

- 4.2.2 The requisition shall specify the object of the meeting requested, and only the business specified shall be discussed at the meeting.
- 4.2.3 If within half an hour from the time fixed for the commencement of the meeting, the requisite quorum is not present, the requisitioned meeting will stand dissolved.
- 4.2.4 The rules applicable to the Annual General Meeting shall mutatis-mutandis apply to Special General Meetings.

## 5. CHAPTERS

- 5.1 The Executive Board may, from time to time, constitute Chapters of QCFI in such regions as may be decided on receipt of a written request from at least 20 life members, or by a chapter to open its subchapter.
- 5.2 The Executive Board may set up additional chapters by dissolving or reconstituting an existing chapter or chapters in any manner it thinks necessary for the proper working and administration of the chapters.
- 5.3. Every Chapter shall maintain a record of members in which the names and other particulars of all the members of the Forum belonging to the Chapters shall be entered.
- 5.4 The name of any member which has been removed from the record of members of the Forum shall forthwith be removed also from the record of members of the concerned chapter.
- 5.5 The Chapter Governing Council shall advise the Executive Board and assist it in carrying out the objectives of the Forum.
- 5.6 A chapter shall at all times function through the Chapter Governing Council subject to the control supervision and direction of the Executive Board.
- 5.7 The Chairperson of the Chapter Governing Council may be invited to the meeting of the Executive Board.
- 5.8 The Executive Board will be kept informed of the budgets and programmes of activities of the chapter from time to time.
- 5.9 The rules relating to Annual General Meetings as are applicable to the Forum will also apply to the Chapters mutatis mutandis.
- 5.10 The rules relating to the election of members of the Executive Board will apply mutatis-mutandis to the election of members of the Chapter Governing Council with the following amendments as decided in the 149<sup>th</sup> Board meeting,

### Eligibility Criteria for GC Members of Chapters

- a) He / she should be a life member of QCFI.
- b) The member should have one proposer and one seconder. One person can propose or second only one candidate. The proposer & seconder should be a life member of QCFI.
- c) As per BOD-162- meeting of the board of directors held on 25<sup>th</sup> September 2022 In Hotel Pride Nagpur, the board has decided to implement regulations 3.5.1(a) for the Governing Council Members of the chapters. Hence, as and when elections of the GC are conducted following regulations will apply.:
  - l) As per clause 3.5.1(a), in the forthcoming election of the chapter council, if anyone's age is

more than 72 years on the date of nomination, he will not be eligible to contest.

- II) It is hereby approved by the Board that the following clauses 3.7.1 have been implemented for Both BOD and Governing Council from the year 2015 (i.e., From the BOD elections held in 2015 and GC elections held after that date.)
- III) As per clause 3.7.1, the Chapter Chairperson shall hold the office for one term of three years. Based on the special circumstances, the governing council may request the chairperson for another term of three years, provided he is re-elected as a GC member.
- IV) It is further clarified that the GC chairperson who has completed 6 years as chairperson shall not be eligible for election as chairperson again. Also, as the President cannot hold any elected position after the expiry of his term, the Chairperson also will not be eligible as a member of the council but can be invited as Chairperson Emeritus if so decided by the Council.
- V) As per clause 3.3.3, No council member can hold the office for more than 9 years continuously i.e., the first term of three years and then can be re-elected for two more terms, each of three years (effective from 2015). After completing 9 years continuously, they can again contest for election after one year break.

#### **Annexure- A1** Procedure of Election of Chapter

- a) All the Chapters shall conduct the Governing Council Election as per the new system within two years, effective May 2019.
- b) Election of Chapter Governing Council members shall be conducted with intimation to the President, QCFI.
- c) The President will nominate one Observer. A Returning officer will be nominated by the Observer in consultation with the Chapter Chairperson.
- d) Expenses of Chapter Election through SMS Poll shall be boned by the respective chapter

##### **Role of Observer : (as per BOD 165 Minutes)**

- i. Ensure that the Election schedule and election form are correct and approved by the GC members in the GC meeting then, only the circular will be sent to all concerned members.
- ii. Observers will ensure that the circular is sent to all concerned members.
- iii. All the forms received will be scrutinized by the Returning officer and approved by the observer.
- iv. In case of any dispute between the Observer and Returning Officer, the President's decision will be final.

As per the Minutes of the 149<sup>th</sup> BOD Meeting of the Executive Board held at Kolkata on 14th March 2019, a decision has been taken with respect to the election process of Governing Council members of the chapter using SMS for voting by the eligible voters of each Chapter.

The required SMS Poll software has been developed by the renowned Mobile application company IMI Mobile based in Hyderabad. IMI Mobile is regularly audited by Govt of India on the ISMS (Information Security Management System Certification) as a third-party audit.

