

# LASSIB Society



## How to start a LASSIB Society Professional Chapter

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### 1 LASSIB SOCIETY

Lassib in ancient Aramaic refers to “The Fountain of Knowledge”.

LASSIB Society is a non-profit organization, registered in Hyderabad, Andhra Pradesh, India and built on the principles of ‘**Gandhian Engineering**’.

#### References:

- LASSIB Society registration certificate
  - <http://lassibsociety.org/download/lassib-registration/>
- LASSIB Society bylaws
  - <http://lassibsociety.org/download/lassib-bylaws/>
- LASSIB Society PAN Card Registration
  - <http://lassibsociety.org/download/lassib-pan-card/>

#### 1.1 ABOUT GANDHIAN ENGINEERING

Gandhian Engineering enables a constant thrust on innovation by “Delivering More for Less for More”; i.e. the design and development of products and services which deliver **more** value, with**less** material, cost, time, and environmental impact and for benefit to not just a privileged few but for the billions of people, whose income levels are lesser than the few rich (**for more**).

For more information please refer the Video on “Gandhian Engineering” by Dr. R. A. Mashelkar at [http://www.ted.com/talks/r\\_a\\_mashelkar\\_breakthrough\\_designs\\_for\\_ultra\\_low\\_cost\\_products.html](http://www.ted.com/talks/r_a_mashelkar_breakthrough_designs_for_ultra_low_cost_products.html)

#### 1.2 VISION

**“Nurturing Next Generation Governance Globally”**

#### 1.3 DEFINITION OF ‘GOVERNANCE’ FROM LASSIB SOCIETY’S PERSPECTIVE

The word *governance* derives from the Greek verb κυβερνάω [*kubernáo*] which means *to steer* and was used for the first time in a metaphorical sense by Plato.

From LASSIB Society’s perspective:

- Individuals steer their personal lives and professional careers i.e. govern themselves
- Organization steer themselves to deliver on their vision, mission and objectives i.e. govern themselves
- Governments steer themselves to deliver value to their citizens and communities i.e. govern themselves

#### 1.4 MISSION

**Nurturing Next Generation Governance Globally,**

- among Individuals, Organizations and Governments
- to deliver Accessible, Affordable, Quality, Accountable and Perceived outcomes
- for Themselves, End-users and related Stakeholders
- through a balanced fusion of Human Assets, Processes, Technologies, Partners, and other Resources

### 1.5 LASSIB SOCIETY CODE OF ETHICS

#### Fundamental Principles:

LASSIB Society requires its members and certification holders to conduct themselves ethically by:

- Being honest and impartial in serving the public, their employers, customers, and clients
- Striving to increase the competence and prestige of their profession
- Using their knowledge and skill for the enhancement of human and environmental welfare
- Organizing the resources available to them and optimize these in attaining the objectives of their organization
- Not misusing their authority or office for personal gains
- Complying with the laws of the land relating to the management of their organization and operate within the spirit of these laws
- Conducting their affairs so as to uphold, project and further the image and reputation of LASSIB Society
- Maintaining integrity in research and publications

#### 1.5.1 MEMBERS AND CERTIFICATION HOLDERS ARE REQUIRED TO OBSERVE THE TENETS SET FORTH BELOW:

##### Relations with the Public

- Hold paramount the safety, health, and welfare of the public in the performance of their duties

##### Relations with Employers, Customers, and Clients

- Continue their professional development throughout their careers and provide opportunities for the professional and ethical development of others
- Act in a professional manner in dealings with LASSIB Society staff and every employer, customer or client
- Act as faithful agents or trustees and avoid conflict of interest and the appearance of conflicts of interest

##### Relations with Peers

- Build professional reputation on the merit of services and not compete unfairly with others
- Assure that credit for the work of others is given to those to whom it is due
- Set an example to subordinates through their work and performance, through their leadership and by taking account of the needs and problems of their subordinates
- Develop people under them to become qualified for higher duties
- Pay proper regard to the safety and wellbeing of the personnel for whom they are responsible.
- Share their experience with fellow professionals

For the most recent copy of LASSIB Society Code of Ethics, please refer:

<http://www.lassib.org/index.php/code-of-ethics>

## 2 LASSIB SOCIETY CHAPTER INTRODUCTION

Each chapter is comprised of a diverse group of LASSIB Society members, who share a common goal of 'Nurturing Next Generation Governance' within the community.

Chapter plans and executes programs of interest, for local chapter members and non-members alike. Through continuous effort, the chapter board members continue to spread the word and enhance their leadership skills.

Through their activities, chapter members personify LASSIB Society in the local community.

Starting a LASSIB Society Chapter is really very simple! The Advisory Team of LASSIB Society has put together 8 easy steps in this booklet to assist you in starting a chapter in your area. Your interest in starting a chapter is very important to us and we want to help you in every way we can!

### 2.1 HOW DOES LASSIB SOCIETY CHAPTER CARRY OUT ITS MISSION IN ITS LOCAL COMMUNITY?

- Promote and advance chapter's key initiatives, for e.g. Conventions, Excellence awards, Webinars, Workshops, Certifications
- Provide networking opportunities for and between professionals, academia and students
- Provide community service activities by increasing awareness of 'Next Generation Governance' tools
- Foster interaction among industry leaders, professionals and students who share common interests
- Provide resources and information to students and professionals
- Provide a base for leadership development
- Provide mentoring opportunities
- Provide a vehicle for inducting other Chapters

## 3 LASSIB SOCIETY CHAPTER

### 3.1 STEP 1: HOW DO I START A LASSIB SOCIETY PROFESSIONAL CHAPTER IN MY AREA?

Assess interest and need for awareness in your area. Discuss the idea with your family, friends, colleagues and critical leaders in your area who also have passion for Next Generation Governance. Discuss what you believe are the purpose, goals and benefit of local membership. Emphasize the contribution the chapter could make in providing learning and varied networking opportunities for professionals in your area.

The idea of talking to so many people is to be able to identify who all have the urge to do something for their community and can take up leadership roles as LASSIB Society Chapter board members. A minimum of **14 LASSIB Society members** (out of which there should be a minimum of **2 LASSIB Society Professional Life Members**) from the same location, is required to establish a LASSIB Society Professional Chapter. More details on how to become a LASSIB Society member is available at

<http://lassibsociety.org/chapters/professional-chapter/starting-professional-chapter/>

### 3.2 STEP 2: REVIEW THE LASSIB SOCIETY PROFESSIONAL CHAPTER CHARTER APPLICATION

This document will be the governing document of your chapter's operations. It is attached to this document as an annexure for your reference.

