



2015 POLICY MANUAL OF THE
JUNIOR CHAMBER INTERNATIONAL PHILIPPINES, INC.

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POLICY MANUAL OF THE JUNIOR CHAMBER INTERNATIONAL PHILIPPINES

CHAPTER I NAME, EMBLEM, INTERNATIONAL AFFILIATION AND DOMICILE

POLICY 1-1. NAME:

Section 1. The National Organization (hereinafter referred to in this Policy Manual as the “Organization”) adopts the name of “Junior Chamber International Philippines”. Local Organizations (hereinafter referred to in this Policy Manual as “LOs”) shall adopt the same. Any other name currently used by the LO shall be indicated as parenthetical appendage or in smaller types.

To illustrate:

For the Organization:
Junior Chamber International Philippines

For the LOs:
Junior Chamber International Dagupan, Inc.

POLICY 1-2. EMBLEM:

Section 1. The emblem of the International and National Organizations shall be printed as follows:



POLICY 1-3. USE:

Section 1. Limit. The use of the name and emblem shall be limited to:

- a. LOs and individual members of this Organization who are in good standing and duly registered in the National Organization’s records;
- b. The areas and regions of the organization (e.g., Junior Chamber International – Metro Area, Junior Chamber International – Southern Tagalog East Region, etc.);
- c. The JCI Philippines Foundation (Philippine Jaycees Foundation) under SEC Reg. No 11695);
- d. The JCI Senate Philippines Inc.;
- e. Others not enumerated, upon written consent of the National President and pursuant to the objectives of the organization (i.e., program partners, sponsors, etc.)

Section 2. Forfeiture. The right to use the name and emblem shall automatically and forthwith be forfeited upon the termination of any member’s affiliation. A local organization who is not in good standing cannot use the same until such time that it shall have re-established its being in good standing as set forth in the Constitution and in this Policy Manual or within the time limits set by the National Board.

POLICY 1-4. DOMICILE:

Section 1. The headquarters of the Organization is located in 14 Don A. Roces Ave., Quezon City, Metro Manila, Philippines.

CHAPTER II MISSION, VISION, DECLARATION OF PRINCIPLES, CREED AND PURPOSE

POLICY 2-1. JCI MISSION AND VISION:

SECTION 1. MISSION: “To provide development opportunities that empower young people to create positive change”

SECTION 2. VISION: “To be the leading global network of young active citizens”

POLICY 2-2. DECLARATION OF PRINCIPLES:

SECTION 1. The principles of the JCI inspired by the JCI Values, are based upon a belief in:

- a. Faith in God
- b. The brotherhood of man
- c. Individual freedom and dignity
- d. Government of laws
- e. The value of human personality, and
- f. Service to humanity

POLICY 2-3. JCI VALUES:

SECTION 1.The JCI members shall be guided by the following JCI Values:

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 greatest treasure lies in human personality;
 And that service to humanity is the best work of life.

POLICY 2-4. PURPOSES AND DUTIES OF THE ORGANIZATION:

SECTION 1.The purposes of the Organization inspired by the Declaration of Principles shall be:

- a. To develop and advance the purpose of JCI ;
- b. To coordinate the activities of its members to achieve these purposes;
- c. To promote the extension of membership to all young people;
- d. To promote the concept of universal interdependence.

SECTION 2.To achieve the purposes of the Junior Chamber, the organization shall, among others:

- a. Coordinate the activities of chapters within the NOM;
- b. Give guidance and direction to LOs;
- c. Promote LO development and sound LO management;
- d. Promote extension within local chapters, regions or areas;
- e. Encourage inter-chapter visits;
- f. Hold an annual convention where members determine the policies and projects for the future;
- g. Hold regional or area meetings where members determine the policies and projects for their particular region and/or area;
- h. Conduct, promote and coordinate projects that members have decided to adopt as national projects;
- i. Conduct, promote and coordinate projects of the inter National Organization which the NOM shall be participating in;
- j. Present the declared views of the members to the appropriate authority when so directed by the members or by the General Assembly;
- k. Represent the members and present their views at JCI meetings;
- l. Conduct training courses for officers and members;
- m. Recognize outstanding achievements by members and local affiliates or LOs; and,
- n. Offer and give assistance to the local organizations when appropriate.

POLICY 2-5. NATURE OF THE ORGANIZATION:

SECTION 1.The nature of the Organization shall be "Global leadership of active citizens"

POLICY 2-6. NON-PROFIT:

SECTION 1. The Organization is not organized for profit and no part of its income or net earning shall be distributed or shall inure to the benefit of any officer, member or trustee. Any net proceeds which the Organization may obtain as in incident of its operation or from the implementation of any project shall be devoted to the furtherance of the purposes of which this Organization has been founded.

POLICY 2-7. POLITICS:

SECTION 1. The Organization and its affiliates shall refrain from partisan political activity of any kind. Any officer in a national or local position shall be considered automatically on leave of absence from his position from the first day of the campaign period up to the election day where such position is contested.

POLICY 2-8. RELIGIOUS ACTIVITIES:

SECTION 1. While the organization shall refrain from sectarian or religious activities, this shall not be construed as a prohibition upon any member organization from engaging in religious activities which are

acceptable to its own membership. The organization may work with religious or sectarian groups on any endeavor which shall promote the principles, creed and purposes of the JCI as embodied in Article II of the Constitution.

SECTION 2. The concept of “God” in the context of the Declaration of Principles of the JCI Creed is to be interpreted according to one’s own religious belief.

POLICY 2-9. HUMAN RIGHTS:

SECTION 1. The organization, in affirming its Declaration of Principles, which is based on the ideals expressed in its Creed, recognizes the Universal Declaration of Human Rights. The Universal Declaration of Human Rights is recommended to LOAs as an example of the promotion of universal respect for, and observance of, human rights, freedom and equality.

POLICY 2-10. RIGHTS OF THE CHILD:

SECTION 1. The organization, in affirming its Declaration of Principles, recognizes and supports the United Nations Declaration of the Rights of the Child, and recommends that LOs conduct permanent and continuing programs which assist in providing for one or more of the basic needs of children as set out in the Declaration.

POLICY 2-11. WORLD PEACE:

SECTION 1. The Organization, in affirming its Declaration of Principles and recognizing the fundamental goal of the founder, Henry Gissienbier, Jr. commits itself to strive for a true and everlasting world peace.

POLICY 2-12. GENDER EQUALITY:

SECTION 1. The Organization recognizes that gender equality is an indispensable tool for advancing development and reducing poverty.

POLICY 2-12. SUPREMACY CLAUSE AND WAIVER:

SECTION 1. No provision of the Constitution and this Policy Manual shall be waived or suspended in any manner or rendered ineffective by any resolution, action or the inaction of any officer, director, affiliate or member of the organization.

SECTION 2. Waiver of any provision of the Constitution shall be valid only upon a unanimous vote of the General Assembly in a National Convention assembled, provided that two-thirds (2/3) of the total voting strength of the General Assembly registered at the National Convention participated in the vote.

SECTION 3. Violation of this provision shall render all acts pursuant thereto null and void ab initio and the officer(s) and/or Board enforcing or claiming any right or defense under the same shall be subject to censure, suspension or expulsion by the General Assembly. The expulsion shall require three-fourths (3/4) vote of all the affiliate in good standing there being a quorum.

CHAPTER III
MEMBERSHIP AND AFFILIATES

POLICY 3-1. REGULAR JCI MEMBER

SECTION 1. Persons who are members of any Local Organization shall be Regular Members of the organization. All Regular Members shall be between the ages of eighteen (18) and forty (40) years, provided that membership shall continue to the end of the calendar year in which the person reaches the age of forty (40) years except the immediate Past President, who may serve in that capacity for not more than one (1) year. To be an Individual Member of the organization, the appropriate dues shall be paid for or by such person. Individual Members shall have no special voting or property rights in the organization. Their voting privileges are through the Local Organization with which they are affiliated.

SECTION 2. No Baby JCI Member shall be inducted as a Regular JCI Member without having attended and completed the following basic requirements, to wit:

- a) Positive Assimilation Course with the following subjects:
 - 1) Positive Mental Attitude and Values Development;
 - 2) Working For a Better Ecological Balance;
 - 3) Project Management;
 - 4) Effective Meetings.

- b) Chairmanship of at least one completed project following the documentation and procedures laid down on this Policy Manual;
- c) Must have planted a least one (1) fruit bearing or forest tree in the city or municipality where his chapter is located;
- d) Must be able to recite the JCI Creed and JCI Mission/Vision from memory;

The LO may impose such other necessary requirements in addition to those provided above.

SECTION 3. Oath of Regular JCI Member. Inspired by the JCI Creed, the Official Oath of the Individual Member shall be as follows:

"I do solemnly swear (or affirm) that I shall faithfully serve as a member of JCI (LOCAL ORGANIZATION NAME), and will, to the best of my ability, serve as a living example of this organization's philosophy and beliefs and will uphold and enforce the Constitution of this organization at all times."

POLICY 3-2.BABY JCI MEMBER:

SECTION 1. Definition. A Baby JCI Member is one who is considered a provisional member who must undergo orientation, activation and induction procedures before becoming a full-pledged member.

SECTION 2. Prior to taking an Oath as Baby JCI Member, he must undergo Basic Orientation Seminar on the following subjects:

- 1) Principles and purpose of Junior Chamber;
- 2) History of the Organization;
- 3) Its Organizational Structure;
- 4) Its Commission/Committee and Directorate System;

SECTION 3. Oath of Baby JCI Member.

I, _____ realizing the significance and importance of a favorable consideration of my application as a Baby JCI member of the _____, do solemnly swear before and after my induction as full-pledged JCI Member, to serve as a living example of this Organization's philosophy, belief and creed and to enforce and uphold the Constitution and Constitution of the Junior Chamber of the Philippines and of the Junior Chamber International.

SO HELP ME GOD.

After the recitation of the oath of the Baby JCI member, the applicant or Baby JCI Member shall then recite the JCI Creed.

POLICY 3.3.AMB. RAMON V. DEL ROSARIO and ARTEMIO VERGEL L. DE DIOS FELLOW:

Section 1. INDIVIDUAL - Any JCI member, JCI Senator or not who agrees to bind himself to and abide by the Constitution, rules and regulations of the JCP Foundation and has contributed the amount due shall receive JCP Foundation Certificate and Pin as proof of recognition and his name shall be inscribed in a wall plaque in the Foundation's Headquarters.

Section 2. CORPORATE – Any corporation, company, association or civic organization who is supportive of the goals and objectives of the foundation and who has contributed the amount shall receive a plaque and certificate. Their names shall also be inscribed in a wall plaque in the Foundation's Headquarters.

Section 3. CONTRIBUTION – The lifetime membership fees paid as a Amb. Ramon del Rosario, Sr. Fellow is initially set at twentyfive thousand pesos (P25,000.00) while the Artemio Vergel de Dios Fellow will be initially set to ten thousand pesos (P10,000.00) respectively. Such amount will not be increased nor decreased without prior approval of the JCIP incumbent National Board and the incumbent JCIP Foundation Board of Trustees.

Section 4. PRIVILEGES AS AMB.RAMON DEL ROSARIO SR.or ARTEMIO VERGEL DE DIOS FELLOW - In addition to the honor of being a Amb. Ramon del Rosario Fellow or Artemio Vergel de Dios Fellow and the recognition items given, the donors who are members of the Junior Chamber of the Philippines will have the privilege to become an honorary Senior Members of their chapters and to the JCI Philippines, Inc.

Section 5. Endorsement of LO. Member can only be nominated to be a candidate for the Amb. Ramon V. del Rosario Sr. or the Artemio Vergel de Dios Fellow membership by the LO in good standing subject to the criteria and guidelines it has set provided they are in accordance with this Policy Manual and the Constitution.

