TKMCE ALUMNI

(U A E Chapter)

(Established in 1987)

BYE LAW

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APPROVED BY EXECUTIVE COMMITTEE AND GENERAL BODY FOR IMPLEMENTATION W.E.F 1ST JANUARY 2012

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PREAMBLE

TKMCE Alumni UAE Chapter promulgated its Bye-Law in 1987 when the association was formed. It has remained unchanged ever since. With the change in times, technology and exponential growth of membership, it has become imperative to revise the Bye-Law to make it relevant and contemporary.

A resolution was adopted the by General Body Meeting held on 8th January 2010 to review the Bye-law in line with the 2009 committee's decision. A Bye-Law Revision Committee was constituted in 2010 for bye law review and revision. Accordingly the committee presented the revised bye-law in the General Body meeting held on 26th November 2010 and the final version of the revised Bye Law is now being released for implementation with effect from 01 January 2012.

BYE LAW

PREFACE

TKMCE Alumni UAE Chapter was constituted and established in the year 1987 as an associate of T K M College of Engineering ALUMNI ASSOCIATION, KOLLAM, KERALA, aimed at the following mission, vision and objectives.

MISSION:

ONE FOR ALL AND ALL FOR ONE:

A secular and non political association of members graduated from TKM College of Engineering (TKMCE), Kollam, residing in UAE aiming at maintaining friendship, enhancing personal interaction and to develop professional skills of members and family to fulfill our mission *ONE FOR ALL AND ALL FOR ONE*.

VISION:

A Social Forum for all TKMCE Engineers residing in UAE to interact with each other without any Socio-Economic barriers transforming friendship and culture to our generations.

OBJECTIVES:

- 1. A forum of engineers contributing to the regional development process in all the fields of national growth Science & Technology, socio-economic and cultural arena, abiding by UAE Laws and regulations.
- 2. A Forum to maintain relationship with all members and families.
- 3. A Forum for enhancing mutual support on personal and professional development.
- 4. A forum to organize, co-ordinate, arrange social gathering and interaction among all TKMCE engineers and family members working and visiting UAE.
- 5. A forum to promote sustainable environmental development.
- 6. A forum to promote entrepreneurship among member community for community development and welfare.
- 7. Charity and Social services.
- 8. A Forum to strengthen relationship with parent Alumni and Alma Mater.
- 9. A Forum to promote relationship with similar social organizations in UAE.

AREA OF AUTHORITY.

Within the Country of United Arab Emirates with offices in Dubai and Regional Offices in any other Emirates.

DEFINITIONS AND ABBREVIATIONS

The following definitions and abbreviations are included in this document and are to be interpreted as follows:

- 1. TKMCE- TKM College of Engineering, Kollam
- 2. EXCOM- Executive Committee
- 3. UAE- United Arab Emirates
- 4. Association-TKMCE Alumni UAE Chapter (where used as an entity)
- 5. Organization- TKMCE Alumni UAE Chapter (where used as an entity)
- 6. MOM- Minutes Of Meeting
- 7. YOP Year Of Passing
- 8. Bonafide Members Life Member & Registered Member enlisted in the membership registry yearly
- 9. Use of male gender words in this document are to be read as universal and must be replaced with female gender words where ever necessary.

BYE LAWS

Article 1.0	Article 1.0 THE ORGANIZATION	
1.1	Name of the Organization is TKMCE ALUMNI-UAE CHAPTER	
1.2	Chapter Office for every year shall be the region where the President is located, with Regional Offices in other Emirates as decided by the EXCOM.	
1.3	Organization has a Logo for common identity	
1.4	Organizational Flag representing organization identity	
Article 2.0	Article 2.0 MEMBERSHIP CRITERIA	
2.1	Membership Eligibility	
	Residents of UAE, who have studied and or graduated from TKMCE or any teaching staff of TKMCE, abiding by the BYE LAWS of the organization. Eligible members can notify the Association for further processing of their membership request for formal registration and enlistment.	
2.2	Bonafide Members	
	2.2.1 <u>Registered Member:</u> A person satisfying membership criteria Article 2.1 and fulfilling Annual Membership Subscription Norms.	
	2.2.2 <u>Life Member:</u> A person satisfying membership criteria Article 2.1 and a resident of UAE fulfilling the Life Membership subscription norms.	
2.3	Membership Registration	
	2.3.1 Members Registration on the basis of fulfillment of subscription norms.	
	2.3.2 Members Registry to be maintained and updated fulfilling Article 2.2	
	2.3.3 Membership to the Association shall be obtained by submitting the prescribed application form as per Annexure 1 complying the stipulated eligibility conditions therein, subject to scrutiny and approval.	
	2.3.4 Membership registry shall reflect clearly the name of the member with unique registration number, Visa status, Emirate of residence, year of study/YOP, branch of study, regional jurisdiction for Regional Office chapter.	
	2.3.5 Members Registry to be completed yearly and closed on 31 st July for publication.	

