

MEMORANDUM OF ASSOCIATION
OF
ISACA PUNE CHAPTER

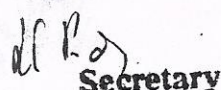
(As agreed and adopted by Extraordinary General Meeting of the Society on July 26, 2014 and proposed for confirmation in Extraordinary General Meeting convened on September 21, 2014)

- I. NAME : The name of the Society shall be ISACA PUNE CHAPTER
- II. ADDRESS : The office of the Society shall be situated at 1st Floor, Mahratta Chamber of Commerce, Industries and Agriculture (MCCIA), Tilak Road, Swargate Corner, Pune 411002, or at such other place within the State of Maharashtra, as the Society may decide from time to time.
- III. AIMS AND OBJECTS:
1. To promote the education and awareness of its members and society at large, for the improvement and development of their capabilities relating to the auditing of, management consulting in, or direct management of the fields of Information Technology (IT) governance, Information Systems (IS) audit, security, control and assurance.

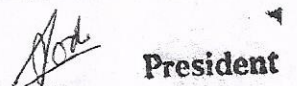
ISACA, Pune Chapter


Treasurer

ISACA, Pune Chapter


Secretary

ISACA, Pune Chapter


President

2. To promote the education of, and help expand the knowledge and skills of its members and society at large in the interrelated fields of IT governance, IS audit, security, control and assurance;
3. To encourage an open exchange of IT governance, IS audit, security, control, and assurance techniques, approaches, and problem solving by its members for the benefit of society at large;
4. To promote adequate communication to keep members and society at large abreast of current events in IT governance, IS audit, security, control and assurance;
5. To communicate to management, auditors, educational institutions, and to IS professionals the importance of establishing controls necessary to ensure proper IT governance and the effective organization and utilization of IT resources;
6. To promote the Association's professional certifications and IT governance;
7. To promote continuing professional education, and to help enhance knowledge and skills of its members and society at large, by providing appropriate forums and content aimed at professional development;

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Arora
President

ISACA, Pune Chapter

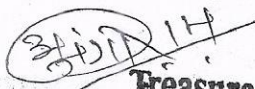
d.R.
Secretary

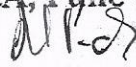
ISACA, Pune Chapter


Sharma
Treasurer

- 8. To initiate, coordinate and sustain research work, publish research reports and findings for the benefit of its members and society at large;
- 9. To provide and/or to cause to provide help, whether monetary or otherwise, for the alleviation of human suffering; and
- 10. To do all such other Lawful acts, things and/or deeds which are or which may be conducive and/or incidental to the achievement of the above objectives.

IV. Cancelled

ISACA, Pune Chapter

Treasurer

ISACA, Pune Chapter

Secretary

ISACA, Pune Chapter

President

- V. Names, addresses, occupations and designations of the First Members of the CHAPTER BOARD OF DIRETORS to whom by the Rules and Regulations the management of its affairs is entrusted are as follows –

Sr. No.	Name and Address	Age	Occupation	Designation	Nationality
1	Mr. Pravin Mulay, S/o Gajanan, 19, Zunj, Padmakunj Soc., 676, Bibwewadi, Pune 411037	43	IT Consultant	President	Indian
2	Mr. Shirish Shivram Deshpande C-5 Yogiraj Society, 16/7 Karve Road, Pune 411004	40	Chartered Accountant	Vice President	Indian
3	Mr. Nitinkumar Bhavsar, S/o Indrajit, 124/7B, Prabhatnagar, Saraswat Apt., Pune 411004	37	IT Consultant	Secretary	Indian
4	Mr. Ashok Pawar, S/o Shankar B5/11, Meeranagar Co op. Soc., Koregaon Park, Pune 411001	38	Service	Treasurer	Indian
5	Mr. Sanjay Gadkari, S/o Bhalchandra 446 B/B1, Hasabnis Bakhal, Shaniwar Peth, Pune 411 030	43	Service	Coordinator	Indian
6	Mr. Sunil Bakshi, S/o Bhaskar M111, Ramyanagari, Bibwewadi, Pune 411037	42	Service	Member	Indian
7	Mr. Chandrashekhar Govind Sahasrabudhhe 7, Sehal Apartments, 80 Sahawas Society, Karvenagar, Pune 411052	49	IT Consultant	Member	Indian

ACA, Pune Chapter

Pravin
President

ISACA, Pune Chapter

Shirish
Secretary

ISACA, Pune Chapter

Pravin
Treasurer

VI. We the following office bearers desirous of registering the Pune Chapter namely Information Systems Audit and Control Association, Pune Chapter, under the Society's Registration Act, 1860, subscribe below our names to the Memorandum of Association and we hereby desire to get the chapter registered under the Society's Registration Act, 1860, and accordingly we have signed on this 27 day of January, 1999.

