

**MEMORANDUM OF ASSOCIATION  
OF  
INFORMATION SYSTEMS AUDIT & CONTROL ASSOCIATION  
MUMBAI CHAPTER**

**ARTICLE I            NAME :**

The name of this non-profit organization shall be **INFORMATION SYSTEMS AUDIT & CONTROL ASSOCIATION, MUMBAI CHAPTER** (hereinafter referred to as the “Society”), affiliated with the **INFORMATION SYSTEMS AUDIT AND CONTROL ASSOCIATION, USA** (hereinafter referred to as the “Association”)

**ARTICLE II           REGISTERED OFFICE :**

The Registered Office of the Society shall be at Mumbai. The present address of the Society is as under :

c/o Welingkar Institute of Management, Development & Research  
Suite No. 317, 3<sup>rd</sup> Floor  
L. Napoo Road  
Matunga (CR), Mumbai 400 019.

**ARTICLE III**

**Section 1            Purpose**

The primary purpose of the Society is to promote the profession and education relating to the profession, in the field of IT Governance, Information Systems (IS) / Information Technology (IT) Audit, Security and Control.

**Section 2            Objects**

The objects of the Society are :

1. To promote the profession of the Information Systems Auditor and Information Security Management and the certifications of the

Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM) and any other certification promoted by the Association from time to time.

2. To promote the education of, and help expand the knowledge / skills in the field of IS / IT audit, security, and control.
3. To encourage an exchange of information on IS / IT audit, control, and security techniques, approaches, and problem solving.
4. To promote adequate communication, to members, to keep abreast of current events in IS / IT audit, control, and security fields.
5. To communicate to government, regulatory bodies, management of companies and organisations, auditors, Universities, IS / IT professionals, and the public at large the importance of establishing necessary controls, and to audit for evaluating these controls, to ensure the effective and efficient organisation and utilisation of IS / IT resources.
6. To encourage business to recognize and define IT governance and its activities are integrated into the enterprise governance process, giving clear direction for IT strategy, a risk management framework, a system of controls and a security policy.
7. To promote continuing education and to help expand knowledge and skills by providing a forum for exchange of ideas; conducting study circles, training programs, discussions; organising courses, lectures programs, seminars, workshops; publishing newsletters, magazines; establishing libraries; and other activities aimed at professional development.
8. To initiate, co ordinate and sustain research work, publish research reports and findings for the benefit of the members and organisations.
9. To work in close co-ordination with the Association and / or any other institution for promoting the above objects of the Society, through any available means.
10. To Participate and support activities of the Association and other associate organizations.

### **Section 3**

All the income and the assets of the Society shall be solely utilized and applied towards the promotion of its objects. No portion thereof

shall be paid / used in any manner whatsoever to / by the present / past members of the Society contrary to the objects. Any amount not immediately required for the objects may be invested in deposits with banks and government bodies / companies and Bonds / Debentures of Government bodies / companies or such other modes as permitted by the applicable law to the Society.

**ARTICLE IV                      MANAGEMENT**

The Management of the affairs of the Society is entrusted in accordance with the Rules and Regulations of the Society to the Managing Committee of whose the present members are:

<b>NAME</b>	<b>ADDRESS</b>	<b>OCCUPATION</b>

**RULES AND REGULATIONS  
OF  
INFORMATION SYSTEMS AUDIT & CONTROL ASSOCIATION  
MUMBAI CHAPTER**

**ARTICLE I                    INTERPRETATION**

In the interpretation of these Articles, the following words shall have the following meaning, unless there is something repugnant to the context or meaning thereof

- a.        The “Managing Committee” shall mean the governing body of this Society, which shall be constituted under Article III of the Rules and Regulations of the Society.
- b.        The word “President”, “Vice President”, “Honorary Secretary”, “Honorary Treasurer”, and “Membership” shall mean the President, Vice President, Honorary Secretary, Honorary Treasurer, and the Membership of the Society.
- c.        In the event that any question on which these Articles have not expressly provided for, or is silent, or is ambiguous the Managing Committee shall have the power to interpret or determine and exercise its discretion and any decision made shall be valid unless otherwise rescinded at a General Meeting.
- d.        Words importing the singular number include the plural number and vice-versa and words importing the masculine gender include (where the context admits) the feminine gender.
- e.        Words importing reference to Articles and Sections shall mean the Articles and Sections of the Rules and Regulations unless explicitly specified.

## **ARTICLE II MEMBERSHIP**

### **Section 1 Eligibility**

Any person interested in the purpose and objects of the Society, as stated in Article III of the Memorandum of Association shall be eligible for membership of the Society.

### **Section 2 Admissions**

Procedure for admission to the Society membership shall be as under :

- a. The person shall fulfill the requirement of membership as listed in Article II Section 1
- b. He shall have to be admitted as a member of the Association as listed in Article I of the Memorandum of Association.
- c. He shall complete the Application Form for Membership of the Society, furnishing therein the details as may be required.
- d. He shall pay the stipulated membership fees to the Society in advance for the entire calendar year unless granted an exemption by the Managing Committee for the candidates passing the CISA / CISM examination.  
However, such exemption shall be granted on the year of passing and shall not exceed beyond 31<sup>st</sup> December of the year of passing.
- e. Granting Membership
  - i. On receipt of application, the Managing Committee shall scrutinize the application and, if found suitable, approve the same for granting the membership
  - ii. The applicant shall be informed about the status of his application within 45 days of his application. If the applicant is not informed about the status of the application within the stipulated period, the applicant shall be deemed admitted as a member of the Society.
  - iii. If the application is accepted, the membership shall be effective from the date of receipt of the application by the Managing Committee.

- iv. The membership shall be granted from the date as mentioned in Section 2 – e – (iii) above to 31<sup>st</sup> December of the year on which the applicant is admitted.
- v. If the application is rejected, the applicant shall be informed, with reasons for rejection, within 45 days of the application.

### **Section 3       Members Particulars**

All members shall furnish in writing, to the Honorary Secretary, their current office and residential address and such other particulars as the Managing Committee may require from time to time.

### **Section 4       Resignation**

- a. Any member may resign at any time, but such resignation shall not become effective until accepted by the Managing Committee. A resignation shall be made in writing to the Honorary Secretary.
- b. In case of resignation, the fees paid by the member for the remainder of the year shall stand forfeited i.e. the member cannot claim any refund of the amount already paid.

