

recommendations of the concerned chapter/board of directors. The same person may be co-opted only for a maximum of 2 times, each of 1 year. (From January – December). Such co-opted directors may contest the election after resigning before filing the nomination. Co-opted Directors are not eligible to hold office of, Vice President or treasurer or President,

- 3.2 The Executive Director shall be an ex-officio member of the Board but will not have any voting rights.

### **QCFI ZONES**

- 3.3.1 For the propagation of Quality Concepts, the country is divided into Five zones with present chapters/sub-chapters/centers therein. However, for the chapters/sub-chapters/centers formed in future, the executive board shall decide their jurisdiction and zone to which they belong to.

North Zone : Delhi Chapter, Haridwar Chapter, Lucknow Chapter, Rajsamand Chapter, Gwalior Chapter, Chandigarh Chapter, Bhopal Chapter  
Jaipur Sub Chapter

South Zone : Bengaluru Chapter, Mysuru Chapter, Chennai Chapter, Madurai Chapter, Coimbatore Chapter, Hosur chapter

East Zone : Bokaro Chapter, Durgapur Chapter, Kolkata Chapter, Rourkela Chapter, Bhubaneshwar Chapter , Varanasi Chapter, Guwahati Sub Chapter

West Zone : Ahmedabad Chapter, Ankleshwar Chapter, Aurangabad Chapter, Mumbai Chapter, Pune Chapter, Vadodara Chapter, Surat Chapter, Thane Chapter,

Central Zone : Bhilai Chapter, Hyderabad Chapter, Nagpur chapter, Visakhapatnam Chapter and Tirupati Chapter.

### **3.3.2 Number of Directors from each chapter:**

At any given time, the Executive Board shall not have more than one person as Director from the same Chapter/Sub-Chapter/Centre. In case of extreme necessity, it can have one more director nominated with the concurrence of most of the Chapters/Sub-Chapters /Centers in the Zone. This limit is not applicable to special directors and co-opted directors.

### **3.3.3 Tenure of the Director:**

No Director shall hold Office for more than 9 years continuously i.e., first term of 3 years, and thereafter, they may be re-elected for two more terms, each of three years, effective from 2015. After completion of 9 years continuously, they may again contest for election after a break of one year.

### **3.3.4 DIRECTORS WITH SPECIALED KNOWLEDGE:**

Apart from the above 15 Directors elected from the 5 Zones (3 from each Zone), there shall be 6 Directors who shall be elected for their specialized knowledge, one director from each field, as mentioned below.

Directors will be elected with experience and/or expertise in Education, Social, Health Care, Small and Medium enterprises, Service Sectors and Government Administration.

Chairpersons of Chapters/Sub-chapters/Centers and Directors will identify the eminent persons in the fields specified above and forward the names to HQs for organizing the elections. Such nominees must be life members of QCFI.

- 3.4 The new Directors shall be elected in the manner hereinafter will assume office from the day of the Annual General Meeting, held after the elections.

### **3.5 ELECTION OF DIRECTORS**

#### **3.5.1 a) Eligibility Criteria for the election to the Board of Directors**

- 1) He/she should be a Life Member of QCFI
- 2) Should be holding the position of Chairperson in the respective chapter for a minimum of one year or should be a member of QCFI for seven years or more in continuation.
- 3) The Director nominee should have one proposer and 5 seconders.
- 4) The proposer or seconder can propose or second only one candidate. The proposer & and seconder should be life members of QCFI.
- 5) The age limit of the board of directors will be seventy-five years.
- 6) Since the upper limit of the director was recommended as 75 years, the upper age limit for contesting in the election of the board of directors should be 72 years on the last date of nomination.
- 7) Any member who was warned and/or undergone disciplinary action for his /her misconduct based on the enquiry-by-enquiry committee formed by the executive board will not be eligible to participate in the election for the board of directors for five years from the date of warning. and /or disciplinary action

b) Election to the Board for 6 Special Directors shall be through a coliseum consisting of all the Directors and all the Chairpersons of Chapters/Sub-Chapter/Centre, each having one vote. In case of a tie, the President will have an additional vote. Voting will be through SMS as per SMS voting rules. annexure A2 .

3.5.2 The Executive Board shall decide upon the date of issue of notification calling for nominations and shall cause to be notified the following to all the members of the Forum at least 60 days before the date of the Annual General Meeting.

- a) Number of members of the Executive Board to be elected.
- b) Last date for receipt of nominations.
- c) Last date for intimation of valid nominations.
- d) Last date for withdrawal of nominations

3.5.3 For election to the Board of Directors, a three-member Election Commission, with the Executive Director as Returning officer and two observers, will be nominated by the President.

3.5.3.1 Role of Observers: They will scrutinize the nomination form received from the candidate with respect to eligibility criteria and write their comments. Based on the approval of observers, the Returning officers will accept/reject the nomination and inform the candidates accordingly.

3.5.4 Subject to the provisions of these Rules, a life/institutional (annual or permanent)member whose name is borne in the register of members as on the date of issue of notification shall be eligible to vote in the election, provided that his name has not been removed from the register after the said date and before the date fixed for counting of votes and further that he/she shall not be in default for a period exceeding three months in respect of his/her subscription or has ceased to be member as per clause 2.4

3.5.5 Subject to the provisions of these rules, an eligible member whose name appears in the register as on the last date fixed for receipt of nominations shall be eligible to stand as a candidate for election to the Office of Directors of QCFI.