Section 6. Approval by the Junior Chamber International Philippines. The Junior Chamber International Philippines shall consider and approve the application for Amb. Ramon V. del Rosario or Artemio Vergel de Dios Fellow membership upon compliance of the following conditions:

- a) The applicant must be endorsed by the LO thru a duly approved resolution;
- b) The approval of the application by the National President; and,
- c) The payment of the required P20,000 or P10,000 membership Fee. ;

A member who fails to pay his annual dues for one (1) year counted from the last deadline date shall have to obtain the endorsement of his LO again to be reinstated. The LO or the NOM, for valid causes, may withdraw membership Fellow upon 2/3 vote of the National Board.

Section 7. Prohibition.- No Ramon V. del Rosario or Artemio Vergel de Dios Fellow member shall individually engage in activities which shall conflict with the purpose, ideals and activities of his chapter or this Organization.

Section 8. Application Form.- All application for Ramon V. del Rosario Fellow or Artemio Vergel de Dios shall substantially follow the prescribed forms and submitted to the Junior Chamber International Philippines in triplicate, duly accomplished and signed by applicant, LO President that he/she is a member and RVP concerned.

POLICY 3.4. ASSOCIATE MEMBERSHIP:

Section 1. Any reputable individual or any reputable entity desiring to assist financially in extending, promoting or implementing the purposes, functions, programs and activities of this Organization may be eligible for affiliation as an associate member upon the payment of the associate dues to the National Organization and shall be entitled to all the rights and privileges of a member except, the right to vote and be voted upon or be appointed to any position of chapter officer or its equivalent.

Section 2. Upon the payment of the associate member's annual dues, an Associate Member I.D. shall be issued. It follows however, that the right and privileges of each associate member are accorded him only if he maintains it in good standing in the organization.

POLICY 3.5. HONORARY MEMBERSHIP:

Section 1. The organization may award honorary membership to any individual or person, juridical or personal, for outstanding contribution to the cause of the Junior Chamber. A two-third (2/3) vote of the National Board shall be required for the conferment of such award of honorary membership and in the case of LOs, upon endorsement of the LO by way of a duly approved resolution and approved by the National Board.

POLICY 3.6. JCI SENATORSHIP:

Section 1. A life Membership in JCI entitled "Junior Chamber International (JCI) Senator," may be awarded to an individual member, past or current as a means of honoring him for rendering outstanding service to the Junior Chamber organization on the Local, Regional, National or International levels.

Section 2. Principles. This organization approved and upholds the JCI Senatorship award and shall encourage the practice of the JCI Senate Program;

Section 3. Status of Life Membership. Upon the awarding of a JCI Senatorship to any individual member, past or current, such member shall also be a life member of this Organization. LOs are encouraged to include a self-operative provision in their Constitution and Constitution or Policy Manual that, upon the awarding of such JCI Senatorship, said member shall be a life member of his chapter.

Section 4. Procedure of Application. In every chapter, the Senators should organize a group which shall comprise the Screening Committee for every nomination for JCI Senatorship. In chapters where there are no Senators, a group of associate members or a Council of past presidents may temporarily serve as such Screening Committee.

Section 5. The Screening Committee shall be composed of a Chairman, preferably a Senator, and five (5) members, two (2) of whom should be the incumbent LO President and Secretary. Nominations in the prescribed forms shall be submitted to the Chairman of the Screening Committee. Only chapter officers, directors and JCI Senators may make such nomination for JCI Senatorship. The Screening Committee shall have the nomination forms verified by the Chapter Secretary. When necessary, the

Screening Committee may interview the nominee(s) for purposes of verifying other information and data. Thereafter, the Screening Committee shall proceed to consider and deliberate on the nomination(s).

The fact that this is a lifetime award and that this is to be given only to member(s) who have greatly contributed in advancing and promoting the movement, only those members who have performed substantially above the ordinary in serving the movement should be considered for nomination.

Section 6.Qualification: Basic Requirements. The awarding of a JCI Senatorship represents the highest award by which JCI honors its individual members and which can be bestowed to a JCI member only once in his lifetime. Hence, the following basic requirements and criteria shall be observed and followed for every JCI Senatorship application:

- a) The nominee must have been a member in good standing for at least three (3) consecutive years. In case of a nominee who is a past member, he need not be a member in good standing at the time he is being considered for the award;
- b) He must have attended an International Junior Chamber Conference (Multi-Nation or World Congress) and two (2) National Conventions. However, the JCI Senate Group, in very meritorious cases, may dispense with the requirements of attending an International Junior Chamber Conference if, in their findings, the nominee does not have the financial means. In this event, the nominee should have attended at least five (5) Regular National Conventions;
- c) He must have either been a National Chairman, Director of the chapter, or Chairman of a successful and outstanding project that advanced the purposes of the movement;
- d) The nomination form shall be filled up by the nominator who must be a JCI Senator, or chapter officer or director and certified by the Chapter Secretary;
- e) He must have been a recipient of a Chapter or Annual Presidential Award or any JCIP or JCI Award; and,
- f) All the above must be complied with as minimum requirements before any member of the chapter may be considered for Senatorship as recognition for very outstanding services to the Junior Chamber movement.

Section 7.The Screening Committee shall grade by points the nominee who has complied with the basic minimum requirements. The following shall be the criteria for grading the performance of nominees:

CRITERIA

Awards Maximum points that can be earned	40 points
1) For every Chapter Presidential Award	5 points
2) For every Area Individual Award	7 points
3) For every National Individual Award	10 points
4) For Most Outstanding JCI Member Award	4 points
5) For every 100% attendance award	3 points
6) For every other Special Award	2 points
Officership Maximum points that can be earned	40 points
1) For every year of service as elected chapter officer	5 points
2) For every year service as appointed chapter officer	3 points
3) For every year of service as elected national officer	7 points
4) For every year of service as appointed national officer	5 points
5) For every year of service as area or regional appointed officer	2 points
Chairmanship Maximum points that can be earned	20 points
1) For every chapter chairmanship with project implemented	4 points
2) For every chapter sub-committee chairmanship with project implemented	3 points
3) For every area or regional chairmanship with project implemented	5 points
4) For every National Commission Chairmanship	6 points
5) For every Chairmanship of a National Project	5 points
6) For other National Committee Chairmanships	3 points
Conventions Attended Maximum points that can be earned	25 points
1) For every World Congress attended	7 points
2) For every Asia-Pacific Conference attended	6 points
3) For every JCIP National Convention attended	5 points

4) For every Area Conference attended	3 points
Special Considerations	
1) Every Spoke and Spark Plug Award	4 points
2) Every National President coming from a chapter shall be automatically nominated (non-compliance of basic requirements notwithstanding)	4 points
3) A Chapter President shall be automatically recommended provided he serves his full term and complied with the basic requirements.	
4) The Most Outstanding JCI Member of the Year Awardee shall be automatically nominated, provided the basic minimum requirements are met.	

Section 8. Endorsement by LO. The Screening Committee shall endorse to the Chapter only the nominee(s) who shall earn a minimum of seventy (70) points. Other candidates who earn sixty-five (65) points, on very meritorious case, may be considered by the Screening Committee for deliberation only after a unanimous vote. The chapter shall then deliberate on the endorsement of the Screening Committee and thereafter, recommend the nominee(s) to the National Organization by way of a duly approved resolution. No member may be considered for JCI Senatorship unless he has been a member in good standing for at least three (3) consecutive years and has complied with the basic minimum requirements, except in some cases as provided above, and unless he has earned the minimum points.

Section 9. Endorsement by JCI Philippines. The Organization shall consider and endorse to JCI the application for JCI Senatorship upon compliance of the following conditions:

- a) The application shall attach the resolution of recommendation of the LO and duly signed by the incumbent Chapter President;
- b) The endorsement by the Regional Vice-President and/or AVP and the National President of the application to JCI for approval.
- c) The payment of the required contribution to JCI Senate Fund and JCIP Senatorship Fund by the sponsoring LO prior to or at the time the application is submitted to JCI for approval.

Section 10. Rights. No special rights or privileges shall attach to the status of Life Membership and the awarding of each life membership shall not exempt the member from paying regular dues to the local, national and international organization, for as long as he wishes, and is qualified to remain as an active individual member.

Section 11. Disqualifications. A JCI Senator who has passed the JCI age limit is not qualified to be elected as an officer of this organization or of his LO or of JCI. Neither is he entitled to any voting rights or any property rights of any nature whatsoever.

Section 12. Prohibition. No JCI Senator shall, individually or collectively, engage in activities which conflict with the purposes or ideals of his LO or this Organization.

Section 13. Presentation of Senatorship. The awarding of a JCI Senatorship is the singularly highest honor that the international organization can bestow upon an individual member once in his lifetime. It is a special and unique means by which a local or National Organization of JCI can say a heartfelt "Thank You" to an outstanding member. Upon the approval by JCI of the JCI Senatorship application, the Organization of the LO shall conduct the presentation of Senatorship with appropriate dignity, preferably at a formal presentation ceremony, and shall include the new JCI Senator in the roster of its JCI Senators.

In the presentation of this coveted award, the Organization recommends the following procedures as a guide:

- a) Let the highest ranking JCI officer in attendance make the presentation;
- b) At an appropriate moment in the meeting, the Chairman calls on the highest ranking JCI officer present who takes the floor to announce that he has a presentation to make. He or a pre-designated person then states the outstanding accomplishment and contributions made by the honoree to the Junior Chamber. All of these can be done without stating the name of the individual(s) or the nature of the award to be presented. Finally, the awardee is identified and asked to come forward (The Senate Pin and Certificates should be available at the presentation). The officer making the presentation shall then say the following to the awardee:

"Welcome to JCI Senate Membership – the most singularly outstanding and coveted award Junior Chamber International can bestow upon an individual member. Please wear your Senate Pin as a proud reminder of your membership and achievement in the JCI. We know that you shall always be a fine example of the JCI ideals to your fellowmen."

- c) The new Senator should then be allowed to say a few words of acceptance after presentation. He may also be asked to lead the meeting in the recitation of the JCI Creed; and,

- d) Provide Adequate Publicity. Such a high award as a JCI Senatorship deserves the best publicity that a LO can provide. After the presentation, send out press releases to leading newspaper about the new JCI Senator, complete with story and photographs.

Section 14. Application Form. All application for JCI Senatorship shall substantially follow the prescribed JCI form.

POLICY 3.7. JUNIOR JCI MEMBERS (JUNIOR JAYCEES)

Section 1. Affiliates in Good Standing. For Junior Jaycee chapters to remain in good standing, in addition to what the JCI Philippines chapters may require, it shall conduct at least two (2) community development projects, one of which must be along environmental and ecological improvement.

Section 2. Individual. To be a regular member of the Junior Jaycees, a mandatory requirement is the planting of at least one (1) fruit bearing tree or forest tree. The mechanics of validation or certification shall be left to the discretion of the Philippine Junior Jaycees.

POLICY 3.8. OTHER MEMBERS

Section 1. National Presidents: The Presidents of this organization who have faithfully fulfilled the duties of their office shall be granted life membership to the Junior Chamber International Philippines but they shall not vote nor hold office in this organization unless otherwise qualified.

The President shall officially enjoy this status upon being formally awarded as such in appropriate ceremonies preferably during the national convention.

POLICY 3.9. LOCAL ORGANIZATIONS OR AFFILIATES:

Section 1. Territorial Scope of Activities. LOs shall conduct their activities and Junior Chamber functions within the territorial limits of the community wherein they are organized. Any project or activity outside of the scope of coverage of its territorial limits or within the territory of another LO must have the written consent of the LO concerned. In case of controversy, the LO undertaking the project or activity must secure the prior written endorsement of the National Board or Executive Board through the National President or National Secretary-General.