### **Section 5       Renewal of Membership**

- a. A member shall pay the membership fee within 1 (one) month from the due date of the membership fees. The due date of payment of the annual membership fees of the Society shall be 1<sup>st</sup> January of each calendar year.
- b. The membership to the Society shall be considered renewed on condition that the member has renewed his membership to the Association, for that calendar year, as given in Article I of the Memorandum of Association.

### **Section 6       Cessation of Membership**

A member shall, ipso facto, cease to be a member of the Society when the following occurs :

- a. The member ceases to be a member of the Association as listed in Article I of the Memorandum of Association.

- b. The Honorary Treasurer of the Society has not received payment of annual membership fees of the society within 1 (one) month from the due date of the membership fees.

Provided that the Managing Committee may, suo moto or on an application made by any person ceasing to be a member under this clause, readmit such person under such condition as they think fit. However, the application from the member shall have been received within that calendar year. The decision of the Managing Committee shall be final on this issue

- c. Upon being adjudicated as being insolvent.
- d. On resignation.
- e. Upon death of the member.

On cessation of membership, all rights, interests, or privileges of such members shall be cancelled / revoked. After the cessation of membership a person can become a member on making a fresh application for membership to the Society as per Article II Section 2.

## **Section 7      Expulsion**

- a. The Managing Committee may by at least two-third vote of total members of the Managing Committee, terminate the membership of any member, who in it's judgment, has violated the Rules and Regulations of the Society, or who has been found guilty of professional conduct detrimental to the best interest of the Society, provided that such member shall have been granted an opportunity for a hearing before the Managing Committee before the expulsion is carried out.
- b. The Managing Committee shall cause at least 21 (twenty one) days notice of the hearing, to be given in writing, delivered by legally acceptable means at the last known address to the member against whom the charges may be preferred.
- c. Such action by the Managing Committee shall be final and shall cancel all rights, interests, or privileges of such members. The Managing Committee shall inform the members of the Society at the next Annual General Meeting.

- d. An expelled member may be re-admitted to the Society if approved by the majority of the members at the Annual General Meeting.

## **Section 8 Privileges of Members**

A Member of the Society shall be entitled to the following privileges:

- a. To vote at all the meetings of the Society or on any matter referred to the General Body of members by circulars.
- b. To be elected, by members, as a member of the Managing Committee or as an office bearer of the Society.
- c. To be entitled to any publication, newsletter, list of members etc at such price, or free of cost, as may be determined by the Managing Committee.
- d. To attend all the meetings for the members of the society



## Article III

## MANAGING COMMITTEE

### Section 1

1. A Managing Committee shall manage the affairs of the Society.
2. The Managing Committee shall consist of at least eleven members. The immediate Past President shall be the ex-officio member of the Managing Committee. The members entitled to vote at the Annual General Meeting shall duly elect the remaining members of the Managing Committee.
3. The procedure for the election of the ten members to the Managing Committee is as per Article III Section 8.
4. At the Annual General Meeting, the members shall also elect the Office Bearers viz. the President, Vice President, Honorary Secretary, and the Honorary Treasurer out of the members of the Managing Committee so elected.
  - a. Announcement of Office Bearers
    - i. The Chairman of the Nomination Committee shall announce the results of the Office Bearers of the Managing Committee election.
  - b. Appointment of Office Bearers
    - i. The candidate who gets the maximum number of votes shall be declared the Office Bearer for that Office.
    - ii. If none of the elected members have been elected for a particular Office, then the members of the new Managing Committee shall elect one member amongst themselves for that Office.
    - iii. If more than one of the elected members have applied for the announced position and have received equal number of votes, then the votes obtained by these members in the Election to the Managing Committee shall be considered. The member obtaining the maximum number of votes in the Election to the Managing Committee shall be declared elected to the announced position.  
If more than one of the elected members have applied for the announced position and have received equal number of votes for the announced position and in the Election to the Managing Committee, then chits shall be prepared, in an unbiased manner, of the candidates drawing equal votes. The Chairperson of the Nomination Committee shall pick a chit to select the winning

candidate. The decision of the Chairperson of the Nomination Committee shall be final.

- c. The Chairman of the Nomination Committee shall make a list of the elected members of the new Managing Committee in the order of President, Vice President, Secretary, the Treasurer, and the members of the Managing Committee (in alphabetical order). This shall be attested by all the members of the Nomination Committee and handed over to the President (outgoing) of the old Managing Committee.
- d. The Chairman of the Nomination Committee shall collect the ballot papers (valid and invalid) and all such documentation that was prepared for the election and seal it in the presence of other Nomination Committee members. This shall be attested by all the members of the Nomination Committee and handed over to the President of the old Managing Committee.
5. The Managing Committee and the Office Bearers shall hold the office till the conclusion of the next Annual General Meeting.
6. The Managing Committee and the Office Bearers shall be eligible for re-election.
7. The Managing Committee shall exercise such powers as are expressly provided in these Rules and Regulations.
8. The member of the Managing Committee shall immediately cease to be a member of the Managing Committee if he resigns / is expelled / ceases to be a member of the Society.
9. A member of the Managing Committee may resign at any time, but such resignation shall not become effective until accepted by the Managing Committee. A resignation shall be made in writing to the Honorary Secretary / President.

## **Section 2 Meeting of the Managing Committee**

1. The quorum for the Managing Committee meeting shall be six. The General Body may alter the quorum for the Managing Committee meeting.
2. If a quorum of Managing Committee members is not present at the Managing Committee meeting, then the meeting shall be adjourned for 30 (thirty) minutes. Thereafter, the number of Managing

Committee members present at the meeting shall form a valid quorum.

**Section 3            Schedule of Meetings of the Managing Committee**

1.            The Secretary, or the Vice President in the absence of the Secretary, shall call for a meeting of the Managing Committee.
2.            The Managing Committee shall meet at least 4 (four) times a year. The Secretary or the Vice President in the absence of the Secretary, in respect of the meeting, should give a notice of at least 7 days to the Managing Committee members.
3.            A shorter notice may be given with the approval of the majority of the members of the Managing Committee. The approval may be by Email or by telephonic information to the Chapter Office. The Chapter shall maintain a record of Email / telephonic approvals.

**Section 4**            A Managing Committee member who fails to attend three consecutive meetings of the Managing Committee without prior intimation and explanation shall be deemed to have vacated his seat from the Committee.

