Committee Chairman.
- d. The Nomination Committee Chairman shall organize three or four official caucuses of Local Organization Groupings and appoint a Chairman for each such caucus, to conduct the proceedings for the interviews of all the candidates contesting for various offices. The candidates shall not attend any caucus other than the officially organized caucuses.
- e. The procedure and mechanics of the election shall be determined by the Nomination Committee along with the Executive Officer of Junior Chamber International India.
- f. The Nomination Committee shall clear the candidature only after getting 'NO DUES CERTIFICATE' from the national headquarters and for ZP candidature a certificate for minimum standard of performance during the ZVP period.

#### **5.4 DEADLINE FOR WITHDRAWAL OF NOMINATION**

The deadline for withdrawal of nominations for holding National or Zone elective office shall be twenty four hours before the time fixed for balloting at the National Convention and twelve hours before the time fixed for balloting at the Zone Conference as the case may be. The candidate shall be considered to have contested once if his/her nomination is withdrawn after the deadline.

## **5.5      BALLOTING PROCEDURE**

1. If the number of candidates for the post of National President or Zone President are more than 2 then:
  - a. In the case of National President or Zone President the ballot shall be taken on the preferential system of voting where the voters shall be required to give his order of preference on the ballot paper for all candidates. The first count shall be made as per first preference votes. In the event of no candidate securing more than fifty percent of the total valid votes cast, the candidate securing the lowest number of votes shall be eliminated and his votes shall be divided amongst the other candidates as per the next preference indicated therein for the second count. This process shall continue till one of the candidates secure more than fifty percent of the total valid votes polled and such candidate shall be declared elected.
2. If the number of candidates for the post of National President or Zone President are two (2) then:
  - a. those candidates getting the highest votes shall be declared elected.
3. In all other cases, those candidates getting the highest votes shall be declared elected.
4. In the event of a tie, the election shall be decided by drawing lots.
5. Once the results are announced and the oath of office is given to the elected candidates, the nomination committee chairman have to move a motion for the destruction of the ballot box and ballot papers in the national general assembly / Zone Conference as the case may be. A simple majority vote is required for the same to be passed.

## **ARTICLE 6 - OATH OF OFFICE**

No Officer of the Junior Chamber International India shall assume office without taking the following Oath of solemn declaration as follows:

**"I do solemnly swear that I will faithfully execute the office of (name of the post) of Junior Chamber International India and will to the best of my ability, serve as a living example of this organization's philosophy and belief and will uphold and enforce the Constitution and policy of this organization at all times."**

## **ARTICLE 7 - POWERS, DUTIES, FUNCTIONS, TERMS OF REFERENCE AND MINIMUM STANDARDS OF PERFORMANCE**

### **7.1 POWERS, DUTIES AND FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE**

- a. National Executive Committee shall review the function of all officers during its meetings and shall take suitable action against the erring officials as per the Constitution.
- b. The National President shall attend Junior Chamber International Area Conference and the World Congress while efforts shall be made by providing sufficient finance so that the Executive Officers also attend the same and project the image of Junior Chamber International India.
- c. The day-to-day administration of the National Headquarter shall strictly be adhered to the Administration Manual which shall be reviewed by the National Governing Board from time to time.
- d. The National Executive Committee shall take such policy decisions that may be required to execute the projects and programs of Junior Chamber International and the directions of the General Assembly within the framework of the Constitution.
- e. The National Executive Committee shall take such decisions required to help the efficient functioning of the National Headquarter in providing good service to the Local Organizations.
- f. The National Executive Committee shall decide on the travel plan of the National Officers.

- g. The National Executive Committee shall examine carefully the bids for the National Convention and certify those that fulfill the requirements laid down in the Constitution.
- h. The National Executive Committee shall appoint an internal auditor for the scrutiny of accounts of Junior Chamber International India.
- i. The National Executive Committee shall decide on bidding for awards to Junior Chamber International India at Junior Chamber International.
- j. The NEC shall be empowered to take appropriate action in the matter of appointments or removal of Headquarter staff including the Secretary General as laid down in the Policy Manual – Part III.
- k. The National Executive Committee shall exercise overall supervision of the working of the National Headquarter and the staff employed at the Headquarter and shall be empowered to take such policy decisions to carry on the business of the Society as may be required from time to time.
- l. The National Executive Committee shall appoint an Executive Officer, who is a present or past NEC member, to each Zone Conference.
- m. The National Executive Committee shall appoint the Editorial Board for the publication of Challenge and to formulate policies for the publication of Challenge.
- n. The National Executive Committee shall take such suitable action against the staff employed at the National Headquarter in case of their failure to perform the duties or if they involve in any activities which is in the opinion of the National Executive Committee against the interest of the organization. In all cases, the decision of the National Executive Committee shall be final.
- o. The National Executive Committee shall be empowered to give assignments to the Zone Presidents as required besides their being in charge of their respective Zones.

## **7.2 POWERS, DUTIES AND TERMS OF REFERENCE OF NATIONAL EXECUTIVE COMMITTEE OFFICERS**

## **1. NATIONAL PRESIDENT**

He/she shall:

- a. Act as the number one public relation man of Junior Chamber International India.
- b. Represent Junior Chamber International India in all other bodies.
- c. Ensure adherence to all Junior Chamber International India policies, objectives and protect the Constitution of Junior Chamber International India.
- d. Report to the National Convention the action taken on the directives of the Constitution and Byelaws and the Convention Resolutions.
- e. Preside over all the meetings of the National Executive Committee, National Governing Board and the National Convention.
- f. Sign, endorse, otherwise negotiate documents and cheques jointly with at least one of the Executive officers, and act on behalf of Junior Chamber International India.
- g. Attend the World Congress and Area Conference as Chief Delegate of Junior Chamber International India, failing which he shall appoint an Alternate Chief Delegate in consultation with the National Executive Committee.
- h. Visit Local Organizations as per decision of the NEC.
- i. Appoint/select committee for the purpose of examining, investigating and subsequently reporting on specific aspects of the activities of Junior Chamber International India.
- j. The National President shall assign such duties and responsibilities to each Executive Vice President taking into consideration the policies and directions of the General Assembly every year.

## **2. NATIONAL VICE PRESIDENTS**

They shall:

- a. A National Vice President shall be in charge of a group consisting of one-sixth



of the total number of Zones as assigned by the National Executive Committee for supervising their working in all areas of opportunity. He/she shall visit his/her assigned Zones at least twice, ensuring that his/her first visit is before 31<sup>st</sup> of March, with a minimum stay of 3 days in each Zone and the second visit is carried out between, 1<sup>st</sup> June to 31<sup>st</sup> August, with a minimum stay of 2 days in each Zone. He/she shall further ensure to attend the ZGB meetings in all the assigned Zones during his/her first visit of the activity year and also endeavour to visit maximum number of Local Organizations of his/her assigned Zones.

- b. National Vice President shall preside over the Area meetings of his Area and conduct the proceedings.
- c. Supervise the work of all the officers, in their respective assignments and implement the directives of the Constitution, National Convention, National Governing Board and the National Executive Committee in respect of their assignments.
- d. Submit a summarized report of all the activities in their respective assignments and also evaluate the standard of performance of the work of all the assigned officers at each meeting of the National Executive Committee and the National Governing Board.
- e. Travel on behalf of Junior Chamber International India as per the decision of the National Executive Committee.

### **3. SECRETARY GENERAL**

He/she shall:

- a. Be the Chief Administrative Head of the organization and shall work under the supervision and control of the National President. He/she shall be the custodian of all documents and records.
- b. Report upon all the activities of the National Headquarter to the National Executive Committee, the National Governing Board and the National General Assembly.
- c. Assist the National Treasurer to present an audited statement of accounts of the preceding year to the National Convention.
- d. Assist the National Treasurer to present and circulate Statement of Accounts of

the Society to the National Governing Board every month.

- e. Assist the National Treasurer to present an internally audited statement of accounts of the current year up- to-date not more than forty (40) days prior to the opening of the National Convention.
- f. Print and publish all literature on behalf of Junior Chamber International India.
- g. Ensure regular publication of Challenge.
- h. Collect and record the membership subscription of this Society and issue receipts.
- i. Furnish the deadlines for various Junior Chamber International India and Junior Chamber International events to the Local Organizations and Zones well in time to enable them to participate in the same.
- j. Furnish particulars of the membership subscription position to all the Zones regularly.
- k. Furnish the voting strength of all the Local Organizations in the respective Zones 20 days prior to the Zone Conference and 40 days prior to the National Convention.
- l. Publish and circulate the list of Local Organizations registered at the preceding National Convention along with the minutes of the National Convention.
- m. In the absence of Secretary General, any one of the NEC members shall discharge the duties and responsibilities of the office of the Secretary General.
- n. Prepare and circulate the minutes of National convention within 60 days from the last day of the convention.
- o. The Secretary General should issue the minimum standard of performance (MSP), No Dues Certificate (NDC) for the eligible candidates within the stipulated time as per Article 7.10(f).

p. **SECRETARY GENERAL APPOINTMENT**

The Secretary General shall be appointed by the National Executive Committee and the term of office of the Secretary General shall be 3 years and he/she shall continue for one more term subject to the extension. The same Secretary General shall not hold office thereafter. The General Assembly on the

recommendation of the NGB can further extend the term of the existing Secretary General with a simple majority at the National General Assembly.