	2.3.6 A draft members' registry shall be published in Association's group mail
	and website two weeks before the final publication for member's verification, scrutiny and correction. It is the duty of the individual member to verify and regularize his membership eligibility before the final publication of membership registry.
2.4	Membership Subscription
	2.4.1 Life Time Membership shall be on the basis of a prescribed one time life membership subscription fee as decided by EXCOM and General Body.
	2.4.2 Registered membership subscription fee as decided by EXCOM shall be subscribed before the closing of membership registry as per Article 2.3. Registered membership subscription fund shall be utilized for day to day expenditure of that year.
	2.4.3 The subscription fee can be amended from time to time for new membership as decided by EXCOM and notified to the General Body.
	2.4.4 Fund generated by the Life Membership subscription norms shall not be utilized for day to day expenditure and it should be used only for the long term benefit of the member community.
2.5	Termination of Membership
	2.5.1 Membership termination through self-withdrawal or by default of subscription fees or as per Article 11.
Article 3.0	ORGANIZATION STRUCTURE
3.1	General Body
	General Body consist of members fulfilling the membership criteria, enlisted in membership registry, published every year as per article 2.3
	3.1.1 The General Body shall be convened preferably twice in a year at any convenient location in UAE, as decided by the EXCOM.
	3.1.2 Two weeks' notice shall be provided for the members for participating in any General Body meeting. Notice for General Body will be issued by General Secretary as per EXCOM directive.

- 3.1.3 Agenda for the General Body shall be decided by the EXCOM
 - 3.1.4 Members shall be provided with an opportunity for suggesting agenda items through the notice, for EXCOMs scrutiny and for inclusion on merit.
 - 3.1.5 Quorum for any General Body meeting shall be 1/3 of the bonafide members.
 - 3.1.6 General decisions shall be based on simple majority. Any constitutional changes shall require 2/3 majority.
 - 3.1.7 In the event of insufficient quorum of the members present, the General Body shall be postponed to another date with one weeks' notice and quorum for such reconvened General Body meeting shall be 10% of the bonafide members. In case of insufficient quorum in the reconvened General Body also, the General Body can be convened further notifying insufficient quorum within an hour's notice through general announcement by the General Secretary in the presence of the PRESIDENT, VICE PRESIDENT and TREASURER.
 - 3.1.8 General Body shall be chaired by President and the proceedings as per Agenda shall be conducted and the minutes shall be recorded by the General Secretary.
 - 3.1.9 Annual Activity report shall be presented in the General Body meeting by the General Secretary before the completion of the Office Bearers Tenure.
 - 3.1.10 All financial reports are to be presented by the Treasurer. Audited Annual Financial Report shall be presented by the Treasurer to the General Body.
 - 3.1.11 General Body meeting can be conducted by the General Secretary, in the absence of President and Vice President, as per EXCOM or General Body approval, if such absence is due to unavoidable emergency situations. A notification of at least 24 hours must be provided under such circumstances.
 - 3.1.12 All the decisions are encouraged to be taken on consensus in the spirit of organizational unity and bye law. Any matters requiring voting shall be conducted on voice vote, failing which open or secret voting shall be conducted and the same shall be announced as final and binding

decision.

- 3.1.13 Any resolutions to be moved in a General Body shall be intimated for EXCOMs consideration. Any other Matters to be included also to be intimated to the General Secretary prior to the General Body meeting.
- 3.1.14 Discussions in the General Body shall be confined to the Agenda items.