The above provision shall not apply in case of multiple organizations organized in one city or municipality.

General membership meetings, board meetings, committee meetings or induction, can be done outside its territorial limits or within the territorial limits of another LO provided that majority of such meetings are held in their own territory.

Section 2. Development of Existing Local Organizations.

- a) Method. This shall be achieved through the Regional Vice- President (RVPs) who shall promote the development of their assigned LOs. The Area Vice-President (AVP) shall encourage the RVPs assigned to them to conduct appropriate seminars and give guidance on National Organization and local organization structure and encourage LOs to set up extension targets and work towards increasing the number of individual members, associate members, senators and Junior Jaycees.
- b) Cooperation. All efforts on behalf of a LO to expand and strengthen the aims and purposes of the organization in a given municipality, city, province or region shall proceed only with the cooperation of the existing LO or LOs therein. However, should this cooperation be denied deliberately or otherwise, the cooperation of the NOM or other LOs may be obtained.

Section 3. Specific Requirements for Affiliation. Each application for affiliation shall be accompanied by complete details of the following information before such application shall be considered, to wit:

- a) Name and mailing address of applicant - A Local Organization shall identify itself by its respective city or municipality together with the word "JCI" or "Junior Chamber International". In case another Local Organization already exists in the same city or municipality, the proposed name should be distinct from the name already affiliated with the Organization, unless majority of the members of the Regional and Area Councils with jurisdiction over the Local Organization, shall give approval.
- b) Brief remarks on applicant's history, particularly:
 - a) Date it was organized;
 - b) How it was organized and who are responsible;
 - c) Its aim and purpose;

- d) The manner in which it is or has been associated with or become interested in the Junior Chamber movement; and
- e) Progress and current status as an organization.
- c) Names and addresses of all the officers and directors, elective and appointive;
- d) A detailed organizational chart (this should indicate the existence of or a proposal for a well-integrated commission and committee system);
- e) A complete membership directory together with a brief bio-data of each chartered member;
- f) Articles of Incorporation (or evidence of filing with Securities and Exchange Commission), with prior endorsement of JCI Philippines, if the LO decides to be incorporated.
- g) A copy of the Constitution, and other rules by which the applicant conducts its affair (none of these shall contain any provision contrary to the Constitution of JCI and/or Junior Chamber International Philippines);
- h) A resume of past and current activities with supporting evidence of such activities among which is at least one significant leadership training and/or community development project;
- i) A one (1) year development plan or program of future activities which the applicant intends to carry out (programs covering all phases of Junior Chamber activities);
- j) Endorsement of sponsoring Local Organization.
- k) Endorsement of the Regional Vice President and Area Vice President, concerned and the National Membership and Extension Commission Chairman and/or the General Legal Counsel and the National Secretary-General;
- l) Remittance of applicable affiliation fee and membership dues in conformity with Junior Chamber requirements; and,
- m) Latest population census of the community.

Section 4. Procedure for Affiliation. The procedure for affiliation of a new chapter of LO shall be as follows:

- 1) The applicant completes the prescribed forms furnished by the National Secretary-General and pays the applicable affiliation fee and membership dues to the National Treasurer;
- 2) The completed form together with all materials requested therein are submitted to the National Secretary-General;
- 3) The National Secretary-General furnishes copies of the materials received to the President, National Chairman of the Membership and Extension Commission, and the General Legal Counsel;
- 4) The National Chairman of the Membership and Extension Commission examines the application for compliance with the policy requirements and verifies the qualification of the applicant;
- 5) The National Chairman of the Membership and Extension Commission submits his findings and recommendation to the General Legal Counsel for his appropriate action; and,
- 6) The General Legal Counsel acts on the merits of the application and calendars said application for action by National Board.

Section 5. Approval of Application. All applications for affiliation which meet the requirements of the Constitution and Constitution and of this Policy Manual shall be approved by the National Board.

Section 6. Charter Presentation. Upon the approval of the affiliation the new LO, it shall be conferred its charter on a date to be mutually set by the new LO and the Organization. The charter presentation shall be made with appropriate ceremonies. The Regional Vice President for the Region where the LO is located shall coordinate the charter presentation.

Section 7. Responsibility of Sponsoring LO. The sponsoring LO shall be responsible for providing assistance to the new LO and shall attend to them for a period of at least two (2) years from its affiliation or until such time when the National Board is satisfied that such assistance is no longer needed.

Section 9. LO Minimum Standards. LOs shall be required to meet the following minimum standards in order to qualify for continued affiliation with the organization.

- 1) Maintain at least a minimum of twenty-five (25) fully paid individuals as members. In support of this requirement, the LO shall submit on or before the 28th of February of each year the LO General Information Sheet;
- 2) Pay the required fees or dues to the NOM on or before the 31st of March of each year, and any accountability it has with the NOM when due and demanded;
- 3) Conduct projects and program of activities in accordance with Junior Chamber procedure and standards and which are not in conflict with the policies of the NOM;
- 4) Participate in the affairs of the Junior Chamber above the LO level and attend in a majority of regional council meetings and area presidents meetings and should have at least three (3) registered delegates in the Area Conference and two (2) registered delegates in the national convention;
- 5) Operate an active membership recruitment and retention program annually;
- 6) Illustrate proper planning of activities and proper budgetary control;
- 7) Maintain adequate, sound and accurate financial records.
- 8) Be actively involved in the community;

- 9) Use accepted Junior Chamber forms;
- 10) Operate at least two (2) individual leadership development programs and two (2) community projects, one of which should be environmental and ecological improvement;
- 11) Submit to the National Secretary-General within fourteen (14) days from their election, the names and mailing addresses of all their officers, but not later than the 14th of January;
- 12) Submit to the National Secretary-General the names and professions of their members not later than the 28th of February and thereafter, all new members inducted to their LO;
- 13) Submit to the National Secretary-General monitoring reports on the conduct of national projects; and,
- 14) Submit to the National Secretary-General a copy of their Constitution.

Section 10. Reporting of Compliance. LOs shall submit to the Organization during each annual national convention an annual report of their respective operations and activities, including therein the specific compliance of the above minimum standards. Failure to do so shall be construed as non-compliance to LO minimum standards.

Section 11. Non-Compliance of Standards. LOs who fail to comply with the minimum standards may be subject to suspension, or suspension of rights and privileges such as voting rights or withdrawal of charter or such other disciplinary action as the National Board may deem proper. If a Local Organization fails to meet the requirements of Article 3-1, the Secretary General shall forthwith notify the LO in writing that it is not in good standing with the organization.

Section 12. LO Relationship with the NOM. The organization and composition of a LO and the conduct of its business shall be its internal concern. However, a LO, through the official action of its Board of Directors or its general membership, may seek the assistance of the National Board in the solution of the problems that they may encounter.

Section 13. LO Constitution/Amendment. LOs shall file within thirty (30) days after approval of the amendments to their Constitution five (5) copies of said amended charter with the National Secretary-General. The National Secretary-General and the General Legal Counsel shall review the same and advise the LO of any conflict or non-conformity with the Constitution and Policy Manual of the NOM.

Section 14. Any affiliated LO wishing to change its name shall submit such request in writing to the Secretary General thirty (30) days prior to the Executive Committee meeting at which it is to be considered. Such requests must be certified by the National President and Secretary and be accompanied by the appropriate minutes of the LO's general assembly meeting wherein the resolution was approved. Any such request must receive a four-fifths (4/5) majority vote of the Executive Committee for approval.

Section 15. All defunct LOs intended for revival, must also conform to the requirements of affiliation.

CHAPTER IV **THE GENERAL ASSEMBLY**

POLICY 4.1. GENERAL RESOLUTIONS

All resolutions to be considered by the General Assembly, except for resolutions involving Constitutional Amendments, may be presented by LOs and members of the National Board only and forwarded to the National Secretary-General, to arrive at least forty five (45) days prior to the first day of the Convention. Resolutions shall be submitted in full and with appropriate background information. The National Secretary-General, within ten (10) days after the deadline stated, shall forward copies of the proposed resolutions to all LOs for their comments.

POLICY 4.2. CERTIFICATIONS

General Resolutions presented by a LO must be certified by the LO President and the Secretary of the LO as a LO resolution and shall be accompanied by the appropriate minutes of the LO meeting wherein the resolution was approved.

POLICY 4.3. LATE SUBMISSION

Late submission of General Resolutions shall not be considered by the General Assembly unless:

- a) They are submitted in the appropriate form for action; and,
- b) These are resolutions adopted by the Area Council during the Area Conference;

POLICY 4.4. PROGRAM PROPOSALS

Section 1. Program proposals for consideration by JCIP can only be submitted by JCIP officers, Local Organization Members, Individual Members, or other interested parties wishing to submit a Program Proposal at the National Convention and must present it through one of these two channels, pursuant to Policies 4.1. and 4.3. in relation to 4.2. of this Manual.

Section 2. All Directorate/Commission Planning Session Agenda (together with program/project proposals) shall be mailed to all LOs and JCIP officers at least forty five (45) days prior to the opening of the National Convention. A representative of the LO or the JCIP officer(s) concerned should present the Program/Project Proposal(s) is requested to suggest on the certification form the name of a suitable candidate for the position of Program/Project Manager for the program submitted.

CHAPTER V THE NATIONAL CONVENTION

POLICY 5.1 THE NATIONAL CONVENTION

Section 1. Theme. The theme for the national convention shall emphasize a Junior Chamber subject related to the NOM theme. The National Board shall select the theme of the convention on or before the 6th month to the convention.

Section 2. Schedule. The entire event of each Congress shall be under the supervision and control of the organization's Executive Committee through the National Secretary-General and shall include the following aspects with the maximum opportunities to obtain effective training, exchanges of experience, national involvement and inspiration to continue to serve the organization with enthusiasm.

- a) The JCI Major Emphasis Theme and/or the NOM Theme shall be the focal point of the convention;
- b) Formal and informal meetings shall be provided. Individual delegates are to have the opportunity to discuss matters of interest to them, such as membership recruitment, leadership training, retention and other subjects of value to LOs, and to take back from the Convention information helpful to them;
- c) Delegates' involvement in symposia and seminars with topics and issues of current importance;
- d) Home hospitality and tours, whenever this can be arranged; and,
- e) Opportunities, whenever these can be arranged, for delegates to mix freely with Junior Chamber International Philippines Officers;

Section 3. Meetings. The following meetings shall be conducted at each convention:

- a) Meetings of General Assembly, the Executive Committee, the National Board and standing commissions, directorates and committees are required by the Constitution;
- b) General Membership Meetings of the organization's four (4) areas of opportunities and special seminars event concerning the NOM Theme; and,
- c) Training sessions, seminars, workshop and discussion groups for Individual Members which shall be specific in their objectives and offer multiple choice opportunities. The topics for all seminars shall be announced to NOMs and LOs at least fifty (50) days prior to the commencement of the convention.

Section 4. Bidding for a National Convention. The site of each National Convention shall be determined at least two (2) years prior to such convention by the General Assembly.

All LOs interested to bid in hosting a National Convention shall submit its bid in writing with the National Secretary-General on or before March 15 preceding the convention at which the bid is to be considered. In the event that no bids are received within the stipulated deadline, or if all those who filed their bid withdraws their bid, the National Secretary-General may extend the deadline for the submission of bids, but this should not be later than September 14th preceding the convention at which the bid is to be considered.