#### **4. NATIONAL TREASURER**

The National Treasurer shall be in-charge of the finances of Junior Chamber International India and shall be responsible for the preparation of the annual budget to be submitted at National Convention, the presentation of the Balance sheet of the previous year at the National Convention and Budgetary Control. He shall also be responsible for proper maintenance of the accounts of the Society.

#### **5. GENERAL LEGAL COUNSEL**

The General Legal Counsel shall assist the National President and the National Executive Committee and the National Governing Board in all legal matters pertaining to the affairs of this Society and he shall also provide the necessary guidance and information of the Constitution to the National Governing Board, Zones and to Local Organizations whenever a reference is made to him for the said purposes.

### **7.3 MINIMUM STANDARD OF PERFORMANCE OF NATIONAL EXECUTIVE COMMITTEE MEMBERS**

#### **1. NATIONAL PRESIDENT**

No minimum standards shall be binding on the office of the National President. However, he shall conduct the affairs of Junior Chamber International India to the best of his ability on the lines laid down in the Constitution and in the highest interest of the Junior Chamber International movement.

#### **2. OTHER OFFICERS OF THE NATIONAL EXECUTIVE COMMITTEE**

- a. Take effective action on his assignment within thirty days of assuming office.
- b. Report every forty-five days to his/her superior officer.
- c. Take effective steps to implement decisions of the National General Assembly

and implement policies laid down in the Constitution and report at every meeting of the National Executive Committee, National Governing Board and the National General Assembly.

- d. To carry out the directions given by the National Executive Committee and the National Governing Board from time to time in accordance with the Constitution and the procedures laid down in Policy Manual.

### **3. FAILURE TO MEET THE MINIMUM STANDARDS BY NEC MEMBERS**

In the event of failure to perform any of the above minimum standards of performance, the National Governing Board has been empowered to take action as laid down in the Constitution. Further, the National Governing Board shall decide to withhold travelling and other allowances of an officer who fails to comply with the standards. In all such matters, the decisions of the National Governing Board shall be final and binding.

4. A member of the National Executive Committee who fails to attend the meeting of the National Executive Committee or National Governing Board without proper explanation of his absence acceptable to the National Executive Committee shall be deemed to have resigned from the National Executive Committee.

## **7.4 POWERS, DUTIES AND FUNCTIONS OF THE NATIONAL GOVERNING BOARD**

- a. The National Governing Board shall execute and implement the policies as laid down herein shall carry out the directives of the National General Assembly in accordance with the objectives and the Constitution of this Society.
- b. The National Governing Board shall meet at least three times a year.
- c. The National Governing Board shall supervise and review the performance of the members of the National Governing Board and the National Headquarters.
- d. The National Governing Board shall decide on all matters concerning the relations with Junior Chamber International Office, sending delegates, attending and bidding for Area Conference and the World Congress.

- e. The National Governing Board shall strictly adhere to the policies of Junior Chamber International India as laid down herein and shall recommend justifiable changes for the acceptance by the National General Assembly as provided in the Constitution.
- f. The National Governing Board shall follow the forms, procedures, rules, systems and other provisions contained in the Policy Manuals and/or published by JCI India National Headquarter.
- g. The National Governing Board shall adhere to the Constitution and Policy Manuals and shall conform to the rules contained therein and the objectives framed at the National General Assembly.
- h. The National President shall in consultation with the National Governing Board appoint active/alumni individual members in Junior Chamber International India and delegate such of the responsibilities that might become necessary for carrying out any specific jobs during that year.
- i. The National Governing Board is empowered to frame and amend Policy Manual Part II, & Part III.

## **7.5 DUTIES AND RESPONSIBILITIES OF ZONE PRESIDENT**

He/she shall:

- a. Allot the Local Organizations to the Zone Vice Presidents and assign any other responsibility/duty to them.
- b. Supervise the working of the Zone Vice Presidents in the Zone and report to the National Vice President and NGB.
- c. Endeavour to implement all the decisions of the General Assembly/NGB with the assistance of the Zone Governing Board.
- d. Visit all the Local Organizations within the Zone as "Zone President Official Visit".
- e. Take all steps to activate the semi-active and inactive Local Organizations in his Zone.

- f. Promote the Junior Chamber International India and JCI Programs among the Local Organizations in his Zone.
- g. Serve as No. 1 PR man in that Zone for Junior Chamber International India and travel on behalf of Junior Chamber International India when necessary.
- h. Report to the assigned NVP assigned and the NGB about working of the assignment.
- i. Preside over the meeting of the Zone Governing Board and Zone Conference.

## **7.6 DUTIES AND RESPONSIBILITIES OF THE ZONE PRESIDENT OF A POTENTIAL ZONE**

- a. Allot Local Organizations to the Zone Vice President of Potential Zone and assign any other work regarding JCI India activities to the Zone Vice President of Potential Zone.
- b. Supervise the working of Local Organizations and Zone Vice Presidents and report to the assigned National Vice President.
- c. Visit all the Local Organizations at least once in each half of the year.
- d. Take all steps to encourage and develop the JCI movement in the said Potential Zone.
- e. Take all steps to implement the policy and programs of JCI India.
- f. Act as a PR man for JCI India in the Potential Zone.

## **7.7 DUTIES AND RESPONSIBILITIES OF NATIONAL DIRECTOR**

He/she shall:

- a. Promote the area of activity assigned to him in pursuance of the Constitution and Policy Manual and the decisions of the General Assembly/NGB.

- b. Report to NGB/NEC on the working of his assignment.
- c. Travel on behalf of JUNIOR CHAMBER INTERNATIONAL INDIA as approved by NEC/NGB.

## **7.8 FAILURE TO MEET THE MINIMUM STANDARDS BY ZONE PRESIDENTS AND NATIONAL DIRECTORS**

In the event of failure to perform any of the above minimum standards of performance prescribed for NGB, the National Governing Board has been empowered to take action as laid down in the Constitution. Further, the National Governing Board shall decide to withhold travelling and other allowances of an officer who fails to comply with the standards. In all such matters, the decisions of the National Governing Board shall be final and binding.

## **7.9 POWERS, DUTIES AND RESPONSIBILITIES OF ZONE GOVERNING BOARD**

### **1. POWERS AND DUTIES OF THE ZONE GOVERNING BOARD**

- a. The Zone Governing Board implements the policies as laid down herein, shall carry out the directives of National Convention in accordance with the NGB/NEC decisions with the objectives and Constitution of this society.
- b. The Zone Governing Board shall meet once in a period of 60 days.
- c. The Zone Governing Board will supervise and review the performance of the Zone Governing Board Members.
- d. The Zone Governing Board shall adhere to the policies and programs of Junior Chamber International India.
- e. 50% of the members with voting rights shall form quorum of the meetings. In case of voting at the Zone Governing Board Meeting, the elected officers ZP, IPZP, ZVPs shall have one vote.
- f. The Zone Governing Board is empowered to remove the Directors of the

Zone Governing Board on nonperformance or if he/she involves in activities against the interest of this society. However, the individual shall be given an opportunity to explain his/her position.

## **2. DUTIES AND RESPONSIBILITIES OF THE ZONE VICE PRESIDENT**

- a. Visit and conduct LDMT in all his/her assigned existing Local Organizations only after the commencement of the activity year (i.e. 1<sup>st</sup> January) and before 30<sup>th</sup> April of that year and submit the report of the LDMT, through the Online Portal of JCI India or any other means of delivery as authorized by the NGB from time to time, latest by 10<sup>th</sup> May of that year. LAV shall be conducted after 1<sup>st</sup> June and before 15<sup>th</sup> August of that year. The deadline for sending report of the LAV, through the Online Portal of JCI India or any other means of delivery as authorized by the NGB from time to time, is 31<sup>st</sup> August of that year. A Certification for the LDMT and LAV issued separately on LO letterhead by LO President is sufficient to grant MSP to the ZVP.
- b. Conduct LDMT for new Local Organizations, provisionally affiliated during the first half of the year within 45 days from the date of its provisional affiliation or within 15 days from the date of installation, whichever is later and LAV as per time frame enumerated in Art. 7.9.2.a.
- c. Conduct only LDMT for New Local Organizations provisionally affiliated during the second half within 45 days from the date of its provisional affiliation, or within 15 days from the date of installation, whichever is later.
- d. All the intimations to organize LDMT and LAV shall be sent to Local Organisation Presidents in writing by assigned Zone Vice President before 10 days of deadline of conducting the LDMT or LAV.
- e. Motivate and guide all his assigned Local Organizations to fulfill Constitutional and other obligations and to avail of the opportunities offered by Junior Chamber International India/Junior Chamber International.
- f. Work under the supervision of the Zone President and report to him regularly.

## **3. DUTIES AND RESPONSIBILITIES OF THE ZONE VICE PRESIDENT OF A POTENTIAL ZONE**

- a. To visit and conduct LDMT of all assigned Local Organizations within the 40 days of appointment. To visit and conduct LAV in the second half.



