



MEMBERSHIP RULES AND REGULATIONS

1. Introduction

Each member agrees to be bound by these Rules and Regulations. All members undertake that they will use their reasonable endeavours to comply with the GCC Board Directors Institute (GCC BDI) Rules and Regulations as updated from time to time.

An individual's membership may be either suspended or cancelled for breach of any of the Rules and Regulations or the Code of Conduct and this shall be at GCC BDI's sole discretion.

2. Definitions

In these Rules:

GCC BDI means the GCC Board Directors Institute situated at Emirates Financial Towers Office 2201, South Tower, Dubai, U.A.E. PO Box 507007.

Membership Programme means the GCC BDI programme of membership benefits for Associates, Members, Fellows and Honorary Members or Honorary Fellows.

Membership Fees mean the annual fees payable per category of membership.

Individual member means any person who is a member of GCC BDI and who has been admitted in any of the following categories: Associate, Member, Fellow, Honorary Member or Honorary Fellow as per Section 4.

Rules and Regulations mean these rules as updated from time to time.

In the event of any conflict or inconsistency within this document GCC BDI will decide on its interpretation and such interpretation to be final and binding.

3. Membership and Application Procedure

Each prospective member must complete an application form for membership of GCC BDI via the application procedure. Non-members should attend a GCC BDI workshop in order to be granted Associate membership. For Associates to become Members, they should apply on-line with a copy of their CV via our website.

All applications for the Member category should meet the eligibility criteria and will be considered by the Executive Director. Where required, applicants shall furnish such further documentary proof and supporting documents as requested.

Applicants shall be informed in writing of the outcome of their membership application.

All applications for the category of Fellow are usually by invitation only subject to meeting the relevant eligibility criteria.

Honorary Membership is awarded for life to an individual who has given long and distinguished service to GCC BDI. Becoming a GCC BDI Honorary Member or Fellow is entirely at the discretion of GCC BDI and is approved by the Board of Governors upon recommendation by the Executive Director.

The rights of the members are not transferable.

GCC BDI reserves the right, at its discretion, to admit any individual to a workshop, and consequently as an Associate, or to the category of Member, Fellow or Honorary Member or Fellow, whom it believes has the requisite seniority and status to become one, even if they may not strictly meet the above stated criteria.

GCC BDI also reserves the right, in its sole discretion, to refuse any individual who does not meet the eligibility criteria. GCC BDI is under no obligation to provide a reason for refusal of any application.

The Board reserves the right to amend and/or supplement the present terms and conditions.

All prospective members must be 18 years of age or more.

Membership of GCC BDI is conditional upon the member paying the relevant fees and accepting and abiding by these Rules and Regulations and the Code of Conduct. Members acknowledge that these Rules are binding upon and enforceable against the member by GCC BDI.

4. Member's Categories

(a) GCC BDI currently has four categories of membership as follows:

Membership of GCC BDI is open to:

- Publicly-listed companies with a market capitalisation above US\$1,000,000
- Government-owned entities with annual revenues above US\$1,000,000
- Privately-owned companies with annual revenues above US\$1,000,00
- Multinationals
- Sovereign wealth funds, other large investment funds or pension funds
- Recognised academic institutions
- Large not-for-profit organizations with a proven track record

The membership categories and the qualifying criteria of each are as follows:

Associate

To become an Associate, an individual must first attend a GCC BDI open or tailored workshop. Board Directors and senior executives who meet the criteria below are eligible to attend and participate in a GCC BDI workshop.

- A person interested in the promotion of good corporate governance; and
- Has been in business for a minimum of 5 years; and
- Holds the post of board director or C-suite executive or senior manager or board secretary or governance professional or trustee or professor in one of the following types of organizations:
 - Publicly-listed company with a market capitalisation above US\$1,000,000
 - Government-owned entity with annual revenues above US\$1,000,000
 - Privately-owned company with annual revenues above US\$1,000,000
 - Multinational
 - Sovereign wealth fund, other large investment fund or pension fund
 - Recognised academic institution
 - Large not-for-profit organisations with a proven track record

Membership is individual and personal and cannot be transferred.

Associates are entitled to use the designation A.GCCBDI after their names.

Applications should be completed at the time of attending the workshop. Acceptance of membership is at the discretion of GCC BDI.

Member

In order to become a Member, an individual must pay an annual fee of USD 500, and meet the following criteria:

Either:

- Already be an Associate and apply to become a Member; and
- Is a Board director or C-suite executive or senior manager or board secretary or governance professional or trustee or professor with 5+ years of experience in that role;

Or:

- Has successfully achieved the level of Certified Director** or Certified Board Secretary**

** Certification must be attained from a recognised and bona fide body or institute

Membership is individual and personal and cannot be transferred. Each Member is individually responsible for paying his/her dues.

Members are entitled to use the designation M.GCCBDI after their names.

Applications should be submitted on-line for approval. Acceptance of membership is at the discretion of GCC BDI.

Fellow

By invitation only. In order to become a Fellow, an individual must pay an annual fee of USD 1000, and:

Either:

- Is already a Member; and
- Has been a board director or C-suite executive or board secretary or governance professional or trustee or professor with 10+ years of experience in that role;

Or

- Has successfully achieved the level of Chartered Director** or Chartered Secretary**

** Chartership must be attained from a recognised and bona fide body or institute.

Honorary Member

Honorary Membership is a significant honour bestowed by GCC BDI and is awarded for life to an individual who has given long and distinguished service to GCC BDI.

