

BA-DK CHAPTER
CODE OF CONDUCT
(GROUP & INDIVIDUAL)

Author:	Andalib,Haseen & Shakil
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Approvals:

Approver	Syed Rashique sb/Salauddin Khan sb
	Syed Tahseen sb/ Jawed Ahmed

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	Haseen Raza		
	Shakil Hashmi		

Reviewers

Name	Position
Syed Rashique	Convenor
Jb Tahseen sb	Project Manager
Jb Salauddin Khan	General Secretary
Jb Jawed Sb	Financial Secretary

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Introduction

Purpose

The purpose of the **Dammam – khobar Chapter- Code of Conduct** document is to provide a reference at any point of time for resources working in tandem as defined on tasks within the Frame work or guideline whereby all the Advisory Committee member pledge to maintain the sanctity of tenets described in document. This document is the referral source for the Conduct of individual, responsiveness, commitment, grouse redress, information requirements, participating in services such as strategy, approaches, direction, assessing risks, benefits, and assumptions. The document also covers the delivery of project and support services to assist the WCM/ACM in the completion of the project. All members of the team should understand and follow the same Language.

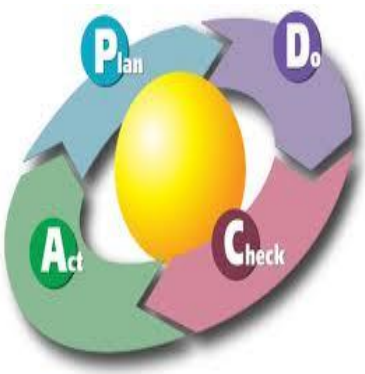
The document describes the key requirements that will underpin the design of DK chapter communication & board member discipline.

On a practical level, the focus will have a continuing influence on the scope and content of the document will improve chapter functioning throughout the organization life; therefore, it is important that the list is as complete as possible.

This policy will serve to guide Member behavior to ensure ethical conduct. This document will be distributed to all WCM/ACM team members at the process kickoff meeting. Subsequent changes to the discipline scope will be communicated universally before implementation of these changes begins.

General Guidelines

Management PDCA Framework



1. Treat all people with respect.

In general, people acting on the BA DK Chapter behalf should aim to be honest and ethical in their dealings with each other, with community members, project manager, partners, sponsor, patron and the public.

The BA DK Chapter will not practice or tolerate discrimination on the basis of place *of* origin, ethnicity, citizenship, gender, age, political or religious affiliation, sexual orientation, marital status, family relationship, or economic or medical status. The BA DK Chapter aims to treat all people with respect, and to foster a productive environment free of harassment, intimidation and discrimination.

People acting on the BA DK Chapter's behalf may not bring material (whether literature/ banned books / political agenda or ilk) to BA DK Chapter premises, behave violently, or threaten violence.

2. Respect confidentiality.

People acting on the BA DK Chapter's behalf must respect and maintain the confidentiality of sensitive information they have gained due to their association with the BA DK Chapter. This may include personal information about community members or members of the general public, and/or information about the internal workings of the BA DK Chapter or its partners or donor.

3. Protect BA DK Chapter intellectual property.

People acting on the BA DK Chapter's behalf should seek to take good care of BA DK Chapter property, and not expose it to loss, damage, misuse or theft. BA DK Chapter

property/resources/contact/influence/ should be used solely for legitimate BA DK Chapter purposes and not for personal benefit. Generally, people should use common sense and moderation when using BA DK Chapter resources.

4. Maintain accurate, honest and complete books and records.

The BA DK Chapter's books, records, accounts and financial statements must be maintained in appropriate detail, and must conform both to applicable governing law and to the BA DK Chapter's internal systems of controls.

5. Represent the best interests of the BA DK Chapter.

People acting on the BA DK Chapter's behalf should aim to advance the BA DK Chapter's legitimate interests, and should never do anything that could bring the BA DK Chapter into disrepute.

6**. Ruling in favor/against decision**- All the ACM/WCM has the right to raise legitimate issue pertaining to project/person/decision within 72 hours otherwise it will be deemed as accepted by majority. Exception, if 50% of ACM/WCM disagrees then the concern subject will automatically consider failed.



7. Office bearers Tenure- Tenure of all office bearers (Elected & Nominated) by default is one year.However,it is subject to periodic review ,if any irregularity or misuse of office , position been found then immediate sacking and re election on vacant post is imminent. In addition, anyone can relinquish the post voluntarily before completion of the terms. One can be elected post holder up to **two terms**.