Bidding LOs must provide such information, commitments and assurances as the EXECOM may require. And each bid shall be accomplished upon the payment of Fifteen Thousand Pesos (P15,000.00), Philippine currency, representing as follows:

- 1) Bid Filing Fee. The Bid Filing Fee shall be Five Thousand Pesos (P5,000.00), Philippine currency, to secure the obligation of the bidding LO for the full and faithful performance of all the conditions of the contract;

- 2) Bid Site Inspection Fee. The Bid Site Inspection Fee shall be Ten Thousand Pesos (P10,000.00), Philippine currency, which amount is for the purpose of the National Secretary-General or a staff officer designated by him to visit and inspect the site proposed by the bidding LO. The inspecting officer shall then prepare a report for submission to the National Board regarding the adequacy or otherwise, of the facilities and any other factor which shall be considered to have a bearing on the success of the Convention of a bidding site. The inspection shall take place between the selection of the bid in the national convention and the July National Board Meeting of the following year. A copy of the inspection report shall be furnished the bidding LO concerned within fifteen (15) days after the inspection.

The responsibilities for all matters concerning the bid for the site of a National Convention and all expenses for promoting such bid is that of the bidding LO. In addition thereto, the bidding LO has the obligation to be present at the National Board meeting after the inspection of the site is made and shall answer such questions as the Board may ask.

Should the bid be successful in the national convention, the hosting LO shall, within fifteen (15) days from the date of selection, execute a performance bond in the amount of One Hundred Thousand Pesos (P100,000.00), Philippine currency, in addition to the amount above-mentioned. If the bid is not accepted by the National Board, the organization shall release the said performance bond in favor of the bidding Local Organization.

Upon the organization's acceptance of the winning bid, the bid presentation and all supporting materials shall be incorporated and become part of the Convention Contract. The National Secretary-General is empowered to act in behalf of the organization, and is designated as the officer with whom the Host LO shall work out all the details, mechanics and performance of the Convention Contract.

The Host LO should hold the National Convention in the territory for which their charter has been approved. However, they may hold the National Convention in another site if the circumstances and situation warrants.

Section 5. Publicity. The Host LO must provide maximum tri-media mileage of the National Convention. However, all releases to the media with regards to the business at the Convention shall be approved by the National President.

Section 6. Changes. In the event that any of the original decisions as to date and place of the National Convention cannot be implemented, or in the event of the cancellation of the convention contract, the General Assembly shall appoint another date and place by mail ballot.

Section 7. Contract. The National Secretary-General shall execute a contract with the successful bidder for the hosting of the National Convention not later than thirty (30) days from the date of selection. Such contract shall be approved by the incumbent National President and the General Legal Counsel. No revisions or amendments of any provision of the signed convention contract shall be made except, upon agreement of all parties to the contract.

Section 8. Cancellation of Contracts. The National Board may cancel the contract at anytime up to four (4) months before the convention takes place if it is proven to the satisfaction of the National Board thru the Executive Committee that the Host LO shall be in serious default of the conditions of the contract or that there is a serious threat to the peace and order situation at the proposed National Convention site thereby endangering the safety of the delegates and the proceedings of the events outlined during the National Convention Program. The decision of the National Board to cancel the contract must be ratified by the General Assembly by mail ballot.

Cancellation of the convention contract by reason of the default by the Host LO shall mean the forfeiture of the performance bond in favor of the National Organization. If by reason of the threat to the peace and order situation, the performance bond shall be returned and released in favor of the said Host Local Organization.

Section 9. Share in Convention Income. The minimum share of the National Organization is ten percent (10%) of the gross receipts from convention fees. However, the National Board may execute a different sharing scheme, provided it shall not be lower than the abovementioned share. All amounts due to the National Organization shall be remitted within fifteen (15) days from the close of the convention. Any income or loss shall be for the account of the Host LO.

Section 10. Sponsorship. All contracts of sponsorship relating to the Convention shall be approved by the National President.

Section 11. Supervision and Control. The supervision and control of the business arrangement, registration and the general program of the convention, including the invitation of guest speakers, shall be under the National Secretary-General, acting upon the direction of the National President.

Section 12. Courtesy Registration and Accommodation. Courtesy registration shall be extended to all members of the National Board which includes the Immediate Past National President, National Secretary-General, General Legal Counsel and five (5) members of the JCIP staff. Courtesy accommodation must be extended to the National President, the Immediate Past National President, the National Executive Vice-President, the National Treasurer, the National Secretary-General, the General Legal Counsel, all the AVPS and RVPs and the five (5) members of the JCIP staff.

POLICY 5.2. OBSERVERS

All past officers of the organization attending a General Assembly Meeting shall be seated as observers with no rights whatsoever except, as may be provided by the Constitution and Constitution.

POLICY 5.3. NATURE OF A NATIONAL CONVENTION

A National Convention is an activity of the National Organization. A Host LO is scheduled to manage such convention in order to spread the learning process to as many JCI members as possible. However, should the Host LO fail to qualify to host the convention, or if the circumstances warrant, the NOM can opt to manage and host the National Convention directly.

CHAPTER VI **NATIONAL BOARD**

POLICY 6.1. JOINT MEETING OF NATIONAL BOARD

A joint meeting of the newly elected National Board and the outgoing National Board shall be held for the purpose of ceremonial turnover at the national convention.

POLICY 6.2. EFFECTIVE DATE

The National Board elected at the Area Convention shall have the right to act immediately after the adjournment of the General Assembly. Such actions shall only become effective on the following January 1st.

POLICY 6.3. HANDOVER FILES

The outgoing AVPs and RVPs shall meet with the newly-elected AVPs and RVPs to hand over files and exchange information. The outgoing National President, National Executive Vice-President and National Treasurer shall turn over their files not earlier than the last day of the expiration of their term, but not later than the first regular National Board meeting of the incoming National Board.

POLICY 6.4. VIRTUAL MEETINGS

Section 1. In the interest of expediency and resource conservation, the virtual or online meetings may be conducted provided the following requisites are present:

- a) Only video-conferencing shall be allowed for National Board meetings
- b) Detailed agenda and background documents for review shall be sent at least one (1) week prior the virtual meeting, unless waived by majority of the members
- c) Officers coming from one area may set-up a single point of connection, provided all of them may have equal access to the console

CHAPTER VII **THE EXECUTIVE COMMITTEE**

POLICY 7.1. MINUTES

The Executive Committee shall keep a record of the minutes of their meetings which must be respectively approved at every subsequent meeting.

POLICY 7.2. EFFECTIVITY OF ACTS

Within the powers granted to it by the Constitution and By-laws and the National Board, the Executive Committee's decisions are immediately executory and binding. Unless required, the National Board need not ratify and/or approve such acts or decisions. However, the National Board may annul and make void

the acts or decisions of the Executive Committee upon two-thirds (2/3) votes of the voting members of the National Board.

POLICY NO. 7.3. FORFEITURE OF OFFICE

The provision of Section 6, Article V of the Constitution shall apply to the members of the Executive Committee who shall incur two (2) consecutive absences unless he shall be able to submit a written justification of his absence. Removal from the Executive Committee shall result in the forfeiture of the absentee's seat in the National Board.

POLICY NO. 7.4. VIRTUAL MEETING

The provisions of Policy 6.4 are applicable to Executive Committee meetings.

CHAPTER VIII **OFFICERS, ELECTION, TENURE AND QUALIFICATIONS**

POLICY 8.1. CONVENTION/CONFERENCE ATTENDANCE

Official candidates for National President, National Executive Vice-President, National Treasurer, Area Vice-President and Regional Vice-President must be registered and in attendance in the area where their chapter belongs.

POLICY 8.2. OFFICER'S COLLEGE

This is a training program for the purpose of training and preparing the elective officials of the organization for the office they shall hold in the ensuing year. This shall be conducted at least ten (10) days prior to the first day of the Area Conference. The immediate past National President shall be the Chairman of the Officer's College.

- a) Format of Officer's College. The format of the Officer's College shall include the following:
 - 1) Fifteen (15) hours of seminars, workshops, case studies and other methodologies of the learning;
 - 2) Explanation and discussion functions of the different officers of the national board;
 - 3) Reportorial and LO visitation and consultation requirements;
 - 4) Parliamentary procedures, conducting meetings and trainings; and,
 - 5) Case studies;

- b) Required documents to be submitted during the Officer's College. All candidates attending the Officer's College must submit on the first day of the Officer's College the following documents:
 - 1) Ten (10) copies of their most recent 2"x 2" photos in Black and White. In addition, candidates for National President must submit three (3) size 8" x 10" photos in Black and White;
 - 2) For the RVPs, the list of the incoming Chapter Presidents and Secretaries with the mailing address of the chapters in good standing in their region; and,
 - 3) Any other document which the Chairman of the Officer's College may require, provided that they are informed at least two (2) weeks before the start of the Officer's College.

Failure to attend and submit any or all of the above requirements may be a ground for the disqualification of the candidate by the Nominations Committee.

POLICY 8.3. CONTINUED MEMBERSHIP AND LOCAL ORGANIZATION AFFILIATION

Should the LO of the National Officer(s) or appointee become disaffiliated for any cause provided in the Constitution and Constitution or of this Policy Manual, the officer concerned shall automatically forfeit his office, unless on or before the lapse of thirty (30) days from the disaffiliation of his chapter, he is able to duly affiliate with another chapter in good standing. For the AVPs or RVPs, his new affiliation should be with a chapter coming from the same area and/or region which he represents. Written proof of his new affiliation must be received by the JCIP headquarters within the same thirty (30) day period as mentioned above.

POLICY 8.4. HOLD-OVER

The principle of the provision is to ensure the continuity of the management and operations of the National Organization and its activities. The concerned officer shall continue to function and discharge the functions his office until his successor is formally elected and/or appointed.

CHAPTER IX
POWERS AND DUTIES OF NATIONAL OFFICERS

POLICY 9.1. PLANS FOR THE YEAR

Section 1. Year's Plan. Plans for the calendar year must be completed before the national convention of the previous year. The main points of the plan including the NOM thrust and theme, schedule of Area Conferences, area council meetings, regional council meetings must be presented to the General Assembly of the above-mentioned national convention. The plans should be approved by the National Board elected for the said calendar year.

Section 2. Planning Session. Subject to the approval of the Chairman of the Officer's College, the planning session may be integrated with the Officer's College.

POLICY 9.2. CHARGING AND INDUCTION OF NATIONAL BOARD MEMBERS AND CHAPTER PRESIDENTS

Section 1. Charging and Induction of National Board Members. The newly elected National Board shall be charged and inducted in the national convention subsequent to the Area Conference when they were elected. The incumbent National Executive Vice President shall be the Charging Officer and the incumbent National President shall be the Inducting Officer.

However, with the approval of the incumbent National Board, other ranking JCI officers or past National Presidents may be designated to take the place of the above-mentioned officers.

Section 2. Charging and Induction of Chapter Presidents. All LO presidents and their officers present may also be charged and inducted during the national induction in a mass ceremony. This may be done after the induction of the National Board members. The Charging Officer shall be the incoming Regional Vice-President and the Inducting Officer shall be the incoming Area Vice President. All chapter presidents inducted during the national convention shall be awarded a President's pin and a Junior Chamber International Philippines Certificate of Oath of Office. These chapter presidents shall likewise be empowered to induct their officers upon return to their chapters. In all other instances, the Regional Vice-President shall be the Charging Officer and the Area Vice President as the Inducting Officer.

Section 3. Charging of Officers. The officers and directors of the organization shall be charged before taking the oath of office, to wit:

"The office to which you been elected is one of dignity and importance. In accepting this office, you undertake a responsibility which is not to be assumed lightly nor carelessly discharged. You are charged with the duties of seriously and resolutely furthering the objectives of the Junior Chamber International Philippines and of the Junior Chamber International. With the Constitution and By-laws and Policy Manual as your guide, you must be ever ready exercise the functions of the office with which you are entrusted. Further, you are charged with governing this Organization according to the laws of democracy, under which laws every man who wishes to speak shall be heard, toward the end that in every matter considered, the best opinion shall prevail through the expressed will of the majority, and the best course of action followed. Do you accept this Charge?"

