

Federation of Hong Kong Business Associations Worldwide
Outstanding Membership Award 2007
Rules and Regulations

A) Objective

To reward the associations with outstanding effort in expanding the membership

B) Period of assessment

Sept 29, 2006 - Jun 30, 2007

C) Application criteria

1. All applicants (associations/ chapters) must have been established for a minimum of 12 months by Sept 30, 2006.
2. In view of the different functions and purposes of National Chapters of associations, all National Chapters (i.e. the Hong Kong Canada Business Association - National and the Hong Kong Australia Business Association - National in such case) are not eligible to participate.
3. All applicants must submit a membership record as of Sept 29, 2006 AND a membership record as of Jun 30, 2007 (see Section F for deadlines).

D) Judging criteria

Basic requirement for all prizes: all *membership* must be *paid with voting right* (see Section G for definition)

Percentage Increase Achiever

- Rationale is to reward associations/ chapters for recruiting members through effective marketing strategies, as all efforts of associations/ chapters will contribute to expanding the Federation family in the long run
- Measure by percentage increase of membership, subject to “*Membership Award Standard*” (see Section G for definition)
- Reward will be given to any associations/ chapters for achieving at least 10% membership increase

Regional Grand Prize

- Rationale is to praise the associations/ chapters for the best membership increase in their region, as they have contributed the most from their region to expand the Federation family
- Measure by absolute increase of membership, subject to “*Membership Award Standard*” (see Section G for definition)
- Percentage increase will be considered if more than one applicant achieve the same absolute increase
- Reward will be given to two associations/ chapters of each region for achieving the highest absolute increase in their respective region

E) Prizes and presentation

All prizes will be presented at the 8th Hong Kong Forum, Oct 8-9, 2007

Percentage Increase Achiever

- A trophy for each qualified achiever (in reaching 10%+ membership increase by Membership Award Standard).

Regional Grand Prize

- Three winners per region (Asia & Australasia, Europe and North America), each to receive a cash award according to their level of achievement in ranking:
 - 1st – HK\$ 12,000
 - 2nd – HK\$ 8,000
- The usage of the cash award is to be decided by the Board Members of the winning associations.

F) Application and deadline

Submission Form 1 – May 15, 2007, for membership record as of Sept 29, 2006. *The Secretariat will verify this record for those who had participated in the 2006 Membership Award for record as of Sept 29, 2006.

Submission Form 2 – Jul 15, 2007, for membership record as of Jun 30, 2007.

G) Measurement guidelines

1. **Membership paid with voting right** - Only members with a fully paid membership and voting right in the association/ chapter are counted.
2. **Corporate member** - In all cases, each corporate member will be counted as 1 member (before weighting) regardless of the no. of individuals bind to it (i.e. 1 corporate membership eligible for two or more members will be counted as 1 member).
3. **Membership Award Standard** - To use the membership fee as a weighting factor to reflect recruitment efforts and to calculating the total member increase. Please see below for elaboration.

Q. Why is the “Membership Award Standard” introduced?

- As agreed by the Awards Committee, this standard is introduced in view of the challenges associations / chapters face in recruiting different types of members.

Q. How does the “Membership Award Standard” measure?

- A **“Base” will be set** according to the highest membership fee of an applicant as of the start of the competing period, i.e. Sept 29, 2006.
e.g. ABC Association has 2 types of membership as of Sept 29, 2006:
 - Corporate membership — HK\$400 ← “Base”
 - Junior membership — HK\$100
- **The counting in different membership types is weighted** according to their fees’ proportional to the “Base”.
- **Each applicant will have its own base factor in the calculation** since there are different membership policies and charges among different associations/ chapters; hence the base should not be applied or compared between applicants.
e.g. ABC association’s highest membership fee of \$400 will become base of ABC association; XYZ association’s highest membership fee of \$200 will be the base of XYZ association).
- **The “Base” will remain the same through out assessment period**, even if there may be changes in membership types or fees
e.g. ABC Association has added a new type membership after Sept 29, 2006:
 - Life membership – HK\$700 ← New type
 - Corporate membership – HK\$400 ← Remain as “Base”

Sample illustration

- Demonstration of calculation with results of:
 - both ABC and DEF associations are Percentage Increase Achievers and will receive a trophy each.
 - ABC association would win Regional Grand Prize, if both associations come from the same region.

M’ship Type	Record as of Sept 29, 2006				Record as of Jun 30, 2007				Increase without weighting	Absolute Increase by M’ship Award St’d
	Fee	No. of members	Weighting Base: \$400	No. of members by M’ship Award St’d	Fee	No. of members	Weighting Base: \$400	No. of members by M’ship Award St’d		
ABC Association										
Corporate	\$400 (Base)	10	400/400	10	\$400	20	400/400	20	10	10
Individual	\$300	180	300/400	135	\$300	255	300/400	191.3	75	56.3
Student	\$100	200	100/400	50	\$100	210	100/400	52.5	10	2.5
Total	-	390	-	195		485	-	263.8	95	68.8 (42.2%)
DEF Association										
Corporate	\$400 (Base)	10	400/400	10	\$400	14	400/400	14	4	4
Individual	\$300	180	300/400	135	\$300	200	300/400	150	20	15
Student	\$100	200	100/400	50	\$100	275	100/400	68.8	75	18.8
Total	-	390	-	195		489	-	232.8	99	37.5 (20.4%)

H) Remarks

1. In case of any changes of membership policy and fees, associations are advised to notify the secretariat, who will seek advice from the Awards Committee accordingly.
2. The Awards Committee reserves the right and discretion to make the final judgement on all submissions.