**Section 5            Cooption of Members to the Managing Committee**

1.            The Managing Committee shall co-opt a member on the Managing Committee from out of the members to improve the effectiveness of the Committee.
  - a.            Cooption of such member(s) can be terminated by a two-third majority of the elected Managing Committee members, if found to be ineffective in the working of the Managing Committee.
2.            If a vacancy should occur in any Managing Committee, the Managing Committee shall fill the vacancy by co-opting a member from amongst the members of the Society. The replacement for a vacant seat in the Managing Committee shall be filled within 30 (thirty) days of vacancy.
3.            The co-opted member shall have voting rights only if he has been co-opted to replace a vacant seat in the Managing Committee.

4. If a vacancy occurs in the post of an office bearer, an existing elected member of the Managing Committee shall occupy the vacant post. A co-opted member may occupy the post of the office bearer only in the case of the elected members declining the vacant post.
5. If the membership in the Society of a Managing Committee member shall for any reason terminate; then that individual's position as an MC member shall automatically stand terminated. The position of the office bearer shall be filled as per the Rules and Regulations for "Cooption of Members to the Managing Committee.
6. If a vacancy occurs in the office of the ex-officio member, the said position shall remain vacant until filled by routine succession.

**Section 6** The Managing Committee may, if found necessary or expedient, pass resolutions by circulation. The Secretary shall document such resolutions in the Society's office.

**Section 7 Office Bearers of the Managing Committee**

1. The Managing Committee shall have the following office bearers viz. a President, a Vice President, an Honorary Secretary, and an Honorary Treasurer.
2. The office bearers shall be duly elected by the members entitled to vote at the Annual General Meeting
3. Any difference of opinion or dispute arising in respect of these matters shall be resolved in the General Body meetings.

**Section 8 The Nomination Committee and The Election Process**

1. Selection of the Nomination Committee
  - a. The Nomination Committee shall consist of only three members and shall be appointed each year by the Managing Committee at least 45 days before the scheduled election. The Nomination Committee shall inform all the members of the formation of the Nomination Committee. The Nomination Committee shall be independent of the Managing Committee.

- b. The Past President(s) and at least one member, of the Society, who has not been a Past President or a member of the Managing Committee at any time, shall be members of the Nomination Committee.
  - i. An ex-officio member of the Managing Committee cannot be a member of the Nomination Committee for a period of one year from the date of leaving the Managing Committee. An ex-officio member who vacates the position shall not be considered to the Nomination Committee.
  - ii. If there are more than two Past Presidents, then the Managing Committee shall decide on the selection of any two to the Nomination Committee.
- c. If the Nomination Committee is incomplete on account of insufficient number of Past Presidents or due to the inability of any of the Past President to serve on the Committee or for any other reason during the course of the election process, then the Managing Committee may select consenting members from the General Body.
- d. Members of the General Body in the Nomination Committee
  - i. The member, so selected, shall be a member of the Society for at least two years; and
  - ii. The member shall not offer himself / herself for any position in the forthcoming elections.
- e. A Past President of the Association shall be the Chairperson of the Nomination Committee.
  - i. If there are more than one Past President in the Nomination Committee, then the senior most Past President shall become the Chairperson of the Committee. If the senior most Past President is unable to serve as a Chairperson of the Committee, then the next senior most Past President shall be the Chairperson of the Committee and so on.
  - ii. If any Past President is unable to serve as the Chairperson of the Nomination Committee or in the absence of a Past President in the Nomination Committee, then the Managing Committee shall appoint a Chairperson of the Committee amongst the members selected.

- iii. A Chairperson, so selected, cannot act as a Chairperson of the Nomination Committee for subsequent elections to the Managing Committee.
- f. The Managing Committee shall make available to the Nomination Committee all facilities at the disposal of the Managing Committee.
- g. The member of the Nomination Committee, so selected, shall carry out the duties of the Nomination Committee in a fair and unbiased manner. Any member violating this rule, by attempting to influence in favour of / against any candidate, shall be removed from the duty as a Nomination Committee member and shall be tried by an Ethics Committee for Breach of Professional Code. The member shall be debarred from holding any office of the Society and shall not be included in any committee of the Society for a period of ten years.

The Managing Committee shall obtain an appropriate declaration from the members of the Nomination Committee.

## 2. Functions of the Nomination Committee

### a. The **Election Plan**

The Nomination Committee shall submit to the Managing Committee, within seven days of the formation of the committee, an Election Plan comprising the dates for the different stages of the election. These dates shall comprise the following :

- i. Date of Announcement of Election and Invitation for Application for Elections
- ii. Preparation of Voters List.
- iii. Last Date for Acceptance of Applications
- iv. Last Date for Scrutiny of Applications
- v. Date of Publication of Valid and Invalid Applications
- vi. Last Date for Objections to Rejected Applications
- vii. Last date for Withdrawal of Candidature to the Election
- viii. Date of Publication of List of Eligible Candidates
- ix. Date, Starting Time, and Ending Time of Voting
- x. Date of Intimation to Members (Election Date and Time)
- xi. Date of Counting ballots and Declaration of Results

The Election Plan shall be so made that Voting by Members shall take place on the Date of the AGM. Date of the AGM shall denote the date on which the AGM is originally scheduled to be held.

b. Date of Announcement of Election and Invitation of Applications for Elections

- i. The Nomination Committee shall announce, as per the Election Plan, announce the election and invite application from members in a form (physical, electronic etc.) acceptable by law. The date of announcement of the election shall be the same as the date of inviting applications for elections.

The format of the Application Form is as shown in Annexure I.

- ii. The applicants shall be asked to send a "Statement of Intent" on one A4 size paper stating the following :

1. Name
2. Membership Number
3. Date of Birth
4. Address
5. Telephone Number
6. Email Address
7. Educational Qualifications
8. Professional Qualifications
9. Occupation
10. Designation
11. Experience
12. Statement describing his capability and goals for serving as a Managing Committee member.

The candidate shall include his / her photograph on the sheet. The quality of the text document and photograph, after photocopying, shall not be the responsibility of the Nomination Committee.

Nominations from the floor shall not be permitted.

c. Preparation of Voters List

- i. The Nomination Committee shall prepare a list of members who are eligible to stand for the election and vote during the election.
- ii. The Nomination Committee shall scrutinise the List of Members as maintained by the Society and other such documents as may be required to ensure that the Voters List comprises of all valid members. A member of the Society is one who satisfies the criteria laid down in Article II Section 2 and 5 and does not fall in the criteria laid down in Article II Section 4, 6, and 7.