### 3.3 STEP 3: ELECT YOUR BOARD MEMBERS

LASSIB Society's fiscal year begins April 1<sup>st</sup> and ends March 31<sup>st</sup>. The chapter's board members term will begin on April 1<sup>st</sup> and end on March 31<sup>st</sup>. If the Chapter Board members are elected *after* the fiscal year begins, please indicate their start date on the LASSIB Society Professional Chapter Charter Application. The Chapter board members establish and review major policies and plans for the chapter.

A LASSIB Society Professional Chapter has 14 essential board members. The board members of the chapter includes LASSIB Society National Evangelist, Chairman, Immediate Past Chairman, Vice Chairman, Secretary, Joint Secretary, Treasurer, Joint Treasurer, three Nomination Committee Members and three or more additional board members. Additional board members can be given suitable designations in the chapter board or they can remain as members for the chapter in context.

LASSIB Society National Evangelist might not be a part of the chapter board if not nominated by the LASSIB Society Headquarters, but will automatically become a part of the chapter board when nominated by the LASSIB Society Headquarters. Immediate Past Chairman will not be a part of the chapter board if the chapter board is being formed for the first time.

**LASSIB  
Society  
National  
Evangelist,  
<Country  
Name>**

The LASSIB National Evangelist (“LNE”) is the sponsor of all the activities undertaken to further the Vision and Mission of LASSIB Society in a specific country. The LNE governs the all chapters within that specific country. LNE will be directly responsible for evangelizing LASSIB Society and help within the opening of further chapters within the country.

Each country will have only one LNE. The LNE is in direct touch with LASSIB Society Headquarters and acts as a link between LASSIB Society and the said chapter. The LNE is responsible for updating the chapter board members and national chapters on the changes in policies and code of ethics of LASSIB Society; take initiatives based on the learning gained from other chapters and other LNE (of a different country). In short, the LNE brings the international perspective of the changes, to a national perspective.

**LNE is nominated by LASSIB Society Headquarter for a period of one year, and maybe extended by a notification from LASSIB Society Headquarter.** Please note that the existence of LNE is not mandatory, for forming the chapter.

**Chairman**

The Chairman shall preside at all meetings of the chapter, execute all conveyances, notes, contracts or other instruments authorized by the members, appoint all committee chairpersons, serve as an ex-officio member of all standing committees, and perform and discharge all duties incident to the office of the Chairman and such other duties as may be assigned by the members.

The tenure of a Chairman is limited to one fiscal year alone. In case the chapter is started in between a fiscal year, the Chairman will continue in the post for another full fiscal year in addition to the year of starting the chapter.

**Immediate  
Past  
Chairman**

The Immediate Past Chairman guides and coaches the entire team, especially the Chairman and Vice Chairman in their activities. He/she may take up additional duties as delegated by the Chairman.

**Vice  
Chairman**

The Vice Chairman shall become familiar with the duties of the Chairman and shall succeed to the Chairmanship at the expiration of the Chairman’s term of office. The Vice Chairman shall perform the duties of the office of Chairman in the absence of the Chairman or in the case of inability to act and, when so acting, shall have all powers of, and be subject to, all the restrictions upon the Chairman, and shall perform such other duties as the members may from time to time specifically prescribe.

The Vice Chairman is elected once a year from within the chapter’s members. The tenure of a Vice Chairman is limited to one fiscal year alone. In case the chapter is started in between a fiscal year, the Vice Chairman will continue in the post for

another full fiscal year in addition to the year of starting the chapter.

### **Secretary**

The Secretary is the Executive Officer of the chapter and custodian to all records relating to the chapter. The secretary shall keep or cause to be kept the minutes of the meetings of the chapter and shall give or cause to be given notice of all meetings in accordance with the LASSIB Society bylaws. Refer LASSIB Society bylaws at <http://lassibsociety.org/about-us/lassib-society-sample-bylaws/>. The secretary shall also keep, or cause to be kept, all chapter records, and shall, in general, perform all duties incident to the office of secretary and such other duties as the members may prescribe.

The Secretary is elected once in two years from within the chapter's members. The tenure of a Secretary is limited to two fiscal years alone. In case the chapter is started in between a fiscal year, the Secretary will continue in the post for another two full fiscal years in addition to the year of starting the chapter.

### **Joint Secretary**

The Joint Secretary becomes familiar with the duties of the Secretary and performs duties as entrusted by the board of members. The Joint Secretary shall succeed to the Secretary position at the expiration of the Secretary's term of office. The Joint Secretary assists the Secretary in discharging his/her duties. In the absence of the Secretary, the Joint Secretary can perform the duties of the Secretary.

The Joint Secretary is elected once in two years from within the Chapter's members. The tenure of a Joint Secretary is limited to two fiscal years alone. In case the chapter is started in between a fiscal year, the Joint Secretary will continue in the post for another two full fiscal years in addition to the year of starting the chapter.

### **Treasurer**

The treasurer shall have charge and custody and be responsible for all funds and securities for the chapter, receive and give receipts for all monies due and payable to the chapter from any source whatsoever, deposit all such monies in the name of the chapter in such banks or other depositories as shall be decided by the membership, account for and record all financial transactions by the chapter, prepare and render quarterly and annual reports to the chapter and the LASSIB Society office within thirty (30) days after the end of each reporting period (31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December); and perform such other duties as may be assigned by the members.

All financial transactions other than petty cash transactions should be done through an official bank account.

The Treasurer is elected once in two years from within the chapter's members. The tenure of a Treasurer is limited to two fiscal years alone. In case the chapter is started in between a fiscal year, the Treasurer will continue in the post for another two full fiscal years in addition to the year of starting the chapter.

### **Joint Treasurer**

The Joint Treasurer becomes familiar with the duties of the Treasurer and performs duties as entrusted by the Treasurer. The Joint Treasurer shall succeed to the Treasurer position at the expiration of the Treasurer's term of office. The Joint Treasurer assists the Treasurer in discharging his/her duties. In the absence of the Treasurer, the Joint Treasurer can perform the duties of the Treasurer.

The Joint Treasurer is elected once in two years from within the chapter's members. The tenure of a Joint Treasurer is limited to two fiscal years alone. In case the chapter is started in between a fiscal year, the Joint Treasurer will continue in the

post for another two full fiscal years in addition to the year of starting the chapter.