#### **SMS Poll Process Pre-requisites for SMS Poll from each Chapter**

Software for the election of SMS is tested and is now ready for use. To go for the election through SMS, we have to follow the following system:

1. Circulate the information of the election to be held for the period through SMS/email/website.
2. Nomination Form to be sent to interested candidates and may be uploaded in the website so that interested candidates can download the form.
3. The chapter must check the registered mobile numbers and email id of the members. In case of any changes required, the chapter should inform HQ for verification and necessary changes before the circulation of notice of election.
4. Chapters should share the profiles of contestants through the web/email to the eligible voters.
5. Chapters should share the list of contestants to service providers through QCFI HQ
6. Chapters have to circulate the procedure of voting through email/SMS/website/journal to all their members to educate the voters. This may be repeated a few times. The information of the dates of voting may be given well in time.
7. The president will nominate one Director as the observer, and the Returning officer will be nominated by the observer in consultation with the Chapter Chairperson. The returning officer shall not be a contestant for the respective chapter election. The mobile number and email ID of both will have to be registered with the service provider.
8. Voting will start on given dates and times and will be open for 6 days. Reminders will be sent to those who have not voted till the last date of voting. Voting will be closed on the given date and time.
9. Observer and returning officer will send an SMS to the service provider for OTP. Once both OTPs are received, they will be entered by both. The results will be sent by the service provider to the registered email of both the observer and the returning officer. In case of a tie - selection will be done by a lottery system by the observer.

## **Annexure A2 Procedure for Election of Board of Directors**

### **SMS Poll Process**

#### **Pre-requisites for SMS Poll**

Software for the election of SMS is tested and is now ready for use. To go for the election through SMS we must follow the following system:

- a. Circulate the information of the election to be held for the period through SMS/email/website.
- b. Nomination Form to be sent to interested candidates and may be uploaded in the website so that interested candidates can download the form.
- c. The chapter must check the registered mobile numbers and email id of the members. In case of any changes required, the chapter should inform HQ for verification and necessary changes before the last date of filing of nomination.
- d. HQ should share the profiles of contestants through the web/email to the eligible voters.
- e. HQ should share a list of contestants with service providers.
  
- f. HQ have to circulate the procedure of voting through email/SMS/website/journal to all their members to educate the voters. This may be repeated a few times. The information of the dates of voting may be given well in time.
  
- g. President will nominate two Directors as observers and Executive Director as Returning officer.

The Mobile number and email ID of both the observers will have to be registered with the service provider.

- h. Voting will start from the given dates and time and will be open for 6 days. Reminders will be sent to those who have not voted till the last date of voting. Voting will be closed on the given date and time.

**Steps for SMS Poll**

1. The chapter will share the election process with all the eligible voters through email and SMS on how to vote and election dates on .day one, day three and forenoon of day six from the date of voting.

Contestants will be given numerical codes starting from 11

**For Example:**

SL No	Candidate Name	Candidate Code
1	Candidate A	11
2	Candidate B	12
3	Candidate C	13
4	Candidate D	14
And so on for	And may up	-

2. A 10 digit mobile no. is designated for each poll and we request all the eligible voters to vote by sending the SMS to the mobile no xxxxxxxxxx by typing the candidate code to whom you preferred to vote maximum 12 candidates may selected. Example : if you have selected 11,12,14, 18, then send sms as 11<space>12<space> 14 <space> 18 (up to maximum of 12 candidates) to mobile no. xxxxxxxxxx

- 3. As soon as the voter send the SMS, he/she shall receive a confirmation SMS saying **“Congratulations. Your Vote is accepted. Thank you for your valuable vote” or similar message.** Vote will be rejected in case if they try to vote using SMS more than once as the system will not accept multiple votes from single eligible Mobile number.
- 4. Votes from mobile numbers which are not eligible (not registered with QCFI) will be rejected automatically by the system.
- 5. All the received (polled votes) against each candidate will be stored on IMI Mobile secured systems.

5.11 Every Chapter shall be managed by a Chapter Governing Council consisting of a Chairperson, Secretary and Treasurer and nine other members. The Governing Council may also co-opt four members if it is required. The co-opted members will be for a period of one year. If it is required, they may be re-co-opted for one more term of one year. One Student representative should be co-opted as GC member. All the members must be life members of QCFI.

5.12 The period of Governing Council shall be for three years.

5.13. All the elected Governing Council Members shall elect a Chairperson. The Chairperson will select other office bearers namely, Secretary, Treasurer and other offices bearers as required in consultation with GC Members. Not more than three GC members shall be from the same unit.

5.14 Signing Authority: Treasurer along with chairperson or any one of the GC members as nominated by chairperson in such a way so that they should not be from same family.

5.15 Chapter should appoint a full-time paid executive/s to run day to day chapter activities for the smooth functioning of the chapter.

- 1) Apart from Governing Council, the Chapters may constitute the following based on the