

Membership Rules and Regulations

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1. Purpose

The purpose of the Membership Rules and Regulations (R&Rs) is to establish a framework for the rules and regulations that apply to all GCC Board Directors Institute (GCC BDI) members.

2. Application

- 1) The R&R's apply to all GCC BDI members.
- 2) An individual's membership may be either suspended or cancelled for breach of any of the R&Rs (as amended from time to time) or the Members' Code of Conduct.
- 3) Members must be at least 18 years of age.

3. Definitions

Membership Programme: The GCC BDI programme of membership benefits for Ordinary members, Members, Fellows, and Honorary Members or Honorary Fellows.

Membership Fees: The annual fees payable per category of membership.

Individual member: Any person who is a member of GCC BDI and has been admitted in any of the following categories: Ordinary members, Member, Fellow, Honorary Member, or Honorary Fellow as per section 2.

Rules and Regulations: Refers to these R&Rs as updated from time to time. In the event of any conflict or inconsistency within the R&Rs GCC BDI will decide on its interpretation, and such interpretation will be final and binding.

4. Membership application procedure

1) Application process

Each prospective member must complete the relevant application form on the [website](#) for the membership category they qualify for alongside a copy of their CV. Note, GCC BDI may request other supporting documents required to demonstrate eligibility.

Application Fee:

A non-refundable application fee of USD 50 is applicable to:

- All new membership applications.
- Members who have let their membership lapse and wish to reapply.

2) Membership categories

Ordinary (O.BDI): This tier is open to aspiring directors, early-career governance professionals, and those with an interest in corporate governance. Applicants must meet the eligibility criteria for this category set out in section 5.

Member (M.BDI): Applicants must meet the revised eligibility criteria, including a minimum of 5 years of relevant governance experience set out in section 5.

Fellow (F.BDI): Fellowship is granted following an application for a transfer of status or by invitation of the board, subject to meeting eligibility criteria, and reflects senior governance experience or significant contributions to governance set out in section 5.

Honorary fellowship (Hon.BDI): Honorary Fellowship is awarded for life to individuals who have given long and distinguished service to GCC BDI. Honorary Fellowship is granted at the discretion of GCC BDI, upon approval by the board and recommendation by the CEO.

3) Membership rights

The rights of members are non-transferable.

4) Eligibility and discretion

GCC BDI reserves the right, at its sole discretion, to admit or refuse any applicant for membership, even if they meet or fail to meet the eligibility criteria and is under no obligation to provide a reason for the refusal of any application.

5) Membership obligations

Membership of GCC BDI is conditional upon payment of the relevant fees and eligibility criteria and enforceable by GCC BDI.

5. Membership categories

There are four categories of membership:

Membership of GCC BDI is open to individuals and organisations that align with our mission to promote good corporate governance across the GCC. The categories and their qualifying criteria are as follows:

1) Ordinary membership (O.BDI)

Eligibility:

- Does not meet the extended requirements for becoming a 'Member'.
- Aspiring directors aiming to gain insights and prepare for future board roles.
- New directors who are in the early stages of their board careers (less than 5 years).
- Professionals who work closely with directors, including senior executives and board advisors.
- Full-time students enrolled at tertiary education institutions.
- Individuals with a strong interest in corporate governance and the activities of GCC BDI.
- Aspiring directors, early-career governance professionals, or individuals with a strong interest in corporate governance.
- No prior experience as a board director is required, but applicants must demonstrate a commitment to professional growth in governance.

Conditions: Ordinary membership is individual, personal, and non-transferable. Members are individually responsible for paying their annual dues.

2) Member (M.BDI)

Eligibility:

Applicants must meet one or more of the following criteria:

a) Experience:

Be currently serving as a board director, C-suite executive, senior manager, board secretary, governance professional, trustee, or professor with five or more years of experience in that role.

Candidates must have a minimum of five years of experience in any of the following roles:

- As a director or alternate director, board secretary of a company or companies (concurrent directorships may not be added together in determining years of experience).
- Serving as a senior executive with managerial responsibilities equivalent to those of an executive director (e.g., Chief Financial Officer, Chief Operating Officer).
- Being a partner or sole proprietor of a professional practice (e.g., legal, accountancy, architectural, stockbroking) or an unincorporated business, or hold a senior position with professional qualifications employed by a body corporate (e.g., in-house senior legal counsel).
- Holding an academic position at the level of (or equivalent to) professor or be the head of a relevant faculty (e.g., business, law) at a tertiary institution.

b) Professional Certification:

Have successfully achieved the level of Certified Director* or Certified Board Secretary*

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

Conditions: Membership is individual, personal, and non-transferable. Members are individually responsible for paying their annual dues.

c) Fellow (F.BDI)

Eligibility:

A person may become a Fellow following **application for a transfer of status** or by **invitation of the board**.