3.5.6 The nomination of a candidate shall be in the appropriate form duly signed by the candidate

and by the proposer and seconders (who shall be persons entitled to vote in the election). The nomination shall be delivered in person or forwarded by registered post/Courier/e-mail of a scanned copy of the nomination form to the returning officer by name so as to reach him not later than the last date and time fixed for receipt of nominations. In case of nomination sent by e-mail, the hard copy should reach the returning officer on or before the last date of the withdrawal of the nomination. Any nomination form received without the "Aide – Memoires" would be treated as invalid.

- 3.5.7 The nominations shall be accompanied by a statement (Aide -Memoir containing the requisite information signed and verified by the candidate.

**In case there is no nomination BOD 169:**

In case there is no nomination from any zone for the election of Board of directors, the last date for nominations to be received may be extended by one month for that respective zone. In case there is still no nomination, the Board may nominate a person on the recommendation of the committee consisting of the Chairperson of the Chapters of that zone and the Directors of the Zone. Director region will be the chairman of the committee and submit the recommendation along with the consent of the person being nominated.

In case of special category, if there is no nomination for that category, the Board can nominate a suitable person for one year. He/she may apply next year for election.

In case of any Director resigning, vacancy due to any mis-happening or removal of Director from the membership by the board, it will be considered as casual vacancy. For such vacancy, the Board will nominate an appropriate person for the remaining tenure. In case of such vacancy being that of a Zonal Director, such nomination will be submitted by the committee consisting of Chairperson of the chapters in that zone and Directors from that zone. Director region of that zone will be the Chairman of this committee and submit the recommendation of the committee.

Note: The nominated member by the board should be a life member of QCFI and fulfil all the requirements for the director's post. In case vacancy is that of the Director of the zone, President will nominate one of the remaining directors from that zone as the Zonal Director.

- 3.5.8 A candidate may withdraw his candidature by notice in writing and delivered to The Returning Officer on or before the last date fixed for such withdrawals through registered email.
- 3.5.9 The Returning Officer shall send a final list of nominations by post/e-mail to the candidates standing for election.
- 3.5.10 A voter, as per Clause 3.5.1(a) shall have only one vote for each vacant seat in the zone on the Executive Board. The board will specify the process of voting, which includes voting through physical ballot papers, in which case ballot paper shall be sent by post to the eligible members to vote at their registered address , e-voting, and SMS voting . The procedure for e- voting/SMS voting is given in Annexure A
- 3.5.11 Irrespective of the number of Employees in the Establishment/Organisation, each Institutional member will have only one vote in the election of Executive Board Members.
- 3.5.12 The Election results shall be announced and ratified by a resolution at the Executive Board and subsequently adopted at the AGM. In case the election commission is of the opinion that elections could not be conducted in a fair manner for one or more of the Directors, it will submit a detailed report to the Board, which, on being satisfied, will declare such election for these posts invalid and proceed with a fresh election for such posts.
- 3.5.12.1 Where a tie is found to exist between two or more candidates after counting votes, lots shall be drawn and picked by the President.
- 3.5.12.2 The candidate whose name is drawn from the lot shall be deemed to be the successful candidate and shall be so declared by the Returning Officer in the subsequent Board Meeting.
- 3.5.13 The President's decision relating to the elections' conduct shall be final.

3.5.14 A member, whether a candidate or otherwise, shall be liable to disciplinary action by the Executive Board if he is found to have taken part directly or indirectly either by himself or through any other person in the following activities: -

- a) Bribery to induce a member to stand or not to stand for election.
- b) Inducing a candidate to withdraw his candidature.
- c) Inducing a voter to vote or not to vote for a candidate.
- d) Exercising undue influence on any other person in respect of that person exercising his electoral right.
- e) Such other matters as may be considered unethical or immoral by the Executive Board on a reference to it by the Executive Director.

3.5.15 At each Annual General Meeting of the Forum, one-third of the elected Directors shall retire from office. The Directors to retire shall be those who have been longest in office since their last appointment, but as between persons who become Directors on the same date as of those due to retire shall be decided by the Executive Board (Directors) and in the absence of an agreement by lots.

3.5.16 If any Director appointed by QCFI vacates office before his term of office expires in the normal course, the resulting casual vacancy may be filled up by the Executive Board at a meeting of the Board. However, any person so appointed shall retain his office only so long as the vacating Director would have retained the same if no vacancy has occurred.

### **3.5.17 RESPONSIBILITIES DIRECTOR IN CHARGE OF CHAPTER**

The board may designate any of the Directors (individually or collectively) as Director in charge of the area who will act as facilitator and mentor for the growth of this allocated chapters to him.

1. Review of Chapter activities
2. Provide guidance to the chapters in development of strategic plans,
3. Monitoring and guidance of Chapter's Budgets
4. Monitoring and guidance of Membership growth
5. Monitoring and guidance for dashboard parameters for loading the chapter activities as being communicated from time to time to all the chapters/sub-chapters/Centres by HQ
6. Monitoring and guidance in the development of training material.
7. He will be a special invitee for all the chapter meetings.

Expenses incurred by the Director Charge in the discharge of the above duties related to Chapters are to be reimbursed per the guidelines given in 6.17 by the respective Chapter.

### **3.5.18 RESPONSIBILITIES OF DIRECTOR REGION**

For the convenience of monitoring and supporting QCFI activities in regions, the Board will assign one of the Directors as Director Region for each of the regions. This position is created to coordinate with all the Directors-In-Charge, Co-opted Directors and Special Directors of the region.

1. The Director Region will act as a facilitator and mentor for the growth of QCFI activity in their regions.
2. Resolve conflict, if any, within and between the chapter and the region.
3. He will report to the Board about the major activities of the chapters in the region.
4. He will act as a vital link between the region's chapters and the Board.