The charging of officers and directors must be conducted in a solemn and dignified manner. The Charging Officer must at all times require all the members of the Junior Chamber International Philippines in attendance to stand before administering the charge to the officers and directors.

Section 4. Oath of Office. Thereafter, the officers and directors shall take the following oath of office:

"I, _____, having been elected as _____ of the Junior Chamber International _____ do solemnly swear to abide by and uphold the Constitution and Constitution of this Organization, the Junior Chamber International Philippines and those of the Junior Chamber International; to keep faith and put into practice the noble and democratic tenets of the JCI Creed; to perform my duties to the best of my ability and capacity without fear or favor, with the aim in view of furthering the purpose of the organization and advancing the interest of the community to which it is dedicated; and to conduct myself in a manner befitting a good and true JCI Member so as bring honor and prestige to the Organization; and I take this pledge without mental reservation or purpose of evasion. So help me God."

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of _____ in the year of our Lord, twenty hundred and _____, Philippines.

Oath of Administering Official

POLICY 9.3. NATIONAL PRESIDENT (NP)

Section 1. Continuity and Coordination: The National President and the National President-elect shall meet at the convention site immediately after the close of all scheduled meetings. The purpose of this meeting is to exchange information to maintain continuity and coordination of the programs and activities of the organization. Henceforth, until the end of his term, the National President shall furnish the National President-elect with all major correspondence and documents that may emanate from his office.

Section 2. Travel. The National President shall travel on behalf of the organization. This schedule should include the following:

- a) Travel to and from the convention at which he presides;
- b) A visit to the national headquarters as soon as practicable following his election but prior to December 31;
- c) Attendance at all meetings of the Executive Committee and the National Board;
- d) A visit to a minimum of one-third (1/3) of all affiliated LOs in good standing;
- e) Attendance at the Junior Chamber International Asia-Pacific Conference and World Congress as Chief Delegate; and,
- f) Attendance at the NOM Area Conferences, Area Council Meetings and Regional Council Meetings when possible;

Section 3. Travel Plans. The National President's itinerary shall be guided by a two-year travel plan, subject to an annual review and projection by each National President. This policy shall be referred by the National Secretary-General to the National President's attention each year.

Section 4. Travel Limitation. The National President shall not visit a LO in two (2) consecutive years unless itinerary requirements of urgent needs necessitate a special exception.

POLICY 9.4. NATIONAL EXECUTIVE VICE-PRESIDENT (NEVP)

Section 1. Travel. The NEVP shall travel at the request of the National President.

Section 2. Planning. Upon being solely nominated, the NEVP nominee can already organize his planning committee and develop the plans for the ensuing calendar year subject to the direction of the sole National President's nominee.

Section 3. Long Range Planning Committee (LRPC). The National Executive Vice President being the Chairperson of the LRPC (Constitution Art. VIII-B Sec. 3) shall act as the National Planning Chairperson who shall supervise the preparation of long range plans and programs for the organizations subject to the approval of the National Board which shall in turn endorse to the General Assembly for approval. The members of which shall be the incumbent National President, National Secretary General, General Legal Counsel and three (3) Past National Presidents and two (2) Past National Secretary General.

POLICY 9.5. AREA VICE-PRESIDENT (AVP):

Section 1. Chapter Visitations. The AVP must visit a minimum of one-third (1/3) of the affiliated LOs in each of the regions falling under his area.

Section 2. Area Council Meetings. The AVP must convene at least two (2) area council meetings prior to the Area Conference.

Section 3. Area Officers and/or Directors. The AVP may appoint area officers and/or directors to assist him in the management of his area and in the conduct of area projects and programs.

POLICY 9.6. REGIONAL VICE-PRESIDENT (RVP)

Section 1. Chapter Visitation. The RVPs must be able to visit all affiliated LOs in his region prior to the Area Conference.

Section 2. Training Programs. RVPs must conduct at least two (2) regional training programs prior to the Area Conference. Training programs conducted after the national convention of the year they were elected shall be considered in satisfaction of this requirement.

Section 3. Regional Council Meetings. RVPs should convene at least three (3) regional council meetings prior to the Area Conference. For this purpose, a meeting may be conducted immediately after the national convention at which the RVP concerned was inducted.

Section 4. National Projects. RVPs should see to it that all feasible national projects are conducted by LOs in his region.

Section 5. Reports. To submit all reports as determined by his AVP or the National Secretary General.

Section 6. Communication. RVPs should communicate with their assigned LOs by January 15 in his year of office and every quarter thereafter.

POLICY 9.7. NATIONAL TREASURER (NT):

Section 1. Visit to the National Headquarters. The NT shall visit the national headquarters immediately after his election but prior to December 31 to finalize the budget for the incoming year.

Section 2. Collection of Dues. The National Treasurer, subject to the approval of the National Board, may deputize the AVPs, RVPs or any national officer to collect the dues from LOs assigned to them.

POLICY 9.9. GENERAL LEGAL COUNSEL (GLC)

Section 1. Associate Legal Counsel. When the National President deems it necessary, he shall appoint an associate legal counsel as an assistant to the General Legal Counsel to serve at the NP's pleasure.

Section 2. Parliamentarian. In the absence or inability of the GLC at the national convention, with the concurrence of the General Assembly, the NP shall appoint a Parliamentarian who shall serve for the period of the national convention.

POLICY 9.10. IMMEDIATE PAST NATIONAL PRESIDENT (IPNP)

Section 1. Executive Assistant. Upon the request and recommendation of the IPNP, the NP may appoint an executive assistant who shall be under the supervision of the IPNP in the discharge of his duties.

CHAPTER X **EXECUTIVE DIRECTOR (ED) AND THE NATIONAL SECRETARIAT**

POLICY 10.1. NATIONAL SECRETARY GENERAL (NSG)

The National Secretary-General must be of Junior Chamber age during his tenure of office and serves under the pleasure of the National President.

POLICY NO. 10.2. EXECUTIVE DIRECTOR (ED)

The Executive Director need not necessarily be of JCI age or a JCI member for that matter. For purposes of continuity in the management and operation of the National Secretariat, the services of the Executive Director may be contracted for a minimum of three (3) years renewable upon the agreement of the National Board.

POLICY 10.3. SELECTION COMMITTEE

The Selection Committee is responsible for the selection among applicants for Executive Director whose recommendation shall then be forwarded to the National President. It shall be composed of the incumbent National President, the incumbent National Secretary-General and the three (3) most recent Past National Presidents. The most senior Past President in terms of tenure shall act as the Chairman of the Selection Committee. The chairman may call a meeting or the committee *motu proprio* or upon the request of the incumbent National President or National Secretary General.

POLICY NO. 10.4. EVALUATION COMMITTEE

An Evaluation Committee shall also be formed with the purpose of preparing a written evaluation of the Executive Director's performance. The committee shall be composed of the National President, the two (2)

most recent past National Presidents, the National Treasurer and the General Legal Counsel. The most senior past National President shall be the Chairman.

The evaluation is to be done once before the 2nd regular National Board meeting and once before the 4th regular National Board meeting. This committee may recommend to the Selection Committee for the extension or termination of the Executive Director's Contract.

POLICY 10.5. JCI PHILIPPINES (JCIP) NATIONAL SECRETARIAT

The JCIP National Secretariat ensures that essential basic administrative information and service are readily available to the officers of the National Organization and to all LOs. It likewise endeavors to meet all reasonable requests for assistance from all individual members in pursuit of the ideals of the Junior Chamber.

POLICY 10.6. EXTENT OF SERVICES

The services of the Secretariat shall be extended to the Officers of the Organization, the organized directorate/commissions, committees, the Local Organization Members, and to all applicants for affiliation and officially recognized contracts, within the limits of funds available for this purpose.

POLICY 10.7. SECRETARIAT SERVICES

The National Secretariat shall provide the following services among others:

- a) Collate and/or produce and distribute such publication, manuals and handbooks of general interest as the General Assembly or the National Board may direct and such other publications as the National Secretary General may determine relevant and within the budgetary limits set by the National Board;
- b) Carry on stock the officially approved Junior Chamber International, Junior Chamber International Philippines and JCI Senate Philippines jewelries and supplies;
- c) Maintain a library which shall contain a record suitably indexed of such materials, activities, projects and films relating to the Organization as the Executive Director may direct;
- d) Provide Conference and Convention support, including on-site establishment of JCIP Secretariat;
- e) Keep records of all historical and ongoing activities of the organization; Circulate dues billing and reports and handle the administration of JCI finances; and,
- f) Provide such other necessary services to the National Board, Executive Committee and to the officers of the organization.

POLICY 10.8. OTHER SERVICES OF THE SECRETARIAT

Upon request, the Secretariat shall also:

- a) Develop special seminars, for convention or meetings, including visual aid at cost;
- b) Provide advice on methods to make LO meetings more interesting and better organized;
- c) Conduct special research; and,
- d) Entertain miscellaneous requests.

POLICY 10.9. COMPOSITION

The JCIP National Secretariat shall be comprised of the National Secretary-General, the Executive Director and such staff that shall be retained in line with the organization structure currently endorsed by the Executive Committee.

POLICY 10.9. ADDITIONAL QUALIFICATIONS OF EXECUTIVE DIRECTOR

Every aspirant to the position of Executive Director shall, in addition to these qualifications set forth in the Constitution and Constitution, he must possess the following:

- a) The aptitude to exhibit a basic expertise in the fields of administration and management; and,
- b) Must be willing to work full-time;

POLICY 10.10. OTHER DUTIES

The Executive Director shall have other duties as follows:

- a) Carry out duties assigned by the NP;
- b) Make recommendations to the NP with respect to his assigned duties;

- c) Attend all meetings of the General Assembly, the National Board and the Executive Committee;
- d) Promote the purposes of the organization;
- e) Conduct himself in a manner befitting the organization;
- f) Publish all official publications of the organization, including manuals, handbooks, directories, and all other printed or mechanically reproduced materials;
- g) Prepare annual reports on the (4) areas of opportunity and the Major Emphasis Theme, and shall be submitted to every National Convention;
- h) Coordinate the dissemination of information and promotional materials on all areas of opportunity within the limits of funds provided for that purpose.

CHAPTER XI CONSTITUTIONAL COMMISSIONS

A. NATIONAL COMMISSION ON AUDIT (COA)

POLICY 11.1. FAILURE TO FULFILL MANDATORY REQUIREMENTS

The National President shall appoint, subject to the confirmation of the National Board, qualified JCI members to act on behalf of the Commissioner / National Directors who is unable to exercise his mandated function in accordance with the Constitution.

The appointment shall specify whether it shall be only during the period of inability to discharge such function if the cause is merely temporary or for the remainder of the term of said Commissioner / National Director if the cause is permanent.

B. NATIONAL COMMISSION ON ELECTIONS (COMELEC)

POLICY 11.1. NATIONAL ELECTION CODE

The National Election Code is hereby incorporated as an integral part of this Policy Manual which is part of the appendices hereto.

POLICY 11.2. VOTER'S REGISTRATION FORM AND VOTER'S ID

Only LOs who submitted their Voters' Registration Forms on or before May 31 shall be issued a Voter's Identification Card. The actual receipt of the Voters' Registration Form (VRF) by the Secretariat on the deadline date is deemed submitted. Only chapters with properly issued voter's identification card shall be allowed to vote in the Area Conference and National Convention.