 Any other matters shall be notified for further consideration and inclusion in subsequent meeting based on merit.
- 3.1.15 General discipline in the conduct of and proceedings of the General Body shall be the responsibility of all members.
- 3.1.16 Any actions or behavior contravening the code of conduct and general discipline in the General Body meeting shall result in expulsion of such members from participating in the remaining part of the General Body through the urgent resolution moved by the person presiding the meeting.
- 3.1.17 Extraordinary General Body shall be convened only for a specific purpose or if 1/4th of the total number of members give notice in writing to call such an extraordinary General Body meeting for specific and reasonable purposes.

Article 4.0 EXECUTIVE COMMITTEE (EXCOM)

- 4.1 The Executive committee shall be constituted by elected members from the General Body. The number of executive committee members shall be as decided by the EXCOM based on the published membership registry for the forthcoming year, limited to, excluding the Office Bearers, 1/10th of bonafide members for each region, identified as per 10.2.
 - 4.1.1 Number of EXCOM members for all the Regional Offices, based on the membership registry shall be finalized by the EXCOM in the very succeeding meeting after the publication of membership registry as per article 2.
 - 4.1.2 Executive committee members are individually and collectively responsible for the entire activities of the Association for the tenure they are elected. They shall act in good faith, maintaining the confidentiality where required and provide active support to the Council of Office Bearers in carrying out their responsibilities as per Bye law.
 - 4.1.3 Collective decision taken by EXCOM as per this Bye Law shall be binding on all EXCOM members until ratified by the General Body.

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- 4.1.4 A maximum of 1/3rd number of Executive committee members can be included in EXCOM through nomination, as decided by the EXCOM, for balanced representation of members.
- 4.1.5 In addition to the above, President, General Secretary and Treasurer of the preceding year shall automatically become EXCOM members in the succeeding year of their tenure as ex officious.
- 4.1.6 A minimum of 6 executive committee meetings shall be held during Tenure of 12 months. Office Term shall be from 1st January until 31st December each year.
- 4.1.7 Members from Advisory Board, limited to a maximum of 4 persons shall be permanent invitees to the EXCOM each year as nominated by Advisory Board. Proxies are allowed for permanent invitees who are absent for a particular meeting.
- 4.1.8 All other Advisory Board Members other than Permanent Invitees to the EXCOM can be present in an EXCOM Meeting at their will.
- 4.1.9 EXCOM shall be chaired by President and the proceedings as per Agenda shall be conducted and the minutes shall be recorded by the General Secretary.
- 4.1.10 Quorum for the EXCOM meeting shall be 1/3rd of the committee members' strength.
- 4.1.11 In the event of insufficient quorum of the members present, the EXCOM must be postponed to another date with one weeks' notice and quorum for such reconvened EXCOM meeting shall be minimum 12 EXCOM members, in addition to the Office Bearers.
- 4.1.8 In the event of any emergency situation an extraordinary meeting of the EXCOM can be called for and convened on the same day for addressing such emergency matters. A minimum number of 12 EXCOM members in addition to the Office Bearers shall fulfill the quorum requirement. All the decisions or suggestions should be ratified in the next EXCOM meeting.
- 4.1.9 Periodic activity report shall be presented in the EXCOM meeting by the General Secretary. Minutes of previous meeting must be presented for approval. All financial status reports are to be presented by the Treasurer.
- 4.1.10 All Event based budget and actual expenses incurred and presented by the Treasurer shall be reviewed and approved by the EXCOM.

- 4.1.11 EXCOM agenda shall be decided by Office Bearers as per operational requirement and suggestions by EXCOM members.
- 4.1.12 One week's notice shall be provided for the members for participating in any EXCOM meeting. Notice for EXCOM meeting shall be issued by the General Secretary.
- 4.1.13 EXCOM shall appoint Auditor(s) for Annual Audit of Financial Books.
- 4.1.14 Any EXCOM member who absents himself without prior notification to the Office Bearers for three consecutive meetings shall be notified and can be removed from the EXCOM rolls through a resolution passed in the EXCOM, if deemed necessary.
- 4.1.15 All the decisions are encouraged to be taken on consensus in the spirit of organizational unity and bye law. Any matters requiring voting shall be conducted on voice vote, failing which open or secret voting shall be conducted and the same shall be announced as final binding decision.