- b. To motivate all assigned Local Organizations to implement the policy and programs of JCI India.
- c. To develop the JCI movement in the said Potential Zone.
- d. To work under the supervision of President Potential Zone.

#### **4. DUTIES AND RESPONSIBILITIES OF THE ZONE DIRECTOR**

- a. Each Zone Director shall be assigned the promotion of activities, among the Local Organizations of the Zone, under one of the portfolios, viz. Training, Management, Growth and Development, Programmes and Business subject to a maximum number of seven Zone Directors.
- b. He shall motivate all the Local Organizations of the Zone to carry out the activities under his assigned Portfolio, as per the Plan of Action approved by the General Assembly and the decisions of the National Governing Board.
- c. He shall work under the supervision of the Zone President and report to him regularly.

#### **5. DUTIES AND RESPONSIBILITIES OF THE ZONE SECRETARY**

He shall:

- a. Promote the activities and events of the Zone.
- b. Circulate the Minutes of the Zone Conference within 60 days of its completion to the Local Organization Members within the Zone and to the National Head Quarters.
- c. To send meeting notice at least 10 days prior to the meeting and to record the Minutes of Zone Governing Board meeting and circulate to all Zone Governing Board members within 15 days after the meeting.

### **7.10 MINIMUM STANDARDS OF PERFORMANCE FOR ZONE GOVERNING BOARD MEMBERS**

- a. Take effective action on his assignments within thirty days of assuming office.
- b. Report every forty-five days to his superior officers', the Zone President and assigned Executive Vice President.
- c. Take effective steps to implement decisions of the General Assembly/NGB and implement Policies laid down in the Constitution and Policy Manual and report at every meeting of the NEC/NGB and to the Zone Conference/National Convention or the Zone Governing Board as the case may be.
- d. Travel within first nine months of assuming office as required by the Constitution and Policy Manual or the National Executive Committee or the National Governing Board or the Officer's Hand Book.
- e. To carry out the directives given by General Assembly/NGB from time to time.
- f. Based on the scrutiny report of General Legal Counsel as approved by the NEC, the Secretary General shall issue the minimum standard of performance certificate to the ZVP and the National Head Quarters shall maintain a permanent register in this regard. The GLC shall present the Scrutiny report of the MSP of ZVPs at the 6th NEC of the year only. MSP will be granted to the ZVP who satisfies all the rules and regulations laid down in the Constitution and Policy Manual Part I after the 6th NEC and before the Zone Conference of that year. In cases where Reports of the ZVP for MSP are received after the stipulated deadline for the same but before the end of the administrative year, scrutiny of the reports of the ZVP for the MSP will be done at the 6th NEC of the ensuing year only and MSP will be granted to the ZVP who satisfies all the rules and regulations laid down in the Constitution and Policy Manual Part I after the 6th NEC and before the Zone Conference of the ensuing year only. Notwithstanding anything contained in any other provision of this Constitution, MSP can be granted only on completion of the term of the ZVP. No MSP will be granted prior or beyond the abovementioned deadlines.

## **7.11 FAILURE TO MEET THE MINIMUM STANDARDS BY ZONE VICE PRESIDENTS**

In the event of failure to perform any of the above minimum standards of performance, the National Governing Board shall be empowered to take action as

laid down under this Constitution. The National Governing Board shall also be empowered to remove from office, any Zone President or Zone Vice President for failure to meet the minimum standards of performance. Further, the NGB shall decide to withhold traveling and other allowances of an officer who fails to comply with the standards. In all such cases the decision of the National Governing Board shall be final and binding.

## **ARTICLE 8 – GENERAL**

### **8.1 TRANSFER OF RECORDS**

- a. It shall be the duty of every officer to transfer specific records as laid down in the hand book from time to time to their successors or to the Secretary General at the time of laying down their office.
- b. It shall be the responsibility of the immediate superior officer to see that every officer under him transfers records as required.
- c. The officer failing to transfer records as required shall not be qualified to receive travelling and other allowances as provided in the Constitution.

### **8.2 ALLOWANCES FOR TRAVEL**

- a. Every officer travelling on behalf of the Junior Chamber International India shall be reimbursed with 2<sup>nd</sup> A/c Railway fare or Airfare within the budget approved for every official visit.
- b. Subject to availability of funds the Executive officers are authorized to get reimbursement of Airfare in case of travel by Air.
- c. The National Executive Committee shall in special circumstances sanction such travelling allowance, being it necessary.

### **8.3 TRAVEL LIMITATION**

- a. Each year, effort shall be made to cover all the Local Organizations in India by

a visit of Junior Chamber International India or Junior Chamber International Officers.

- b. No officer of Junior Chamber International India other than the National President shall travel after 15th September and draw travelling allowance unless specifically allowed by the National President.

## **8.4 INSURANCE**

- a. All the properties, assets of Junior Chamber International India at the National Headquarter shall be covered by necessary Insurance against fire and theft.
- b. Every officer of the Junior Chamber International India shall be provided with insurance, to cover accidents in pursuance of Junior Chamber International activities.
- c. The amount and extent of cover shall be decided by the National Governing Board.
- d. Any claim paid to Junior Chamber International India upon the insurance shall not be retained by the Junior Chamber International India for its own purpose but shall be disbursed towards the benefit of officer or in such a manner as the Executive Committee may determine.

## **8.5 PERMANENT RECORDS**

The National Headquarter shall maintain permanent records of the activities of Junior Chamber International India at least of the minimum specified items of records required to be kept for any past year as shall be provided in the Hand Book. Only the records as provided therein shall be maintained for any given year and other records other than finance books for any year at least three years prior to current year shall be destroyed. All election records and performance register for ZVPs shall be treated as permanent records.

## **8.6 HONORARY, ASSOCIATE AND SUSTAINING MEMBERS**

- a. Efforts will be made by the National Governing Board to actively promote membership in these categories.

- b. The National Headquarter shall provide continuous service to the honorary and sustaining members in the form of Challenge e-magazine and such other publications that reflect the activities of Junior Chamber International India and shall keep them informed by a special mailing list.
- c. Suitable membership certificates shall be issued to these members certifying their membership in the Junior Chamber International India.

## **8.7 RECOGNIZED TRAINING PROGRAMS**

The Certification Programs conducted by JCI INDIA and JCI are recognized as Training Titles.

## **8.8 PROOF OF AGE FOR APPOINTED NGB AND ZGB MEMBERS**

- a. All candidates to be nominated and/or appointed to the NGB and ZGB have to submit their passport copy or M Aadhaar (digital) to the Secretary General as proof of age.
- b. No candidate to be nominated or appointed to the NGB and ZGB can be above the age of 40 years.

# **POLICY MANUAL**

## **PART – II**

As amended and adopted by the 4<sup>th</sup> NGB in it's meeting held at Aelleppey, in 2023

### **MODEL LOCAL ORGANISATION CONSTITUTION**

## **PREAMBLE**

"We, young men and women of (Name of Town/City) gathered at this meeting conscious of the fact that adequate civic training to young persons will enable them to exercise decisive influence in the just solution of the problems of humanity; Determine to promote the well-being and progress of all people; RESOLVE, to unite our efforts in these directions by constituting an association of young citizens of the city based upon the principles enshrined within this Constitution."

## **THE CONSTITUTION OF LOCAL ORGANISATION**

The Constitution of this association shall be comprised of the **Memorandum of Association** and the **Rules and Regulations** as provided hereunder.

## **MEMORANDUM OF ASSOCIATION**

1. The name of this society shall be Junior Chamber International (Name of the Society).
2. The registered office of this society shall be situated at (Address of the Registered Office).

### **3. AIMS AND OBJECTIVES**

The main object for which this society is formed shall be based on a declaration of principles as inspired by the JCI Creed, which shall be as follows:

#### **JCI CREED**

We believe,  
That faith in God gives meaning and purpose to human life  
That the brotherhood of man transcends the sovereignty of nations  
That economic justice can best be won by free men through free enterprise  
That Government should be of laws rather than of men  
That earth's great treasure lies in human personality  
And that service to humanity is the best work of life.

### **4. PURPOSES**

- 4.1 To provide leadership development opportunities that empower young people to create a positive change in the locality/community.
- 4.2 To provide sustainable solutions to the problems of the locality/community with active participation and association with public private partnership.
- 4.3 To encourage the extension of Junior Chamber International association and its ideals throughout India in such a manner as may be thought fit.
- 4.4 To complement the activities of Junior Chamber International India as well as it's other Local Organizations and to take common action in the interest of this society.
- 4.5 To foster amongst individual membership of this society a spirit of genuine civic interest, offering the opportunities for personal development and



avenues for involved participation in the social and economic advancement of the community and the Nation.