POLICY 11.3. DEADLINE

All nominations for elective officers must be made on the prescribed form of the Certificate of Candidacy (COC) and forwarded to the JCIP Secretariat to arrive on or before the deadline date of July 31. The National Secretary-General shall, within fifteen (15) days after the deadline date for nomination, forward to all LOs a list of nominees, together with essential curriculum vitae of the candidates.

POLICY 11.4. OTHER DUTIES OF NOMINATION'S COMMITTEE

In addition to that provided by the Constitution, the other duties of the Nominations Committee are the following:

- a) Examine and grade the preparatory exercise submitted by the candidates;
- b) Verify the planned activities of the candidates if it is in accordance with the Constitution;
- c) Certify to the General Assembly whether individual candidates have satisfied the required qualifications embodied in the Constitution; and,
- d) Certify to the General Assembly the grades given to the individual candidates resulting from the committee's examination of the candidates' preparatory exercises and personal interview.

POLICY 11.5. NOMINEE'S APPEARANCE BEFORE NOMINATION'S COMMITTEE

Each nominee shall personally appear before the Nominations Committee on the date and time scheduled for the purpose.

POLICY 11.6. CANDIDATE'S ELIGIBILITY

On top of the requirements provided in the Constitution, candidates should obtain a passing rating in the abovementioned preparatory exercises and personal interview to be eligible to run for the office sought for.

POLICY 11.7. NOMINATION'S COMMITTEE RATING SYSTEM

The Nominations Committee rating system is hereby incorporated as an integral part of this manual.

NATIONAL TRAINING DIRECTORATE (NTD)

POLICY 11.8. FUNDING SOURCES

The National Training Directorate shall have a share in the JCIP Annual Budget as stipulated in the JCIP Constitution. However, it may solicit corporate sponsorships and donations to augment the funds of the Directorate for it to be able to achieve its purpose and objectives subject to the approval of the National Board.

These funds may be used by the Directorate for the printing of seminar materials, manuals, publications but not for traveling expenses and honoraria of the trainers of the Directorate.

CHAPTER XII **AREAS AND REGIONS**

POLICY 12.1. JURISDICTION OF AREAS AND REGIONS

The LOs of the Organization shall be grouped into five (5) Areas. Each Area shall comprise the provinces and the chartered cities within such municipalities shall also be correspondingly subdivided into Regions as indicated below:

Area I. Area I shall be composed of the following regions and their respective provinces, cities and municipalities within their area of jurisdiction, to wit:

- 1) Cagayan Valley Region. This shall be composed of the following provinces and chartered cities within such provinces: Batanes, Cagayan, Isabela, Nueva Vizcaya, Aurora, Quirino, Kalinga and Apayao;
- 2) Ilocandia Region. This shall be composed of the following provinces and the chartered cities within such provinces: Ilocos Norte, Ilocos Sur, Abra, Ifugao, Mountain Province, Benguet, and La Union
- 3) Northern Luzon Region. This shall be composed municipalities and chartered cities within the province of Pangasinan; and,
- 4) Central Luzon Region. This shall be composed of the following provinces and chartered cities within such provinces: Bataan, Nueva Ecija, Pampanga, Tarlac and Zambales;

Area II. Area II shall be composed of the following regions and their respective provinces, cities and municipalities within their area of jurisdiction, to wit:

- 1) Metropolitan North Region. This covers the whole province of Bulacan;
- 2) Metropolitan East Region. This shall be composed of the following provinces and/or chartered cities of Kalookan, Quezon City, Malabon, Mandaluyong, Marikina, Navotas and San Juan,
- 3) Metropolitan South Region. This shall be composed of the following provinces and/or chartered cities of Makati, Manila, Parañaque, Pasay, Taguig and Pateros;
- 4) Rizal Region. This shall be composed of all municipalities and chartered cities within the Rizal region.

Area III. Area III shall be composed of the following regions and their respective provinces, cities and municipalities within their area of jurisdiction, to wit:

- 1) Laguna. This shall be composed of Laguna Province;
- 2) Cavite North. This shall be composed of the following municipalities and chartered cities located at the eastern side of Cavite, namely; Tagaytay City, Trece Martirez City, and the municipalities of Carmona, Silang, Amadeo, Alfonso, Gen. Emilio Aguinaldo, Gen. Mariano Alvarez, Indang, Ternate, Maragondon, Magallanes and Mendez as approved by the National Board upon the endorsement of the majority of LOs affected.
- 3) Cavite South. This shall be composed of municipalities and chartered cities located at the western side of Cavite namely; Cavite City and municipalities of Dasmarinas, Imus, Bacoor, Noveleta, Tanza, Rosario, Naic, Gen. Trias and Kawit presently approved by the National Board upon the endorsement of the majority of LOs affected.
- 4) Palawan Region. This shall be composed municipalities and chartered cities within the Palawan Island.

- 5) Southern Tagalog East. This shall be composed of the following provinces and the chartered cities within the provinces of Batangas, Quezon and Marinduque, Mindoro and Romblon
- 6) Bicol Region. This shall be composed of the following provinces and the chartered cities within the provinces of Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate and Sorsogon.

Area IV. Area IV shall be composed of the following regions and their respective provinces, cities and municipalities within their area of jurisdiction, to wit:

- 1) Western Visayas Region. This shall be composed of the following provinces and the chartered cities within the provinces of Aklan, Antique, Capiz, Iloilo, Negros Occidental and Guimaras;
- 2) Central Visayas Region. This shall be composed of the following provinces and the chartered cities within the province of Bohol, Cebu, Negros Oriental and Siquijor; and,
- 3) Eastern Visayas Region. This shall be composed of the following provinces and the chartered cities within the province of Eastern Samar, Leyte, Northern Samar, Western Samar, Southern Leyte and Biliran;

Area V. Area V shall be composed of the following regions and their respective provinces, cities and municipalities within their area of jurisdiction, to wit:

- 1) Western Mindanao Region. This shall be composed of the following provinces and the chartered cities within the provinces of Zamboangadel Norte, Zamboanga del Sur, ZamboangaSibuguey, Misamis Occidental, Basilan, Tawi-Tawi and Sulu.
- 2) Northern Mindanao Region. This shall be composed of the following provinces and the chartered cities within the provinces of Agusan del Norte, Agusan del Sur, Bukidnon, Camiguin, Misamis Oriental, Surigao del Norte and Surigao del Sur; Lanao del Sur and Lanao del Norte;
- 3) Davao Region. This shall be composed of the following provinces and the chartered cities within the provinces of Davao del Norte, Davao del Sur, Davao Oriental, and,
- 4) Southern Mindanao Region. This shall be composed of the following provinces and the chartered cities within the provinces of South Cotabato, North Cotabato, Maguindanao and Sultan Kudarat;
- 5) **Central Mindanao:**

POLICY 12.2. NEW PROVINCES OR CITIES

Any new province or chartered city created shall be assigned to the region wherein it was taken, unless the National Board reappoints said new province or city to another region upon petition of the LO(s) affected.

POLICY 12.3. AREA EXECUTIVE COMMITTEE

The Area Executive Committee shall meet once a quarter at a time and place decided among the members. The AVP shall be the chairman of the Area Executive Committee.

POLICY 12.4. AREA CONFERENCES

Section 1. Bidding for a Conference

- 1) Any LO who wishes to bid to host an Area Conference must submit three (3) copies of a completed standard Conference Contract, which form part of the Appendices of this Policy Manual, together with attachments containing such information, commitments, and assurances as the National Executive Committee shall prescribe. The said contract must be received by the National Secretary General sixty (60) days before the first day of the Area Conference where the site shall be selected. In the event that no bids are received at the stipulated deadline, or if all those who filed an intention to bid withdraws, the National Secretary General may extend the deadline for the submission of bids up to the opening of the conference at which the bid shall be considered;
- 2) Each bid shall be accompanied by Five Thousand Pesos (Php5,000.00), Philippine currency, in cash, check or money order, payable to the Junior Chamber International Philippines. If the bid is not accepted by the National Executive Committee, the filing fee shall be returned to the bidding LO. If the bid is accepted and/or the bidding LO loses its bid, the said filing fee shall accrue to the organization;
- 3) The responsibility concerning the bid for the site of a conference and all expenses of promoting such bid shall be for the account of the bidding LO;
- 4) Only bids which have been certified as eligible by the National Secretary General shall be included in the balloting;
- 5) Upon the organization's acceptance of a bid to host a conference and upon approval of the conference by the National Executive Committee, the bid presentation and all supporting materials shall be incorporated and become part of the Conference Contract;

- 6) The National Secretary General is empowered to act in behalf of the organization and is designated as the officer with whom the host LO shall work out all details, mechanics and performance of the conference contract;
- 7) Two (2) weeks after the last day of the Area Conference which selected the host of the next Area Conference, the Host chapter (selected LO) shall file a performance bond in the amount of Twenty Five Thousand Pesos (Php25,000.00), Philippine currency, in favor of the Junior Chamber International Philippines to secure the obligation of the Host LO for the full and faithful performance of all conditions of the contract;
- 8) In the event that the conference is cancelled by the National SecretaryGeneral, and his action after consideration of the reasons therefore, is ratified by the National Executive Committee, or the obligation of the Host LO, as provided in the conference contract, are not fulfilled at least ninety (90) days prior to the Area Conference it is to host, the Host LO shall automatically forfeit the performance bond in favor of the organization.

In such case, the National Board shall appoint another host LO as well as the date and place of the Area Conference.

Section 2. Pre-conference Inspection Visit. The National SecretaryGeneral, or his duly appointed representative, shall make a pre-conference inspection visit to the conference site prior to the July National Board meeting. The Host LO shall extend the necessary courtesies to ensure the success of said inspection visit.

Section 3. Conference Theme.

- 1) The theme of each conference shall deal with socio-economic and/or environmental issues of the particular area, preferably in support of the NOM theme. Each conference shall have the goal of adopting declarations or resolutions aimed at resolving those issues;
- 2) The conference organizing committee shall submit a proposed theme(s) to the National Secretary-General at least thirty (30) days prior to the April National Board meeting of the Area Conference year. The National Board shall approve the theme of the conference and the National Secretary-General shall advise the organizing committee of the approved theme within thirty (30) days after the meeting.

Section 4. Schedule of Events and Agenda.

- 1) Program Requirements. At least two third (2/3) of the time allotted to business meetings shall be devoted to Junior Chamber subjects. At least one half (1/2) day session shall be devoted to seminars, workshops, discussion groups or similar meetings on the NOM theme or national projects and sufficient time shall be devoted to the conference theme and the Area Program;
- 2) Schedule of Events. The National Board shall be responsible for the approval for the conference schedule of events. The National Secretary-General in consultation with the Area Executive Committee, shall establish a proposed schedule of events, which he shall submit to the National Board during its April meeting. The National Secretary-General shall forward the approved schedule of events to the conference organizing committee within thirty (30) days after the meeting. The conference organizing committee shall be responsible for putting into action the approved schedule including the invitation of the speakers; and,
- 3) Information to Officers and LOs. The approved schedule of events and agenda for the conference shall be circulated by the conference organizing committee at least sixty (60) days prior to the opening of the conference, to all Junior Chamber International Philippines Officers and to all LOs assigned to the Area where the conference shall be held.

Section 6. Chairmen of Meetings, Seminars and Workshops. The names of the chairmen and speakers shall be forwarded to the Conference Organizing Committee by the Conference Chairman or the National SecretaryGeneral not later than thirty (30) days before the opening of the conference.

Section 7. Services to the Conference by the Organization.