Article 5.0 OFFICE BEARERS

- 5.1.1 The Association shall have the following Office Bearers:
 - 1. President
 - 2. Vice Presidents
 - 3. General Secretary
 - 4. Treasurer
 - 5. Joint Secretaries and
 - 6. Joint Treasurers

Council of Office Bearers headed by President shall have the authority and responsibility to manage the day to day affairs of the Association.

- 5.1.2 Official Term shall be for one year starting from 1st January until 31st December.
- 5.1.3 All the Office Bearers shall be elected by the General Body.
- 5.1.4 All the elected Office Bearers shall under take an oath of office and secrecy through a swearing in ceremony before the EXCOM in its first EXCOM meeting administered by the senior-most member attending the meeting.

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5.1.5 President shall ensure handing over of all the official documents including privileged information, passwords, and access codes before completion of their tenure to the newly elected President.

5.2 PRESIDENT

Life members who have completed at least 15 years after Graduation, been an active participant in the activities of the Association and served in EXCOM for five years, of which two consecutive years preceding to the year of nomination and held at least one Office Bearer post in the past shall be eligible for Presidentship.

- 5.2.1 President shall preside over all the Executive committee meetings and General Body Meetings and shall be responsible for the proper management and direction of the Association.
- 5.2.2 President shall represent the Association in all dealings with the public and authorities.
- 5.2.3 President shall be empowered to check and verify records, accounts related to the Association whenever deemed necessary.
- 5.2.4 President shall be individually and collectively responsible for all the actions of the Office Bearers.
- 5.2.5 Any grievances submitted by members to the President must be reviewed and presented before EXCOM on merit for possible solutions.
- 5.2.6 Presidentship is limited to one term only. An individual who held Presidentship once shall not be eligible for holding any other Office Bearers position of the Association in the future.

5.3 **VICE PRESIDENTS**

Life members who have completed 10 years after Graduation and served in EXCOM for three years of which two consecutive years preceding to the year of nomination shall be eligible for Vice Presidentship.

5.3.1 The Vice President shall assist the President in discharge of his duties and shall officiate in the absence of the President.

5.4 GENERAL SECRETARY

Life members who have completed at least 10 years after Graduation, been an active participant in the activities of the Association and served in EXCOM for five years, of which two consecutive years preceding to the year of nomination and held at least one Office Bearer post in the past shall be eligible for General Secretaryship.

- 5.4.1 The General Secretary shall be the custodian of all the records of the Association including website operations, group mail account, passwords/ access codes and shall be responsible to maintain all the registers, Minutes book and prepare Agenda for the meetings.
- 5.4.2 The General Secretary shall record the minutes of the meeting and shall present before EXCOM with concurrence of council of Office Bearers.
- 5.4.3 The General Secretary should maintain the member's registry and update periodically and publish as per Article 2.
- 5.4.4 All relevant status reports, including Annual Reports shall be prepared and presented for the approval of executive committee and General Body respectively.
- 5.4.5 The General Secretary shall be responsible for all the official communication as per Article 9.1 and 9.2. All such official communication on behalf of the Association shall be done in concurrence with the President.

5.5 TREASURER

Life members who have completed ten years after graduation, been an active participant in the activities of the Association and served in EXCOM for three years, of which two consecutive years preceding to the year of nomination shall be eligible for the post of Treasurer.

- 5.5.1 Treasurer shall be responsible for all receipts and payments, income and expenditure. He shall be responsible for the safe custody of the funds collected, maintaining the books of accounts.
- 5.5.2 Operation of Bank accounts shall be the responsibility of the Treasurer as directed by the Council of Office Bearers and EXCOM by maintaining joint account of President and Treasurer.
- 5.5.3 A petty cash balance up to AED 1,000/- can be retained with Treasurer to meet day to day expenses of the Association.
- 5.5.4 Preparation of budget, income and expenditure reports, periodic financial status reports etc. are to be prepared and presented for EXCOM approval.
- 5.5.5 Treasurer shall present Annual Financial Report for auditing and the Audited Financial Report shall be presented to the EXCOM and General Body for approval.
- 5.5.6 Treasurer shall not have any authority to lend or borrow funds on behalf of the Association and shall not cause any financial loss or liability to the