- iii. The last date to be considered for eligibility shall be the date on which the election is announced.
  - iv. The name of the member, who has been disqualified as a member after the preparation of the Voters List and before the date of the election, shall be removed from the Voters List.
  - v. The Voters List, containing only the Membership Number and Members Name, shall be placed in the Society's Office and shall be made available to any member of the Society for inspection only from the next day of the date on which the Voters List is prepared.
  - vi. At every meeting after the Publication of the Voters List, the Managing Committee shall urge the members to verify the Voters List.
  - vii. The Nomination Committee may update the Voters List after obtaining sufficient proof, from the Member, for including / excluding name(s) to / from the Voters List.
- d. Date for Acceptance of Application for the Election
- i. The last date for receiving application for election from members shall be not more than 12 days from the date of announcement of election and invitation for application for the election.
  - ii. On receipt of application from members, a member of the Nomination Committee shall inform, in writing, to the other members of the Committee and the Managing Committee if any applicant for the Election is related by blood or business (auditor / auditee or employer / employee).
  - iii. The Nomination Committee shall prepare a list of applicants, "**List of Members Involved in Elections**", and submit the list to the Managing Committee. This list shall be updated during the various stages of the elections.
- The Managing Committee shall be instructed that none of the members in the list should be provided with a public platform for any reason whatsoever. However, this should not prevent the candidates from carrying out their duties as members of the Managing Committee / Committee / Sub Committee.
- e. Last Date for Scrutiny of Applications for the Election



The Nomination Committee shall reject an application if :

- i. The application is incomplete.
- ii. The applicant is not a member on the date of announcement of election i.e. the member's name does not exist on the List of Voters. If the member's name does not appear on the Voters List, the Nomination Committee shall ask for the member's records from the Managing Committee. An eligible member shall not be denied the right to stand for election due to the Society's administration errors. The Nomination Committee may update the Voters List, if required.
- iii. An applicant, who has been disqualified as a member after the receipt of application and before the date of the election, shall be debarred from the election.
- iv. The application has not been made by the member or has been made on behalf of a member.
- v. The application shall also be rejected if :
  1. The Applicant is convicted of any offence
  2. The Applicant is found guilty of any immoral or unethical acts
  3. The Applicant has served the Managing Committee of the Society as an ex-officio member.
- f. Date of Publication of Valid and Invalid Applications
  - i. The Nomination Committee shall submit, to the Society Office, a separate list of Valid and Invalid Applications on the next day of completion of Scrutiny of Applications.
  - ii. Each applicant shall be intimated on the status of his / her application on the same day.
  - iii. Reasons for the disqualification of rejected candidates shall be clearly stated.
- g. Last Date for Objections for Rejected Applications
  - i. Members whose application has been rejected can appeal to the Nomination Committee within the stipulated period. The stipulated period shall not be less than 3 (three) days and not more than 7

(seven) days from the Date of Publication of Valid and Invalid Applications.

- ii. If the candidate's name does not appear on the Voters List, the Nomination Committee shall ask for the candidate's records from the Managing Committee. An eligible candidate shall not be denied the right to vote for the election due to the Society's administration errors. The Nomination Committee may update the Voters List, if required.

h. Last Date for Withdrawal of Candidature to the Elections

- i. Any candidate may withdraw his application to the election by intimating the Nomination Committee within 2 days of the Last Date for Objections for Rejected Applications. The application for withdrawal shall be in a form acceptable by law.
- ii. The application for withdrawal cannot be retracted once it has been submitted to the Nomination Committee.

i. Date of Publication of List of Eligible Candidates

- i. On the next day of the Last Date of Withdrawal, the Nomination Committee shall publish the List of All Eligible Candidates and make it available to all members at least 15 days before the Election. All members of the Nomination Committee shall attest the list.
- ii. If there are only ten or less eligible candidates, then Voting Process as per Article III Section 8 – 3 shall be omitted.

3. The Voting Process

a. Date, Start Time Casting Ballots, and End Time of Casting Ballots

The Nomination Committee shall inform the Managing Committee the Date and Time (Start and End) on which the ballots shall be cast.

- i. The Date of the Election shall be at least 15 days away from the Date of Publication of the List of Candidates
- ii. The Starting Time and Ending Time of Casting Ballots shall decided by the Nomination Committee.

b. Intimation to Members

- i. The Nomination Committee shall send one copy of each eligible candidate's "Letter of Intent", as per Article III Section 8-2-b-(ii) to all members of the Society. This shall be accompanied by a letter to the members stating the following :
  - 1. The Date of the Election, Starting Time of the Election, Ending Time of the Election, and the Venue of the Election.
  - 2. Disqualification of any Candidate who campaigns for the Election directly or indirectly. The Nomination Committee shall conduct an enquiry by calling the members and documenting oral or collecting written evidence regarding the complaint of such direct / indirect campaigning. The Nomination Committee shall seek an explanation and clarification from the candidate regarding the complaint of direct / indirect campaigning The Nomination Committee shall decide on the status of the complaint within 2 weeks. The decision of the Nomination Committee shall be final.
  - 3. The Nomination Committee shall conduct an enquiry as given in Article III Section 8 3 b (i) 2
- c. Preparation of Ballot Papers
  - i. The Nomination Committee shall have the ballot papers printed three days before the election. The ballot papers shall be uniquely numbered.
  - ii. The names on the ballot paper shall appear in alphabetical order of the last name, first name, and middle name of the candidate.
  - iii. Two types of ballot paper of two different colours shall be printed.
  - iv. One type of ballot paper shall list the names of all the candidates for the Membership of the Managing Committee.
  - v. The second type of ballot paper shall list each position of the Office of the Managing Committee and the names of applicants who have offered himself / herself shall be listed under each Office. If none of applicants have offered candidacy for a particular office, the a blank space shall be kept next to the position.
- d. Voting By Members in the Voting Room
  - i. The Voting Procedure shall take place in a room, which shall be in the custody of the Nomination Committee till the entire exercise of

the election is completed. Only the candidates shall be allowed to be present in the Voting Room.

- ii. The Nomination Committee shall prepare appropriate number of ballot boxes one-day prior to the election. The Ballot Box shall be sealed in the presence of all candidates 15 minutes before the Starting Time of the elections.
- iii. The Nomination Committee shall prepare two copies of the Voters List. These lists shall have an appropriate space to note the ballot numbers given to each member. These lists shall be called **“Ballot Paper Identification List”**
- iv. Each member has a right for one ballot paper of each type. Proxy voting shall not be allowed.
- v. The Nomination Committee shall ascertain the identity of the member from the Voters List. The Nomination Committee shall note the number of each ballot paper given to the member on the “Ballot Paper Identification List”
- vi. Each valid member shall be given one ballot paper of each type. The member shall acknowledge receipt of the ballot papers by attesting his / her signature on the “Ballot Paper Identification List”.
- vii. The member shall be provided with an appropriate place in the room to exercise his / her right in complete privacy. The member shall mark the ballot paper by making a distinguishable sign, indicating his / her preference, in the box next to a candidate.
  - On the ballot paper for Membership to the Managing Committee, the member shall select no more than ten candidates. The ballot paper shall be considered invalid if any member has selected more than ten candidates.
  - On the ballot paper for the Office of the Managing Committee, the member shall select one candidate only for each Office. The vote for a particular Office shall be considered invalid if the member has selected more than one candidate for that Office.
- viii. The member shall drop the two ballot papers in the designated Ballot Box.

