

RULES OF : BCS, The Chartered Institute for IT (Mauritius Section)

ARTICLE 1: DENOMINATION - DURATION - SEAL	
1.1	The name of the Association shall be <u>BCS, The Chartered Institute for IT (Mauritius Section)</u> and is hereafter referred to as 'the Association'
1.2	The duration of the Association shall be unlimited
1.3	The Association shall have a seal bearing its name
1.4	In these rules:
1.4.1	BCS, The Chartered Institute for IT – a Chartered Engineering Institution for the Information system profession with registered charity number 292786, at the registered address or any amended registered address in the United Kingdom, shall be referred to as the 'BCS'
1.4.2	The area means 'Mauritius and its outer Islands'
1.4.3	A Professional Member will be any person who has reached any of the following BCS levels: MBCS (Member), FBCS (Fellow) or CITP (Chartered Member).
1.4.4	The Members Service Board shall mean the governing board of the BCS membership programmes and subscription
1.4.5	The International Membership Committee shall mean the body which represents members from International Sections at the Council of the BCS.
1.4.6	The BCS HQ Representative shall mean the BCS Regional Manager appointed by the BCS to carry its administrative work in Mauritius.
1.4.7	BCS HQ shall mean BCS, The Chartered Institute for IT, as defined in 1.4.1
1.4.8	A reference to writing or written includes fax and e-mail.
ARTICLE 2: SEAT	
2.1	The seat of the Association shall be at <i>The BCS Regional Office, 14A, Ganachaud Lane, Castel, Eau Coulee, Mauritius</i> or at such place as may be subsequently selected by the BCS HQ or the managing Committee.
2.2	Any change of address shall be notified to the Registrar of Associations within fourteen days of such change
ARTICLE 3: OBJECTS	
3.1	The objects of the Association shall be:

3.1.1	to provide a local organization for members of the BCS; and
3.1.2	to further the interest of the BCS in the area concerned.
ARTICLE 4: MEMBERSHIP	
4.1	Membership of the Association is open only to persons registered as members of the BCS.
4.2	Subject to paragraph 4.3, a minor, who has reached the age of 17, may, with the written consent of his/her responsible party, be admitted as a member after the registration of the Association.
4.3	No minor shall be appointed to the Managing Committee, or as an officer, of the Association.
4.4	Membership shall be free
4.5	Any person ceasing to be a registered member of the BCS shall automatically cease to be a member of the Association.
4.6	The Association shall include at least ten Professional Members of the BCS <i>who are resident of Mauritius.</i>
4.7	Application for membership shall be automatic, once an individual is registered as member of the BCS and joins the BCS Mauritius Section via the MyBCS (Secured Area of the BCS website accessible to Members only).
4.8	The decision to accept or to reject any application for membership rests with the Managing Committee after consultation with the Members Service Board of the BCS.
ARTICLE 5: MANAGING COMMITTEE	
5.1	The Association shall be administered by a Managing Committee composed of ten elected Professional members of age in conformity with paragraph 5.3.2 below, together with the BCS HQ representative.
5.2	The elected Managing Committee members shall choose from among themselves a Chair, a Vice Chair, a Secretary, an Assistant Secretary, a Treasurer, an Assistant Treasurer, and a Liaison Officer who shall hold office until the next election due and shall be re-eligible.
5.3	The Term of Office of the elected members of the Managing Committee shall be one year provided that:
5.3.1	At the end of the accounting period following the registration of the Association five members shall resign from office voluntarily or they shall be removed by a draw of lots following which an election shall be carried out at the Annual