Sr. No.	Name and Address	Age	Occupation	Designation & Signature	Nationality
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ISACA, Pune Chapter

President

RULES AND REGULATIONS
OF
ISACA PUNE CHAPTER

(As agreed and adopted by Extraordinary General Meeting of the Society on July 26, 2014 and proposed for confirmation in Extraordinary General Meeting convened on September 21, 2014)

1. **NAME OF THE SOCIETY-**

The name of the Society shall be "ISACA PUNE CHAPTER".

2. **ADDRESS OF THE SOCIETY-**

The office of the Society shall be situated at 1st Floor, Mahratta Chamber of Commerce, Industries and Agriculture (MCCIA), Tilak Road, Swargate Corner, Pune 411002, or at such other place within the State of Maharashtra, as the Society may decide from time to time.

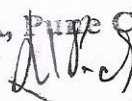
3. **AREA OF OPERATION-**

The area of operation shall be within the State of Maharashtra


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Treasurer

ISACA, Pune Chapter


Secretary

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President

4. MEMBERSHIP

- a. Any person attaining the age of majority i.e. 18 years, may be admitted as a Member of the Society.
- b. Membership shall not be limited by any religion, caste or gender.
- c. Persons desirous of being Members of the Chapter are required to become members of the Association by paying the applicable annual Association and Chapter membership dues, per rules of the Association and Chapter.

5. CLASSES OF MEMBERS

- a. There shall be the following classes of members of the Society-
 - 1) Ordinary Member – he shall be a member only for the Membership Year for which he has paid applicable annual membership fees and shall be eligible to vote and hold office;

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[Signature]
Secretary

- 2) Retired Member - he shall be a member only for the Membership Year for which he has paid applicable annual membership fees and shall be eligible to vote and hold office. He is required to present proof of retirement status, subject to rules established by the Association; and
 - 3) Student Member – he shall be a member only for the Membership Year for which he has paid applicable annual membership fees and shall be eligible to vote and hold office. He is required to be full time student currently enrolled in a degree program of an accredited college or university, subject to rules established by the Association.
- b. The applicable annual membership fees shall be decided by the Board from time-to-time and communicated to the Association.

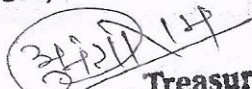
ISACA, Pune Chapter
(Signature)
Treasurer

ISACA, Pune Chapter
(Signature)
Secretary

ISACA, Pune Chapter
(Signature)

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- b. The applicable annual membership fees shall be decided by the Board from time-to-time and communicated to the Association.

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Treasurer

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Secretary

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6. MANAGEMENT

Management is vested in the Board of Directors, comprising of minimum 7 and maximum 12 Trustees, for the following designations –

- 1) President;
- 2) Vice President;
- 3) Secretary;
- 4) Treasurer;
- 5) Communications Director;
- 6) Membership Director;
- 7) CISA Director;
- 8) Certification Director;
- 9) Accreditation Director;
- 10) Academic Relations Director;
- 11) Programme Director; and
- 12) Education Director.

The Trustees shall be elected at the Annual General Meeting of the General Body of the Society.

7. GENERAL BODY

- a. All meetings of the General Body, other than Annual General Meetings shall be called Extraordinary General Meetings.

Ms. Aditi Sangararam
ISACA, Pune Chapter

Aditi

President

Shri Shrish Padley
ISACA, Pune Chapter

Shri Shrish

Secretary

Shri Sandip Godbole
ISACA, Pune Chapter

Sandip

Treasurer

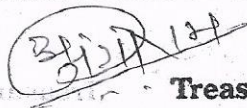
b. Annual General Meetings -

The Society shall in each calendar year, hold in addition to any other meetings, a General Meeting as its Annual General Meeting and shall specify the meeting as such in the notice calling it, and not more than 15 months shall elapse between the date of one Annual General Meeting and that of the next and not more than six months after the expiry of the last preceding Accounting Year of the Society. Each Annual General Meeting shall be held at such time and place and hour as the Board shall determine.

c. Extraordinary General Meeting -

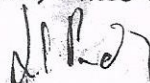
- 1) An Extraordinary General Meeting may be convened by the Board or upon a requisition made in writing either by the President or by not less than a two fifth ($2/5$) of Ordinary Members of the Society.
- 2) Requisition for an Extraordinary General Meeting shall specify the objects of the meeting proposed to be called, and must be delivered at the office of the Society. On receipt of the requisition the Board shall forthwith proceed to convene an Extraordinary General Meeting.