- ix. The Voting Procedure shall be terminated at the specified Ending Time. Requests for exercising voting rights shall not be entertained after the close of the Voting Procedure.
- e. Counting of Ballots Collected in the Voting Room
  - i. The Ballot Counting shall begin immediately after the End Time for Voting at the same venue.
  - ii. The Nomination Committee shall be responsible for counting ballots.
  - iii. The Nomination Committee shall first count the ballots of the Membership to the Managing Committee. The ballots for the Office of the Managing Committee shall be counted thereafter.
  - iv. The Nomination Committee may seek the assistance of members who are approved by the Managing Committee. However, the responsibility shall not be delegated to these members.
  - v. The Nomination Committee, the candidates (by choice), and volunteers for counting shall be the only people present in the Counting Centre. The Voting Room and the Counting Centre may be the same.
  - vi. The Nomination Committee shall decide on the tabulation procedure (on the basis of technology available) for counting ballots. The tabulation process shall be visible, at all times, to the candidates present in the Counting Centre.
  - vii. The Ballot Box shall be opened in the Counting Centre in the presence of the candidates. The ballot papers shall be in the custody of the Nomination Committee at all times.
  - viii. One member of the Nomination Committee shall read out the result on one ballot paper at a time. Another Nomination Committee member shall confirm this result and be the custodian of the ballot paper. The third Nomination Committee member shall tabulate the result.
    - Volunteers may be used to tabulate the results. This shall be done under the guidance and scrutiny of the third Nomination Committee member.

- ix. Each ballot in the Ballot Box shall be counted. The selection on the ballot paper shall be tabulated. The counted ballot paper shall be kept aside to prevent mixing with the uncounted ballot papers.
- x. A ballot shall be considered invalid if :
- More than ten candidates have been selected for Membership to the Managing Committee
  - More than one candidate has been chosen for a particular Office of the Managing Committee. The vote for only that office shall be considered invalid for which more than one candidate has been selected.
  - The ballot paper has been torn / mutilated in such a way that it is not possible to establish the voter's choice.

The invalid ballot paper shall be shown to all the candidates and shall be kept aside and shall not be mixed with the counted ballot papers.

The decision of the Nomination Committee shall be final for any disputed ballots.

- xi. The number votes polled by each candidate shall be added and the results shall be noted on a sheet of paper against each candidate.
- f. Tabulation of Final Results
- i. A candidate shall have to be elected as a member of the Managing Committee to be considered elected in the Office of the Managing Committee election. If a candidate fails to be elected as member of the Managing Committee, then that member shall not be considered elected to the Office of the Managing Committee even if he / she receives the maximum number of votes in the Office of the Managing Committee election.
- ii. For the Membership to the Managing Committee election, if two or more candidates have polled equal number of votes, then each of these candidates shall be declared elected if each one can be accommodated in the Managing Committee as per Article III Section 1 - 2.
- iii. If two or more candidates have polled equal number of votes and one or more of these candidates fails to be declared elected then

all such candidates shall be declared elected to the Managing Committee.

- iv. The recounting procedure shall not be carried out more than two times or till consistent results are obtained.
  - v. Recounting shall be carried out by rotating the duties of the members of the Nomination Committee.
  - vi. The results shall be displayed to all the candidates present in the Voting Centre. A candidate, only on his / her own behalf, present in the Voting Centre may ask for a recount if he / she has received 1% or less votes than the preceding candidate(s). In this context, candidate(s) mean two or more candidates have received equal votes.
  - vii. The Nomination Committee shall document the request, of a recount, of the candidate.
  - viii. Votes shall be recounted at the request of the candidate, not more than two times or till consistent results are obtained, only for the candidate who has asked for a recount and the preceding candidate(s).
- g. Declaration of Results
- i. The Chairman of the Nomination Committee shall declare the results to the General Body. The results shall be declared by announcing the name of the candidate and the number of votes polled by that candidate.
  - ii. The results shall be declared in descending order of votes polled. In case, two or more candidates have received the same number of votes, then their names shall be declared in ascending alphabetical order of last name, first name and middle name.
  - iii. For the Membership to the Managing Committee, the first ten candidates shall be declared as the elected members of the new Managing Committee.
  - iv. For the Membership to the Managing Committee, if two or more candidates have polled equal number of votes even after two recounting cycles, then one or more of these candidates shall be co-opted by the elected Managing Committee at it's first meeting.

- v. The Nomination Committee shall file all the documentation prepared during the election process and hand it over to the Secretary of the old Managing Committee.
- vi. **The Nomination Committee shall destroy the “Ballot Paper Identification List” immediately after the conclusion of the AGM in the presence of the member(s) of the old and new Managing Committee.**

#### 4. Oath of Office

The Chairperson of the Nomination Committee shall read out the Oath of Office to the elected MC members. Each MC member shall promise to abide by the Oath of Office.

The Oath of Office shall be *“I solemnly swear to uphold the bylaws of the Association and to seek and promote the vision, mission and strategic goals of the Association and the profession. Further, I promise to discharge the duties and the responsibilities as a member of the Managing Committee of the Association to the best of my ability and to attempt in every way possible to enhance the stature of this Association, its individual members and the professions of information systems audit, control and security.”*

#### 5. Procedure for complaint against a candidate for Election

- a) Any member may lodge a complaint against a candidate for violating the Rules and Regulation of the Chapter. For a complaint to be considered valid, it should include the date, complaint, nature of complaint, member name and membership number of person making the complaint and be personally signed by the complainant and should have all the necessary proofs/ documents in support of the complaint which are acceptable by law. The complaint with all the necessary proofs / documents should be received by the ISACA Mumbai Chapter office within 5 days from date of publication of list of Eligible candidates
- b) The Nomination Committee shall not entertain any complaint if it is not valid as stated above and the complaint stands dismissed ab initio.
- c) The Nomination Committee shall send a copy of the complaint to the person against whom the complaint has been made
- d) The Nomination Committee shall provide a reasonable opportunity of being heard to the person against whom the complaint has been made and the complainant.