- 4.6 To encourage and strengthen international understanding and goodwill especially through active participation of the members of this society in world-wide projects and in the activities of the Junior Chamber International movement.
- 4.7 To encourage and advance mutual understanding and goodwill amongst young men and women in the Republic of India regardless of caste, creed or colour.
- 4.8 To help in the social emancipation of all individuals.
- 4.9 To encourage and provide facilities to all young people in leadership training.
- 4.10 To encourage and provide facilities for the promotion of goodwill and confidence amongst mankind through fellowship.
- 4.11 To encourage young people to handle civic problems by arousing civic consciousness amongst the citizens.
- 4.12 To encourage and provide facilities for discussion of social, economic and cultural questions of local or national importance.
- 4.13 To encourage and provide facilities to help activities in sports.
- 4.14 To organize programs, seminars, conferences etc., in furtherance of all or anyone of the objects.
- 4.15 To donate or otherwise assist in any manner, any public charitable institution or public charitable objects, in so far as such donation or assistance shall not contravene any of the objects enumerated in this memorandum.
- 4.16 To spread education of all kinds, i.e. physical, technical and moral in any manner.
- 4.17 To grant medical aid to persons, without any distinction of caste and creed.
- 4.18 To grant relief in any form to destitute and orphaned persons and to the needy and poor persons who are physically challenged.
- 4.19 To establish and/or to maintain and /or to support sanitariums, convalescent

homes, hospitals, dispensaries, maternity homes, clinics etc. and/or to contribute for the support of such institutions.

- 4.20 To establish and/or to maintain and/or to contribute towards the cost of buildings for any cultural activities of a public charitable nature.
- 4.21 To co-ordinate its activities with other associations, cultural or charitable institutions which has as its objectives, similar to any one or all of the above objects.
- 4.22 To establish and/or to maintain and/or to contribute towards cost of buildings for any purposes connected with the promotion of educational activities of the people.
- 4.23 To contribute or to subscribe or to donate to the Government or local institution such sum or sums on such terms and conditions for all or any of the objects herein.
- 4.24 To subscribe and/or to contribute and/or to donate to any public fund devoted to any public, national or charitable objects.
- 4.25 To give donation, contribution and subscription to any public, religious or charitable institutions having their objects the alleviation of human suffering by spread of moral or spiritual education and/or for maintenance or protection or the relief of old, infirm, blind, lame, lepers or mentally ill, disabled or handicapped or otherwise diseased persons or poor persons or having any other objectives of public or charitable nature.
- 4.26 To spread education of any kind including technical, medical, arts, commerce, science, engineering, social, physical education by establishing and/or by promoting and/or by maintaining libraries, schools, colleges, research institutions for imparting of all and every kind of education and/or by giving grants, scholarships, and endowments to libraries, institutions, colleges and schools imparting such education and by contribution to or establishing and maintaining hostels.
- 4.27 To offer donation to institutions of objects of social, moral and spiritual upliftment of the humanity, helping or subsidising books, periodicals, magazines and pamphlets and holding seminars and conferences which may contribute to the advancement of any object of the society.
- 4.28 To construct and/or maintain buildings for carrying out any cultural activities,

which may have the effect of encouraging social welfare and emancipation.

- 4.29 To promote professional and commercial activities and develop national and international trade.
- 4.30 To promote high ethical standard in trade, business, profession, vocation, occupation etc.
- 4.31 To accept any donation and/or contribution either in cash or any kind, from any person, firm, company, institution or Government on such terms and conditions for such purpose and objects as enumerated in this Memorandum.
- 4.32 To pay, out of the funds of the Society the cost, charges and expenses, preliminary and incidental to the formation, establishment and registration of the Society.
- 4.33 The income and property of the society, wherever derived shall be applied solely towards the promotion of the objects of the society as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, howsoever by way of profits to the members of the society, provided that nothing herein shall prevent the payment of salary or remuneration or reimbursement of expenses in good faith to any officers or servants of this Society or other persons in return for any services actually rendered to the Society.
- 4.34 To rent, purchase, lease, build or otherwise acquire for the use of the Society, suitable building or buildings, in the city/district in the Republic of India and to fit and furnish the same or make arrangements for the building or buildings being properly fitted and furnished.
- 4.35 To manage, conduct and carry on in the buildings purchased, leased, built or otherwise acquired for the business of this Society for the comfort and convenience of the members of this Society and visitors thereto.
- 4.36 To borrow any money required for the purpose of this Society upon such securities as shall be determined.
- 4.37 To take any action necessary or conducive to the accomplishment of any of the above purposes, the objects set forth in any clause or clauses of this part shall not be in any way limited or restricted to by reference to or interference from the term or terms of any other clause or clauses or the objects therein

specified or the powers thereby conferred shall be deemed subsidiary or auxiliary merely herein quoted to satisfy the objects mentioned in the first part, of this policy reserving the supreme power of this Society to exercise all or any of the powers conferred by any part of this policy subject to the provisions of the Constitution, other Policy Manuals and directives of the General Body of Junior Chamber International India.

4.38 We, the several persons, whose names are subscribed below, are desirous of being formed into a Society under the Societies Registration Act XXI of 1860 in pursuance of this, Memorandum of Association and the certified copy of the Rules and Regulations of the Society.

<b>Name and Address of the Member</b>	<b>Occupation</b>	<b>Signature</b>

(All the persons to sign with complete details)

# **RULES AND REGULATIONS**

## **ARTICLE 1**

### **1.1 REGISTRATION**

- a. This Society shall be registered under the Indian Societies Registration Act, 1860.
- b. The affairs of this Society shall be governed by the provisions as set out in it's Memorandum of association and in it's Rules and Regulations, subject to the provisions of the Indian Societies Registration Act, 1860 and the rules framed there under.

### **1.2 AFFILIATION**

This society shall be affiliated to Junior Chamber International India and it shall be governed by the Constitution and Policies/directive principles of Junior Chamber International India in force from time to time.

### **1.3 CORPORATE IDENTITY**

The emblem, colour combinations, slogan, printed materials and other specifications of the society shall be in accordance to the corporate identity of Junior Chamber International (JCI) which will be adopted from time to time by the National Governing Board (NGB) of Junior Chamber International India (JCI India).

### **1.4 OATH**

#### **a. INDIVIDUAL MEMBER**

The official oath shall be administered to an individual member of the Local Organization Member and shall be as follows:

**"I do solemnly promise that I shall faithfully serve the purposes of JCI and shall at all times uphold its ideals and principles".**

## **b. OFFICE BEARER**

All officers and officers-elect of the Local Organization shall be administered the oath as follows:

**"I do solemnly swear that I will faithfully execute the office of (Name of office) of JCI (Name of the Local Organization) and will to the best of my ability serve as a living example of this organization's philosophy and belief and will uphold and enforce the Constitution and Policy of this organization at all times".**

## **ARTICLE 2 – MEMBERSHIP**

### **2.1 TYPES**

There shall be Three types of membership in this society:

- a. Active Members
- b. Associate Members
- c. Honorary Members

### **2.2 ACTIVE MEMBERS**

A person of good character and sound mind, who has paid his/her membership subscription in half yearly installment or in full to the Local Organization and who is within the age limit of not less than eighteen (18) years and not more than 40 years shall be a member of this society. Provided further, that membership shall continue until the end of the calendar year in which the person reaches (i.e. completes) the age of forty years except the person holding the office of immediate Past President, who shall serve in that capacity for not more than one year.

## **2.3      ASSOCIATE MEMBERS**

An Individual member who crosses the age of 40 years and continues with the Local Organisation membership, will be granted Associate Membership of the Local Organisation he belongs to on payment of the Local Organisation membership subscription and submitting the Associate membership form in prescribed format to the NHQ. The conferment of Associate Membership and framing of related policies is at the sole discretion of the NGB of JCI India. The Associate Member shall have all the privileges and rights of active members except the right to vote and except the right to hold LO, Zone or National office, and will not be counted for the purpose of granting voting rights. A member of the JCI Alumni Club; a program of JCI India; will be considered as an associate member of the Local organization, provided that, that local organization in which he had active membership is an active member of JCI India as defined in Article 2 of the Constitution.

## **2.4      HONORARY MEMBERS**

An individual, who has rendered outstanding services to this society or who has rendered outstanding contribution in any field of human endeavour, shall be conferred with Honorary Membership of the Local Organization by the Local Organization Governing Board.

## **2.5      FEES**

All applications for membership shall be on the prescribed application form of the Local Organization along with the entrance fees as resolved by the General Body of the Local Organization from time to time. Two active members of the Local Organization, as a proposer and as a seconder, shall forward every application form. The decision of the Local Organization Governing Board (LGB) regarding the admission of a member to the Local Organization shall be final and no reason shall be given to the applicant for the rejection of any application of membership. Moreover, the Local Organization shall not place any undue restriction for any applicant other than those laid down in the Constitution of Junior Chamber International India.

## **2.6      MEMBERSHIP SUBSCRIPTION**

A member shall pay the annual membership subscription as fixed by the General body of the Local Organization from time to time. The annual membership subscription shall be paid in one full installment. The said membership subscription shall include the membership subscription payable by an individual member to Junior Chamber International India. An act of a Local Organization failing to pay the membership subscription of an individual member payable to Junior Chamber International India shall be construed as an act of misconduct of the Local Organization. Any member or his/her heirs shall not be absolved from liability to pay any amount payable to the Local Organization by him/her even after the termination of the said member.