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Treasurer

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Secretary

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3) If, within a fortnight from the date of delivery of the requisition, the Board fails to issue a Notice for an Extraordinary General Meeting, the President or the requisitionists themselves may issue a Notice for such a meeting within one month from the date of delivery of such requisition.

d. Length of Notice -

14 clear days notice specifying the place, date, hour and Nature of the business to be transacted at any General Meeting shall be delivered to the Members, in any manner prescribed by the Act or Rules framed thereunder, to their respective addresses registered with the Society, but any accidental omission to serve such notice or non-receipt of such notice by any Member shall not invalidate the proceedings at any General Meeting.

e. Quorum -


1) Ten (10) Members, all present in person, shall form quorum at any General Meeting.

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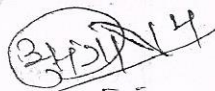
President

ISACA, Pune Chapter



Secretary

ISACA, Pune Chapter



Treasurer

- 2) If at a General Meeting there is no quorum within thirty minutes from the hour fixed for such meeting, the Meeting shall stand adjourned for half an hour on the same day, and the adjourned meeting shall not require a quorum, but no business other than that specified in the Notice shall be transacted at such meeting.

f. Business of the Annual General Meeting –

The business of the Annual General Meeting shall be-

- 1) To receive, consider and adopt the audited Statements of Account of the Society, and reports of Auditors and the Board thereon;
 - 2) To elect Trustees from the conclusion of the Annual General Meeting;
 - 3) To appoint a Nomination Committee; and
 - 4) To appoint Auditors and fix their remuneration.
- g. Members are entitled to vote and to only one vote, except for an additional vote to the Chairman in case of a tie.


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Secretary

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President

- h. To vote, Members have to attend the meetings in person, and cannot appoint a proxy to attend and vote on their behalf.
- i. The President shall be the Chairman at any General Meeting. In his absence, the Vice-President will be Chairman of the General Meeting. In absence of both the President and the Vice President, a Chairman shall be elected from the Members present at the meeting.
- j. At any General Meeting, the Chairman shall have the authority to interpret the Rules and Regulations and by-Laws (if any) of the Society, for the purpose of conducting the meeting and deciding on questions arising at such meetings.
- k. The minutes of every meeting of the General Body shall be read and confirmed at the next meeting of the Board. A bound book shall be maintained for recording the minutes of such meetings.

8. NOMINATION COMMITTEE

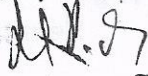
- a. At each Annual General Meeting, a Nomination Committee comprising of 3 persons, shall be appointed from amongst Members. (One of whom may preferably be the outgoing President, if he is not otherwise being considered for election to the Board at that Annual General Meeting).

CA, Pune Chapter



President

ISACA, Pune Chapter



Secretary

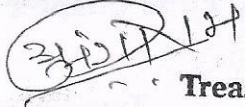
ISACA, Pune Chapter



Treasurer

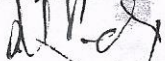
- b. The Board shall serve intimation to the Nomination Committee of its proposed date of the Annual General Meeting, at least two (2) months in advance of the proposed date of the Annual General Meeting.
- c. The Nomination Committee will then forthwith seek an "Expression of Interest" from Members for appointments to the Board, to be considered at the ensuing Annual General Meeting.
- d. The Nomination Committee will deliberate on the "Expressions of Interest" received from Members and will recommend to the Board the suggested names for elections for various designations of the Board, at least one month prior to the date of the Annual General Meeting, and the same shall be incorporated by the Board in the Notice of the ensuing Annual General Meeting.
- e. In case the Nomination Committee fails to recommend to the Board as aforesaid, for some or all designations, for whatever reason, all the designations not recommended will nevertheless, be elected at the ensuing Annual General Meeting.

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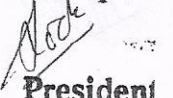
Treasurer

ISACA, Pune Chapter



Secretary

ISACA, Pune Chapter



President

- f. Irrespective of any recommendation by the Nomination Committee, any Member shall be eligible to be elected for such designation, if he informs the Board in writing of his intention, supported by at least 10% of the Ordinary Members, at least 7 days before the Annual General Meeting. His candidature will be announced at the Annual General Meeting, for proceeding with the election process.