All rights reserved with the ACM/WCM for election & nomination.



Scope

This policy broadly applies to Advisory Committee Members, official, office bearers, Project Managers, Patron,WCM and other workers at DK - Chapter, including all personnel affiliated with third parties. It can be amended every **six month** or as & when it felt necessary.

Set Policy



Management Commitment to Ethics

Top brass within BA DK Chapter must set a prime example. In any BA event practice, honesty and integrity must be top priority for Office bearers.

Office bearers must have an open door policy and welcome suggestions and concerns from WCM/ACM. This will allow WCM/ACM to feel comfortable discussing any issues and will alert executives to concerns within the work force.

Management must disclose any conflict of interests regard their position within BA DK Chapter.

WCM/ACM Commitment to Ethics

BA DK Chapter WCM/ACM will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

Every WCM/ACM needs to apply effort and intelligence in maintaining ethics value.

WCM/ACM must disclose any conflict of interests regard their position within BA DK Chapter.

WCM/ACM will help BA DK Chapter to increase member, ideas, services to rake in finances and timely response to inquiries & meeting.

DK Chapter Awareness

Promotion of ethical conduct within interpersonal communications of WCM/ACM will be incorporated for building understanding.

BA DK Chapter will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the DK chapter.

Maintaining Ethical Practices.

WCM/ACM at BA DK Chapter should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

BA DK Chapter has established a best practice disclosure committee to make sure the ethical code is delivered to all WCM/ACM and that concerns regarding the code can be addressed.

Unethical Behavior

BA DK Chapter will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

BA DK Chapter will not tolerate harassment or discrimination.

Unauthorized use of DK chapter general details plans & marketing, operational, personnel, financial, source code, & key information integral to the success of our chapter will not be tolerated.

BA DK Chapter will not permit impropriety at any time and we will act ethically and responsibly in accordance with tenets set by official.

BA DK Chapter WCM/ACM will not use business relationships for personal use or gain, and which therefore will not be analyzed in detail:

Communication Policy



Improved Information – Impact & Spirit

Member's, convener and Chapter should be committed to disseminating information to WCM/ACM in an effective fashion that gives all member equal knowledge and opportunity to be active members. Because the DK chapter official form of communication is through email, recognized WCM/ACM and officials are provided with services to communicate with their constituents. The ability of all WCM/ACM to send mass emails is governed by DK Chapter mass email Policy.
The policies and processes outlined in this document attempt to strike a balance between the speed and ease of use (for the sender) of mass email and the impact on each member of the Chapter receiving unwanted and unrequested email messages daily. The policy has been developed in the interest of fairness as well as respect for personal time and Chapter resources.

DK Chapter believes that every individual is reading their email and responding it as & when situation demand their effective reciprocation. For sure, it is tool to communicate with one and all it plays pivot role to bring WCM/ACM under one thought line. However, it has also become loathsome and cumbersome if unsolicited so many mails devour your email space. Besides, over a period if there are so many emails and it is of general nature than you tend to lose interest and in the process you might skip important email so to retain importance of email. We develop Ref or code to rate important email from the general one. (Viz; IMPORTANT/ URGENT / HIGH PRIORITY etc) it should be tagged with subject line.

Email Categories & Delivery Methods

There are three categories of mass email:
- Official messages from the desk of Convenor/ Secretary / Project Manager
- Emergency emails – Such as Important issues to be discussed urgently.
- Informational messages

Such emails may be intended for one, several, or all groups and must be pertinent to the shared interests of the particular WCM/ACM or communities receiving the message and adhere to the guidelines for distribution of mass email.

Mass E-mail: This mode of communication is for critical e-mails that must reach all Current WCM/ACM. Some of these issues include, but are not limited to, day to day Information, information on monthly /annual general meetings, and important upcoming events. These messages are approved by the Officials of DK Chapters.

Any such email emanating from members are strictly prohibited irrespective of his position.
E-mail and Internet communication originating from D-K Chapter Member or WCM/ACM must never contain inflammatory, harassing or defamatory language, and must not be disruptive to the operations, or convey any material which would reflect poorly on D-K Chapter reputation or its general public image.

"Breach of Policy" applied when anyone send messages or material, which would breach DK-Chapter policy. This could include material, which is pornographic or



sexually explicit, contains comments or innuendo (including jokes) of a discriminatory, sexual or racist nature, or makes inferences about a person's sexual preference. In addition other offensive material includes content or messages that are fraudulent, defamatory, embarrassing, obscene, harassing, abusive, intimidating, derogatory and/or other unlawful material.