- e) Thereafter, The Nomination Committee shall take a decision which shall be final.
- f) The decision should be taken on or before the date of election
- g) If the Nomination Committee decides against the candidate, the votes cast for that candidate would be treated as invalid.
- h) The Nomination Committee shall communicate to the members at the AGM the complaint and their decision along with reasons for it.

**Section 9            Term of Office**

- 1.            An office bearer of the Managing Committee shall not hold the same position for more than two terms
- 2.            The member may seek re-election after the end of the term.
- 3.            Period more than 6 (six) months shall be counted as a term.

**Section 10        Formation of Committees and Sub-Committees**

- 1.            The President in consultation with the Managing Committee may constitute Committees and Sub-Committees for execution and supervision of various activities of the Society and appoint members to the committees.
- 2.            The President in consultation with the Managing Committee shall appoint only members to the Committees and Sub-Committees. However, non-members may be appointed as advisors to the Committees and Sub-Committees.
- 3.            The term of the Committees and Sub-Committees shall expire along with that of the Managing Committee.

**Section 11        The Managing Committee shall have all the powers that are generally required to carry out the management and administration of the affairs of the Society and for the attainment of its purpose and objects, and in particular, shall have the following :**

- 1.            To accept / reject application for membership to the Society; to expel a member from the Society as laid down in these Rules and Regulations vide Article II Section 2, 4, 6 and 7.

2. To purchase, own, hold on lease, hire maintain, manage, transfer or otherwise, acquire and dispose off all types of movable and immovable properties.
3. To incur all the capital and revenue expenditure for the purpose and objects of the Society.
4. To grant donations to institutions / trusts, having similar objects, for the advancement of the objects of the Society.
5. To interact, after informing the Managing Committee, with government, regulatory bodies, and management of financial / industrial / service and other organizations for the advancement of the purpose and objects of the Society.
6. To adopt an alternate Election Process including that by physical presence as described in Article III Section 8 and as acceptable by the Society's Act. The members of the Society shall pass the selected process, before adoption.
  - a. The Managing Committee shall constitute a sub-committee to prepare procedures for any new process.
  - b. The sub-committee shall prepare procedures taking cognizance of the procedures as described in Article III Section 8.
7. To organize functions, seminars, workshops, programmes, exhibitions, shows etc. for raising resources for the Society for the advancement of its purpose and objects.
8. To accept donations of all kinds, to collect funds through all legally permissible avenues, and to deposit, invest such funds in banks and institutions in such a manner as is permissible by law and, to utilise, distribute such funds and the income that may arise out of them in accordance with the aims and objects of the Society.
9. To reimburse expenses prior to incorporation and registration of the Society.
10. To obtain funds lawfully as way of loans for meeting capital expenditure needs from institutions / banks and / or persons after prior approval by 2/3 (two-thirds) majority in the General Body meeting.

11. To establish branches and to fund and promote associations or incorporated bodies to further the purpose and objects of the Society
12. To open bank accounts and to draw, accept or otherwise deal in negotiable instruments so far as is necessary for conducting its day-to-day affairs.
13. To do all such acts that are necessary to bring the purpose and objects of the Society before the eyes of the public at large or the governments and government bodies.
14. To generally do all such things that are necessary, incidental or conducive to the attainment of the above objects.
15. To apply the income and the property of the Society solely for the objects and purposes of the Society as set out in this Rules and Regulations and shall not be transferred or distributed directly or indirectly to any members, past or present.
16. To remunerate the employees of the Society. However no remuneration or benefit in money or money's worth shall be given by the Society to any of its members or office bearers, except a reasonable amount of out of pocket expenses, as approved by the Managing Committee, incurred while executing the duties entrusted to them as members of the Managing Committee, Committees, or Sub Committees.

## **ARTICLE IV           OFFICE BEARERS**

**Section 1**           The office bearers of the Society shall be the President, Vice President, Honorary Secretary, and the Honorary Treasurer. The day-to-day affairs of the Society shall be handled by the office bearers with the help of the employees, if any.

### **Section 2           Term of the Office Bearer**

1.           The members entitled to vote at the Annual General Meeting shall elect the office bearers every year.
2.           They shall be eligible for reappointment for one more term.
3.           A member shall not hold more than 2 (two) office bearer positions at a time.
4.           A member shall not be eligible to serve more than 2 (two) terms in the same office.
5.           Period more than 6 (six) months shall be counted as a term.

### **Section 3           Duties of the Office Bearer**

1.           The office bearers shall perform the duties prescribed by these Rules and Regulations adopted by the Society.

#### **The President shall :**

- a.           preside, as the Chairman, at all meetings of the Society and appoint all standing committee chairpersons and other committees as authorized by the Managing Committee.
- b.           work with the Secretary to ensure meetings are conducted in a democratic procedure
- c.           work with the Secretary to issue and prioritise the agenda for each meeting. The decision of the President shall be final.
- d.           work with the Treasurer to prepare the Society's budget.
- e.           have the power of exercising the casting vote in case of equality of votes while passing a resolution in addition to the vote he would be

entitled to as a member [at the Managing Committee meeting or the General Body meeting]

- f. be a ex-officio member of all the Committees except the Nomination Committee
- g. take executive action, in consultation with the Managing Committee, in areas where specific policies have not been written or established.
- h. recommend programs and activities for meeting the Society's goals.
- i. establish a reporting system to keep members of the Society appraised of the Society's activities.
- j. direct the Society's activities and establishes the Society's calendar, including target dates for task completion.
- k. work with other officers, of the Association, on a local (national) basis to promote the Association and it's goals.
- l. represent the Society at the Leadership Conference / President's Council Meetings of the Association.
- m. act as primary contact with the Association and communicates with the Association regarding the Society's activities and concerns.
- n. plan the Society's Recognition / Award dinner to ensure all members and contributing firms that participate in the Society's activities throughout the year are appropriately recognized.
- o. Perform other duties as pertain to the office of the President, or which may be delegated by the Managing Committee

**The Vice President shall :**

- a. perform the duties of the President or Secretary in the event of his absence or inability
- b. chair the Audit Committees
- c. perform other duties as pertain to this office

**The Honorary Secretary shall :**

- a. maintain the minutes of the Managing Committee and General Body
- b. maintain accurate lists of membership and attendance records
- c. be responsible for the day-to-day administration of the Society, maintaining records, legal affairs, reports, communications and correspondence pertaining to the Society
- d. make available any and all records for scrutiny, or otherwise, to any member of the Society
- e. perform other duties as pertain to this office