9. **TENURE OF OFFICE OF THE BOARD OF DIRECTORS**

The tenure of office for all designations shall be from the conclusion of one Annual General Meeting to the conclusion of the next Annual General Meeting.

10. **RULES FOR ELECTIONS**

The Trustees shall be elected at the Annual General Meeting of the General Body of the Society as per the following rules:

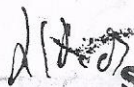
- a. Only Members shall be eligible to be elected/nominated for any designation at an Annual General Meeting.
- b. Members shall be eligible to be elected for the same designation for a maximum period of two (2) consecutive terms.

SACA, Pune Chapter



President

ISACA, Pune Chapter



Secretary

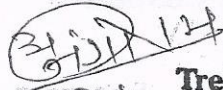
ISACA, Pune Chapter



Treasurer

- c. No Member shall hold more than two (2) designations at a time.
- d. No Trustee shall be entitled to any remuneration.
- e. Elections will be held by ballot, unless the Chairman decides otherwise.
- f. Casual Vacancy shall arise if a Trustee –
- 1) Voluntarily resigns from the Board;
 - 2) Ceases to be a Member;
 - 3) Remains absent without previous intimation in writing from three consecutive meetings of the Board, but he shall be eligible for reinstatement at the discretion of the Board;
 - 4) Becomes otherwise unfit to hold the office of the Trustees by operation of Law or Act; and
 - 5) If a Trustee –
 - i. Violates the Rules and Regulations and/or Code of Professional Ethics of the Chapter or the Association, or
 - ii. In the opinion of the Trustees the continuation of a Trustee is not conducive for any reason whatsoever for the objects of the Society,
 is removed by the remaining Trustees by the decision of two-third (2/3) or five (5) Trustees present whichever is higher, at the meeting of the Board convened for considering this matter.


ISACA, Pune Chapter


Treasurer

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President

- g. Casual Vacancy may be filled in by the remaining Trustees by a majority vote from amongst those eligible for such election. (The Trustee so elected, shall hold office only till the date of the conclusion of the next Annual General Meeting.) Else, the vacant designation may be assigned to any existing member of the Board, so long as the number of members of the Board does not fall below 7.

11. MEETINGS OF THE BOARD OF DIRECTORS

- a. The Board shall meet individually at least once in every three months and at least four such meetings shall be held in every year for dispatch of its business and may adjourn or otherwise regulate its meetings as the Board may think fit.
- b. Three (3) Trustees present in person shall form the quorum for the meeting of the Board.
- c. The Trustees have to attend the meetings in person, and cannot appoint a proxy to attend and vote on their behalf.

CA, Pune Chapter


President

ISACA, Pune Chapter



ISACA, Pune Chapter


Treasurer

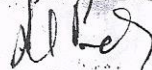
- d. Notice of every meeting of the Board stating the general particulars of all business to be transacted at such meeting shall be delivered, in any manner prescribed by the Act or Rules framed thereunder, to each Trustee on his last known address, at least 24 hours before the meeting, but the proceedings of any meeting shall not be invalidated by accidental omissions or non-receipt of such notice by any Trustee or by reason of any business being considered which is not comprised in the general particulars of the notice.
- e. The minutes of every meeting of the Board shall be read and confirmed at the next meeting of the Board. A bound book shall be maintained for recording the minutes of such meetings.
- f. In case of any Casual Vacancy in the Board, the continuing Trustees shall, but if and so long as their number is not reduced below two, act only for the purpose of filling in the vacancies of the Board or for summoning a meeting of the General Body of the Society, and shall not transact any other business until the Casual Vacancy is filled up.

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Treasurer

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Secretary

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President

- g. A resolution passed without any meeting of the Trustees but evidenced by writing under the hands of all the Trustees, or through e-mail approvals, shall be valid and as effectual as a resolution duly passed at a regular meeting of the Trustees. This resolution shall be noted in the minutes of the subsequent meeting of the Board.