	General Meeting to complete the composition of the Managing Committee to ten.
5.3.2	Subsequently every year the five members who have completed a two-year mandate shall vacate office and an election shall be carried out at the Annual General Meeting to complete the composition of the Managing Committee to ten.
5.3.3	Members leaving the Managing Committee as provided for under paragraph 5.5.1 and 5.5.2 shall be re-eligible.
5.4	Notice of candidature and every motion purported to be on the agenda shall be given in writing or by email to the Secretary of the Association at least seven days before the date for which the meeting is scheduled.
5.5	The postmark date or any acknowledgement of receipt (including e-mail) of the candidature or motion by the Secretary shall be proof of such notification within the required time limit.
5.6	In case of equality of votes, the candidate concerned shall be designated by drawing of lots unless there is a voluntary withdrawal.
5.7	The Managing Committee shall meet at least once quarterly and whenever the Chair may think it fit.
5.8	Any six members present shall form a quorum for a meeting of the Managing Committee.
5.9	Whenever, despite several attempts, the Managing Committee is unable to meet for any reasons whatsoever or whenever the number of members of the Managing Committee falls below the required quorum for a meeting of the Managing Committee due to resignation, or otherwise, of members of the Managing Committee, the Secretary shall cause a special general meeting to be convened and held within one month of the last attempted meeting of the Managing Committee to consider the situation and to take action as appropriate, provided that if the Secretary fails to convene such meeting within ten days of the last attempted meeting of the Managing Committee, any member of the Managing Committee may do so.
5.10	Notice of any meeting of the Managing Committee shall be given in writing (including e-mail) to members at least five days before the date fixed for the meeting.
5.11	Vacancies in the Managing Committee up to a maximum of three in any term of office shall be filled in by members designated by the remaining members of the Managing Committee at a meeting.

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5.13	Any Managing Committee member or the whole Managing Committee may be removed and replaced by a majority vote given at a special general meeting.
5.14	At a written and motivated request signed by three members of the Managing Committee, the Chair shall cause a meeting to be convened within a fortnight from the date of the request, failing which the signatories may themselves convene the meeting in accordance with paragraph 5.12 above.
5.15	The absence of a member from three consecutive Managing Committee meetings without good and sufficient cause shall give the right to the Managing Committee to replace him by another one.
5.16	No person who is an undischarged bankrupt, or has, within the three preceding years, been convicted of any offence involving fraud or dishonesty shall be qualified to become an officer or having been so appointed or elected shall continue to act as such.
5.17	The Managing Committee shall have the power to set up sub-committees as considered appropriate which shall be chaired by a member of the Managing Committee.
5.18	Any member called upon to fill a vacancy under paragraph 5.13, 5.14 and 5.17 shall hold office for the period the outgoing member could have held in the Managing Committee.
ARTICLE 6: MODE AND RIGHT OF VOTING.	
6.1	Voting at general meetings shall normally be by show of hands, provided that voting shall be by ballot if such a request is made by at least half of the number of members present at the meeting.
6.2	Each member shall be entitled to one vote, provided has been regularly admitted as member and his name appears in the register of members.
6.3	Voting by proxy at general meetings shall be allowed subject to Section 28(3) of the Registration of Associations Act and subject to paragraphs 6.4 and 6.5 below.
6.4	For the taking of a " special resolution " in accordance with Section 30 of the Registration of Associations Act, a member may vote by proxy through another member but no member shall vote as proxy for more than twenty members.
6.5	For any purpose other than the taking of a " special resolution ", no member shall vote by proxy through another member for more than nine members.