**The Honorary Treasurer shall :**

- a. be a custodian of the funds of the Society
- b. receive all monies and disburse funds only upon the sanction of the Managing Committee, or the members of the Society
- c. remit dues to the Association, as required
- d. submit books and records for audit, when required
- e. file any and all tax forms as required by the law
- f. perform other duties as pertain to this office

## **ARTICLE V            ANNUAL GENERAL MEETING**

### **Section 1**

1.            The Annual General Meeting of the Society shall be held annually not later than 30<sup>th</sup> September of each year at such a place, date, and time as the Managing Committee shall determine.
2.            Twenty one calendar days notice of the Annual General Meeting shall be given to every member delivered by legally acceptable means at the last known address of the member.
3.            The following shall be the business at the Annual General Meeting :
  - a.            To approve the minutes of the previous Annual general Meeting
  - b.            To receive and adopt the Annual Report of the Managing Committee.
  - c.            To receive and adopt the statement of accounts.
  - d.            To elect the members of the Managing Committee and Office Bearers.
  - e.            To appoint statutory auditors
  - f.            To transact any other business with the permission of the President.

Provided however that the accidental omission to give notice as required heretofore to any member, or the non-receipt of notice by ay member, shall not invalidate the proceedings of any meeting.

### **Section 2**

The quorum at the General Meeting shall be 2/3 (two third) members or 25 members whichever is less, of the Society, to be personally present.

If sufficient quorum is not present within 10 minutes of the scheduled time, the meeting shall be adjourned for a period of 30 minutes from the scheduled time. Thereafter, should the number of members present be insufficient to form a quorum, the number of members present shall constitute a quorum, but they shall have no power to amend, alter, or make alterations to any of the existing Rules and Regulations of the Society.

**Section 3** The notice period for all general meetings shall be 21 clear days. For amendment of the Rules and Regulations, apart from the above notice in writing, the details of proposed amendments shall also be sent to all the members of the Society.

**Section 4** Members who have paid all their dues, at the time of dispatch of the notice, shall be entitled to vote at the general meetings and they shall have one vote each. An eligible member shall not be denied the right to vote due to the Society's administration errors.

**Section 5** A Special Resolution shall require votes of at least two thirds majority of members, entitled to vote, who are present at the General Body meeting. The details of the Special Resolution shall be sent to all members entitled to vote, at least 21 days in advance, of the date of the meeting in which the resolution is to be passed. The special resolution is required in respect of the following matters:

1. Change of the name of the Society.
2. Changes in the Rules and Regulations of the Society.
3. Removal of any office bearer of the Society.
4. Creating a liability of substantial nature on Society including that of obtaining funds through loans.
5. Creating a charge of any nature on the assets of the Society.
6. Dissolution of the Society.
7. Changes in the membership fees of the Society.

**Section 6      Extraordinary General Meeting**

The Managing Committee may at any time, for any special purpose, call an Extraordinary General Meeting. They shall also call such a meeting upon receiving a requisition, in writing, of not less than two-third of the total members.

The meeting shall be called after the notice of the meeting, containing the date, the time, the place, and the business to be discussed, is sent to all members, at least 21 days in advance, of the date of the meeting.



Other business, other than that specified in the notice, shall not be transacted at the meeting.

If a quorum is not present within 10 minutes of schedule time of the meeting, the meeting shall be adjourned for a period of 30 minutes from the scheduled time. Thereafter, should the number of members present be insufficient to form a quorum, the number of members present shall constitute a quorum, but they shall have no power to amend, alter, or make alterations to any of the existing Rules and Regulations of the Society.

## **Section 7**

1. Where there is an equality of votes at a General Meeting, the Chairman of the meeting shall have the casting vote.
2. A member shall not cast a vote by proxy in any meeting of the Society.
3. In the conduct of the proceedings of any meeting of the Society, the decision of the Chairman shall be final as to the interpretation of the Rules and Regulations and to any matter of procedure not covered by the Rules and Regulations.

**ARTICLE VI FINANCE**

**Section 1 Society Dues and Fees**

1. Annual membership dues and fees of the Society shall be fixed at the General meeting and approved by the members.
2. Any new member shall be enrolled at any time of the year. However, the Managing Committee shall collect the fees of the full year.

**Section 2 Disbursement**

All cheques and negotiable instruments shall be signed jointly by any two of the office bearers viz. the President, the Vice President, the Honorary Secretary, and the Honorary Treasurer.

**Article VII STATUTOTRY AUDIT**

**Section1** A firm of Chartered Accountants, which is approved and appointed at the Annual General Meeting, shall audit the financial records and statements of the Society annually. The auditors shall have access to all books, accounts, vouchers, and other documents of the Society, which deem necessary to carry out their task.

**Section 2** The Statutory Auditors shall express an opinion on the truth and fairness of the Society's statement of accounts, having regard to the provisions of the laws and regulations concerning the finance and accounts of the Society. The Auditors report to the members shall be presented together with the statement of accounts before the Annual General Meeting.

**Section 3** The Auditors may be removed from office only by a resolution of the Society at the General Meeting, of which special notice has been given.

In the event of the vacancy of the Auditors either by resignation, death or otherwise, another Statutory Auditor shall be appointed by the Managing Committee till the conclusion of the next Annual General Meeting.

**ARTICLE VIII            DISSOLUTION**

**Section 1**            If it is found by the General Body of members that it is highly necessary and expedient to dissolve the Society, it may do so by a special resolution passed with a majority of three fourths of the members in a meeting where the proposed resolution along with the notice of the meeting has been circulated to all members entitled to vote, 21 (twenty one) clear days before the date of the actual meeting.

**Section 2**            In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds or other assets shall be handed over to any other non-profit organization having similar objects as those of the Society but shall not be distributed among members past or present either in the form of cash or in kind.

**Section 3**            The liability of the members shall be limited to the extent of his outstanding membership dues.

**ARTICLE IX            AMENDMENT OF RULES & REGULATIONS**

**Section 1**            No amendment shall be made to these Rules and Regulations of the Society without the sanction of the members in a General Body Meeting through a special resolution.

The proposed resolution along with the notice of the meeting shall be circulated to all the members at least 21 (twenty one) days before the date of the meeting.

The resolution shall be passed with a majority of two thirds of the members personally present at the meeting.

In case the required quorum is not present within 30 (thirty) minutes of the time specified for the meeting, then the meeting shall stand dissolved.