Honorary membership may be awarded at the level of Member or Fellow and includes the relevant benefits. Honorary Members or Fellows are not required to pay membership fees.

Eligibility:

An individual who has given distinguished service to GCC BDI. Becoming a GCC BDI Honorary Member or Fellow is entirely at the discretion of GCC BDI and is approved by the Board of Governors upon recommendation by the Executive Director.

Other persons not eligible above

In addition, GCC BDI may take into consideration requests from other applicants who do not meet the criteria above and will examine whether the applicant has the appropriate experience and background to make him/her eligible as a member. In exercising its judgment in this regard, GCC BDI will consider that membership is bestowed in order to acknowledge significant experience in executing governance duties as well as for those responsible for the strategic direction of the entity.

5. Changes in Members Details

It is the responsibility of individual members to advise GCC BDI of any changes in their contact and personal details which may affect their membership.

6. Change of Membership Category

Any individual member wishing to change his/her category may do so by applying online via the GCC BDI website or in writing to the Executive Director with an up to date CV. All such requests will be duly considered and a reply sent to the member within 30 days advising them of the decision. Once a member's new category has been confirmed, any additional membership fees will immediately be due.

7. Grievance Procedure or Appeal

An individual member may make representations regarding his/her suspension or cancellation of membership, or any other grievance, by writing to the Executive Director who will consider the member's grievance or appeal within 30 days and submit its recommendations to the Board whose decision will be final. The member will be notified in writing of its decision.

8. Reputation

The individual member will not act in any manner which damages or is likely to damage or otherwise adversely affect the reputation of GCC BDI. In this respect, they should be guided by the GCC BDI Code of Conduct which is available on the GCC BDI website.

9. Payments

All Members and Fellows must pay their Membership Fees and any other bills within 30 days of billing. If bills remain unpaid, GCC BDI reserves the right to automatically terminate membership.

Please note that once an individual membership payment has been made, membership fees will be both non-refundable and non-transferable.

10. Membership Fees

Annual Membership Fees are published on the GCC BDI website and subject to an annual revision. The Membership Year starts from the members original date of joining. Membership fees are payable annually

and Members and Fellows will be able to renew their membership on-line 30 days before membership expires.

10.1 Membership Renewals

The membership of a member who failed to timeously renew their membership shall be suspended pending payment. All member benefits associated with the membership category of the member shall no longer be available to the Member. Once payment is confirmed, the membership will be renewed accordingly.

Membership renewal payments not received before or on the renewal date will result in the membership category being lapsed and downgraded to the Associate membership category.

Once membership has lapsed, should the member wish to renew, they will need to complete an application and follow the approval process. All such requests will be duly considered, and a reply sent to the member within 30 days advising them of the decision. Once a member's new category has been confirmed, any additional membership fees will immediately be due.

11. Membership Programme

GCC BDI Membership entitles Associates, Members, Fellows and Honorary Members or Fellows to discounts on a variety of goods and services in the GCC. The goods and services may vary each year, as may the discount and conditions – please see our Membership section on the GCC BDI www.gccbdi.org for all up-to-date information.

12. Data Protection

GCC BDI is committed to protecting the personal information provided to us. We want to provide a safe and secure environment where we deal with any personal information. We have appropriate technical and organisational measures to secure your personal information and to comply with the applicable data protection laws.

Members have certain rights relating to their personal information under the applicable data protection laws. For example, members may request in writing a copy of the information that is processed by GCC BDI. Information about how GCC BDI will handle your personal information can be found at [GCC BDI Privacy Policy](#).

Members are also required to comply with [GCC BDI Data Protection Policy](#) in relation to their handling of any personal information as part of the GCC BDI Membership. All members should review the [GCC BDI Privacy Policy](#) and the [GCC BDI Data Protection Policy](#) upon becoming a member. These policies are available on the [GCC BDI website](#).

13. Members Register

The name of all individual members will be published on GCC BDI's website. The register of individual members is available for inspection by any member or officer of the Institute, upon request.

14. Post Nominals

Individual members are entitled to describe him/herself according to the category of membership he/she belongs to e.g. A.GCCBDI; M.GCCBDI; F.GCCBDI, Hon.MGCCBDI or Hon.FGCCBDI.

15. Termination of Membership

15.1 Voluntary Termination

An individual member may terminate his/her membership at any time. All outstanding fees and bills at the time of termination will become immediately due.

15.2 Termination for Failure to Pay Membership Fees

The Executive Director of GCC BDI shall have the right to suspend the membership rights of a member who fails to comply with two reminders to pay arrears of membership fees. Any failure by a member to pay such arrears within 30 days of the last reminder may entail automatic cancellation of membership.

15.3 Termination for Breach

GCC BDI shall be entitled to terminate the membership of any member in case of breach of any of the GCC BDI rules and policies (including the GCC BDI Data Protection Policy), or its Code of Conduct, which shall not have been remedied within 30 days of a written warning requesting immediate remedy of such breach.

16. Website

All members will be given a password to access the members' only section of the GCC BDI website. This password is personal, should be safeguarded and should not be shared with anyone else.

17. Training and Events – payment and cancellation policy

All bookings should be accompanied by full payment in advance.

Please note that once an event payment has been made, purchasers will be entitled to a refund, on the condition that the refund request is made at least 7 calendar days prior to the date of the event (not including the date of the event itself). All no shows will be charged.

For our full policy on payments, cancellations and refunds, please see the [GCC BDI Confirmation, Cancellation, Refunds Policy](#) on our website

18. Code of Conduct

All members agree to abide by the GCC BDI Code of Conduct.

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