## **2.7      SUSPENSION**

- a. A member shall be served with a show cause notice as to why his membership cannot be suspended, if in the opinion of the Local Organization Governing Board (LGB), he is not qualified or desirable for membership or is unfit for any reason to continue as a member of the Local Organization.
- b. The Secretary upon the direction of the Local Organization Governing Board (LGB) shall issue the show cause notice to the member giving 21 days time to the member from the date of the notice (either delivered personally or sent by registered post).
- c. The Local Organization Governing Board (LGB) after considering the explanation of the member shall suspend the said member by a three-fourth (3/4) majority vote.

## **2.8      TERMINATION**

- a. A member shall be served with a show cause notice as to why his membership cannot be suspended, if in the opinion of the Local Organization Governing Board (LGB), he is not qualified or desirable for membership or is unfit for any reason to continue as a member of the Local Organization.
- b. The Secretary upon the direction of the Local Organization Governing Board (LGB) shall issue the show cause notice to the member giving 21 days' time to the member from the date of the notice (either delivered personally or sent by registered post).



- c. The Local Organization Governing Board (LGB) after considering the explanation of the member shall terminate the said member by a three-fourth (3/4<sup>th</sup>) majority vote.
- d. A member shall be terminated if he resigns from his/her membership of the Local Organization provided the Local Organization Governing Board (LGB) accepts the said resignation of the member.
- e. A member shall automatically stand terminated if he/she dies.
- f. A member shall be terminated if the member transfers his/her membership of the Local Organization to any other Local Organization in India. The member shall do so only after paying the full membership subscription to the Local Organization to which he/she originally belonged to and on obtaining a clearance certificate from the said Local Organization.

## **2.9 TRANSFER**

A member of a Local Organization shall transfer their membership to any other Local Organization in India after paying the full membership subscription to the Local Organization to which he/she originally belonged to and on obtaining a clearance certificate from the said Local Organization. Having paid such membership subscription and other arrears by the member to the Local Organization, the Local Organization shall necessarily issue the clearance certificate to the member. In case, the Local Organization fails to issue the clearance certificate to the member within 15 days of the receipt of the member's demand by a registered letter/registered email addressed to the LO President of the Local Organization, it shall be deemed that there is no objection from the Local Organization. The Local Organization to which the member has sought for transfer shall accept to take him/her as a member. The Local Organization shall pay Rs.50/- plus applicable taxes as the transfer fee to Junior Chamber International India for a member who has been transferred.

## **ARTICLE 3 - GENERAL BODY**

### **3.1 COMPOSITION**

The General Body of the Local Organisation shall consist of all the active members as described in the article 2.2 of the policy manual part 2. The General Body of the Local Organization shall be the supreme body of the Local Organization. It shall direct and guide the affairs of the Local Organization and shall have all the rights and privileges not specifically assigned to the Local Organization Governing Board (LGB) of the Local Organization. The General Body of the Local Organization shall have the power to revise, alter or amend any decision of the Local Organization Governing Board (LGB).

## **3.2 MEETINGS**

### **TYPES OF MEETINGS**

- a. General Body Meeting
- b. Local Organisation Governing Board (LGB) meeting
- c. Extra Ordinary General Body Meeting
- d. Annual General Body Meeting (AGM)
- e. Election Meeting
- f. Project Meeting / Non-Business Meeting / Committee Meeting

#### **a. GENERAL BODY MEETING**

1. **Agenda :** Agenda of the GB meeting shall be finalized by the LGB in their precious meeting by 2/3<sup>rd</sup> majority. The agenda has to be circulated at least 7 days in advance of the date of meeting by the secretary by ordinary post/email or any other accepted mode of communication as pre-decided by the GB with a 2/3<sup>rd</sup> majority.
2. **Frequency :** once a month
3. **Chairman :** President and in absence of president IPP and in absence of both the members present will elect one of the Vice presidents to chair the meeting. In the event of all the aforesaid persons remaining absent at the meeting, the members present shall elect a member from amongst themselves to act as the Chairman of the meeting.
4. **Notice:** The Secretary of the Local Organization shall issue the notice of the

General Body meeting to all the members 7 clear days prior to the convening of the said meeting. Any notice shall be sent by ordinary post to all the members of the Local Organization at their addresses as found in the records of the Local Organization. Accidental non-receipt of a notice by any member shall not invalidate any meeting.

5. **Quorum** : 30% of the total voting strength of the Local Organisation (total voting strength is the total count of the active members who have no financial obligations towards the Local Organisation).

6. **Business** :

- a. Reports of the Vice Presidents/treasurer.
- b. Evaluation of Events completed.
- c. Forth Coming Events of the LO/Zone/NOM/JCI
- d. Legal matters (if any)
- e. Motions as proposed by members before the adoption of agenda.
- f. The General Body of the Local Organization shall meet within 30 days of the Local Organization Installation meeting to finalize the Annual Program Planning of the Local Organization and the same shall be circulated to all the members of the Local Organization within 10 days of the aforesaid General Body meeting.

7. **Voting** :

- a. All general motions will be passed on simple majority unless otherwise provided for separately in the Constitution.
- b. The Modern Parliamentary Procedures laid down in the Robert's Rules of Order (Latest Edition) shall be followed, wherever this Constitution is silent on meeting procedures or for certain provisions that are not provided for in this Constitution, for the General Body Meetings.
- c. Every active member of the Local Organization, who has no financial obligations to the Local Organization, shall have the right to vote. Associate and Honorary members of the Local Organization shall have no voting right.

## **b. LOCAL ORGANISATION GOVERNING BOARD MEETING (LGB MEETING)**

1. **Agenda:** Agenda of the LGB meeting shall be finalised by the President in discussion with the Secretary. The LGB members can propose motions to be included in the agenda before the adoption of the agenda with a Simple majority Vote. The agenda has to be circulated atleast 7 days in advance of the date of meeting by the secretary by ordinary post/email or any other accepted mode of communication as pre-decided by the LGB with a 2/3<sup>rd</sup> majority.
2. **Frequency :** once a month
3. **Chairman :** President and in absence of president IPP and in absence of both the members present will elect one of the Vice presidents to chair the meeting. In the event of all the aforesaid persons remaining absent at the meeting, the members present shall elect a member from amongst themselves to act as the Chairman of the meeting.
4. **Notice :** The LGB of the Local Organisation will decide the date of next LGB in their LGB meeting. The Secretary of the Local Organization shall issue the notice and circulate the approved date of the LGB meeting to all the LGB members 7 clear days prior to the convening of the said meeting. Any notice shall be sent by ordinary post to all the members of the LGB at their addresses as found in the records of the Local Organization. Accidental non-receipt of a notice by any member shall not invalidate any meeting.
5. **Quorum :** 50% of the total voting strength of the LGB (total voting strength is the total count of the LGB Members who have no financial obligations towards the LO).
6. **Business :**
  - a. Reports of the Vice Presidents/treasurer.
  - b. Evaluation of Events completed.
  - c. Suggestions/Directions of the General Body and its implementation.
  - d. Forth Coming Events of the LO/Zone/NOM/JCI.
  - e. Legal matters (if any).

- f. Motions as proposed by members of the LGB before the adoption of agenda.
- g. Finalise the budget as per the Annual Project plan approved by the General Body and report back to the General Body in case of any change as per budget.

**7. Voting :**

- a. All general motions will be passed on simple majority unless otherwise provided for separately in the Constitution.
- b. The Modern Parliamentary Procedures laid down in the Robert's Rules of Order (Latest Edition) shall be followed, wherever this Constitution is silent on meeting procedures or for certain provisions that are not provided for in this Constitution, for the General Body Meetings.
- c. Every active member of the Local Organization, who has no financial obligations to the Local Organization, shall have the right to vote. Associate and Honorary members of the Local Organization shall have no voting right.
- d. **Casting Vote** – the Local Organisation President shall have an additional casting vote in the LGB meeting apart from his member's vote provided that he/she has casted his member's vote along with others during voting. The casting vote will only then be cast to make a tie or break a tie before announcing the result of the vote.

**c. EXTRA ORDINARY GENERAL BODY MEETING (EOGM)**

- 1. 20% of the active members of the LOM with written request to the Secretary/President or LGB members with 3/4<sup>th</sup> majority decision can call for an extra ordinary general body meeting (EGM) to consider a specific subject. The EGM has to be held within 14 days of aforesaid written request or aforesaid decision of the LGB to discuss only on the stated specific subject. No other business can be transacted.
- 2. **Frequency:** as and when the need arises.
- 3. **Chairman:** President and in absence of president IPP and in absence of both the members present will elect one of the Vice presidents to chair the meeting. In the event of all the aforesaid persons remaining absent at the meeting, the members present shall elect a member from amongst themselves to act as the

Chairman of the meeting.