12. **POWER AND AUTHORITY OF THE BOARD.**

- a. The Board shall have full powers, authority and duty to do all acts, matters, things and deeds which may be necessary or expedient for attainment of the objectives of the Society, in particular the following:
- 1) To establish, look after, manage and supervise the management of the Society and properties of the Society and to expend moneys required for that purpose;
 - 2) To pay all rents, rates, taxes and other statutory liabilities of the Society;

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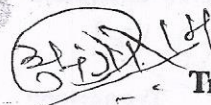
President

ISACA, Pune Chapter



Secretary

ISACA, Pune Chapter



Treasurer

- 3) To appoint suitable persons, to pay salaries and remuneration, to give promotions, honorariums to grant leave and extension of service, to fix, reduce or increase salaries, to direct retirements, to dispense with services of employees and to do all such other general work in connection with the staff to the Society as may be necessary;
- 4) To invest and deal with the funds and money of the Society;
- 5) To fix, collect, increase or decrease the rents of any of the properties belonging to the Society;
- 6) To acquire, purchase, construct, maintain, alter, improve or otherwise own or take on hire or lease, temporarily or permanently any movable or immovable property necessary for furtherance of the objects of the Society;
- 7) To build, construct and maintain buildings and to pull down, extend, improve and repair any existing buildings of the Society;
- 8) To acquire by gift, purchase, exchange, lease, hire or otherwise howsoever, any lands, buildings easements, rights of common or privileges for the purposes of the Society;

ISACA, Pune Chapter

(Signature)
Treasurer

ISACA, Pune Chapter

(Signature)

ISACA, Pune Chapter

(Signature)
President

- 9) To receive any donations of movable or immovable property either with or without conditions. Any such condition may provide for the name of any person being associated permanently with the Society, but not so as to change the name of Society;
- 10) To invest the Society's fund in investments authorized by Law governing such investment, and to vary or to transfer such investments for those of the like nature;
- 11) To purchase and sell movable and immovable properties;
- 12) To borrow or raise money which may be required for the purpose of the Society, upon bonds, debentures, promissory notes or other obligations or securities of the Society or by mortgage or charge on the property of the Society;
- 13) To take steps, by personal and/or written appeal and exhibitions, by printing and publishing pamphlets, brochures, souvenirs and such other type of publishing material, by holding charity shows and other performances with a view to raise the funds of the Society, as may be thought expedient from time to time;

- 14) To print, publish and exhibit or subsidies the publication of any books, pamphlets or posters that may be considered desirable for the promotion of the objects of the Society;
- 15) To accept resignations, if tendered in writing by existing Members;
- 16) To appoint Sub-Committees as and if deemed necessary to meet certain special circumstances, and to delegate such powers to such Sub-Committees or to any employees as the Board may think fit;
- 17) To make or from time to time, repeal or alter By-Laws (if any) as to the General Management of the Society and the smooth conduct of the affairs thereof, as to the duties of the employees of the Society, as to the conduct of the business of the Board or as to any of the matters or things within the powers or under the control of the Board, provided that the same shall not be inconsistent with the contents of the Memorandum of Association and/or the Rules and Regulations of the Society;

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(Signature)
Treasurer


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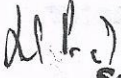
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ISACA, Pune Chapter

(Signature)

- 18) To pay and discharge out of the funds or out of any property of the Society, all expenditure that may be incurred for the administration of the Society, including reimbursement of reasonable amount of travelling and/or other incidental expenditure incurred by Trustees;
- 19) To delegate by Power of Attorney or otherwise, to any Trustee, Member, or to any other person, any power implied by Law or conferred by Statute;
- 20) To compromise, compound, abandon, submit to arbitration or otherwise settle any action, suit, proceeding, debt, claim or things whatsoever arising out of the administration of the funds of the Society and for any other purposes, to enter into, give, execute and do such other agreements, instruments of composition or arrangement, release and other things as may be thought expedient, without being personally liable for any loss that may result from such acts and/or omission done by them in good faith as if they were absolutely entitled to do the same in the interests of the Society;
- 21) To negotiate or to enter into contracts on behalf of the Society and to vary and resend such contracts;

CA, Pune Chapter

President

ISACA, Pune Chapter

Secretary

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Treasurer

- 22) To expend the funds of the Society in such manner as the Board shall consider most beneficial for the purposes of the Society; and
 - 23) To do all such other Lawful acts, things and/or deeds which are or which may be conducive and/or incidental to the attainment of the above powers and authorities, and as to the objectives specified in the Memorandum of Association of the Society.
- b. All acts done by the Board or by any person acting as a Trustee, shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Board, be valid.
 - c. No Trustee having any pecuniary interest in any matter relating to the Society shall be entitled to vote on any issue in which such interest is involved.
 - d. All the immovable properties and securities representing permanent investment of the Society shall be vested in the Board. Such properties and securities shall be held in the name of the Society.