**Nominations Committee** The Nominations Committee is a three member committee. The Nominations Committee announces elections during December of the fiscal year and calls for nominations for relevant posts. Nomination Committee members cannot stand for elections during their tenure. In case of elections they are held using online ballot at the LASSIB Society website.

In case only one nomination is received for any of the LASSIB Society Board Position, by the due date, the nominated person will be declared to have won the election uncontested.

Three Nominations Committee Members are elected once in two years from within the Chapter's members. The tenure of these Nominations Committee Members is limited to two fiscal years alone. In case the chapter is started in between a fiscal year, the Nominations Committee Members will continue in the post for another two full fiscal years in addition to the year of starting the chapter.

**Additional Chapter Board members** A chapter shall have a minimum of three additional board members (apart from the ones already mentioned above). These members shall play various roles as decided by the other board members of the chapter. It always helps to first decide on the necessity of any such role and then decide roles and responsibilities of the role.

The tenure of these Chapter Board Members is limited to two fiscal years alone. In case the chapter is started in between a fiscal year, the Chapter Board Members will continue in the post for another two full fiscal years in addition to the year of starting the chapter.

The maximum number of terms for an individual at each designation is limited to one.

LASSIB Society sincerely believes that board members are the torch bearers to the success of the chapter in its mission. The focus should therefore be on nominating and electing the right leaders from a pool of deserving professionals.

### 3.4 STEP 4: APPLY FOR LASSIB SOCIETY PROFESSIONAL CHAPTER

Now that you have begun the formation of your chapter, you need to apply for your Chapter. The Charter Application is the governing document for the chapter. The purpose of the Chapter Application is to clearly identify the expectations and obligations of both the chapter and of LASSIB Society. The Charter Application is designed to protect the interests of both parties.

The following information needs to be completed to process your charter application. All forms can be found in the annexure section of this booklet.

- Signed Chapter Charter Application - **All board members should review the Charter Application and sign it.** (Additionally anytime you have new board members, the charter should be reviewed with them as part of their orientation to their new role.)
  - List of Chapter Board Members, which is a part of the Chapter Charter Application
- List of Chapter Members in addition if any
- Membership fee paid by all members. A minimum of **14 LASSIB Society members** (out of which there should be a minimum of **2 LASSIB Professional Life Members**) from the same location, is required to establish a LASSIB Society Professional Chapter. More details on how to become a LASSIB member is available at <http://www.lassib.org/index.php/membership>



All required documents (LASSIB Society Chapter Charter Application) can be sent via courier to LASSIB Society Headquarters as given in the page 1. As of now we do not accept scanned documents sent via email.

Upon receipt of the names of the board members and a copy of the LASSIB Society Chapter Charter Application by the LASSIB Society Headquarters, LASSIB Society will review the documents and if all is Ok, extend official recognition to the chapter.

### 3.5 STEP 5: CALLING A MEETING

The first meeting for the chapter is a very important step in the organizational process. Contact LASSIB Society Headquarters for advice on preparing for this meeting and suggestions on meeting agenda topics. Use the following guidelines to be sure you have covered all items in your planning process. When selecting a meeting site, choose one that is centrally located. Take into account that travelling a great distance may discourage potential members.

- Discuss with LASSIB Society Headquarters in preparing for the meeting
- Prepare an outline of the first meeting and what you expect to accomplish
- Provide a copy of the agenda to each participant
- At the close of the meeting, summarize the meeting and future action steps. Seek feedback from the attendees regarding the meeting. Review the date, time, location and preliminary agenda for the next meeting. Ask how many members plan to attend the next meeting

### 3.6 STEP 6: DEVELOP YOUR OUTCOME AND OBJECTIVES

Any organization operates by developing outcomes and objectives. LASSIB Society formulates long range outcomes and intermediate strategies to meet the Mission, Vision and Code of Ethics of LASSIB Society. These outcomes and strategies provide the focus for the organization's efforts to increase awareness regarding Organizational Excellence. In developing chapter strategies and a strategic plan, it is important that your discussion include the following:

- Reason(s) for existing as a chapter
- What you hope to accomplish as a chapter
- How you plan to accomplish your goals
- Opportunities and threats that exist in your area
- How can better networking opportunities be created for students and professionals alike

### 3.7 STEP 7: DEFINE PROFESSIONAL CHAPTER BOARD MEMBERS RESPONSIBILITIES AND FORM BYLAWS

A committee to draft chapter bylaws is ordinarily appointed at the first meeting. This committee should attempt to do its work promptly, and may be guided by the sample chapter bylaws and Chapter Charter Application. The chapter's bylaws must be in harmony with the principles and procedures of LASSIB Society and its code of ethics.

Defining responsibilities of Chapter board members is an important part of the Chapter. Mandatory Chapter Board Member Responsibilities are defined in Step 3. Board Members are charged with doing the ongoing work of the chapter. Through the responsibilities that are defined, the chapter accomplishes its outcomes. When in doubt over developing the responsibilities of Chapter board members, they may contact LASSIB Society Headquarters for clarification.

As the law of the land might require, due consideration should be given to registering the chapter with the Government (for example as a trust or society). Kindly note the following:

- Registering the LASSIB Society Chapter with the respective Government of the country, is not a mandatory step required by LASSIB Society. LASSIB Society Chapter can also exist as an informal body, which is a body with group of people working towards a common Vision and Mission of LASSIB Society. **But if mandated by the law of the land, then such bodies should be registered with the Government.**
- **Please note that legally and financially the LASSIB Society Chapter will be an independent entity, and in no way legally and financially directly linked to LASSIB Society Headquarters**

### 3.8 STEP 8: ORGANIZE YOUR CHAPTER FINANCES

Additional fees may be collected as decided by the Chapter Board members to offset chapter expenses. Example of Expenses: postage, printing or refreshments for chapter meetings.

#### **Now that you are a chapter: Resources & Future Planning**

Once you have elected your board members, established yourself as a Chapter, and begun regular meetings, it is time to develop your strategic plans for the future. You can begin planning the chapter's future by:

- Communicating with LASSIB Society Headquarters who offer chapter leaders an opportunity to obtain up-to date information on chapter management and operations, as well as, identify possible resources for you
- Hold a meeting to develop your strategic plan or outcomes for the year
- Discuss goals and how to accomplish those goals
- Formulate plans for the next year
- Communicate with other chapters

Functions of chapter should be guided by LASSIB Society Bylaws and Code of Ethics. Functions of LASSIB Society Chapter are summarized below.