	Association by way of his actions. Treasurer shall be solely responsible	
	for any consequences resulting from such actions.	
5.6	JOINT SECRETARIES	
	Bonafide members who have completed 3 years after Graduation and served in EXCOM for 2 year shall be eligible for the post of Joint Secretary.	
	5.6.1 The joint secretary shall assist the General Secretary in discharge of his duties and shall officiate in the absence of the General Secretary.	
5.7	JOINT TREASURERS	
	Bonafide members who have completed 3 years after Graduation and served in EXCOM for 2 year shall be eligible for the post of Joint Treasurer.	
	5.7.1 The Joint Treasurer shall assist the Treasurer in discharge of his duties and shall officiate in the absence of the Treasurer.	
Article 6.0	Article 6.0 ADVISORY BOARD	
6.1	A non-executive board consisting of Ex-Presidents of the Association constitutes the Advisory Board. Advisory Board members are expected to be role models for the organizational leadership and capable of providing guidance and advice for the smooth functioning of the organization in the true spirit of its vision and mission.	
6.2	Life members who have served as Presidents of the Association in the past and have served as ex-officio in the subsequent year shall be eligible to be included as members in the Advisory Board.	
6.3	Advisory Board shall nominate 4 advisory members to EXCOM each year as permanent invitees of EXCOM of which one member shall be nominated as the coordinator for all the communications with Office Bearers.	
6.4	An Advisory Board member can be permanently disqualified from the board with 3/4 th majority of the Advisory Board members and the same to be notified to the EXCOM.	
6.5	Duties and Power	
	6.5.1 Advisory Board shall provide advice and guidance to Office Bearers and EXCOM as and when specifically requested by them for the smooth functioning of the Association.	
	6.5.2 Advisory Board shall act as a referral body and a dispute redressal forum for evolving consensus decisions aiming at smooth functioning of the	

Association.

- 6.5.3 Advisory Board shall act as a jury /umpire/arbitrator in cases of disputes referred to the Advisory Board by the EXCOM through the council of Office Bearers.
- 6.5.4 Decisions of such referred disputes shall be binding and final.
- 6.5.5 All such decisions should be taken in spirit of the organizational mission and vision.

Article 7.0 REGIONAL OFFICES

- Association shall have Regional Offices for effective functioning and convenience of members in participating in organizational matters based on their geographical location as decided by the EXCOM and General Body complying with Article 1.2. All such Regional Offices shall function as per the Bye Law, independently organizing the events except for the commonly arranged events and Annual get together.
 - 7.1.1 All Regional Offices shall function under the Office Bearership of Vice President as presiding head supported by Joint Secretary, and Joint Treasurer of the respective region.
 - 7.1.2 All the Office Bearers of Regional Offices are also to be elected by the General Body.
 - 7.1.3 An EXCOM comprising of maximum number of elected members, proportionate to the bonafide members of the region as per the Article 4.1.1 shall support the Regional Office activities. However, the current strength of the EXCOM of Regional Offices, as of 2010, shall be retained as a minimum, unless otherwise approved through a General Body resolution.
 - 7.1.4 1/3rd number of EXCOM members against the maximum number of EXCOM members as per Article 7.1.3 can be nominated by the EXCOM, in line with Article 4.1.4
 - 7.1.5 All the financial matters relating to the Regional Offices shall be dealt independently and periodic audit reports are to be presented before EXCOM for approval.
 - 7.1.6 Commonly organized events are to be coordinated and executed as per the Chapter Office Bearer's guidelines.
 - 7.1.7 Eligibility and duties of Vice President, Joint Secretary, and Joint

Treasurer are as per Article 5.0, 5.3, 5.6 & 5.7 for discharging their Regional Office responsibilities.