ISACA, Pune Chapter

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Treasurer

ISACA, Pune Chapter

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Secretary

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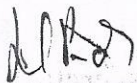
- e. Where a Trustee, in the purported exercise of the Society's adjectives, discretions and powers hereby or by Law conferred, acts on the advice of any solicitor, Lawyer, engineer, surveyor of land, estate agent, actuary, broker, accountant or any other expert in any field, shall not be responsible for any loss that may result from acting on such advice, but the acts or omission shall be deemed to be authorized and proper, and the advice shall operate to protect the Trustee in the like manner as if the act or omission had been directed or authorized under the order of the Court of competent jurisdiction.
- f. All contracts made in relation to or concerning the affairs of the Society may be expressed to be made in this name of the Society and shall be signed by any two Trustees to be nominated by the Board.
- g. No regulation made in meeting of the General Body shall invalidate any prior act of the Board, which would have been valid if such regulation had not been made.

CA, Pune Chapter



President

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Secretary

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Treasurer

13. OFFICE BEARERS AND THEIR DUTIES

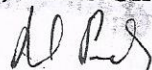
a. The **President** shall—

- 1) Preside, conduct and regulate all the affairs of all the meetings of the General Body of the Society and its Board as its Chairman, and his rulings on any point of order and decisions as to the results of voting shall be final;
- 2) Be an ex-officio member of all committees except the Nominating Committee;
- 3) Represent the Chapter at Leadership Conferences, Presidents Council Meetings and other conferences and functions, where appropriate or appoint another Trustee as a representative;
- 4) Present an annual report to Members at the Annual General Meeting;
- 5) Maintain communications with the Association and respond to Association enquiries;
- 6) Be responsible for submission of the required annual chapter reports to the Association within 30 days after the Annual General Meeting;
- 7) Supervise budgetary matters and proper internal control of finances; and
- 8) Perform other duties as pertain to the office of President, or which may be delegated by the Board.


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Treasurer

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Secretary

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President

b. The Vice President shall—

- 1) In the absence of the president, discharge all the duties of the President for that meeting;
- 2) Perform the duties of the President in the event of his/her absence or disability; and
- 3) Perform other duties as pertain to this office.

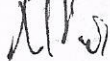
c. The Secretary shall—

- 1) Convene meetings of the General Body, the Board and other meetings;
- 2) Keep or cause to be kept proper minutes of the proceedings of the General Meetings of the Society and also those of the Board;
- 3) Carry on all correspondence and to keep or cause to be prepared and placed before the Board or at the General meeting all the necessary information and also such other information which he may be otherwise called upon to present;
- 4) Keep or to cause to be kept all the records of the Society including an up to date Register of Members;
- 5) Call for information's of various types of explanations, clarifications and statements from the Members or the Board for any act or deed or undertaking in the interests of the Society;

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Secretary

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Treasurer

- 6) Go into the complaints received from or against any member of the Society about any misconduct, mischief and violation of the Society rules and regulations in the conduct of the affairs of the Society;
- 7) File Change Reports, Annual Accounts and Budget and ensure other compliances with the Charity Commissioner; and
- 8) Perform other duties as pertain to this office.

d. The **Treasurer** shall—

- 1) Be custodian of Chapter funds;
- 2) Present or to cause to be presented before the Board for its approval the Annual Budget of the Society;
- 3) Receive and disburse such funds of the Chapter as shall be required in the conduct of its affairs and the carrying on of its activities or as directed by the Chapter Board;
- 4) Submit annual financial statements for presentation to the members at the Annual General Meeting;
- 5) Submit books and records for audit when required;

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Treasurer

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(Signature)
Secretary

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(Signature)

- 6) Offer for inspection of the Society's books of account and/or other relevant records to a member after receipt of a written request by such member and after obtaining permission from the Board thereto;
- 7) File any and all tax forms required; and
- 8) Perform other duties as pertain to this office.

e. **The Communications Director shall-**

- 1) Maintain electronic lists of members and guests;
- 2) Forward information on events and other pertinent information to e-mail lists;
- 3) Identify and use other means of disseminating information about events and the Chapter, where appropriate; and
- 4) Perform other duties as pertain to this office.

f. **The Membership Director shall-**

- 1) Maintain accurate lists of membership;
- 2) Disseminate membership lists as directed by Chapter Board, with due regard to security and privacy issues;
- 3) Report on membership data from the Association;

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President

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Secretary

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- 4) Coordinate plans for maintaining and Increasing Chapter membership; and
- 5) Perform other duties as pertain to this office.