1. Support the policies and goals of LASSIB Society Bylaws, and in all matters act in harmony with the principles and procedures of the constitution of the land and LASSIB Society Bylaws
2. Support LASSIB Society Code of Ethics and in all matters act in harmony with the LASSIB Society Code of ethics unless there is a direct conflict with the constitution of the land
3. Inform the LASSIB Society Chapter member community about LASSIB Society Code of Ethics and Practices
4. Function as non-political and non-religious organization serving the people without prejudice or any discrimination including, but not limited to, age, sex, religion, educational background and race
5. Facilitate the cooperation of professionals and students from various sectors and educational background, for the promotion of Next Generation Governance Globally
6. Facilitate the dissemination of information on Next Generation Governance tools
7. Encourage participation from professionals in governance at and of the chapter
8. Protect and advance the professional status and interests of all members associated with the chapter
9. Develop necessary and proper chapter programs for the accomplishment of the aforementioned purposes

In furtherance of the purposes described above, but not in limitation thereof, the chapter shall have power to conduct LASSIB certification exams, as an Accredited Test Centre (ATC) after fulfilling the required terms

and conditions and agreements (refer <http://lassibsociety.org/accreditation/accredited-test-center/> for further information and terms and conditions); to engage in appropriate fundraising activities; to conduct promotional activities, including advertising and publicity, in or by any suitable manner of media; to hold such property as is necessary to accomplish its purposes; and to employ individuals to further its purposes. This chapter is organized and operated for the above stated purposes, and for other non-profit purposes. No part of its assets, income, or profits shall be distributable to, or inure to the benefit of, any individual, except in consideration of services rendered.

### 3.9 CHAPTER MEETINGS

Chapter activities vary from country to country. Most chapters find it helpful to hold at least one meeting once a month. Some might hold weekly or fortnightly meeting as well, or more. Chapter meetings generally discuss on the progress made by the chapter and other chapters. Chapter meetings also discuss on the next steps to spread the word further. Apart from general discussions mentioned above, chapter might also discuss on the upcoming trends in areas of Next Generation Governance or a reception for newly joined members. Other meetings may be held as circumstances warrant.

Every chapter is a unique in its operation. Chapter board members have the freedom to choose their own methods of spreading the word about Next Generation Governance Methodologies. Some of the methods which have been found to be effective are National / International Conventions, CXO Confluences, Webinars, workshops (which could last up to 2-3 hrs) and most importantly, networking.

### 3.10 MEMBERSHIP DEVELOPMENT

When we say members, we mean LASSIB Society members as well as enthusiastic non-members who would want to take up LASSIB Society membership. The member strength of any chapter does count. The larger the member base more is the credibility of the chapter and faster the spread of the chapter.

Here are some tips on increasing member base.

- Appoint a membership director who will be responsible for the membership campaign and report regularly to the chapter executive committee that is if such committee exists.
- Another way is each member talks about the chapter and about LASSIB Society in his / her own network.
- Emphasize the importance of strong membership for achieving chapter objectives and call attention to the chapter's achievements or goals.
- Membership applications and dues should be collected directly by the membership director or the director's designee and recorded for the chapter's records.
- Request membership rosters periodically from the Headquarter's membership department in order to identify lapsed members for reactivation and to make sure that newly recruited member are reflected in the records.

### 3.11 CHAPTER ACTIVITIES

A chapter itself decides on its activities. The basic aim of any chapter activity is to increase awareness regarding Next Generation Governance in the community and to make learning and implementation simple for everyone. A LASSIB Society Chapter selects from a variety of activities, some of which include:

- National and International conventions
- CXO Round Table Conferences
- CXO Confluence and Dinners

- Learning sessions on Next Generation Governance Tools conducted in collaboration with various bodies
- Webinars
- Inviting senior members from the industry to be a part of this cause
- Induct and help in the formation of various national chapters
- Conduct LASSIB Society Certification Examinations within the region

Any LASSIB Society Chapter is always encouraged to take any other activity based on the opportunities available. The idea is to take the word out on how individuals and organizations can gain from Next Generation Governance tools.

### 3.12 CHAPTER PUBLICATIONS

Most chapters produce newsletters, which may be print or electronic, long or short, semi-monthly or bi-monthly. Some chapter newsletters are brief and mostly contain chapter activities for chapter members; others include articles of broader interest and are circulated to all the interested parties, regardless of membership. An appeal for membership should be included regularly.

LASSIB Society will provide a section on the LASSIB Society Website that will focus on the Chapter and its activities. LASSIB Society Chapters will not be allowed to create and maintain their own websites, to ensure homogeneous branding across various chapters.

Congratulations again on starting a LASSIB Society Chapter! We look forward to working with you. If you have any questions along the way, please contact us at [contact@lassibsociety.org](mailto:contact@lassibsociety.org)

We wish you all the success!

LASSIB Society

# Annexure

### 4 LASSIB SOCIETY PROFESSIONAL CHAPTER CHARTER APPLICATION FORM

This LASSIB Society Professional Chapter Charter Application (the “Application”), is made on \_\_\_\_\_ day of \_\_\_\_\_, towards starting the LASSIB Society<City Name>, <Country Name>Professional Chapter (“LASSIB Society Professional Chapter”). LASSIB Society and LASSIB Society Professional Chapter are collectively known as “Parties”.

LASSIB Society Professional Chapter will be governed by the LASSIB Society Bylaws, LASSIB Society Code of Ethics, and this LASSIB Society Chapter Charter Application.

THE purpose of chartering as a LASSIB Society Professional Chapter is to promote and advance the mission and vision of LASSIB Society within the LASSIB Society Professional Chapter’s community. LASSIB Society Professional Chapter is required to conduct all activities in accordance with the law of the land, in alignment with the Code of Ethics of LASSIB Society, and with the highest integrity. The purpose of this Application is to clearly identify the expectations and obligations of both LASSIB Society Professional Chapter and of LASSIB Society in this volunteer structure. It is important for LASSIB Society Professional Chapter to understand and respect these terms since LASSIB Society Professional Chapter is an independently incorporated, and must therefore operate in a manner that protects and does not jeopardize the interests of both the LASSIB Society Professional Chapter and LASSIB Society.