- 1) Coordination of the date, time and site of the conference;
- 2) Publicity through publication and letters of the NOM;
- 3) Supervision and guidance from the National Secretary-General or the Conference Chairman;
- 4) Arrangement of the specialized speakers for the seminars and workshops;
- 5) Supply by the national headquarters of materials;
- 6) Provision of mailing lists of chapters in good standing; and,
- 7) All others may be needed and determined by the National Board;

Section 8. Conference Resolution. The Conference Chairman shall, within fifteen (15) days after the conclusion of the Area Conference, submit details in writing to the National SecretaryGeneral of all resolutions passed. Copies of such resolutions shall be forwarded by the National SecretaryGeneral to all members of the National Board.

Section 9. Nature of the Area Conference. Area conferences are activities of the National Organization. Hosting LOs are selected to manage said activities in order to spread the learning process to as wide a breadth of JCI as possible. Should the Host LO fail to qualify to host an Area Conference or if the circumstances warrant, the NOM can opt to manage and host the Area Conference directly.

Section 10. Share of NOM in the Conference Income. The National Organization shall share five percent (5%) of the gross receipts from conference fees. The Host LO should remit the NOM's share within fifteen (15) days from the last day of the Area Conference.

Section 11. Courtesy Registrations and Accommodations. The Host LO shall extend courtesy registrations and accommodations to the National President, NEVP, NT, NSG, GLC (if they are in attendance), the JCIP Staff members, the AVP, and the RVPs coming from the area whose conference it is hosting. Such courtesies shall be during the duration of the conference but may be extended by the Conference Chairman in favor of the JCIP Staff who may have to stay behind beyond the duration of the conference to work out with the conference committee's financial and documentary obligations which the Host LO have to submit. These extensions, however, should not be more than two (2) days.

Section 12. Regional Executive Committee. The National Executive Committee shall meet at least once every quarter at a time and place decided by the members. The RVP shall be the Chairman of the Regional Executive Committee. The schedule and place of the meeting shall be submitted by the RVPs to the NSG on or before the January National Board meeting.

Minutes of the Regional Executive Committee meetings must be submitted to the NSG not later than fifteen (15) days from the conclusion of such meetings.

POLICY 12.5. FINANCES, DUES AND FUND RAISING

Section 1. Area or Regional Fund Raising: The area or regions may have their own fund raising activities. But such activities must first be cleared with the National Board before implementation.

Section 2. Contribution from JCIP National Officers. All National Board members are prohibited from contributing their personal money to the fund raising activities of their constituent chapters. The rationale behind this policy is to ensure that these officers shall be able to function with full dedication and diligence to their office which does not have any compensation at all.

Section 3. Chapter Fund-Raising Activities. While chapters are encouraged to have their own fund-raising activities, solicitations of whatever nature, whether Junior Chamber related or not, among and between chapters and their members is not allowed. Joint chapter fund raising activities are however encouraged, provided the restrictions herein are observed.

CHAPTER XIII **FINANCES AND DUES**

POLICY 13.1. DONATIONS

Section 1. Solicited Donations. The National President, in consultation with the National Treasurer and, in coordination with the Ways and Means National Chairman, shall be responsible for cultivating, maintaining and promoting corporate funds by way of preparing a program of presentation and request for such sponsorships for a project of national magnitude.

Section 2. Unsolicited Donations. The National President, National Secretary General and National Treasurer, under their discretion, may accept unsolicited donations of money and/or materials, if they believe that the donor have compatible objectives with the purposes and ideals of the Junior Chamber movement.

POLICY 13.2. PHILIPPINE JAYCEES FOUNDATION

All existing funds held in the name of the organization shall be held in trust by the Philippine Jaycee Foundation, Inc. with Securities and Exchange Commission Registration No. 11695, under such terms and conditions as the Organization may provide and which shall be disbursed or otherwise utilized upon resolution or recommendation of the National Board.

POLICY 13.3. PROPERTIES/ASSETS

Section 1. All the properties and assets of the Organization shall be held in the name of the Junior Chamber International Philippines. The Executive Director shall be responsible for all the properties held in the name of the National Organization. He shall maintain a perpetual inventory of all the assets including furnishings

and improvements, office equipment and gifts presented to the secretariat. Upon assuming office, the Executive Director shall immediately become accountable for the Organization's property and shall sign a written inventory of the properties received, a copy of which shall be provided the National President, the National Treasurer, the National Secretary General and the Commission on Audit.

Section 2. All equipment and properties of the organization must be adequately insured in the name of the Junior Chamber International Philippines.

POLICY 13.4. SUPPLIES

Section 1. The National Treasurer shall maintain an inventory of the jewelry and membership supplies based on officially approved designs as a membership service, which shall be available for sale at the National Secretariat, Area Conferences and National Convention.

POLICY 13.5. OFFICER EXPENSES

Section 1. PRESIDENT: The budget shall provide for the travel, administrative, and other business-related expenses of the President, to enable the effective fulfillment of his duties.

No other person's expenses shall be covered by the President's budget, and in no case shall reimbursement for expenses exceed the total amount budgeted for the President's expenses.

Section 2. PROCEDURE: Claims for reimbursement within the budgeted amount of expenses incurred must be submitted to the JCI National Headquarters within 45 (forty-five) days of incurring the expense. Claims submitted late shall not be reimbursed except with the specific consent of the President, and only in extraordinary circumstances. No reimbursement for expenses shall be made for claims submitted later than January 31 following the fiscal year to which they relate.

Section 3. ADVANCES: The President may authorize advances against travel and administration budgets of Officers and appointed officials at his discretion.

Section 4. AUTHORIZED TRAVEL EXPENSES: Authorized travel expenses are the actual cost to the Officers of transportation, travel insurance, actual cost of hotel and meals, laundry and valet, passport and consular fees, excess luggage and similar expenses connected directly with official travel on behalf of the organization.

Section 5. LIMITS: Travel of an Area Vice President beyond his assignments is not an authorized expense unless, in the opinion of the President, upon recommendation of the National Executive Vice President, special circumstances justify the use of funds for this purpose.

Section 6. AUTHORIZED ADMINISTRATIVE EXPENSES: Authorized administrative expenses include stenography, stationery, postage, telephone, telefax, telex, cable, insignia of office, publicity, photographs and news releases, and similar expenses of the Officer's administrative responsibilities.

Section 7. MAXIMUM: The maximum expense allotment available to Officers as established by the budget shall cover all expenses and services of such Officers during their actual term of office, and in no case shall reimbursement for such expenses and services exceed the budgeted amount.

Section 8. PERSONAL EXPENSES: Personal expenses paid on behalf of any Officer by the organization shall be repaid to the organization within thirty (30) days of such payment or of billing, whichever comes first.

Section 9. REQUIRED REPORT: A written report shall be submitted by each Officer pertaining to the action for which he is requesting reimbursement before the expenses thereof shall be paid to him. All reports and claims for expenses shall be submitted immediately after the expense is incurred in order that the finances of the corporation may be in proper order at all times.

Section 10. TRANSFERS: With the consent of the Officer concerned, the President, may transfer budget allocation from one Officer to others for worthwhile purposes.

Section 11. CONGRESS TRAVEL: Funds are provided for members of the National Board to attend the annual Congress, so that the benefit of their term's experience may be available to the organization.

CHAPTER XIV
PROGRAM OF ACTIVITIES

POLICY 14.1. RULES OF PROCEDURE DURING PLENARY SESSION

The following rules and voting procedures shall be adopted during the Plenary Session of the General Assembly during National Convention and Area Conferences.

- 1) Only Chapter Presidents or Chief Delegates shall be entitled to seek recognition from the Chair for the purpose of obtaining the floor;
- 2) Any member of the delegation who wishes to seek recognition shall do so through their respective Chapter President or Chief Delegate, who shall hereby make the proper request from the Chair;
- 3) Order of Business for reports of the National Executive Director and all Commission/Committee Chairmen;
- 4) Reporting. Report out the resolution with its respective number, subject to availability of reports;
- 5) Motion. To be moved by the Commission/Committee and must be duly seconded;
- 6) Discussion. Under no circumstances shall the discussion be allowed until after the question has been moved, seconded, and stated. Grounds for or against a motion shall be stated numerically or as brief as possible;
- 7) Amendment. After discussion, amendments may be allowed. Amendments on the third degree (3rd) shall not be allowed;
- 8) Unanimous Consent. In the absence of any objection, the Chair shall declare the motion (the immediately pending question) as unanimously approved;
- 9) In case of Objection. The Chair shall put the question (the immediately pending question) to the body for voting;
- 10) Orders for Debate:
 - a) Decorum shall always be observed;
 - b) Any speaker in debate or otherwise shall first introduce himself and his chapter and shall be limited to three (3) minutes;
 - c) The Reporting Chairman or the mover shall be entitled to recapitulate or in rebuttal, speak but in no case shall it exceed three (3) minutes;
 - d) Questions asked of a speaker and answers thereto shall be addressed to the Chair;
 - e) While full debate is desirable, it should not hamper the convention from attaining its goal. The purposes and ideals for which the Junior Chamber International Philippines stand should always remain supreme in our minds and hearts;
 - f) After the question (Main Motion) has been stated by the Chair, request for leave to withdraw or modify said motion shall not be allowed, unless with consent of the body;
 - g) Voting shall be by show hands of voting delegates and thus be counted;
 - h) Calls for division of the house shall be by roll call of the chapters;
 - i) Parliamentary inquiry, request for information or question shall be addressed to the Chair;
 - j) Motion to Reconsider shall be in order only immediately after the vote to be reconsidered has been taken and no other business or question has come up or is pending and provided further that it be made by the one who voted against the prevailing resolution;
 - k) Motion to introduce a resolution not taken up by the commission shall be allowed only after Orders of the Day;
 - l) Motion to rescind or repeal an act of the Convention shall be in order after the Order of the Day is finished but before adjournment and/ or recess of the particular day's session and shall require two-thirds (2/3) votes of the General Assembly for its adoption;
 - m) The Chair is empowered, among other things, to declare a suspension of the session at anytime but shall not be for more than thirty (30) minutes, and only when the interest or general welfare of the convention so requires or to secure the most expeditious and efficient transaction of business by the convention.

POLICY 14.2. VOTING BASIS AND MANNER

In Area Conferences and in the National Convention, the basis for voting in plenary sessions and at the election shall be the voting strength of LOs as certified by the National Treasurer and the Commission on Elections.

Further, the following provisions shall apply to these assemblies:

- 1) Plenary Sessions. LO Presidents or Chief Delegates shall represent the respective LOs in Plenary Sessions and shall cast the respective votes of their LO.

- 2) Election. LO Presidents and their v delegates shall cast the votes of their respective LO at the election.

POLICY 14.3. CHAIRMAN

The National President shall convene and preside during the National Convention. Area Conferences shall be convened and chaired by the Area Vice President of the area concerned or by such members of the National Board as may be appointed for their purpose by the National President.

POLICY 14.4. PROTOCOL

A protocol manual shall be developed by this organization which shall form of this Policy Manual.

POLICY 14.5. INSTITUTIONALIZED PROJECTS

Section 1. Institutionalized projects are activities which the NOM has committed to do on a continuing basis. Among them are the Ten Outstanding Young Men (TOYM), The Outstanding Policemen of the Philippines (TOPP), the Voice of Philippine Democracy (VOPD) and other flagship national projects as approved by the National Board. The mechanics for these projects shall form part of this Policy Manual.

Section 2. For the purpose of accountability all appointed National Directors / National Project Chairmen for institutionalized or any national projects of the NOM must submit a written endorsement from his/her LO and their qualification of which will be based on those what is provided in the Constitution and Constitution.

POLICY 14.6. TERMS OF REFERENCES

Section 1. The glossary of terms used by Junior Chamber International and the NOM shall form part of this Policy Manual.

