

IIBA Mumbai Chapter "Bylaws"

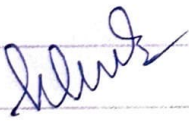
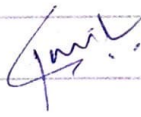
IIBA India Centric Template compiled by:

Swami Balakrishnan, IIBA India Chapter Advisor

May 6, 2024

1. Bylaw: Name & Territory

- 1.1. This organization shall be called International Institute of Business Analysis Mumbai Chapter (hereinafter "the Chapter"). This organization is a Chapter chartered by International Institute of Business Analysis, (hereinafter "IIBA®") and separately organized. This document is the general Bylaws of the Chapter which regulate the operation of this organization.
- 1.2. The principal office of the Chapter shall be in **Mumbai, Maharashtra, India**
- 1.3. The Chapter is responsible to the duly elected IIBA Board of Directors and is subject to all IIBA policies, procedures, rules, and directives.
- 1.4. The Chapter shall meet all legal requirements in the jurisdiction in which the Chapter conducts business or is incorporated and/or registered.
- 1.5. The Bylaws of the Chapter may not conflict with IIBA's current Bylaws, and all policies, procedures, rules or directives established or authorized neither by IIBA's Board of Directors nor with the Chapter's Charter with IIBA.
- 1.6. The terms of the Charter executed between the Chapter and IIBA, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder.

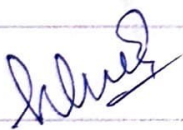
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2. Bylaw: Objective

- 2.1. The purpose of the Chapter is to promote the practice of business analysis, raise the profile of the business analyst role, and locally represent the International Institute of Business Analysis (IIBA®).
- 2.2. The objectives of the Chapter are to:
 - 2.2.1. Advance the role of the Business Analyst as a recognized profession.
 - 2.2.2. Support opportunities for members to network with, and gain knowledge from, seasoned BA practitioners as well as with industry and government leaders.
 - 2.2.3. Provide access for members to a formal "knowledge base" as well as forums for sharing expertise, expressing professional opinions and building a reputation within the industry.
 - 2.2.4. Provide pathways to learn about business analysis best practices.
 - 2.2.5. Obtain and maintain a sufficient level of financial security, sustainability, and autonomy at the Chapter level to sustain the Chapter.
 - 2.2.6. Create corporate support for IIBA within the local market by generating marketing/awareness programs that demonstrate the value of business analysis and IIBA.
 - 2.2.7. Liaise with industry and association partners to increase awareness and benefit of IIBA Chapter members.

3. Bylaw: Composition

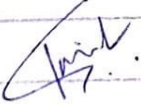
- 3.1. The Chapter shall consist of an elected President and Board of Directors and shall not be used for the promotion or candidacy of any person seeking public office or preference or the promotion of any commercial enterprise.

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4. Bylaw: Membership

- 4.1. Membership in this organization is voluntary and shall be open to any person interested in furthering the purposes of the organization. Membership shall be open to all persons without regard to race, creed, color, age, sex, marital status, international origin, religion, or physical or mental disability.
- 4.2. The Chapter shall not create its own membership categories.
- 4.3. Chapter Members in "Good Standing" can vote in Chapter elections and hold office. Members in good standing shall be defined as Chapter Members who have paid their IIBA dues, whose membership is not under disciplinary review by the Chapter or by IIBA and whose IIBA profile has the Chapter Name selected.
- 4.4. Members shall be governed by and abide by IIBA Bylaws and by the Bylaws of the Chapter and all policies, procedures, rules, and directives lawfully made thereunder.
- 4.5. All members shall pay the required IIBA membership dues to IIBA. In the event a member resigns, membership dues shall not be refunded by IIBA.
- 4.6. All members have the benefit of attending any Chapter event at the IIBA member price.
- 4.7. Membership in the Chapter shall terminate upon the member's selection of another Chapter, failure to pay dues or expulsion from membership for just cause as defined within the international Bylaws. These rules apply to Chapter Board members as well as the general membership.
- 4.8. The Chapter Board of Directors will exercise the right to terminate Chapter membership based on just cause. The member may appeal the decision to the Chapter Board of Directors or elevate it to the Global Chapter Council. The effective date of termination will be determined by the Chapter Board of Directors and will be formally communicated to the terminated member. In this instance, the member will be urged to select a different Chapter.
- 4.9. The membership database and listings provided by IIBA to the Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Chapter, consistent with IIBA policies.