Originate or distribute chain letters, junk E-mail, broadcast mailings or other electronic material which is for political.

Disciplinary Action for "Breaches of Policy"

If a complaint is made about or material discovered reflecting inappropriate use of mail and communication facilities, it will be investigated. If the complaint is substantiated, disciplinary action will be taken, which depending on the circumstances, may range from counselling and re-training, to formal warning, through to summary dismissal from membership.

Complaint re-dressal & Conduct in general Meeting – Never derogatory is artery of DK-C. In case, someone pose an uncomfortable question that should be dealt by CoC or someone authorize to speak on the subject. All written & verbal complaint should be addressed to CoC.Meeting should strictly adhere to the agenda ,nothing should be discussed beyond the agenda of meeting.

Discussion about BA-DK chapter must not be the topic of discussion among members outside the meeting. This will be considered as violation of CoC by the member and CoC once knows about it can take disciplinary action against the concerned member/s.

Objectives



Convene A Meeting – First things first.

Meeting should be presided by someone and this should be announced in agenda or impromptu.ACM meeting will be called upon every **six month.**

All the meetings attendance are of paramount so the desire is WCM/ACM shows hundred percent (100%) turn out on the day. In any event where by WCM/ACM priority changes due to work, sick, ill, holiday, vacation, out of city limit, catastrophe, Natural Calamity or any unavoidable circumstances .In such event , Plausible explanation solicited with concerned WCM/ACM and he should convey in advance through any of the member or office holder.

Member shall be fall in **YELLOW ZONE** if he does not attend three consecutive meetings (exceptions – if subject WCM/ACM is out of the country for long period then he debarred from explanation) – He will be in **RED ZONE** if he continues to skip five meetings. He will be in **BLACK ZONE** if he does not put forth plausible explanation. (It is in sole discretion of official if they can grant immunity to exceptions with consensus of all WCM/ACM).
All the decision regarding WCM/ACM conduct during the meeting are taken with full house consensus of member & General secretary /Convener/senior functionary in consultation on the subject for better and effective functioning of chapter. All such issue will be automatically transferred to **Grievance Cell** for corrective measures.

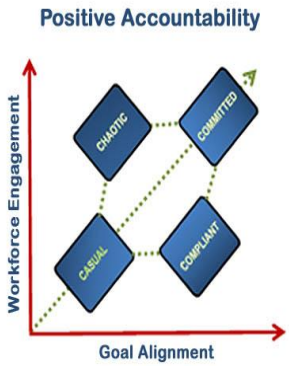
Definition -Office bearer & their liabilities

Charge de affaire – Charge de affaire will come into existence in case, office holder is not available. WCM will be act as official in his absence. Also, this applicable for any number of post with in DK Chapter and this should be nominated by designator itself or by recommendation of WCM/ACM.

Preside- Meeting should be preside by any WCM/ACM and he is powered to control the proceeding of meeting (A mechanism to control overly representation of issues/discussion /debate/heated exchange/mud slinging /misconduct/bashing/unofficial ,bandy, abusive, derogatory words etc).Providing equal chance to voice opinion in agreement & disagreement.

General Secretary – Core responsibility and decision maker of chapter related activity.For any personnel related matter will be decided with consent of top 15 WCM.

Convener- Communication & official representation, including official spoke person role are assigned but other job also will be assigned if situation demand.



Treasurer- keeping the book record updated and periodic report published on the website and individual mails to all working committee member. He is incharge of protecting and producing all the necessary data.

Financial Secretary - Compilation of tangible and intangible assets. Forecast of budget, budget preparation & quarterly reports. Drafting business proposal, feasibility studies. Team can be assigned to assist the fin secretary.

Project Manager – in charge of specific projects and avail all facilitation in terms of finance, resources & people to in order to complete the project on time.

Patron – A patron will provide, support & participate in broader objective of DK-C.



Advisory Committee Members (ACM)

Those individuals who join hands to form a group of people working together for the educational, social upliftment of a community defined herein.