ARTICLE 7 GENERAL MEETINGS	
7.1	The Annual General Meeting shall be held not later than three months after the accounting date.
7.2	A special general meeting shall be called whenever -
7.2.1	the Managing Committee so decides;
7.2.2	there is a written and motivated request signed by not less than ten per cent of the number of compliant members, in which case the Managing Committee shall cause the meeting to be convened and held within one month from the date of request.
7.3	If the Managing Committee fails to comply with paragraph 7.2.2 above, five signatories or ten per cent of the signatories, whichever is the lesser, may convene and hold the meeting as provided for in paragraph 7.6 below.
7.4	Subject to the provisions of the Registration of Associations Act, ten percent of the number of members shall constitute a quorum for any general meeting.
7.5	In case there is no quorum -
7.5.1	the Annual General Meeting or the special general meeting convened under paragraph 7.2.1 above shall be postponed for a fortnight and at that subsequent meeting the business of the day shall be proceeded with notwithstanding the number of members present.
7.5.2	all other special general meetings shall be absolutely dissolved.
7.6	Notice of any general meeting with the agenda shall be given in writing, including e-mail, by the Secretary to the members at least fourteen (14) days before the date on which the meeting is scheduled.
ARTICLE 8 TERMINATION OF MEMBERSHIP	
8.1	The Managing Committee may -
8.1.1	suspend the membership of any member for a period not exceeding three months; or
8.1.2	terminate the membership of any member in case of misconduct or in case of conduct being in breach of the BCS Code of Conduct.
8.2	In every case the defaulting member shall be convened before the Managing Committee where he shall -
8.2.1	have the right to be heard and to lay his defence;
8.2.2	be entitled to call witnesses to depone in his favour;

8.2.3	send his defence in writing if he so wishes; provided that if a member is summoned to appear before the Managing Committee and fails to do so, the Managing Committee may take a decision in the matter.
8.3	Any decision taken by the Managing Committee shall be notified to the defaulting member by registered mail.
8.4	The defaulting member shall have the right to an appeal against any decision taken by the Managing Committee by sending his appeal to the Secretary by registered mail
8.5	Any appeal under paragraph 8.4 above shall be sent to the Secretary not later than fifteen (15) days after the receipt of the notification of the decision of the Managing Committee by the member concerned, provided that no appeal shall be considered after this time limit has expired.
8.6	On receiving an appeal under paragraph 8.5 above, the Managing Committee shall cause a special general meeting to be convened and held within one month of receipt of the notice of appeal failing which the charges levelled against the defaulting member shall automatically lapse.
8.7	The decision of the special general meeting concerning the appeal shall be final.
8.8	A member who resigns or who is expelled forfeits all his rights to any property of the Association and to any contribution, monetary or otherwise, he may have made to the Association.
ARTICLE 9 POWER OF THE MANAGING COMMITTEE	
9.1	The Managing Committee is empowered:
9.1.1	to invest the funds of the Association in recognised securities;
9.1.2	to lease or to take on lease or to let movable or immovable property; provided that the sanction of a general meeting shall first be sought for any transaction exceeding one thousand rupees per item in value or four thousand rupees in any one year (or for any amount that may subsequently be provided for in the relevant law);
9.1.3	to accept donations and legacies from any source provided that such donations and legacies be free from any conditions detrimental to the objects of the Association.
9.2	The Managing Committee shall not be empowered to dispose, pledge, mortgage or charge any property worth more than three thousand rupees (or any amount that may subsequently be provided for in the relevant law) and belonging to the Association unless such transaction has been approved by

	"special resolution" in accordance with Section 30 of the Registration of Associations Act.
ARTICLE 10 DUTIES OF CHAIR	
10.1	The Chair shall be responsible for the supervision of all matters concerning the efficient administration of the Association.
10.2	The Chair shall -
10.2.1	preside over all meetings of the Association;
10.2.2	at the Annual General Meeting, submit a report on the working of the Association for the preceding accounting period, together with a statement of accounts drawn up and signed by the Treasurer and certified by the Auditor.
10.3	In the absence of the Chair, the Vice-Chair shall preside over any meeting.
10.4	In the absence of both the Chair and the Vice-Chair, any committee member chosen from among and by the other committee members present at a meeting shall preside over the meeting.
10.5	In case of equality of votes, the presiding member shall have a casting vote.
10.6	The Vice-Chair shall exercise the same powers and rights and assume the same responsibilities as those of the Chair, in the absence of the latter.
ARTICLE 11 DUTIES OF SECRETARY	
11.1	The Secretary shall -
11.1.1	convene all meetings of the Association.
11.1.2	draw up the minutes of proceedings of meetings which shall after confirmation at the ensuing meetings be signed by him and the presiding member.
11.1.3	keep a Register of Members in which shall be recorded:
11.1.3.1	the names and surnames of each member;
11.1.3.2	his address;
11.1.3.3	the date of his admission;
11.1.3.4	his date of birth and BCS Registration Number.
11.1.3.4a	his BCS Registration Number
11.1.3.5	such other particulars as the Managing Committee may require.
11.1.4	have the custody of the records of the Association.