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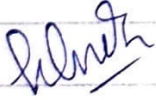
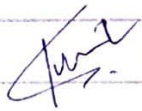
5. Bylaw: Chapter Calendar

5.1. The Chapter will adhere to the following **minimum** schedule of events.

Events	Timeframe
Professional Development Webinars	Quarterly
Meet-ups/Workshop/Master Class	Monthly
Conferences	Annually
Annual General Meeting (AGM)	Annually
Study Groups	As Needed
Chapter Executive Meeting	As Needed
Committee Meetings	As Needed

5.2. Notice of meetings

Meeting	Called By	Notice Period	Min Attendance	Notice Form
AGM	President	7 days	50%	Email
Events	Board Member	15 days	10%	Email / WA
Executive Meeting	President	7 days	50% Board	Email / WA
Committee Meeting	Committee Chair	As required	As Required	Email / WA

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- 5.3. Changes or modifications to Chapter Calendar must be submitted to the President or Secretary to be discussed at the next Executive Meeting.
- 5.4. The President of the Chapter will chair all meetings except committee meetings. Voting will occur by a show of hands, by written ballot, or by a polling of members. Proxy votes will not be accepted. Decisions and acceptance are based on majority votes.

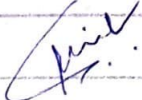
6. Bylaw: Officers and Directors

- 6.1. The Chapter shall be governed by a Board of Directors. There will be no less than three and no more than eight elected officers to serve in the following positions:

President	Secretary
VP, Marketing & Communications	AVP, Marketing & Communications
VP, Professional Development	AVP, Professional Development
VP, Community Engagement	AVP, Community Engagement
VP, Event Management	AVP, Event Management
Champions (Volunteers)	

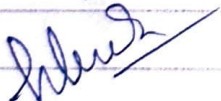
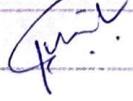
All officers must be active members of IIBA. They will be elected by a majority vote of chapter members during the Annual General Meeting. Officers serve two-year terms, staggered to ensure continuity. As the chapter grows, the role of Vice Presidents will expand. Committees may be established to assist with additional tasks as needed. Newly elected officers automatically join the Board of Directors. They are eligible for re-election to multiple terms. Elections take place annually at the Annual General Meeting, following a rotation process outlined in the chart. Champions (Volunteers) will be elected as and when required.

Odd Years	Even Years
President	Secretary
VP, Professional Development	AVP, Professional Development
AVP, Marketing & Communications	VP, Marketing & Communications
VP, Community Engagement	AVP, Community Engagement
AVP, Event Management	VP, Event Management

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- 6.2. The President holds the role of chief executive officer for both the Chapter and the Board, carrying out customary duties of presiding officers. This includes making necessary appointments, subject to Board approval. Additionally, the President acts as an ex-officio member with voting rights on all committees and Publish the Annual Engagement Calendar. The immediate Past President shall serve as a member ex-officio of the Board of Directors, with a right to participate in all discussions and all committees. The Past President shall not have a vote on the Board of Directors or the Committees.
- 6.3. The Secretary manages Chapter funds for authorized purposes, reporting to the Board of Directors and ensuring annual book audits. They maintain records of Chapter and Board meetings, handle official correspondence with members and the IIBA, excluding committee matters.
- 6.4. The Vice President & Assistant Vice President of Marketing & Communications ensures timely communication with Chapter members, promotes the Chapter and IIBA in various publications, manages the Chapter's website, and organizes business analysis programs for meetings. These programs align with the Chapter's objectives and require Board approval. Additionally manage Sponsorship that provides income to support Chapter goals and community engagement.
- 6.5. The Vice President & Assistant Vice President of Professional Development supports the growth and careers of Business Analysis Professionals. They organize study groups, provide educational materials, seminars, and updates on industry standards like the BA Body of Knowledge, aiding Business Analysts in their profession.
- 6.6. The Vice President & Assistant Vice President of Community Engagement fosters community involvement through curated content and relationship maintenance. They oversee the Community Engagement Platform (CEP), organize meetups, and provide feedback to Chapter leadership.
- 6.7. The Vice President & Assistant Vice President of Event Management oversees the planning, Pricing and execution of chapter events. This includes coordinating logistics, securing venues, managing registrations, and ensuring smooth operations during the event. Additionally, they handle post-event activities such as gathering feedback and Publishing Post Event Report (Feedback) to chapter leadership.
- 6.8. IIBA Chapters and Member Engagement Team and Global Chapter Council (GCC) oversee the Governance, Events and provide guidance and support to ensure the smooth functioning of chapter activities. They offer advice, share expertise, and assist in resolving operational challenges to help the chapter thrive.