Who can be an ACM

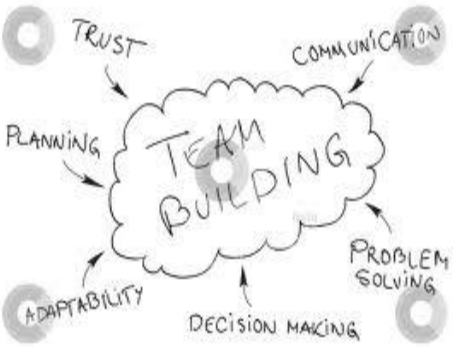
Any individual belongs to India and wish to contribute his time , money and share his knowledge and skills for the educational upliftment of children and youths of the downtrodden of the Muslim community in India in particular and in Bihar and Jharkand states in general.

a) The yearly fees of an ACM is SR500.

b) Must be paid to the Convenor or (any other authorized person of Bihar Anjuman (BA)Dammam/Khobar chapter within first four months of the calendar year, i.e. from January to April without any calls and follow-ups.

c) If he is unable to pay it with in that period he should inform the concerned person in the working committee the reason for this delay and make commitment for the exact time frame for the payment of this dues fees.

d) If he is not able to pay the said fees even after his committed date then his ACMship will be temporarily cancelled and this issue will be under consideration before the Working Committee (WC) and their decision will be final.



Working Committee Members (WCM)

Working Committee consists of maximum up to 15 members (including 3 to 5 office bearers) selected from among the existing ACMs to facilitate the routine activities of the BA-DK chapter.Pre-requisite such as person should be at least spend one year s ACM are eligible to get nominated as WCM



Grievances Cell

It consists of 3 members selected from among the existing WCM/ACMs to look after the grievances of the BA-DK chapter WCM/ACMs and inquire any issue when it comes up related with the BA-DK chapter and its WCM/ACMs.

De-Relinquishing the WCM/ACM membership

If any existing WCM/ACM or office bearer wish to de-relinquish his membership or position /post he should inform the working committee well in advance with the justified reasons in person or in writing so that an alternate arrangements can be made if required, so that the functioning of BA-DK chapter activities are not disturbed. If he does not follow the guidelines related with it the decision of the WCM/ACMs (Working Committee) will be final.

Definition



General Secretary- Secretary Position in DK-C plays a critical role in fostering communication and diligence through proper management & adherence to organization bylaws. The position demands present in at all meeting. Review of all agendas & promulgation and presenting factual report of all concurrent tasks.GS should be knowledgeable about all affairs of DK-C. He will propose governance methodology, amendment & fulfilling their fiduciary duties. Custodian of the DK-C he should ensure all the deadlines and issue memo to obtain time bound results. Duties may additionally change from time to time as may be assigned to him.



Convener – Be inclusive .conveners should be sure that a wide variety of people from different perspective are involved. Invite participants of all interest that will help make for successful outcomes. Establish a neutral meeting place. When the issue is complex and divisive, the convener must establish an impartial process and a safe space for people to open up about their conviction and opinions. He should be experienced to be effective facilitator to plan and conduct the process. Direct, rather than dominate, the discussion. convener, should oversee the Grievance cell proceeding and will participate if receive request. Frame the meeting and communicate objectives. The convener must establish purpose for each meeting and help to ensure that the objective is framed in way that enables all members to work together productively. Demonstrate ongoing visible commitment. Time & again, deliver motivational talks demonstrating that they care about the progress DK-C is making.



Project Manager- Develop the work plan that will frame the implementation of the strategic plan. This includes the tasks to be done, lead unit, resource needed, timeline, and expected outcome. Leading the team and delegates responsibility to team member. Make sure the entire team member have appropriate briefing of their roles & responsibilities.Overseee the development to ensure smooth and consistent outcomes with the mission and strategic plan. Define the deliverables & meet the deadline are crucial.

Contempt - ***A finding of contempt of code may result from a failure to obey a law herein, showing disrespect, and disruption of the proceedings through poor behavior or by any means are liable for actionable ruling. There by, comply with the code.***

Charter

I- Agenda specific meeting and plan.

II- Special power must be given to office bearer regarding the use of fund & defining the ceiling limits.
III- development and induction of Format for ACM application
IV- Format for complaints and request.
V- Discussion about money matter by office bearer without any plausible reason is unacceptable behavior.
VI- Budgeting of the funds and how to generate the fund must be the primary concern of each and every ACM.
VII- CoC members must have their own meeting schedule after a time interval schedule must be revised and take mentioned of.
VIII- Financial report must be declared to the ACMs after specific period (preferably semester wise) so that information transparency should be maintained.

Women's Wing

Women Volunteers - Women Volunteer require in a event where by a family gathering organized by DK-C . In such events , Some members can take good cre of elderly women and children and better prepare to meet & address any of need arises for crowd management.