4. **Notice:** The notice for an Extra-ordinary General Body meeting shall be sent by certificate of posting to all the members of the Local Organization. The notice shall be sent to all the active members of the Local Organisation at their addresses as found in the records of the Local Organization.
5. **Quorum :** 30% of the total voting strength of the LGB (total voting strength is the total count of the active members who have no financial obligations towards the Local Organisation). A quorum not established within 30 minutes of the scheduled time for an Extra-Ordinary General Body meeting, then this meeting shall stand dissolved forthwith.
6. **Business :**
  - a. Only the stated specific subject as stated in the written request or as decided in the aforesaid  $\frac{3}{4}$  majority decision of the LGB.
  - b. No other business transacted in the EGM is valid.
7. **Voting :**
  - a. All general motions will be passed on simple majority unless otherwise provided for separately in the Constitution.
  - b. The Modern Parliamentary Procedures laid down in the Robert's Rules of Order (Latest Edition) shall be followed, wherever this Constitution is silent on meeting procedures or for certain provisions that are not provided for in this Constitution, for the General Body Meetings.
  - c. Every active member of the Local Organization, who has no financial obligations to the Local Organization, shall have the right to vote. Associate and Honorary members of the Local Organization shall have no voting right.

#### **d. ANNUAL GENERAL BODY MEETING**

1. The Annual General Body meeting of the Local Organization shall be held every year subject to the condition that the period between two consecutive Annual General Body meetings shall not exceed 15 months.
2. **Frequency :** Once a Year provided that the period between two consecutive Annual General Body meetings shall not exceed 15 months.

3. **Chairman** : President and in absence of president IPP and in absence of both the members present will elect one of the Vice presidents to chair the meeting. In the event of all the aforesaid persons remaining absent at the meeting, the members present shall elect a member from amongst themselves to act as the Chairman of the meeting.
4. **Notice**: The Secretary of the Local Organization shall issue the notice of the Annual General Body meeting of the Local Organization, to all the members 21 clear days prior to the convening of the said meeting. The notice shall be sent to all the active members of the Local Organisation at their addresses as found in the records of the Local Organization. The notice for an Annual General Body meeting shall be sent by certificate of posting to all the members of the Local Organization.
5. **Quorum** : 30% of the total voting strength of the Local Organisation (total voting strength is the total count of the active members who have no financial obligations towards the LO). A quorum not established as prescribed within 30 minutes of the scheduled time of the Annual General Body meeting, then the meeting shall stand adjourned. The Chairman of the meeting then shall fix the date, time and place for the adjourned meeting, which shall be held within seven days of the adjourned meeting after due notice. Then the members of the Local Organization present shall proceed with the meeting, even if they do not constitute a quorum.
6. **Business** : The following business shall be transacted to the Annual General Body meeting of the Local Organization:
  - a. To approve the minutes of the previous Annual General Body meeting and any Extra-Ordinary General Body meeting of the Local Organization held during the year.
  - b. To approve the Agenda of the meeting.
  - c. To receive the Annual Report presented by the President of the Local Organization.
  - d. To approve the audited accounts of the year.
  - e. To approve the budget for the next year.
  - f. To appoint auditor/s and fix their remuneration for the next year.

g. To consider any amendment/s to the Constitution of the Local Organization.

h. To consider any motion if it is given in writing to the secretary of the Local Organization, by any member 15 days in advance of the date of the said meeting provided, the copies of such motion is circulated to all the members of the Local Organization by the Secretary within 7 clear days prior to the convening of the said meeting.

**7. Voting :**

a. All general motions will be passed on simple majority unless otherwise provided for separately in the Constitution.

b. The Modern Parliamentary Procedures laid down in the Robert's Rules of Order (Latest Edition) shall be followed, wherever this Constitution is silent on meeting procedures or for certain provisions that are not provided for in this Constitution, for the General Body Meetings.

c. Every active member of the Local Organization, who has no financial obligations to the Local Organization, shall have the right to vote. Associate and Honorary members of the Local Organization shall have no voting right.

**e. ELECTION MEETING**

1. An annual election meeting of the Local Organization shall be conducted at least 30 days prior to the National Convention of Junior Chamber International India. At the annual election meeting of the Local Organization, the active members of the General Body of the Local Organization shall elect the officers constituting a Local Organization Governing Board (LGB).

2. **Frequency :** Once a Year provided that it is held at least 30 days prior to the National Convention of Junior Chamber International India.

3. **Chairman :** President and in absence of president IPP and in absence of both the members present will elect one of the Vice presidents to chair the meeting provided that the Chairman is himself/herself not a Candidate for the Elections. In the event of all the aforesaid persons remaining absent at the meeting, the members present shall elect a member from amongst themselves to act as the Chairman of the meeting provided that the elected active member is not a candidate for the election himself/herself.



4. **Notice :** The Secretary of the Local Organization shall issue the notice of the Annual Election meeting of the Local Organization, to all the members 21 clear days prior to the convening of the said meeting. The notice shall be sent to all the active members of the LO at their addresses as found in the records of the Local Organization. The notice for an Election meeting shall be sent by certificate of posting to all the members of the Local Organization.
5. **Quorum :** 30% of the total voting strength of the LO (total voting strength is the total count of the active members who have no financial obligations towards the LO). A quorum not established as prescribed within 30 minutes of the scheduled time of the Election General Body meeting, then the meeting shall stand adjourned. The Chairman of the meeting then shall fix the date, time and place for the adjourned meeting, which shall be held within seven days of the adjourned meeting after due notice. Then the members of the Local Organization present shall proceed with the meeting, even if they do not constitute a quorum.
6. **Business :** The following business shall be transacted to the Election meeting of the Local Organization:
  - a. To elect the President for the ensuing year.
  - b. To elect the Vice Presidents of equal rank for the ensuing year as prescribed in Art. 5 of the Policy Manual Part II.
  - c. To elect the Directors of equal rank for the ensuing year as prescribed in Art. 5 of the Policy Manual Part II.
  - d. To elect the Secretary for the ensuing year.
  - e. To elect the Treasurer for the ensuing year.
7. **Voting :**
  - a. The Voting will be as prescribed in Art. 4 of this Policy manual Part II.
  - b. The Modern Parliamentary Procedures laid down in the Robert's Rules of Order (Latest Edition) shall be followed, wherever this Constitution is silent on meeting procedures or for certain provisions that are not provided for in this Constitution, for the General Body Meetings.

- c. Every active member of the Local Organization, who has no financial obligations to the Local Organization, shall have the right to vote. Associate and Honorary members of the Local Organization shall have no voting right.

## **f. PROJECT MEETING / NON-BUSINESS MEETING / COMMITTEE MEETING**

1. A Project Meeting / Non-Business Meeting of the Local Organization shall be conducted as and when the need arises to discuss/plan a specific project or area of opportunity as prescribed in the Constitution of JCI India.
2. **Frequency** : as and when required.
3. **Chairman** : Project manager or Committee Chairman or assigned Vice President of the area of opportunity and in absence of both the members present will elect one of the Vice presidents to chair the meeting.
4. **Notice** : not mandatory in writing.
5. **Quorum** : not mandatory to have quorum.
6. **Business** : any business/project can be discussed or planned.
7. **Voting** : Decision by simple majority provided that it is validated in the LGB meeting. Every active member of the Local Organization, who has no financial obligations to the Local Organization, shall have the right to vote. Associate and Honorary members of the Local Organization shall have no voting right.
8. In the absence of secretary / in the event of the secretary not issuing the notice within the stipulated time, the notice of the meetings shall be issued by any LGB member who is authorised by the Local Organisation President.

## **ARTICLE 4 – ELECTIONS**

### **4.1 ELECTIVE OFFICES**

1 President, 3 Vice Presidents of equal rank, subject to the maximum of 6 Vice Presidents, 1 Secretary, 1 Treasurer and Directors of equal rank in the ratio of 1 Director for every 10 active members, with a minimum strength of 3 Directors, shall be the elective offices of a Local Organization.

## **4.2 QUALIFICATION**

An active member of the Local Organization, with voting rights (An active Member of the LO who has no financial obligation to the LO only will have voting rights), only can be a candidate for an elective office of the Local Organization. No candidate for an elective office of the Local Organization shall be eligible to contest the elections of the Local Organization if he/she ages 40 years before the 1<sup>st</sup> day of January of the year, for which the office has been sought for.

## **4.3 PROOF OF AGE**

Candidate shall furnish his/her Passport / Birth Certificate / Aadhaar Card / H.S.C. / S.S.C. or School Leaving Certificate as proof of age to the Nomination Committee.

## **4.4 NOMINATIONS**

- a. All nominations for an elective office of the Local Organization shall be made in the form as prescribed in the Local Organisation Management Kit.
- b. All nominations for an elective office of the Local Organization should reach the Chairman of the Nomination Committee of the Local Organization, in a sealed cover, at least 10 days prior to the date of election of the elective office. In case, however, insufficient nominations are received for any elective office, the same shall be kept open and such nominations shall be made on the floor of the election meeting of the Local Organization. In such cases, the candidates whose nominations have been received within the deadline shall be declared elected, provided their nomination form is in order. The election, if it becomes necessary, shall be held for remaining posts only from among the candidates who have filed the valid nomination during the extended deadline.
- c. The Immediate Past President (IPP) of the Local Organization shall be the Chairman of the Nomination Committee for the annual elections of the Local

Organization. The Local Organization Governing Board (LGB) shall appoint the members on the Nomination Committee. The strength of the Nomination Committee shall not be more than three and shall be in the chronological order of Past Presidents of the Local Organization, starting from Immediate Past President (IPP), subject to their availability. The Nomination Committee shall examine the eligibility and qualification of all the nominations for the elective office of the Local Organization and shall circulate the list of nominations, with their status, to all the members of the Local Organization within 3 days of the deadline of the receipt of the said nominations along with the list of active members of the Local Organization having voting rights. If vacancy arises for any reasons, the President of the Local Organization shall appoint the Chairman/members of the Nomination Committee from one of the Past Presidents of the Local Organization, as the case may be. In the case of Local Organizations, who do not have the requisite Past Presidents in their Local Organization, the Local Organization Governing Board (LGB) shall appoint the Nomination Committee members of the Local Organization from amongst its members. The Nomination Committee of the Local Organization shall frame the rules and regulations governing the elections of the Local Organization without contravening any clause of the Constitution.