**Section 2**            Any amendments to the Rules and Regulations of the Society can be carried out subject to prior approval required to be obtained under the prevailing and applicable statutes.

**ARTICLE X GENERAL ARTICLES**

**Section 1** No member of the Managing Committee shall issue any statement or take any decision, which may be inconsistent with the purpose and objects and the decisions of the Society.

**Section 2** The financial year of the Society shall be the year from 1<sup>st</sup> April of each year and ending on 31<sup>st</sup> March of the following year.

**Section 3** If the income of the Society is not fully utilized in a particular year, the unexpended amount, subject to the provisions of the Income Tax Act, 1961, shall be carried over to the next year(s) and spent in such subsequent year for the advancement of any of the purpose and object of the society.

**Section 4** The income of the society shall be used wholly for the purpose and objects of the society.

**Section 5**

a) The annual membership fees for the calendar year 2013 onwards for existing members shall be Rs.1,250/- plus applicable service tax and for student membership shall be Rs.600/- plus applicable service tax at prevailing rates. The entrance fees for any new member, except students, shall be Rs.500/- plus tax at prevailing rates. The member may choose to pay annually ISACA-HQ, sum of US\$40 for new membership (inclusive of \$10 Entrance fees), US\$30 for renewal of existing membership and US\$10 for student membership to the local chapter. The new Fee structure with effect from calendar year 2013 onwards is tabulated as under:

<i>Sr</i>	<i>Category</i>	<i>Membership</i>	<i>International Membership Renewal US\$ per annum</i>	<i>Local Chapter membership renewal US\$ or INR (*)per annum</i>
1	Member	<b>New</b>	<b>\$30</b> + \$135	<b>\$10</b> + \$30 = \$40 or <b>Rs.500/- (*)</b> +1,250/- (*)
		<b>Existing</b>	\$135	\$30 or Rs.1,250/- (*)
2	Student	<b>New &amp; Existing</b>	\$25	\$10 or Rs.600/- (*)

**(\*) Fees in Rs. are exclusive of any applicable service tax or any other tax at the prevailing rates**

The amounts in **Bold and underlined** represent the Entrance Fees (one-time)

b) The entrance fees so received exclusive of tax shall be credited to the Corpus Fund of the Trust

c) A student member shall **not** have the right to stand for the elections **nor** have any voting right to the elections of the Chapter.

d) All persons who have served as Presidents of the Managing Committee shall be granted free membership of the Chapter provided they remain the members of ISACA-HQ.”

**Section 6** A list of persons who are the members within the meaning of Society Registration Act, 1980 will be maintained in the prescribed form.

**Section 7** The Society shall not indulge in any political activity or allow its funds and / or premises to be used for political purposes.

**Section 8** Whenever any difference shall arise between the Society on one hand, and any of the members on the other hand, or between the members, inter se, with regard to the true construction of these rules, or with regard to anything done, executed, omitted or suffered in pursuance of the said rules or otherwise relating to any of the affairs of the society, every such differences shall except, where otherwise provided for in these rules be referred to the decision of the committee of two arbitrators to be appointed by them whose decision shall be conclusive and binding upon all parties and no member shall bring any action against the society, or another member thereof, in respect of any such dispute, provided always that no person having any interest in the matter or dispute shall be competent to act as arbitrator and if required any such references shall be subject to the Arbitration and Conciliation Act, 1966 or any statutory modification thereof, for the time being in force. In respect of any other claim, question, or dispute, in relation to their members, if they so agree, members shall be entitled to request arbitration by the society under this rule or if they agree the Managing Committee shall act as arbitrator.

## **Section 9**

### **Awards**

1. The Chapter shall constitute rank-awards for the top three rankers in Mumbai chapter amongst the candidates who have passed the certification examinations conducted by ISACA, International
  - a. The top rankers shall be considered on the basis of information received from ISACA, International
  - b. Such awards shall be in the form of a memento.
  - c. Such awards shall be presented each year for each examination.
  - d. If more than one candidate falls within a rank, then each candidate shall be awarded a memento.
2. The Chapter shall endeavour to seek individuals, governmental or non-governmental organizations, companies or corporations (hereinafter referred to as "the donor") to fund the awards by creating a corpus fund



## Application for Election to Managing Committee of the Chapter

Date :

Dear Member,

The current Managing Committee of your Chapter has selected us, as per Article III Section 8 – 1 of the Rules and Regulation of the Chapter, to the Nomination Committee for conducting the election to the Managing Committee for the year YYYY-YYYY+1 . If you are interested in serving as a member of the next Managing Committee, please complete the below given form and submit it to the Chapter office at the above given address.

Sincerely,  
The Nomination Committee

Name of Applicant	:								
ISACA Membership No	:								
Mumbai Chapter Member :	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>					
I wish to serve the Chapter and I wish to be considered for the membership of the Managing Committee. Please find, enclosed, my Statement of Intent for applying for the position as a member of the Managing Committee. Further, I would like to serve as an Office Bearer of the Managing Committee for the position mentioned below (optional and please indicate one choice only):.									
1. President	<input type="checkbox"/>	2. Vice President	<input type="checkbox"/>	3. Secretary	<input type="checkbox"/>	4. Treasurer	<input type="checkbox"/>	5. None	<input type="checkbox"/>
1. I have read the Rules and Regulations for the Election as laid down by the Chapter and I agree to abide by the same.									
2. I attest that I am / am not* related to any member, either by relation or business (employer / employee or auditor / auditee), of the Nomination Committee									
3. I have / have not * been convicted of any offence									
4. I have / have not * been found guilty of any immoral or unethical acts									
5. I have / have not * served the Managing Committee of the Society as an Ex-Officio member (* Please strike out what is not applicable)									
Signature : _____					Date : _____				

This form duly completed should reach ISACA Mumbai Chapter Office by **xx AM / PM of dd/mm/yyyy**

<b>ACKNOWLEDGEMENT RECEIPT</b>	
The Office of the ISACA Mumbai Chapter has received an application for election for yyyy – yyyy+1	
from _____	Membership No : _____
on _____	Position Applied For : _____

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**Statement of Intent**

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Name	
(Candidate should attach a Photograph)	
ISACA Membership No	
Address for communication	
e-mail	
Tel No (Off)	
Tel No (Res)	
Educational Qualifications	
Professional Qualifications	
Occupation	
Designation	
Experience (Service / Professional)	
Served the chapter as a member of M.C. in the past?	Yes / No If Yes, <b>YEAR</b> _____
<u>Objectives of standing for election :</u>	

Date :

\_\_\_\_\_  
Signature