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7. Bylaw: Board of Directors Responsibilities

- 7.1. The Chapter shall be governed by the Board of Directors. The Board shall be responsible for carrying out the purposes and objectives of the Chapter.
- 7.2. The Board shall consist of the officers of the Chapter elected by the membership. All Officers must be members in good standing of IIBA.
- 7.3. The Board shall exercise all powers of the Chapter, except as specifically prohibited by these Bylaws, IIBA Bylaws and policies, and the laws of the jurisdiction in which the organization is incorporated as "Body of Individuals".
The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these Bylaws and IIBA Bylaws and policies, and to exercise authority over all Chapter business and funds.
- 7.4. The Board shall meet at the call of the President, or at the written request of three (3) members of the Board directed to the Board Secretary. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with procedures determined by the Board.
- 7.5. The Board of Directors may declare an officer position to be vacant where an officer ceases to be a member in good standing of IIBA or where the officer fails to attend three (3) consecutive Board meetings. An officer may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.
- 7.6. An officer may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.
- 7.7. If any officer position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. If more than half the term of office remains, the Board may call a special election for the position for the balance of the term of office.

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In the event the President is unable or unwilling to complete the current term of office, an Interim President will be appointed by the remaining Board members. This appointment shall be in effect for the remainder of that term.

If any officer position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. If more than half the term of office remains, the Board may call a special election for the position for the balance of the term of office.

7.8. When the Board can convene a quorum, the Board has the power to:

- Propose an amendment to the Bylaws
- Amend objectives
- Commit the local Chapter to contractual arrangements
- Terminate any member for violation of a Chapter Bylaw or an IIBA Bylaw

7.9. If the members are dissatisfied with actions taken by the board, a petition signed by 60 percent of the members affiliated with the Chapter, can be submitted to the President and the issue(s) will be tabled at a special meeting of the members or the next scheduled member meeting, for action.

8. Bylaw: Nominations and Elections

8.1. A Nominating Committee shall prepare a list containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Nominating Committee or the Board. Elections shall be conducted during the annual meeting of the membership, or by ballot to all voting members in good standing. The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board.

8.2. No current member of the Nominating Committee shall be included in the list of nominees prepared by the Committee.

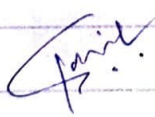
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9. Bylaw: Committees

- 9.1. The Board may authorize the establishment of committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board.
- 9.2. The President with the approval of the Board shall appoint all committee members and a chairperson for each committee.

10. Bylaw: Finance

- 10.1. The fiscal year of the Chapter shall be from 1 April to 31 March. Chapter will open a Bank Account in the Name of the Chapter which will be operated by President or Secretary in Either / Or basis.
- 10.2. The Board shall establish policies and procedures through a budget, govern the income and expenses by accounting and review the status, and shall submit required tax filings to appropriate government authorities.
- 10.3. All membership dues billings, collections and disbursements shall be handled by IIBA through the chapter harmonization policies and procedures.
- 10.4. Audit of records and accounting practice will be performed every two (2) years by an independent third party.
- 10.5. Annual financial statements including a balance sheet and income statement will be shared with IIBA within three months of the Annual General Meeting.

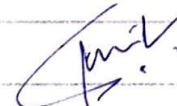
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11. Bylaw: Ratification and Amendments

- 11.1. These Bylaws may be amended by a two-thirds (2/3) vote of the voting membership in good standing present at an annual meeting of the Chapter duly called and regularly held; or by a two-thirds (2/3) vote of the voting membership in good standing voting by mail ballot returned within forty-five (45) days of the date by which members can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the membership at least fifteen (15) days before such meeting or vote.
- 11.2. Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.
- 11.3. All amendments must be consistent with IIBA's Bylaws, and the policies, procedures, rules and directives established by IIBA's Board of Directors, as well as with the Chapter's Charter with IIBA.

12. Bylaw: Dissolution

- 12.1. Should the Chapter dissolve for any reason, its assets shall be dispersed to a charitable organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.
- 12.2. Dissolution of the Chapter may be due to the direction of IIBA, a vote of the membership or the lack of sufficient members to sustain the Chapter. In the case of a vote of the membership, the dissolution must be brought to the members in a special election and be approved by at least 60% of the members in good standing who attend the meeting.

Signatures