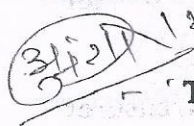
g. The **CISA Director** shall-

- 1) Maintain resource material related to CISA certification;
- 2) Maintain exam participation rate to sustain the local area as an exam writing site;
- 3) Report to Chapter Board on exam results;
- 4) Act as a liaison between exam participants and the Association; and
- 5) Perform other duties as pertain to this office.

h. The **Certification Director** shall-

- 1) Coordinate with the CISA Director in execution of his duties;
- 2) Maintain resource material related to certifications other than CISA;
- 3) Maintain exam participation rate to sustain the local area as an exam writing site;
- 4) Report to Chapter Board on exam results;
- 5) Act as a liaison between exam participants and the Association; and
- 6) Perform other duties as pertain to this office.


ISACA, Pune Chapter


Treasurer

ISACA, Pune Chapter


Secretary

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President

i. The **Accreditation Director** shall promote accreditation of CISA and other certifications within the Chapter membership, including exam preparation sessions.

j. The **Academic Relations Director** shall-

- 1) Provide liaison with academic institutions;
- 2) Establish opportunities to brief appropriate classes of academic institutions on ISACA, CISA, CISM, CGEIT and IT governance;
- 3) Coordinate scholarship initiatives approved by the Chapter Board;
- 4) Liaise with appropriate professors, and where appropriate take steps to establish an "Academic Advocate" program in local academic institutions; and
- 5) Perform other duties as pertain to this office.

k. The **Programme Director** shall-

- 1) Coordinate and make arrangements for programs like Workshop, conference and seminar for the benefit of members and provide opportunity for earning CPE in the topics of interest;
- 2) Closely work with Education Chair and other Board members to identify topics of interest;

and

ISACA, Pune Chapter

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President

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A. K. D.

Secretary

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Treasurer

- 3) Perform other duties as pertain to this office.

1. **The Education Director shall-**

- 1) Coordinate and make arrangements for regular lecture meetings for the benefit of members and provide opportunity for earning CPE;
- 2) Closely work with Program chair and other Board members to identify topics of interest; and
- 3) Perform other duties as pertain to this office.

14. **SOURCES OF FUNDS**

Funds required for the achievement and furtherance of the objectives of the Society shall be acquired through all legal sources, specifically the following -

- a. Membership Fees;
- b. Donations in cash or in kind;
- c. Rent and other income from property;
- d. Interest;
- e. Dividend;
- f. Profit on sale of properties and investments;
- g. Tuition and other fees;
- h. Grants by local, State, Central or foreign Governments and Institutions;
- i. Income from publication of magazines, periodicals, souvenirs, etc.;

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Treasurer

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Secretary

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(Signature)

- j. Income from charitable performances and activities aimed at raising funds for the Society; and
- k. Income from educational seminars, conventions and such other programs.

15. **ALLOCATION OF FUNDS -**

The Board shall aim to expend Funds raised, as under -

- a. For the Objects of the Society- 80%
- b. For Other Expenditures - 20%

However, the aforesaid allocation may be amended as may be decided by the Board from time to time.

16. **DUTIES AND RESPONSIBILITIES OF MEMBERS-**

It shall be the duty and responsibility of each Member to –

- a. Pay membership dues to the Association in time;
- b. Attend General Body meetings;
- c. Refrain from doing any such act, thing and/or deed which is detrimental to the interests of the Society; and
- d. Abide by the Rules and Regulations and by-Laws (if any) of the Society.

ISACA, Pune Chapter

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Secretary

ISACA, Pune Chapter

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Treasurer

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President

17. CESSATION OF MEMBERSHIP

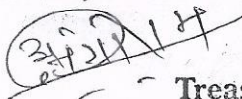
Any Member shall cease to be a member of the Society if –

- a. He fails to renew his annual membership per rules of the Association;
- b. He dies;
- c. He voluntarily tenders resignation of his membership;
- d. He is adjudged as of unsound mind or as an insolvent;
- e. He is convicted of any criminal offence involving moral turpitude; and
- f. Decision to terminate his membership is taken by a majority of at least two-third (2/3) of total number of Members present at the particular Extraordinary General Meeting wherein such a proposal may come up for discussion and decision, and with an approval from the Association for such termination of membership.