Article 8.0 SUB COMMITTEES

- 8.1 The EXCOM may constitute sub committees for specific and special purpose which shall cease to function on accomplishment of the purpose for which they were constituted. Sub committees shall be headed by an EXCOM member.
 - 8.1.1 Sub committees consist of EXCOM members as well as bonafide members.
 - 8.1.2 Number of EXCOM members in any subcommittee shall not be less than 51%.
 - 8.1.3 Discharge of duties on an assigned task shall be done as per the guidance and directive of the Office Bearers and EXCOM. The Subcommittee Convenor shall update the council of Office Bearers and EXCOM on the progress of the assigned task on a periodic basis as required.
 - 8.1.4 Sub committees along with Office Bearers shall be collectively responsible and accountable for the assigned task.
 - 8.1.5 President shall nominate one of the Office Bearers to every subcommittee.
 - 8.1.6 President shall have the power to dissolve any subcommittee for reasons of underperformance in concurrence with council of Office Bearers and the same shall be ratified by EXCOM.
 - 8.1.7 Any such dissolution shall be immediately notified to EXCOM.
 - 8.1.8 All the financial transactions involved in assigned tasks shall be done through the Treasurer.

Article 9.0 MEETING AND COMMUNICATION

9.1 Meetings

Meetings shall be conducted strictly as per Article's 3.1, 4.0, 5.2, 5.4

- 9.1.1 General Secretary has to prepare and circulate MOM to the EXCOM members after Office Bearer's concurrence, for EXCOM approval.
- 9.1.2 Minutes of the meetings should be presented before the EXCOM in the

	very next meeting for EXCOM approval.
9.2	Communication Mode of communication shall be Email, Fax, SMS, written or verbal communication, bonafide mails or announcement on official website as deemed to be necessary. Communication for any Extra ordinary meetings shall be sent through email, SMS or verbally.
	9.2.1 Any grievances shall be submitted in writing to the Office Bearers/EXCOM members/Advisory members for redressal. All the received grievances shall be dealt with on merit.
Article 10.0	D ELECTION PROCEEDINGS
10.1	A free and fair election shall be conducted in a democratic way strictly as per the Bye Law. Returning Officer appointed by the EXCOM shall have the sole responsibility to conduct the election proceedings. A collegium consisting of 4 members as appointed by the EXCOM shall assist the Returning Officer for discharging his duties. Election process of every year shall begin with the publication of voters list.
10.2	Voters List
	Members' registry published as per Article 2.3 forms the list of eligible voters for the yearly election.
10.3	Returning officer
	Returning Officer shall be elected by the EXCOM in the immediately succeeding EXCOM meeting after the publication of member's registry. Advisory Board may nominate Returning Officer on Office Bearers request and it shall be presented before EXCOM for approval and subsequent notification to the General Body. Returning Officer appointed by the EXCOM shall have the sole responsibility to conduct the election proceedings.
	10.3.1 Election results shall be officially declared by the Returning Officer in the General Body meeting and shall be documented by a signed statement addressed to the current President with a copy to the President-elect.
	10.3.2 Returning Officer shall be responsible for election of all the Office Bearers of the Association and Office Bearers of any Regional Offices.
	10.3.3 Returning Officer shall present a list of 1/3 rd of EXCOM members proposed by the outgoing EXCOM for election as EXCOM members for

the upcoming EXCOM. A list of 1/3rd EXCOM members proposed by Regional Offices is also to be presented.

- 10.3.4 Returning Officer shall be responsible for conducting election of 1/3rd number of EXCOM members to be elected from the floor of the General Body as per appropriate election procedures.
- 10.3.5 Returning Officer's jurisdiction will cease with the declaration and handing over of the election results.

10.4 Election Process

Election process includes filing of nominations, scrutiny, nomination withdrawal, publication of list of candidates, formal election, voting as necessary, all of which shall be completed on or before the Annual Get Together but not later than 15th of December of that year.

10.5 Filing of Nominations

Nomination shall be filed for individual Office Bearers positions as per Annexure 2. Any nominations shall be valid only with a support of the minimum required number of members as per Article 10.5.4.

- 10.5.1 Members listed in membership registry as per Article 2.3.
- 10.5.2 Returning Officer shall reject incomplete nominations.
- 10.5.3 A member can nominate only 1 person for one Office Bearer position.
- 10.5.4 A nomination is valid only with a support of 20 members.
- 10.5.5 Any candidate for the position of Office Bearers can submit the nomination before the Returning Officer.
- 10.5.6 Office Bearers, in consultation with Advisory Board may propose a Council of Office Bearers to the EXCOM, which upon approval by the EXCOM can be filed with the Returning Officer.
- 10.5.7 All nominations are to be submitted either in person or by email or courier to the Returning Officer and acknowledged by the Returning Officer.
- 10.5.8 It is the responsibility of the candidate or the member nominating the candidate to ensure that the nominations are received and acknowledged by the Returning Officer in time.