#### **4.5      BALLOT**

The voting shall be by secret ballot, all those candidates getting the highest number of votes shall be declared elected for the office they have sought for. In the event of a tie, the election shall be decided by drawing lots.

### **ARTICLE 5 - LOCAL ORGANIZATION GOVERNING BOARD** **(LGB)**

#### **5.1      COMPOSITION**

The Local Organization Governing Board (LGB) shall be comprised of the following members:

- a. Elected officers as per Article 4.1 of this policy manual part II;
- b. Immediate Past President

- c. Co-opted members.

## **5.2 ASSUMPTION OF OFFICE**

No officer, elected or appointed, shall assume office without the oath of office being administered to him/her. The Local Organization Governing Board (LGB) member shall assume office on the day of their installation at a meeting or the first day of calendar year, whichever is later. The Local Organization Governing Board (LGB) member shall be in office till the installation of the newly elected Local Organization Governing Board (LGB) member or the end of the calendar year, whichever is later.

## **5.3 REMUNERATION**

All members of the Local Organization Governing Board (LGB) shall serve without any remuneration.

## **5.4 CONFLICT OF OFFICE**

No member of the Local Organization Governing Board (LGB) shall hold two elective offices simultaneously.

## **5.5 POWERS**

- a. The Local Organization Governing Board (LGB) shall decide the place of the office of the Local Organization from time to time.
- b. The Local Organization Governing Board (LGB) shall assign individually six areas of opportunity to the Vice Presidents as follows: Management; Training; Programs; Public Relations and Marketing; Business; Growth and Development. All the other assignments amongst the other members of the LGB will be assigned by LGB.
- c. The Local Organization Governing Board (LGB) shall manage, supervise, delegate and appoint any paid staff for conducting the affairs of the Local Organization. It shall exercise, on behalf of the Local Organization, all such acts

or things required for the Local Organization, which are not covered by the Constitution or other laws binding on the Local Organization.

- d. The Local Organization Governing Board (LGB) shall execute, implement and carry out the directives as laid down herein in accordance with the objectives and the Constitution of this Local Organization.
- e. The Local Organization Governing Board (LGB) shall meet at least once in a month and shall supervise and review the performance of the members of the Local Organization Governing Board (LGB) and shall decide on bidding for any Zone or National events of Junior Chamber International India.
- f. The Local Organization Governing Board (LGB) shall strictly adhere to all the forms, procedures, rules, systems and other provisions contained in the Constitution and Policy Manuals of Junior Chamber International India.
- g. The Local Organization Governing Board (LGB) shall carry out the objects of the Local Organization Member as specified in this Constitution and shall take every step, which may be necessary for the general welfare and conduct of the Local Organization. It shall decide to execute, sign, seal, deliver or cause to be executed, signed, sealed and delivered all such arrangements, deeds, documents and assurance as may be necessary to carry out the objects of the Local Organization.
- h. The Local Organization Governing Board (LGB) shall define the duties and responsibilities of its members, if found necessary.
- i. The Local Organization Governing Board (LGB) shall appoint/suspend/remove, on a permanent or a temporary basis, any staff of the Local Organization. It shall determine their functions and shall fix their salaries/wages/emoluments.
- j. The Local Organization Governing Board (LGB) shall sanction all the expenditures of the Local Organization, failing which the ratification shall be obtained in the Local Organization Governing Board (LGB) meeting within 30 days of the incurred expenditure.

## **5.6 VACANCY**

A vacancy may occur in the Local Organization Governing Board (LGB) due to death, permanent physical disability, resignation, removal, transfer or by any other

disposition of a member of the Local Organization Governing Board (LGB). Any vacancy in the Local Organization Governing Board (LGB) shall be filled up by the remaining members of the Local Organization Governing Board (LGB), except the office of the President of the Local Organization, for the unexpired period of the term. However, if the vacancies are more than one-third ( $1/3$ ) of the total strength of the Local Organization Governing Board (LGB), fresh elections shall be held to fill up the vacancies. If a vacancy occurs in the office of the President, the immediate Past President of the Local Organization shall function as the President of the Local Organization for the unexpired period of the term, provided this period is less than six months. If the unexpired period of the term is more than six months, a fresh election for the office of the President of the Local Organization shall be held within 30 days from the date of the occurrence of the vacancy. This election shall be conducted following the procedures laid down under Article 4 of this Constitution. The Local Organization Governing Board (LGB) shall continue to exercise its powers, even if vacancies exist. But, the number of members of the Local Organization Governing Board (LGB) shall not, at any point of time, fall below two-third ( $2/3^{\text{rd}}$ ) of its strength.

## **5.7 TERMINATION**

- a. A member of the Local Organization Governing Board (LGB) shall forthwith be terminated from the Local Organization Governing Board (LGB) upon being convicted of a cognizable criminal offence or on being declared as insolvent or on becoming insane.
- b. A member of the Local Organization Governing Board (LGB), who fails to attend any meeting of the Local Organization Governing Board (LGB) without proper explanation of his absence acceptable to the Local Organization Governing Board (LGB), shall be deemed to have resigned from the Local Organization Governing Board (LGB).
- c. A member of the Local Organization Governing Board (LGB) shall not be a member of the Local Organization Governing Board (LGB), if he/ she has been expelled as a member of their Local Organization. Provided further, a member ceases to be the member of the Local Organization Governing Board (LGB) after the satisfaction of the Local Organization Governing Board (LGB) on the bona fide nature of expulsion of the said member.
- d. A member of the Local Organization Governing Board (LGB), who fails to meet the minimum standards of performance, shall be terminated from the Local

Organization Governing Board (LGB) by a two-third (2/3<sup>rd</sup>) majority vote of the total members of the Local Organization Governing Board (LGB) at the meeting of the Local Organization Governing Board (LGB) only.

- e. Any member of the Local Organization Governing Board (LGB), who has committed an act, repugnant to the interests and prestige of the organization, shall be terminated at a meeting of the Local Organization Governing Board (LGB), provided that the member concerned shall be given sufficient opportunity of being heard before any action is taken under this provision. Notwithstanding anything contained in any other provision of this Constitution, any termination by the Local Organization Governing Board (LGB) in accordance with the provision of these Articles shall be final and binding on all concerned.
- f. A member of the Local Organization Governing Board (LGB) shall cease to hold office on their resignation being accepted by the Local Organization Governing Board (LGB). The Local Organization Governing Board (LGB) shall accept or reject the resignation either at the Local Organization Governing Board (LGB) meeting or through a mail ballot within one month of the receipt of the resignation letter from the concerned member by the Secretary of the Local Organization, failing which, the resignation shall be deemed to have been accepted by the Local Organization Governing Board (LGB).

## **5.8      TRANSFER OF RECORDS**

- a. It shall be the duty of every officer of the Local Organization Governing Board (LGB) to transfer all their available records of the Local Organization to their immediate successor or to the Secretary of the Local Organization at the time of laying down their respective offices.
- b. The officer of the Local Organization failing to transfer the records as required shall be liable for any disciplinary action against him as the Local Organization Governing Board (LGB) shall decide necessary in the circumstances of the case.

## **ARTICLE 6 – FINANCE**

### **6.1      PERIOD**



The accounting year of the Local Organization shall be the Calendar year ending on December 31.

## **6.2 BUDGET**

The annual budget of the Local Organization shall be approved by the General Body of the Local Organization within 45 days of the installation meeting of the Local Organization and the same shall be circulated to all the members of the Local Organization within 10 days of the passing of the said budget of the Local Organization.

## **6.3 ACCOUNTS**

All the funds and other assets of the Local Organization shall be held in the name of the Local Organization. The funds of the Local Organization shall be kept in an account with a nationalized bank. The Treasurer and either the President or the Secretary should operate the account jointly. The Treasurer shall maintain the accounts of all the income and expenditure heads on behalf of the Local Organization.

## **6.4 AUDIT**

The accounts of the Local Organization shall be audited by certified auditor/s appointed at the Annual General Body meeting of the Local Organization. The Treasurer shall prepare the accounts in the form of Balance Sheet and Income & Expenditure Account of the accounting year last concluded for certification by the auditor/s. The certified copies of the accounts statement shall be forwarded to all the members of the Local Organization, 15 days prior to the Annual General Body meeting for adoption or at such extended time as the General Body of the Local Organization may decide. The audited accounts of the previous year duly adopted at the Annual General Body meeting of the Local Organization shall be sent to the National Headquarter within one month of the said meeting, failing which the President, the Secretary and the Treasurer of the Local Organization shall be held liable for legal proceedings initiated by Junior Chamber International India.