1. **Use of Name and Logo:** LASSIB Society Professional Chapter is authorized to use LASSIB Society’s name, acronym, and logo in conjunction with the LASSIB Society Professional Chapter’s name. LASSIB Society will be the sole owner of the LASSIB Society name, acronym, and logo. The LASSIB Society Professional Chapter’s acronym will be determined by LASSIB Society, and any logo created by or for LASSIB Society Professional Chapter as a Chapter-specific logo must be approved by LASSIB Society.
2. **Term, Termination, & Dues:** The Term of this Application shall commence on the effective date (above), will continue for a period of two (2) years, and will be renewed for successive two years (2-year) terms, unless revoked by LASSIB Society or surrendered by LASSIB Society Professional Chapter, pursuant to the terms of this Application for revocation and surrender. It is the responsibility of the LASSIB Society Professional Chapter Board members to ensure that the LASSIB Society Professional Chapter maintains compliance.
  - 2.1. **Probationary Period:** All newly chartered LASSIB Society Professional Chapter will begin its 2-year term in a probationary status, effective upon receipt of this signed LASSIB Society Professional Chapter Charter Application by LASSIB Headquarter. That probationary period will be for two (2) reporting quarters: **(dates to be inserted by the LASSIB Society Professional Chapter Board)**. Upon completion of the probationary period, and provided the LASSIB Society Professional Chapter has met all requirements within the specified deadlines, the LASSIB Society Professional Chapter will be taken off of probationary status and will be notified of such by LASSIB Society. After probationary status is taken off the LASSIB Society Professional Chapter, the LASSIB Society Professional Chapter will be expected to continue to abide by the terms and conditions of the LASSIB Society Bylaws, LASSIB Society Code of Ethics, and the LASSIB Society Chapter Charter Application.
  - 2.2. If the LASSIB Society Professional Chapter does not successfully complete its probationary period, defined as meeting all requirements within the specified deadlines, the LASSIB Society Professional Chapter will have proven that it is unable to operate in the manner that is required to be successful or to protect the non-profit status of LASSIB Society, and will be disbanded. The disbanded LASSIB Society Professional Chapter will be allowed to apply for re-charter after 2 months, and would again be required to go through the probationary period.
  - 2.3. **Charter Dues:** Membership fee as currently defined in the LASSIB Society website is to be paid by all members. A minimum of **14 LASSIB Society members** (out of which there should be a minimum of **2 LASSIB Society Professional Life Members**) from the same location, is required to establish a LASSIB Society Chapter. More details on how to become a LASSIB Society member is available at <http://www.lassib.org/index.php/membership>. Charter dues are expected to be contributed within 10 days

of the receipt of this charter by LASSIB Society Headquarter. Dues may be subject to change in the future. Failure to pay the charter dues may result in revocation of the LASSIB Society Professional Chapter's charter.

### 3. LASSIB Society Professional Chapter Membership & Communication:

The primary LASSIB Society Professional Chapter board members, defined as the Chairman, Vice Chairman, Secretary, Joint Secretary, Treasurer, Joint Treasurer, three (3) nomination committee members and three (3) founding members shall maintain current, active LASSIB Society membership.

LASSIB Society Professional Chapter should encourage the community to take up LASSIB Society membership. The terms and conditions of membership in LASSIB Society will be determined exclusively by LASSIB Society. LASSIB Society will be the sole owner of the membership list of names, mailing addresses, email addresses, and phone numbers of all members. Chapter will maintain the confidentiality of the member list and will not sell, trade, transmit, or otherwise disseminate the membership list, in whole or in part, to any third party without the express prior written approval of LASSIB Society. Neither the chapter member list nor the chapter database shall be used to personally benefit any chapter members or Board Members.

### 4. Communication between LASSIB Society Professional Chapter Board members and LASSIB Society is vital to the success of the LASSIB Society Professional Chapter. The primary Chapter Board Members:

4.1. Shall maintain regular communication with LASSIB Society for the purpose of ensuring the continued success of the Chapter. This includes but is not limited to, responding to email and phone calls in a timely manner, and contacting LASSIB Society by email or phone to discuss LASSIB Society Professional Chapter needs or questions. LASSIB Society Professional Chapter shall also maintain regular communication with the other national chapters.

4.2. Shall maintain a current primary email address in their LASSIB Society member profile so that they receive email communications from the National Chapters and LASSIB Society. Please note that if a work email address is utilized as a primary email address, there is potential for it to be blocked by your organization's spam filter. Therefore, it is recommended that a non-work email address be used for each officer's primary email address

### 5. Obligations of LASSIB Society Professional Chapter:

**5.1. Please note that legally and financially the LASSIB Society Professional Chapter will be an independent entity, and in no way legally and financially directly linked to LASSIB Society.**

5.2. LASSIB Society operates on a Fiscal Year (FY) of April through March. For compliance with reporting requirements, it is highly recommended that LASSIB Society Professional Chapter follow the same Fiscal Year.

5.3. It is important that Chapter financial reporting is submitted in a timely manner, and contractual agreements in which Chapters intend to enter into are submitted to LASSIB Society to review so that LASSIB Society can ensure that both the Chapter and LASSIB Society are legally protected, and that LASSIB Society complies with government reporting requirements

### 6. LASSIB Society Professional Chapters shall maintain "Good Standing" status as identified by the following requirements. LASSIB Society Professional Chapters not in compliance with the Good Standing requirements may have their Charter revoked and be disbanded.

6.1. LASSIB Society Professional Chapters will agree to abide by this Charter Application as evidenced by the LASSIB Society Professional Chapter Board Members signatures on the signature page of this Application.

6.2. The outgoing LASSIB Society Professional Chapter Board Members will review this Charter Application with the incoming Board Members during their officer transition.

6.3. LASSIB Society Professional Chapter will submit all financial reports by the specified deadlines:

6.3.1. For the 1st Quarter (April-June), report to be submitted by 1<sup>st</sup> of August

- 6.3.2. For the 2nd Quarter (July-September), report to be submitted by 1<sup>st</sup> of November
- 6.3.3. For the 3rd Quarter (October-December), report to be submitted by 1<sup>st</sup> of February
- 6.3.4. For the 4th Quarter (January-March), report to be submitted by 1<sup>st</sup> of May

- 6.4. LASSIB Society Professional Chapter must include all of the following items in each quarterly report:
  - 6.4.1. Bank statements for the 3 month reporting period;
  - 6.4.2. Cash receipts records for the 3 month reporting period;
  - 6.4.3. Cash disbursement records for the 3 month reporting period;
  - 6.4.4. Bank reconciliation records for the 3 month reporting period

LASSIB Society Professional Chapters that are habitually late in submitting their reporting requirements may be disbanded at the discretion of LASSIB. Extenuating circumstances, such as natural disasters, will be taken into consideration when making a final determination on disbandment.