11.2	<p>The Secretary of the Association shall, not later than three months after the accounting date in every year, forward to the Registrar of Associations a return containing-</p> <p>(a) a certified copy of the statement of the Association required to be submitted to the Annual General Meeting under Section 22 of the Registration of Associations Act, together with a declaration specifying whether the statement has been approved by the meeting;</p> <p>(b) a statement of the names and postal addresses of the officers of the Association;</p> <p>(c) a return of the membership of the Association as on the 31st December of the preceding year; and</p> <p>(d) where the Association has amended its rules during the accounting period, a copy of the rules of the Association as amended.</p>
11.3	<p>The Secretary shall, within fourteen days of any change among the officers or in the address of the office of the Association, give written notice of the change to the Registrar of Associations.</p>
11.4	<p>In case of absence, the Secretary shall be replaced by the Assistant-Secretary who shall exercise the same powers and rights, and assume the same responsibilities as those of the Secretary.</p>
ARTICLE 12 DUTIES OF TREASURER	
12.1	The Treasurer shall -
12.1.1	have the custody of all the account books of the Association;
12.1.2	receive all sums of money due or accruing to the Association and deliver receipts thereof;
12.1.3	within the least possible delay, pay into one or more of the local banks, chosen by the Managing Committee, the money received by him;
12.1.4	be allowed to keep in his possession a sum not exceeding one thousand rupees (Rs1000), as petty cash;
12.1.5	lay every quarterly before the Managing Committee a statement showing the financial transactions of the Association for the previous period;
12.1.6	prepare the statement of accounts;
12.1.7	effect all payments exceeding one hundred rupees by cheque;
12.1.8	produce his books for examination whenever required by the Chair or by the Auditor;
12.1.9	in conjunction with the Chair sign all cheques, deeds and other documents of the Association.

12.1.10	keep a " Record of Revenue " in the form prescribed by law and a cash book showing its receipts and payments;
12.1.11	once a year not later than one month after the accounting date prepare and submit to the Managing Committee a statement of the receipts and payments of the Association in respect of the accounting period and of the assets and liabilities of the Association existing on the accounting date;
12.1.12	on his resignation or on vacation of his office or whenever required so to do by the rules of the Association or the Registration of Associations Act, render to the Association a true account of money received and paid by him since his appointment or since he last rendered an account, whichever occurs later.
12.1.13	In case of absence, the Treasurer shall be replaced by the Assistant-Treasurer who shall exercise the same powers and rights, and assume the same responsibilities as those of the Treasurer.
ARTICLE 13 LIAISON OFFICER	
13.1	The Liaison Officer shall be responsible to correspond with –
13.1.1	<i>be responsible to correspond with</i> International Members Committee of the Member Services Board, with the duty of keeping them regularly informed of the activities of the Association and of any matters which the Association would wish to have considered by the Board.
13.1.2	make decisions at Member Services Board on behalf of the Association.
13.1.3	to work with the appropriate national computer society (or societies) of the country (or countries) in which the Association is located, where such exists.
ARTICLE 14 FINANCE	
14.1	The fund of the association shall consist of grants awarded obtained from the BCS.
14.2	Income of the Association shall be used for general expenses and activities approved by the Managing Committee in furthering the objects of the Association.
ARTICLE 15 SIGNING OF CHEQUES, DEEDS AND OTHER DOCUMENTS	
15.1	All cheques, deeds and other documents legally binding the Association shall be signed jointly by the Chair and the Treasurer.
15.2	In the absence or incapacity of the Chair or the Treasurer, these documents shall be signed by the Vice Chair or Assistant Treasurer respectively.
ARTICLE 16 APPOINTMENT AND DUTIES OF THE AUDITOR	