## ARTICLE 7 - POWERS AND DUTIES OF OFFICERS

### **7.1      PRESIDENT**

- a. He shall preside over all the meetings of the Local Organization.
- b. He shall ensure the adherence of the Local Organization to all the Junior Chamber International India policies and objectives and shall protect the Constitution of Junior Chamber International India of his Local Organization.
- c. He shall supervise the activities of the Local Organization and shall manage the affairs of the Local Organization under the advice of the Local Organization Governing Board (LGB).
- d. He shall act as number one Public Relations person of the Local Organization that he shall represent.
- e. He shall represent the Local Organization in all the other bodies.
- f. He shall report to the General Body of the Local Organization on the actions taken based on the directives of the Constitution, Policy Manual and resolutions of the General Body of the Local Organization.
- g. He shall supervise the administrative personnel of the Local Organization.
- h. He shall call for an emergency meeting of the Local Organization Governing Board (LGB) in exceptional circumstances.
- i. He shall present an Annual Report to the Annual General Body meeting of the Local Organization.
- j. He shall be Chief Delegate at the National Convention, Zone Conference and other meets of the Jaycees representing the Local Organization. In his absence, he shall appoint another active member of the Local Organization to act as the Alternate Chief Delegate (ACD) with the approval of the Local Organization Governing Board (LGB).
- k. He shall send the membership list along with membership subscription to the National Headquarters.

## **7.2 VICE PRESIDENT**

- a. He shall discharge such responsibilities as may be assigned by the President from time to time.
- b. He shall coordinate the activities and shall report to the President and the Local Organization Governing Board (LGB) on the matters concerning his portfolio.
- c. He shall function under the overall supervision of the President and the Local Organization Governing Board (LGB).
- d. He, who is in-charge of the Management portfolio, shall have under him the following Committees, with Local Organization management in general: Membership Extension and Consolidation Committee, Internationalism Committee, Ways and Means Committee, Economic Affairs Committee, Records and Recognition Committee.
- e. He shall promote the attendance of the members of the Local Organization at the Zone Conference, all the Zone Events, National Convention, and other National events of Junior Chamber International India and shall coordinate the necessary arrangements for the same. He shall also be in charge of coordinating the National and Zone Officer visits to his Local Organization.
- f. He, who is in-charge of the Training portfolio, shall have under him Leadership Development Committee and the Youth Activities Committee. He shall promote all the Zone level and National level training events amongst the members of the Local Organization.
- g. He, who is in-charge of the Programs portfolio, shall have under him the following committee: Community Development Committee, Public Relations Committee and the National Program Committee.
- h. Apart from the above portfolios, if the Local Organization opts to have three more Vice Presidents, then: One Vice President shall be in charge of the Business portfolio with the Economic Affairs Committee and the Ways & Means Committee under him/her. The second Vice President shall be in charge of the Growth and Development portfolio with the Membership Extension and Consolidation Committee under him and the third Vice President shall be in charge of the Public Relations and Marketing portfolio with Digital and Print

media public relations and market committee under him/her.

### **7.3 SECRETARY**

- a. He shall discharge such responsibilities as may be assigned by the President from time to time.
- b. He shall co-ordinate the activities and shall report to the President and the Local Organization Governing Board (LGB) on the matters concerning his portfolio.
- c. He shall function subject to the overall supervision of the President and the Local Organization Governing Board (LGB).
- d. He shall convene all the meeting of the Local Organization with due notice to the members of the Local Organization.
- e. He shall be responsible for keeping a permanent record of the minutes of all the meetings of the Local Organization. The minutes of such meeting, except that of the Local Organization Governing Board (LGB) meeting, shall be open to inspection by the members of the Local Organization at all the business hours.
- f. He shall be responsible for all the internal correspondence of the Local Organization and shall be in charge of the membership register, attendance register, minutes, books, properties and assets belonging to the Local Organization.
- g. He shall inform the government bodies about the Local Organization membership profile and activities.

### **7.4 TREASURER**

- a. He shall discharge such responsibilities as may be assigned by the President from time to time.
- b. He shall coordinate the activities and shall report to the President and the Local Organization Governing Board (LGB) on the matters concerning his portfolio.

- c. He shall function subject to the overall supervision of the President and the Local Organization Governing Board (LGB).
- d. He shall be responsible to collect the membership subscription from the members of the Local Organization by issuing the receipts thereof, including issuance of notices to the members of the Local Organization for the remittance of their membership subscription.
- e. He shall deposit in the bank all the cash receipts within 2 days of its receipt by him.
- f. He shall be responsible for keeping a permanent record of the books of accounts of the Local Organization and shall present a report, inclusive of the annual budget, to the Annual General Body meeting of the Local Organization.
- g. He shall present a report on the financial affairs of the Local Organization to all the Local Organization Governing Board (LGB) meetings.
- h. He shall be responsible for all the disbursements and collections of money of the Local Organization, under the direction of the Local Organization Governing Board (LGB), and shall be in charge of the bank transactions, account-books, passbooks, cheque books and all other financial aspects of the Local Organization.

## **7.5 DIRECTOR**

- a. He shall discharge such responsibilities as may be assigned by the President and the Vice President from time to time.
- b. He shall function subject to all the overall supervision of the President, Vice President and the Local Organization Governing Board (LGB).
- c. He shall be assigned with a Committee, as found in Article 7.2, and shall present the recommendations to the Local Organization Governing Board (LGB).
- d. He shall promote, co-ordinate and supervise the local activities, within the terms of reference of the assigned committee, and shall be responsible for the implementation of the projects of the Local Organization.

## ARTICLE 8 – PROTOCOL

Local Organisations shall follow the JCI Protocol System published in the Local Organisation Management Kit updated from time to time.

## ARTICLE 9 – GENERAL

### **9.1 PORTFOLIO**

The activities of the Local Organization shall be grouped into six portfolios:

(i) Management (ii) Training (iii) Programmes. The Local Organization shall have additional three portfolios: (i) Business and (ii) Growth & Development (iii) Public Relations and Marketing.

### **9.2 RULES OF PROCEDURE**

The business of the Local Organization shall be conducted according to its Constitution and Policy Manual and where otherwise not provided, the modern parliamentary procedures laid down in the Robert's Rules of Order (latest edition) shall govern it.

### **9.3 AMENDMENTS**

This Constitution shall be amended by three-fourth (3/4<sup>th</sup>) majority of votes of the members at a General Body meeting of the Local Organization, provided the proposed amendments were circulated to all the members of the Local Organization at least seven days of the aforesaid meeting. Further, any amendment shall not be in variance of the Constitution and Policy Manuals of Junior Chamber International India. Such amendments shall require the approval of the NGB.

## ARTICLE 10 – LEGAL

- a. The Local Organization shall sue and be sued only in the name of its President.
- b. No member of the Local Organization shall be entitled to go to any court of law or to commence any proceeding in connection with the activities of the Local

Organization, without exhausting the remedies as provided in this Constitution.

- c. All matters in dispute between the members of the Local Organization and all disputes arising out of or in relation thereto shall be referred to Arbitration by a Tribunal of Arbitration to be selected by the Local Organization Governing Board (LGB). The Local Organization and/or otherwise its members shall be bound by the decision of the above Tribunal of Arbitration. The decision of the above Tribunal of Arbitration shall be final.
- d. Any committee appointed by the General Body for the purpose or, in the absence of any such committee, the Local Organization Governing Board (LGB) shall be entitled to frame laws or bylaws relating to the procedure of the Tribunal of Arbitration to any matter arising out of such disputes. In case, no such laws or bylaws are framed, the Tribunal of Arbitration shall be entitled to frame its own procedures.
- e. In the event of disputes and/or differences arising between a member and a Local Organization or between the Local Organization and another Local Organization, the same shall be dealt with as found in Article 10.3 of the Constitution of Junior Chamber International India

## ARTICLE 11 – WAIVER

Any article of this Constitution shall be waived by a unanimous vote of the General Body of the Local Organization provided that four-fifth (4/5<sup>th</sup>) of the total members of the Local Organization are present and have participated in the above vote. Provided further, the waiver shall not be in variance of the procedures as laid down in the Constitution and Policy Manual Part I of Junior Chamber International India.

## ARTICLE 12 – DISSOLUTION

- a. The Local Organization (this society) shall be dissolved if three-fourth (3/4<sup>th</sup>) of all the active members of the Local Organization decide for such a dissolution by being present at the General Body meeting of the Local Organization convened specially for this purpose. If upon the dissolution of the Local Organization, after satisfaction of all its debts and liabilities, any assets whatever, the same shall not be paid to or shall be distributed among the members of the Local Organization, but shall be donated to Junior Chamber International India, which has the similar objectives of this society. The society shall be dissolved as per provisions laid down under Article 10 and 11 of the Societies Registration Act, 1860.

- b. if upon the disaffiliation of the Local Organization (this society) by Junior Chamber International India, any assets whatsoever, the same shall not be paid to or be distributed among the members of the Local Organization, but shall be donated to Junior Chamber International India, which has the similar objectives of this society.