### 7. Contracts and Grants:

LASSIB Society Professional Chapter shall submit to LASSIB Society for review and approval the following agreements which the LASSIB Society Professional Chapter intends to enter. These contracts must be approved by LASSIB Society prior to the LASSIB Society Professional Chapter signing the contracts. Just as two signers are required for signing checks, **two signatures are also required on all contracts** to which the LASSIB Society Professional Chapter commits. **Those two contract signatures are the Chairman and the Treasurer.** Following are the possible list of agreements:

- 7.1. Grants – all contracts
- 7.2. Exhibit / Vendor – all contracts
- 7.3. Sponsorship – all contracts
- 7.4. Hotel / Facility – all contracts with a financial obligation greater than U.S. \$5,000
- 7.5. Speakers – all contracts with a financial obligation greater than U.S. \$1,000
- 7.6. Any other contract or lease, including property or equipment leases – submit all other types of contracts or leases.
- 7.7. Any financial commitments, regardless of the amount, which obligate the LASSIB Society Professional Chapter for longer than 1 year

The contract review process may take up to fifteen (15) business days. If your contract does not need to be reviewed by LASSIB Society, it is recommended that the LASSIB Society Professional Chapter conduct its own review.

### 8. LASSIB Society Professional Chapter Audit:

LASSIB Society Professional Chapter Audit is important to ensure that the LASSIB Society Professional Chapter is operating in a fiscally responsible and legal manner. The LASSIB Society Professional Chapter Board will ensure an Annual Financial Review of the LASSIB Society Professional Chapter's finances is conducted by a legal authorized and competent representative and the financial audit report along with LASSIB Society Professional Chapter Audit Form is submitted by May 1<sup>st</sup> of each year to LASSIB Society.

### 9. LASSIB Society Professional Chapter Records:

LASSIB Society Professional Chapter shall send to LASSIB Society copies of appropriate records pertaining to the LASSIB Society Professional Chapter's programs, activities, and operations as requested by LASSIB Society, and will retain for three (3) years all of the following records related to its operations:

- 9.1. Management Records:
  - 9.1.1. Meeting minutes from all Committee Meetings
  - 9.1.2. Meeting minutes from all LASSIB Society Professional Chapter Board Meetings
  - 9.1.3. Membership Records
- 9.2. Financial Records:



- 9.2.1. Bank Statements
- 9.2.2. Cash Receipts Records
- 9.2.3. Cash Disbursement Records
- 9.2.4. Bank Reconciliation Statements
- 9.2.5. Quarterly Financial Reports

### 10. LASSIB Society Professional Chapter Support from LASSIB Society:

The LASSIB Society Professional Chapter will receive the following support and benefits from LASSIB Society. With proper notification LASSIB Society may change support if it deems it is in the best interest of LASSIB Society Professional Chapter

10.1. Consultation: LASSIB Society will make available consultation and advisory support to the LASSIB Society Professional Chapter to foster its success

10.2. LASSIB Society Professional Chapter Website & Email Address: LASSIB Society will provide the LASSIB Society Professional Chapter with a complimentary email address and Website hosted by LASSIB Society. LASSIB Society may, at its discretion, add pertinent information to the LASSIB Society Professional Chapter's Website at any time.

10.3. LASSIB Society Professional Chapter Database: LASSIB Society will provide LASSIB Society Professional Chapter Secretary with access to their LASSIB Society Professional Chapter database for tracking of membership

10.4. Written Resources: LASSIB Society will make available to LASSIB Society Professional Chapter written resources that will guide the LASSIB Society Professional Chapter in its governance and management, including but not limited to, LASSIB Society Professional Chapter management resources, position descriptions for LASSIB Society Professional Chapter Board members, sample strategic plans, etc

10.5. Free Event Promotion: LASSIB Society will provide LASSIB Society Professional Chapter with free event promotion on the LASSIB Society Website, in LASSIB Society Newsletters and in LASSIB Society's Social network and other relevant websites

10.6. Free Product Resources: LASSIB Society will make available to LASSIB Society Professional Chapter free product resources promote LASSIB Society membership, certification and other key initiatives

### 11. Revocation / Disbandment or Surrender of Charter / Re-Charter:

This Charter shall remain in effect unless it is revoked by LASSIB Society, or surrendered by LASSIB Society Professional Chapter. LASSIB Society shall have the authority to revoke the Charter of LASSIB Society Professional Chapter if the LASSIB Society Professional Chapter is in breach of any provision of this Application. In this event, the following will apply:

#### 11.1. Revocation/Disbandment:

11.1.1. Any decision by LASSIB Society to revoke/disband LASSIB Society Professional Chapter's Charter shall be initiated by sending email notification to all LASSIB Society Professional Chapter board members of record, specifying the grounds and issue(s) upon which the revocation is based. LASSIB Society shall provide LASSIB Society Professional Chapter with fourteen (14) calendar days from the date of such notice to satisfactorily resolve the issue(s)

11.1.2. In the event that LASSIB Society determines that LASSIB Society Professional Chapter has not satisfactorily resolved the above said issue(s), LASSIB Society shall so notify LASSIB Society Professional Chapter in writing via email and will implement the disbandment process

- 11.1.3. All LASSIB Society Professional Chapter financial obligations shall be satisfied prior to the disbandment of the LASSIB Society Professional Chapter
- 11.1.4. All remaining monies in the LASSIB Society Professional Chapter's accounts are the property of, and will be surrendered to, LASSIB Society prior to the disbandment
- 11.1.5. In some cases, disbanded LASSIB Society Professional Chapter is able to regroup and re-charter after a period of time. In the event that the disbanded LASSIB Society Professional Chapter applies for re-charter within 2 months of disbandment, and upon successful completion of the probationary period, 50% of the monies that were surrendered to LASSIB Society at time of disbandment will be returned to the re-chartered LASSIB Society Professional Chapter

### 11.2. Surrender of Charter

- 11.2.1. LASSIB Society Professional Chapter may surrender its Charter by delivering to LASSIB Society written notice of its intention to do so no less than thirty (30) days prior to the effective date of such surrender. Written notice may be mailed to [contact@lassibsociety.org](mailto:contact@lassibsociety.org)
- 11.2.2. All LASSIB Society Professional Chapter financial obligations shall be satisfied prior to the surrender of Charter by the LASSIB Society Professional Chapter
- 11.2.3. All remaining monies in the LASSIB Society Professional Chapter's accounts are the property of, and will be surrendered to, LASSIB Society prior to the surrender of Charter
- 11.2.4. The LASSIB Society Professional Chapter will send written or electronic communication to all current LASSIB Society Professional Chapter members to notify them that the LASSIB Society Professional Chapter is being dissolved
- 11.2.5. In the event that the disbanded LASSIB Society Professional Chapter applies for re-charter within 2 months of disbandment, and upon successful completion of the probationary period, 50% of the monies that were surrendered to LASSIB Society at time of disbandment will be returned to the re-chartered LASSIB Society Professional Chapter