Section 2. All provisions pertaining to payments due to the National Organization shall be construed as turning over the amount to the JCIP, coupled by corresponding reportorial requirements and having been issued by the official receipt by the JCI Philippines headquarters. *(as amended by NB Resolution 83 -2015)*

POLICY 14.7. AWARDS MANUAL

An awards manual shall be developed which shall form part of this Policy Manual.

CHAPTER XV POLICY MANUAL

CHAPTER XIV GRIEVANCE COMMITTEE AND DISCIPLINARY BOARD

POLICY 15.1. RULES OF PROCEDURE

Section 1. Grievance Committee; Composition. A Grievance Committee, hereinafter referred to as the Committee, should be created heretofore, which shall be composed of the General Legal Counsel as Chairman and five (5) members coming from each area who shall have been, at the time of their appointment, a member of the Organization in good standing for the last three (3) consecutive years prior to their appointment. The appointees shall be endorsed by the respective Area Councils upon the recommendation of the AVP and concurred by the National Board for a term of one (1) year without reappointment.

Section 2. Jurisdiction. The Grievance Committee shall have exclusive original jurisdiction to hear and decide cases involving:

- a) Controversies arising out of inter-LO or intra-LO relations; between and among individual members; between any or all of them and the LO of which they are members, respectively; and between a LO and the NOM insofar as it concerns their affiliation or right to exist as such LO;
- b) Controversies in the election or appointment of LO officers, directors or trustees; and
- c) Controversies between any LO, individual members and the NOM as regards the interpretation, application or compliance with any of the provisions of the Constitution or By Laws and Policy Manual of the Junior Chamber International Philippines.

However, the Grievance Committee shall not only be limited to hear and decide controversies /cases herein provided but may also initiate mediation or conciliation proceedings toward amicable settlement of controversies at hand.

Section 3. Who may file complaint? Only member(s) and/or LOs in good standing as defined in the Constitution and Constitution may file a complaint before the Grievance Committee.

However, the Grievance Committee may exercise its extended jurisdiction over matters pertaining solely to questions of membership in Local Organizations. **(as amended by NB Resolution 82-2015)**

Section 4. Complaint. The complaint shall state the relevant and material facts, the issue in controversy, and the argument(s) relied upon by the complaining party duly signed by the complainant(s) or, in the case of a LO, it shall be signed by the LO President or any member authorized by virtue of a board resolution. The name and addresses of the complainant(s) and respondent(s) must also be stated in the complaint.

Section 5. Where and when to file. The complaint shall be filed in six (6) legible copies together with the supporting documents, if any, with the JCIP Secretariat either personally or by registered mail, with the payment of a filing fee in the amount of FIFTEEN THOUSAND PESOS (P15,000.00), for Category I LOs, TEN THOUSAND PESOS (P10,000.00), for Category II LOs, FIVE THOUSAND PESOS (P5,000.00) for Category III LOs and ONE THOUSAND PESOS (P1,000.00), for each individual member up to a maximum of FIVE THOUSAND PESOS (P5,000.00), Philippine currency.

The complaint must be filed within two (2) months from the date of occurrence of the controversy, or from the date of the election or appointment of the officer concerned. Otherwise, the controversy shall no longer be entertained by the Committee.

Section 6. Order. Upon the filing of the complaint, the Committee shall thereafter issue an order directing or requiring the respondent(s) to file his answer thereto within fifteen (15) days from receipt thereof.

Section 7. Answer. Upon being served of the order, the respondent(s) must answer within fifteen (15) days from the receipt, setting forth all his defenses and arguments on the controversy duly signed by the respondent(s), or in the case of a LO, by the President or any member authorized by virtue of a board resolution. Failure of the respondent(s) to file its answer(s) within the period prescribed shall be construed as a waiver on the part of the respondent(s) to refute the allegations and arguments in the complaint, and the dispute shall thereafter be deemed submitted for resolution by the Committee.

Section 8. Motion for Postponement. To forestall delay in the swift disposition of disputes before the Committee, no motion for postponement shall be allowed except, for compelling reasons, as may be determined by the Committee.

Section 9. Resolutions: Hearing when ordered. Should the Committee find, upon a consideration of all the pleadings and other documents, that a resolution may be rendered thereon without need of a formal hearing, it may proceed to render a resolution not later than fifteen (15) days from the submission of the answer or position statement of the parties, if any.

In cases where the Committee deems it necessary to hold a hearing to clarify specific factual matters before rendering a resolution, they shall set the case for hearing for this purpose. At such hearing, witnesses whose affidavits were previously submitted, as required by the Committee, may be asked clarificatory questions by the complainant(s) and by the Committee, and may be cross-examined by the adverse party. The order setting the case for hearing shall specify the witnesses who shall be called to testify and the matters on which their examination shall deal on.

The Grievance Committee members may conduct an on-line meeting to take up preliminary matters on cases filed for resolution in order to reduce operational costs. This includes, but shall not be limited to, issuing an order directing or requiring the respondent(s) to file his/their answer/s **(amended by NB Resolution No. 113 s. 2014)**

All disputes shall be heard by the Committee en banc and shall be decided upon by a majority vote of all the members of the Committee.

Section 10. Appeal. The resolution of the Committee shall be appealable to the National Board through the General Legal Counsel (GLC) within a non-extendible period of fifteen (15) days from receipt of such resolution by filing an appeal brief or memorandum in five (5) legible copies with the Office of the General Legal Counsel and furnishing one (1) legible copy to each of the appellee(s) who, within a non-extendible period of fifteen (15) days from receipt thereof may file his appellee(s) brief.

The General Legal Counsel shall, within fifteen (15) days from receipt of the parties' respective appeal brief or memorandum, forward his findings, conclusions and recommendations of the appealed resolution to the National Board. The decision of the National Board shall be final and unappealable and shall constitute a bar or res judicata to another action or complaint of the same nature and ground filed against the same

respondent(s). Provided, that failure to file an appeal brief or memorandum with the General Legal Counsel within the time fixed herein shall render the decision of the Committee final and executory.

Section 11. Liberal Construction. All pleadings and these rules shall be liberally construed to the end that all matters of controversy may be appropriately resolved and/or settled.

Section 12. Effectivity. This rules of Procedure shall take effect immediately upon approval by the National Board and shall thereafter, form part of the Policy Manual of the Junior Chamber International Philippines, Inc.

POLICY 15.2. RULES OF PROCEDURE FOR DISCIPLINARY BOARD

Section 1. Disciplinary Board. The National Board shall, in addition to their duties as provided for in Section 7 of Article V of the Constitution, also sit as the Disciplinary Board with the National President as the Chairman.

Section 2. Grounds. The following shall be the grounds for disciplinary action, to wit:

- a) The malfeasance, misfeasance or nonfeasance committed by members of the National Board, members of the Constitutional Commissions and any appointive national officer of the Organization;
- b) Violation of the Constitution or Policy Manual, conviction of any crime involving moral turpitude, dereliction of duty or conduct inimical to the interests of the Organization committed by members of the National Board, elective or appointive; members of the Constitutional Commissions, National Director or Chairman;
- c) Violation of the Constitution or Policy Manual by any LO or individual member of the Organization;
- d) Assault, insubordination, disrespect and all other unlawful and offensive conduct and behavior committed upon the person and/or office of the National Officer(s) by any LO(s) and/or individual members of the Organization; and,
- e) All other violations or acts that seriously affect the interest, dignity and integrity of the Organization and its officers;

Section 3. How initiated. The National Board may, motu proprio, or upon written petition by any individual member or LO in good standing.

Section 4. Petition. The petition shall state the specific and relevant acts committed by the national officer, chapter or member concerned which are grounds for disciplinary action. The petition shall be duly signed by the petitioner(s) or, in the case of a LO, it shall be signed by the LO President or any member authorized by virtue of a board resolution. The name and addresses of the petitioner(s) and the respondent(s) must also be specifically indicated in the petitioner.

Section 5. Where to file; Order. The petitioner shall file such petition in five (5) legible copies together with the supporting documents, if any, with the JCIP Secretariat either personally or by registered mail. Upon receipt of the petition, the National Secretary General shall thereafter immediately issue an order directing or requiring the respondent(s) to file his answer thereto within fifteen (15) days from receipt thereof.

Section 6. Answer. Upon being served of the order, the respondent(s) must answer with fifteen (15) days from receipt setting forth all his defenses and arguments duly signed by the respondent(s) under oath attaching therewith all affidavits of his witnesses and other documentary evidences. Failure of the respondent(s) to file its answer(s) within the period prescribed shall be construed as a waiver on the part of the respondent(s) to refute the allegations in the petition, and the dispute shall thereafter be deemed submitted for resolution by the National Board.

Section 7. Hearing. Upon receipt of the answer of the respondent(s), the case shall be scheduled for hearing with proper notices to the parties. Parties may bring their counsel, if they so desire.

At such hearing, witnesses whose affidavits were previously submitted, may be asked clarificatory questions by the petitioner(s) and by the Board, and may be cross-examined by the respondent(s). The order setting the case for hearing shall specify the witnesses who shall be called to testify and the matters on which their examination shall deal.

All cases shall be heard by the Board en banc and shall be decided upon by a majority vote of all the members of the Disciplinary Board.

Section 8. Motion for Postponement. To forestall delay in the swift disposition of cases before the Board, no motion for postponement shall be allowed except, for compelling reasons as may be determined by the Committee.

Section 9. Prohibition. Any member of the National Board who is made a respondent who is the subject of the disciplinary action shall immediately inhibit himself or be excluded from participating in the deliberation of the case as a member of the Disciplinary Board.

Section 10. Sanctions. The Disciplinary Board, taking into consideration the gravity of the offense committed and other relevant circumstances, has the discretion to impose whatever sanction it may deem appropriate ranging from reprimand or censure, suspension, impeachment from office and/or expulsion from the Organization.

Section 11. Finality of Decisions. Decisions of the Disciplinary Board are final and unappealable. A report on the action taken stating the facts and other circumstances shall immediately be submitted by the Disciplinary Board to the General Assembly in a National Convention for its information or action, if necessary.

The General Assembly may however reverse, set aside, amend or modify the decision of the Disciplinary Board by a two-thirds (2/3) votes of all the members present during such National Convention.

CHAPTER XVI AMENDMENTS

POLICY 16.1. CONSTITUTIONAL AMENDMENTS REVIEW COMMITTEE (CARC)

Section 1. Composition. The National President, the Immediate Past National President, the General Legal Counsel, the National Secretary General and a past National President appointed by the National President shall constitute the standing CARC to be chaired by the General Legal Counsel. If necessary, the National President at the Convention, may appoint additional members to replace those who may be absent.

Section 2. Duties. The CARC shall consider all resolutions adopted by the National Board during their meetings, and for their implementations, where necessary shall prepare the amendments to the Articles of Incorporation, the By-laws and Policy Manual. The Committee shall also review all proposed constitutional amendments after they have been considered by the National Board during their July meeting, and whenever it may be required to do so by the RVPs, to recommend changes to them or other necessary consequential amendments.


POLICY 17.2. SUBMISSION AND CONSIDERATION OF AMENDMENTS

Amendments to the Articles of Incorporation and Constitution may be approved during the Regular National Convention or a Special National Convention. Proposals must be prepared by the National Secretary General at least sixty (60) days prior to the first day of the Convention at which it shall be considered for approval during the General Assembly of the said National Convention.

CHAPTER XVII TRANSITORY PROVISIONS AND EFFECTIVITY

APPROVED on April 11, 2015, Zamboanga City, Philippines and given retroactive effect. **(as approved by NB Resolution 39-2015)**

Certified True and Correct:



CHRISTOPHER CAMBA
National Secretary General

Attested by:



MARIA CONCEPCION R. HERNANDEZ-BELOS
General Legal Counsel



MARC BRIAN LIM
National President