

## **CONSTITUTION OF INDIAN BUSINESS FORUM**

<b>1.</b>	<b>Name</b>	
	The society shall be called the <b>Indian Business Forum</b>	
<b>2.</b>	<b>Location</b>	
	Temporarily Forum's offices and Head Office will be located at C/o High Commission of India, 82 Kindononi Road, P.O Box 2684, Dar Es Salaam.	
<b>3.</b>	<b>Object</b>	
	The Object of the society is to:	
	3.1	Pursue matters of common interest to Indian nationals, Indian companies, companies owned by PIO or OCI card Holders in the United Republic of Tanzania.
	3.2	Improve the working and investment environment in the United Republic of Tanzania for Indian nationals and Indian companies
	3.3	Liaise with Indian Government representatives where appropriate on business related issues relevant to the United Republic of Tanzania
	3.4	Work towards improving commerce between India and Tanzania: Both Indian companies wanting to do business/Trade in Tanzania, and Tanzanian companies for business/Trade in India.
<b>4.</b>	<b>Membership</b>	
	4.1	Membership with voting rights shall be open to all Indian nationals. Membership without voting rights shall be open to residents of United Republic of Tanzania holding PIO/OCI Card.
	4.2	Officers shall take reasonable steps to check membership eligibility when registering new society members.
	4.3	Membership is non-transferable
	4.4	Any person wishing to be admitted as a member shall apply to the secretary for membership in the prescribed form.
	4.5	A person shall cease to be a member in the following circumstances:
	4.5.1	Death;
	4.5.2	Resignation at any time by such member giving notice to the secretary, such resignation to take effect from the date notice is received;
	4.5.3	If the member fails to pay the subscription fees when due; or
	4.5.4	On expulsion by a minimum 2/3rd majority vote of members in the General Body Meeting(GBM).

	4.6	The Executive committee may by unanimous consent allow individuals who do not meet the criteria set out in paragraph 3.1 but who have provided substantial support to the Indian Business community or Indian companies to attend meetings as honorary non-voting members.
<b>5</b>	<b>Executive Committee</b>	
	5.1	The executive committee shall be elected from amongst voting members only and shall consist of a Chairman, Vice Chairman, Treasurer and Secretary and six members, including one nominated by the High Commissioner of India. The Executive Committee at its first meeting shall select, by consensus, the office bearers named above.
	5.2	The Executive Committee, if it so desired, will incorporate a representative from the PIO/OCI business community as a special invitee without voting rights.
	5.3	The officers shall hold office for 2 years and shall be elected by separate vote from amongst the members at the annual general body meeting.
	5.4	All officers shall be current members. An officer shall be eligible for re-election provided that he/she is still a member, provided that the Chairman Vice Chairman, Treasurer and Secretary shall not be eligible for re-election for more than 2 consecutive terms and any other officer of the committee shall not be eligible for re-election for more than 5 consecutive terms.
	5.5	In the event of an officer ceasing to be a member for any reason, the committee shall Co-opt a person to act in that capacity until the next general body meeting
	5.6	The Committee shall have the power to determine the frequency and the conduct its own meetings.
	5.7	The committee shall be responsible for the day-to-day administration of the society and shall have the mandate to exercise any powers of the society, other than those reserved under the constitution.
<b>6.</b>	<b>Chairman</b>	
	6.1	The Chairman is responsible for overall running and management of the society as well as providing leadership to the rest of the members.
	6.2	The Chairman shall uphold the principle by which the society was founded and act in the best interests of the society and its members.
	6.3	The Chairman shall preside at general body meetings and assist all the executive officers in the performance of their roles.
<b>7.</b>	<b>Vice Chairman</b>	
	7.1	The Vice-chairman is required to assist the chairman and the secretary in