10.6	Scrutiny
	10.6.1 Scrutiny of nominations is to be done within 3 days of closing date for nominations. Returning Officer shall ensure authenticity of all information furnished in the nomination by proper scrutiny. Accepted nominations are to be published for the information of all members.
	10.6.2 In the event that no eligible candidate are available for any of the positions complying with the criteria stipulated under Article 5.0, the EXCOM shall, through a resolution, exempt eligibility criteria under extra-ordinary circumstances, without precedence for such position(s). Under such circumstances, revised criteria for such position(s) shall be notified for which the nomination process shall be extended for a maximum of 7 days.
10.7	Withdrawal of Nominations
	A nominated candidate can withdraw his nomination within 2 days of publication of accepted nominations.
10.8	Notification of Candidates
	A final notification on contesting Council of Office Bearers shall be published by the Returning Officer and shall notify the General Secretary to facilitate communication as per clause 9.2, to continue further election procedure in the General Body.
10.9	Conduct of Election
	Election of Office Bearers shall be conducted in the General Body Meeting.
	10.9.1 All the election related decisions are encouraged to be taken on consensus in spirit of organizational unity and bye law.
	10.9.2 Voting if needed shall be conducted on voice vote, failing which, open or secret voting shall be conducted and the same shall be announced as final binding decision by the Returning Officer.
10.10	Declaration of Election Results
	Declaration of Election Results shall be done by the Returning Officer as per Article 9.0.

Article 11.0 CODE OF CONDUCT		
11.1	Code of conduct and general behavior of all the members shall be in full spirit of Bye Law terms upholding organizational Vision and Mission.	
11.2	Any act of violation of Bye Law terms shall be treated as unconstitutional and the same to be corrected strictly adhering to the Bye Law terms.	
11.3	General discipline in the conduct of and proceedings of any meeting shall be the members' responsibility.	
11.4	Any actions or behavior beyond the code of conduct and general discipline in any meeting shall result in disciplinary action such as suspension/expulsion of such members from participating in the remaining part of the meeting through the urgent resolution moved by the person presiding the meeting.	
11.5	Any act of violence or physical assault shall be viewed seriously and appropriate disciplinary action shall be taken such as suspension, barring from holding any positions in the Association and permanent expulsion from the membership as decided by the EXCOM. An enquiry committee constituted by the EXCOM shall assist the EXCOM for fact finding and recommendations on disciplinary action. EXCOM may seek Advisory Board assistance in such matters as deemed to be fit. An appeal may be filed if necessary, by the members against whom any disciplinary action is recommended and approved, for review by the EXCOM/Office Bearers/Advisory Board.	
11.6	Financial irregularities, misappropriation and fraudulent actions reported to the EXCOM shall be treated as extremely serious resulting in appropriate disciplinary action and expulsion based on enquiry committee constituted as indicated in 11.5	
11.7	All the activities of the Association shall be fully in abidance by the rules and regulations of UAE.	
Article 12.	Article 12.0 GENERAL ARTICLE	
12.1	Impeachment	
	12.1.1 An impeachment proceeding can be initiated by the majority of the EXCOM members through a written and signed notice to the EXCOM.	
	12.1.2 A special EXCOM meeting shall be convened for the conduct of impeachment motion.	

	12.1.3 Any of the signed members on the impeachment notification can move the resolution.
	12.1.4 Impeachment motion shall be declared as passed by the special EXCOM meeting with 3/4 th majority vote of the attendees.
	12.1.5 Impeachment shall come into force with immediate effect on passing of impeachment resolution.
	12.1.6 All impeachments approved by the EXCOM shall be notified to the General Body.
12.2	Membership In other Socio-Economic Forums
	Association shall or shall not act as a member or participate in any other Socio-Economic Forums in line with the Bye Law and as decided by the EXCOM. All such actions are to be notified to the General Body for ratification.
12.3	Amendment
	Any addition, deletion, amendment of the Bye Law Articles can be effected as deemed necessary with a 2/3 rd majority of the General Body meeting.