16.1	One (1) auditor shall be appointed at the Annual General Meeting, and shall need the approval of the Registrar of Associations, if he is not professionally qualified.
16.2	The Auditor shall hold office for one (1) year concurrently with the Managing Committee.
16.3	The Auditor may be removed and replaced by a decision of a general meeting.
16.4	The Association Committee shall upon written request by the Auditor submit the accounts of the Association for audit.
16.5	The Auditor shall -
16.5.1	make a thorough examination of all the books and documents in the custody of the Treasurer at least once yearly and shall forthwith report to the Chair any error or omission detected in the course of the examination;
16.5.2	verify and certify all statements of accounts prior to their being submitted to the Annual General Meeting;
16.5.3	draw an inventory of all the belongings of the Association at least once yearly.
ARTICLE 17 SECURITY BOND	
17.1	The Chair, the Vice Chair, the Treasurer and the Assistant Treasurer shall each become bound with two sureties in the sum of one thousand rupees (Rs1000) jointly and severally for the true performance of their duties.
17.2	The security bonds shall be filed in the office of the Registrar of Associations without undue delay.
ARTICLE 18: KEEPING AND INSPECTION OF BOOKS	
18.1	All books of the Association shall be kept in English.
18.2	The books shall open to inspection to any person having an interest in the funds of the Association.
ARTICLE 19: ACTIONS BY OR AGAINST THE ASSOCIATION	
19.1	The Association shall act, sue and shall be sued, implead or be impleaded and shall do all other acts under its corporate name through its Secretary.
19.2	Whenever the Association shall be sued or be impleaded and whenever it shall be necessary to serve notices, summonses or any other legal process, judicial or extra-judicial, upon the Association, service upon the Secretary shall be good and sufficient upon the Association.
ARTICLE 20: AMENDMENTS, AMALGAMATION AND WINDING UP	

20.1	No amendments of these rules shall be effected except by " special resolution " taken in accordance with Association 30 of the Registration of Associations Act and such amendments shall not be implemented until and unless registered by the Registrar of Associations
20.2	The decision to dissolve the Association or to amalgamate it with another Association shall be taken by "special resolution" in conformity with law.
20.3	In the event of winding up of the Association, all its property, movable or immovable, its cash at bank and in hand, shall be disposed in accordance with law.
20.4	Where the Association has taken a " special resolution " that the Association shall be wound up, the Secretary shall, within fourteen days after the resolution has been approved, give written notice of the resolution to the Registrar of Associations and lodge with him -
20.4.1	a certified copy of the minutes of proceedings of the general meeting at which the " special resolution " to wind up the Association has been approved;
20.4.2	a detailed statement of the assets and liabilities of the Association; and
20.4.3	a declaration signed by him that section 30 of the Registration of Association Act has been complied with.
ARTICLE 21: DISPUTES	
21.1	In the event of any dispute arising as to the interpretation of Association's Rules, the dispute shall, in the first instance, be referred to the Member Services Board. If the mediation of the Member Services Board does not resolve the dispute, the matter shall be referred to the Council of the BCS whose decision shall be final and binding on all parties. When appropriate, the laws of the host country shall apply.
ARTICLE 22 MISCELLANEOUS	
22.1	The accounting date of the Association shall be 31 st August and its accounting period shall be from 1st September to 31 st August except for the first year, from the date of its registration to 30 th April and for the year of amendment to 31 st August 2010.
22.2	In these rules, words importing the masculine include feminine unless otherwise required by the context
22.3	Any member who resigns or who is expelled shall have no claims to a refund of any contribution, monetary or otherwise, made by him to the Association in any way.

22.4	Any dispute between the Association and any of its member or any person's claim by or through a member shall be settled by the Special General Meeting.
22.5	The handing over of all books, documents cash in hand etc., shall be effected within two weeks of the date of appointment of the newly elected officers.

Date:

Signature

Name

Secretary