		their function.
	7.2	The Vice Chairman will preside at general body meetings in the absence of the chairman.
<b>8.</b>	<b>Secretary</b>	
	8.1	The secretary shall keep all official records of the society.
	8.2	The secretary shall prepare agenda for committee and general body meetings, and shall record all such proceedings of the committee and general body meetings of the members and make the same available for inspection by any member.
	8.3	The secretary shall prepare and submit the annual reports
	8.4	The secretary shall prepare and submit all the necessary statutory filings to the relevant Authority
	8.5	The secretary shall maintain a register of all members including details of membership fees paid (and unpaid)
<b>9.</b>	<b>Treasurer</b>	
	9.1	The Treasurer is responsible for managing the accounts as well as undertaking initiatives to acquire sponsorship and financial resources for the society with the help of the Chairman and Vice Chairman. The Treasurer shall inform the committee of all financial budgets.
	9.2	The Treasurer shall prepare the annual budget
	9.3	The Treasurer shall prepare all the annual accounts and shall make arrangements for the society's accounts to be properly audited.
	9.4	The Treasurer shall maintain a banking account with suitable bank or building society to hold the society funds.
	9.5	It shall be responsibility of the Treasurer to ensure that monies received are properly accounted for and that the society's financial records are kept in good order.
	9.6	The Treasurer and all other members of the committee shall not be liable for any financial debts or other obligations of the society.
	9.7	On vacating office the Treasurer shall hand over the books of account and other relevant files to his/her duly elected successor.
<b>10</b>	<b>Vacation of Office</b>	
	Any officer shall vacate his/her office upon resignation or upon dismissal from his/her office by resolution of general body meeting.	
<b>11</b>	<b>General Body Meetings</b>	
	11.1	An annual general body meeting shall be held at least once calendar year

	11.2	The quorum at any general body meeting shall be not less than 30% of the membership. If the quorum is not met, the meeting would be rescheduled giving a break of half an hour and the meeting would be valid if 15 members are present in the meeting.
	11.3	A general body meeting, other than an annual general meeting, may be called at the discretion of the committee or at the written request of not less than 6 members.
	11.4	Except as otherwise set out in this constitution not less than 14 clear days notice of any general body meeting shall be given by the secretary to all members. Notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. For each notice of an annual general body meeting the notice must say so and be accompanied by the draft budget and audited accounts.
	11.5	Each member present shall have one vote at any general body meeting. Except as otherwise set out in this constitution simple majority shall pass decisions. There shall be no absentee voting.
	11.6	General body meetings of the members shall be chaired by the chairman and in his/her absence by the Vice Chairman.
	<b>12.</b>	<b>Finance</b>
	12.1	The committee shall determine the subscription fees from year to year
	12.2	Once a member is accepted he/she is contractually obliged to pay his/her subscriptions until he/she resigns.
	12.3	The property and funds of the society shall be used only for promoting the objective of the society and do not belong to the members.
	12.4	A budget for the following budget year shall be submitted to the members for the approval at each annual general body meeting.
	12.5	Any surplus of income over expenditure resulting from the society's activities will be voted to the objects of the society and will not be distributed amongst the members.
	12.6	In the event of society being wound up any surplus held by the society at that time will be donated or distributed amongst the members.
	<b>13.</b>	<b>Continuity of the society</b>
		The society shall have perpetual existence. However, the society may be dissolute at any general body meeting of the members upon the affirmative vote of 75% of the members present and voting at a general body meeting provided that notice of the motion for the dissolution shall have been given at list 30 days before the general meeting at which resolution is to be passed.
	<b>14.</b>	<b>Amendments to constitutions</b>

	This constitution may be amended or altered only by a resolution supported by 75% of the members present and voting at a general body meeting.

<b>15.</b>	<b>Dispute Resolution</b>
	Any dispute among Members arising from the interpretation or application of this Constitution, which cannot be settled amicably, shall be referred to the Annual General Body Meeting (AGBM) for determination. The decision of the Annual General Body Meeting shall be final.
<b>16.</b>	<b>Common Seal</b>
16.1	The society shall have the common seal bearing the name ‘The registered society of the Indian Business Forum’
16.2	The common seal shall be affixed to documents executed by the society in the presence of at least two officers each of whom shall countersign the affixing of such a seal by endorsement of his/her signature on such document.
<b>17.</b>	<b>Constitution availability</b>
	This constitution shall be made available by e-mail to all members on request.