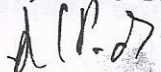
18. BANK ACCOUNT-

Any bank accounts of the Society shall be opened, operated upon and closed, as the Board may determine from time to time.

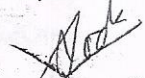
ISACA, Pune Chapter


Treasurer

ISACA, Pune Chapter


Secretary

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President

19. AMENDMENTS TO RULES AND REGULATIONS-

Any additions, alterations, or omissions in the Rules and Regulations of the Society, shall be effected by a resolution passed by three fifth (3/5) majority at a General Meeting of the Society duly convened, and approval of the Charity Commissioner, provided that no addition alternations and omission affecting the rights and privileges of any class of members shall be valid unless the same is also passed by a like majority at a special meeting of the members of the class affected thereby, after giving due notice to all the members of that class.

20. LOANS AND DEPOSITS-

The Society may accept deposit and loans from any persons, banks, organizations or Government.

21. PURCHASE AND SALE OF IMMOVABLE PROPERTY-

The Society may purchase and sell immovable properties; provided that the sale of immovable property shall be only with the prior approval of the Charity Commissioner

ISACA, Pune Chapter

DR. J.

Secretary

ISACA, Chapter

(31/12/14)

Treasurer

CA, Pune Chapter

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President

22. MODIFICATIONS TO NAME AND OBJECTS-

Any modifications to the Name and/or Objects of the Society shall be effected by a prior approval of the Association and a resolution passed by three fifth (3/5) majority at a General Meeting of the Society duly convened, and approval of the Charity Commissioner.

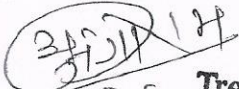
23. ACCOUNTING YEAR-

“Accounting Year” means the period commencing from 1st April every year and ending with 31st March of the subsequent year.

24. INDEMNITY-

Every Trustee and every officer of the Society shall be indemnified out of any funds of the Society against all losses and expenses incurred in the discharges of his duties, except such as shall have happened through his own willful neglect and dishonesty, and each one shall be chargeable only for such money, funds or properties he shall himself actually receive in the discharge of his duties, unless the same shall have happened through his own dishonesty of willful negligence.

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Treasurer

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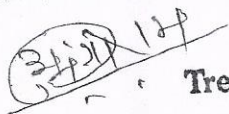

President

25. REFERENCES AND DEFINITIONS-


In the interpretation of these Rules and Regulations, unless there is anything repugnant to or inconsistent with the subject and/ or context,

- a. "Society" or "Chapter" means "ISACA PUNE CHAPTER"
- b. Words indicating the "Masculine" gender and "Singular" number shall also respectively indicate the "Feminine" gender and the "Plural" number.
- c. "Member" means a member of the Society.
- d. "Act" means the Societies Registration Act, 1860, with all the applicable modifications and amendments thereto.
- e. "Board" means the Board of Directors of the Society.
- f. "Trustee" means any member of the Board.
- g. "General Body" Means the General Body of the Members of the Society.
- h. "Association" means "ISACA, USA"
- i. "Membership Year" means the calendar year.

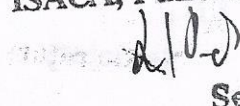
ISACA, Pune Chapter


Treasurer

ISACA, Pune Chapter


President

ISACA, Pune Chapter


Secretary

26. REGISTER OF MEMBERS-

The Society shall maintain a Register of Members per requirements of the Societies Registration Act, 1860.

27. DISSOLUTION-

- a. At least four fifths (4/5) of Members present at a meeting convened for the purpose of affecting the dissolution of the Society may determine that the Society shall be dissolved either forthwith or at any further time as agreed upon. The Association will be informed of such decision.
- b. If, upon dissolution of the Society there remains after the satisfaction of its debts and liabilities, any property what so ever belonging to the Society, the same shall not be paid to or distributed amongst any or all the Members but it shall be given to some other Society and/or institution working for the same or similar objects as those of the Society, to be determined by a vote of not less than four fifth (4/5) of the Members present at a meeting convened for the purpose of or in default thereof, by the principal court of original jurisdiction of the District in which the office of the Society is situated.

ISACA, Pune Chapter

(Signature)
Treasurer

ISACA, Pune Chapter

(Signature)
Secretary

ISACA, Pune Chapter

(Signature)
President