### 11.3. Re-Charter of LASSIB Society Professional Chapter

- 11.3.1. Disbanded LASSIB Society Professional Chapters interested in re-instatement may apply for re-charter under the following conditions:
- 11.3.2. All terms under the Revocation/Disbandment or Surrender of LASSIB Society Charter have been completed.
- 11.3.3. The LASSIB Society Professional Chapter must agree to and abide by the terms and conditions of the LASSIB Society Professional Chapter Re-Charter Application, which places the LASSIB Society Professional Chapter in a probationary period for two (2) reporting periods.
- 11.3.4. LASSIB Society Professional Chapters that apply for re-charter  $\leq 1$  year from the date of the LASSIB Society Professional Chapter disbandment and successfully complete their probationary period would:
  - 11.3.4.1. utilize the same LASSIB Society Professional Chapter name that it had at the time of disbandment;
  - 11.3.4.2. be required to abide by the terms and conditions of the original LASSIB Society Professional Chapter Charter Application that was signed by the (then) LASSIB Society Professional Chapter Chairman and Treasurer.

11.4. LASSIB Society Professional Chapters that apply for re-charter > 1 year from the date of the LASSIB Society Professional Chapter disbandment and successfully complete their probationary period would be required to sign a new LASSIB Society Professional Chapter Charter Application.

### 12. Jurisdiction & Disputes:

All disputes arising out of or in connection with the Chapter Charter Application shall be attempted to be settled through good-faith negotiation between representatives mutually agreed by both Parties, followed if necessary (and only if agreed by the Parties) by professionally-assisted mediation. Any mediator so designated must be acceptable to each Party. The mediation will be conducted as specified by the mediator and agreed upon by the Parties. The Parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the dispute. The mediation will be treated as a settlement discussion and therefore will be confidential and may not be used in a later evidential proceeding. The mediator may not testify for either Party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings. Each Party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the Parties. In the event that negotiation or mediation does not result in a resolution of the dispute, the resolution by the parties shall be subject to the exclusive jurisdiction of the competent courts in Hyderabad (India), PIN code 500007 only.

### 13. LASSIB Society Professional Chapter Recourse:

If LASSIB Society Professional Chapter Board members need any help in a difficult and/or special situation, LASSIB Society Professional Chapter will send written notification to the LASSIB Society National Evangelist and LASSIB Society towards the same. Written notice may be sent to LASSIB Society at [contact@lassibsociety.org](mailto:contact@lassibsociety.org). The LASSIB Society National Evangelist or LASSIB Society will respond within 10 working days to the LASSIB Society Professional Chapter Board Members to determine the course of action.

14. The LASSIB Society Professional Chapter Board Members have read and hereby agree that their LASSIB Society Professional Chapter will abide by this Application.

|   |   |
|---|---|
| <p><b>LASSIB Society Professional Chapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Chairman</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p>  | <p><b>LASSIB Society Professional Chapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Vice Chairman</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p>   |
| <p><b>LASSIB Society Professional Chapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Secretary</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p> | <p><b>LASSIB Society Professional Chapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Joint Secretary</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p> |
| <p><b>LASSIB Society Professional Chapter, &lt;City Name&gt;</b>,</p>   | <p><b>LASSIB Society Professional Chapter, &lt;City Name&gt;</b>,</p>   |

|  |  |
|--|--|
| <p><b>&lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Treasurer</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p>  | <p><b>&lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Joint Treasurer</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p>  |
| <p><b>LASSIB Society ProfessionalChapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Nomination Committee Member</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p> | <p><b>LASSIB Society ProfessionalChapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Nomination Committee Member</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p> |
| <p><b>LASSIB Society ProfessionalChapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Nomination Committee Member</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p> | <p><b>LASSIB Society ProfessionalChapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Board Member</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p>                |
| <p><b>LASSIB Society ProfessionalChapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Board Member</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p>                | <p><b>LASSIB Society ProfessionalChapter, &lt;City Name&gt;, &lt;Country Name&gt;</b></p> <p>Signature:</p> <p>Printed Name:</p> <p>LASSIB Board Title: Board Member</p> <p>Date:</p> <p>Email:</p> <p>LASSIB Society Membership #:</p>                |

Please list any additional members of the chapter here:

| No. | Full Name | LASSIB Society Membership # | Email ID |
|-----|-----------|-----------------------------|----------|
| 1   |           |                             |          |
| 2   |           |                             |          |
| 3   |           |                             |          |
| 4   |           |                             |          |
| 5   |           |                             |          |
| 6   |           |                             |          |
| 7   |           |                             |          |
| 8   |           |                             |          |
| 9   |           |                             |          |
| 10  |           |                             |          |
| 11  |           |                             |          |
| 12  |           |                             |          |
| 13  |           |                             |          |
| 14  |           |                             |          |
| 15  |           |                             |          |
| 16  |           |                             |          |
| 17  |           |                             |          |
| 18  |           |                             |          |
| 19  |           |                             |          |
| 20  |           |                             |          |

# Sample LASSIB Society Professional Chapter Bylaws

### 5 SAMPLE LASSIB SOCIETY PROFESSIONAL CHAPTER BY LAWS

*These are sample bylaws. They may not suit your chapter's needs precisely. For instance, in addition to the LASSIB Society Professional Chapter Board Members, your chapter may wish to establish committees, such as a committee on membership growth, government relations; the sample bylaws make that optional.*

*Material in brackets is for your guidance; do not include it in the text of your bylaws. In all matters, the chapter must act in harmony with the principles and procedures of the LASSIB Society and its bylaws.*

*Finally, for chapters in formation, adopting bylaws presents a good opportunity for teamwork and for putting real thought into the direction your chapter will take. Make the process as inclusive as you can without getting bogged down in micro-managing or excessive editing. And don't forget to provide a copy to the LASSIB Society Headquarters.*

*Kindly treat anything mentioned inside "<" and ">" as comments. Kindly treat everything mentioned henceforth as a guideline.*

#### 5.1 ARTICLE I: NAME

The name of this organization is the <city name>, <country name>professional chapter of the LASSIB Society.

#### 5.2 ARTICLE II: PURPOSES

The purposes of this chapter are to:

1. Support the policies and goals of LASSIB Society as set forth in LASSIB Society bylaws, and in all matters act in harmony with the principles and procedures of LASSIB Society and its bylaws
2. Facilitate the cooperation of professionals in organizations and governments and students & faculty in educational institutes for the promotion of the methodologies of Next Generation Governance and in general to increase awareness regarding Next Generation Governance

<mention other purposes here>

3. Develop necessary and proper chapter programs for the accomplishment of the aforementioned purposes.

In furtherance of the purposes described above, but not in limitation thereof, the chapter shall have power to conduct events and activities; to disseminate statistics and other information; to engage in appropriate fundraising activities; to conduct promotional activities, including advertising and publicity, in or by any suitable manner of media; to hold such property as is necessary to accomplish its purposes; and to employ individuals to further its purposes. This chapter is organized and operated for the above stated purposes, and for other nonprofit purposes. No part of its assets, income, or profits shall be distributable to, or inure to the benefit of, any individual, except in consideration of services rendered.

#### 5.3 ARTICLE III: MEMBERS

1. Mention eligibility for becoming a member. Kindly note that we do not discriminate any person on the basis of age, sex, religion, caste, educational background and race and other relevant parameters
2. Talk about how to spread awareness in the community by making more members
3. <Is there any specific geographical area this chapter is focused on?>

... and so on

LASSIB Member benefits are available at <http://www.lassib.org/index.php/membership/membership-benefits>

### 5.4 ARTICLE IV: OFFICERS AND ORGANIZATION

The officers of this Chapter shall be the LASSIB Society National Evangelist, Chairman, Immediate Past Chairman, Vice Chairman, Secretary, Joint Secretary, Treasurer, Joint Treasurer, three Nomination Committee Members and three other board members. The threeboard members can be given any suitable designation in the LASSIB Society Professional Chapter board or they can remain as board members for the LASSIB Society Professional Chapter in context.

The maximum number of terms for an individual at each designation is limited to one.

<You could also list down the duties and responsibilities of each and every board member of LASSIB Society Professional Chapter in detail>

### 5.5 ARTICLE V: DUES

The board members might want to answer the following questions when establishing the Chapter dues.

<How and when Chapter dues are paid?>

<Who is in-charge of respective activities>

...and so on

### 5.6 ARTICLE VI: COMMITTEES

The board members of a LASSIB Society Professional Chapter can form committees to look after specific area. While some board members might form a Finance Committee and look after the finances of the Chapter, some board members might want to form a committee to ensure that laws of the land and ethical values are not compromised at all.

Committees are focused groups with specific purpose(s). Some of the committees that board members of LASSIB Society Professional Chapter might form are Executive Committee, Membership Committee, Ethics Committee and so on.

#### A. Executive Committee

The executive committee might consist of the elected officers of the chapter, the immediate past chairman, and two members elected at large. The executive committee shall assume responsibility for the chapter's continuing effective presence by, keeping all positions on the executive committee filled as vacancies occur. Some of the responsibilities for the executive committee might consists of:

1. Meeting regularly;
2. Responding to professionals seeking assistance;
3. Conducting the action items of the chapter between meetings;
4. Regularly recruiting members and encouraging maintenance of membership;
5. Setting up the agenda with appropriate notice for chapter meetings;
6. Responding to inquiries from the media.

#### B. Membership Committee



The membership committee shall regularly recruit new members and encourage the maintenance of membership. Working with the treasurer and other applicable chapter officers, the committee might promote memberships among professionals and students alike.

### 5.7 ARTICLE VII: MEETINGS

The chapter shall hold regular meetings.

This article talks in detail about when and how Chapter meetings would happen. The board members might also define the quorum needed for a successful meeting. .

### 5.8 ARTICLE VIII: DISSOLUTION

Upon dissolution of the chapter, its assets shall be made available to LASSIB Society.

### 5.9 ARTICLE IX: AMENDMENTS

These bylaws may be amended by majority vote of the members, provided that a notice setting forth the proposed amendment or amendments an explanation thereof and known objections thereto shall have been sent to each member at least thirty days prior to the vote. Any member of the chapter may initiate an amendment.

### 5.10 ARTICLE X: RULES OF ORDER

The board decides on the rules to be followed for specific purpose.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

# LASSIB Society Professional Chapter Audit form

## LASSIB Society Professional Chapter Yearly Audit Check List

LASSIB Society Professional Chapter ID: \_\_\_\_\_

Audit Report no: \_\_\_\_\_

Audit of activities at \_\_\_\_\_

Contact at Audit location \_\_\_\_\_ Telephone no. \_\_\_\_\_

Date of Audit \_\_\_\_\_

| S.No. | Compliances  | Response |
|-------|--|----------|
| 1     | All activities in accordance with law of the land, with no non-compliances   | Yes / No |
| 2     | All activities aligned with Code of Ethics of LASSIB Society, with no non-compliances  | Yes / No |
| 3     | All activities aligned with the LASSIB Society bylaws, with no non-compliances   | Yes / No |
| 4     | LASSIB Society Professional Chapter have completed the Probationary Period Successfully  | Yes / No |
| 5     | LASSIB Society Professional Chapter has cleared all dues with LASSIB Society Headquarters  | Yes / No |
| 6     | All LASSIB Society Professional Chapter Board positions are filled   | Yes / No |
| 7     | LASSIB Society Professional Chapter has the minimum number of members  | Yes / No |
| 8     | Incoming LASSIB Society Chapter Board Members sign the LASSIB Society Chapter Charter Application and send to LASSIB Society Headquarter | Yes / No |
| 9     | All Quarter-wise financial reports submitted for the year  | Yes / No |
| 10    | Relevant Contracts and Grants have been reviewed and approved by LASSIB Society Headquarter  | Yes / No |
| 11    | LASSIB Society Professional Chapter Financial audit report submitted   | Yes / No |
| 12    | All required Management and Regulatory records are being maintained  | Yes / No |
| 13    | All required Financial records are being maintained  | Yes / No |

We, the Board of LASSIB Society Professional Chapter, hereby certify that the above report is true to the best of our knowledge and ability.

| S.No. | Designation             | Signature |
|-------|-------------------------|-----------|
| 1     | Chairman                |           |
| 2     | Immediate Past Chairman |           |
| 3     | Vice Chairman           |           |
| 4     | Secretary               |           |
| 5     | Joint Secretary         |           |
| 6     | Treasurer               |           |
| 7     | Joint Treasurer         |           |