1. **Application for transfer of status:** An individual seeking to become a Fellow by application must meet the following:

- **Membership tenure and references**

Applicants must satisfy **one** of the following criteria:

- **Membership tenure:** Must have been a Member of GCC BDI for at least the last two consecutive years.

OR

- **References:** Provide references from two current Members and one Fellow, demonstrating active involvement and contributions to the institute.

AND

Experience: Be currently serving as a board director, C-suite executive, senior manager, board secretary, governance professional, trustee, or professor with:

- **Ten years of experience:**

- Within a twelve-year period, in one role for a minimum of six consecutive years and a second role for a minimum of three consecutive years; or
- Within a twelve-year period, in one role for a minimum of six consecutive years, a second role for a minimum of two consecutive years, and a third role for a minimum of one year.

OR

- Certification:
- Be a Chartered Director or Chartered Secretary from GCC BDI or one of the GNDI member institutes

2. **Invitation by the board:**

A person may also be invited to become a Fellow by the Board. In such cases, the individual must generally possess, in the opinion of the board or its delegate, the requisite knowledge, experience, good standing, and professionalism befitting a Fellow Member. When invited by the board, the individual does not need to satisfy the criteria required for application-based transfer.

By **invitation** only, applicants must meet one of the following criteria:

- Have 10+ years of senior governance experience as a board director, C-suite executive, board secretary, governance professional, trustee, or professor at a recognised institution.
- Have successfully achieved the Chartered Director** or Chartered Secretary** designation from a recognised body or institute.

Fellows are entitled to use the designation F.BDI after their names.

Conditions: Fellowship is individual, personal, and non-transferable. Fellows are individually responsible for paying their annual dues.

d) Honorary Fellowship (Hon.F.BDI)

Eligibility:

Honorary Membership or Fellowship is a significant honour awarded for life to individuals who have given long and distinguished service to GCC BDI.

Conditions: Honorary status is granted at the discretion of GCC BDI, subject to approval by the board of Governors upon recommendation by the CEO.

e) Other applicants:

GCC BDI may consider applicants who do not meet the standard criteria above but demonstrate substantial experience and a strong background in governance or strategic leadership. Decisions will be made at the discretion of GCC BDI to uphold the mission and values of the organisation.

6. Changes in members details

It is the responsibility of individual members to promptly inform GCC BDI of any changes to their contact information, professional details, or personal circumstances that may affect their membership status. This includes, but is not limited to:

- Contact information: Updates to email addresses, phone numbers, or postal addresses
- Professional details: Changes in job titles, governance roles, or organisation affiliations that may influence membership eligibility or category.

7. Change of membership category

Any individual member wishing to change their membership category must complete the relevant application form for the membership category they qualify for on the [website](#). The application must include an up-to-date CV and any supporting documentation required for consideration.

Membership approval may take up to 30 days. If the request is approved, the new membership category will take effect immediately, and any additional membership fees associated with the new category will become due.

Members are advised that changes to membership categories are subject to the eligibility criteria outlined in these R&Rs. Requests that do not meet these criteria will be declined, and the applicant will be notified accordingly.

8. Grievance procedure or appeal

An individual member may submit a grievance or appeal regarding the suspension or cancellation of their membership, or any other concern, by writing to the Membership Committee.

The Membership Committee will review the grievance or appeal within 30 days and provide recommendations to the CEO, whose decision will be final. The member will be notified of the CEO's decision in writing.

All grievances or appeals must include sufficient details and supporting documentation to facilitate a thorough review by the Membership Committee

9. Reputation

An individual member must not engage in any conduct that damages or is likely to damage or otherwise adversely affect the reputation of GCC BDI. Members are expected to uphold the highest standards of professionalism and integrity in all their interactions and adhere to the [Members' Code of Conduct](#).

10. Payments

All members are required to pay their membership fees and any other outstanding dues within 30 days of billing. Failure to settle bills within this timeframe will result in GCC BDI reserving the right to automatically terminate the individual's membership.

Membership fees, once paid, are non-refundable and non-transferable under any circumstances. For lapsed members wishing to rejoin, a reapplication fee of USD 50 will apply in addition to the annual membership fees.

11. Membership fees

The annual membership fees are published on the [GCC BDI website](#) and are subject to annual review and revision. The membership year begins from the original date of joining for each member and will renew on that date annually.

Important points:

- Membership fees are payable in advance and must be settled within the specified timeframe.
- A **one-time application fee of USD 50** applies to all new members or reapplicants whose memberships have lapsed.

12. Membership renewals

Members who fail to renew their membership by the specified renewal date will have their membership **suspended**, and all associated benefits will no longer be available until payment is received. Upon payment, the membership will be reinstated with immediate effect.

Key points:

- 1) **Suspension:** Membership benefits will be suspended pending payment if renewal is not completed by the renewal date.
- 2) **Lapse and reapplication:**
 - a) Memberships not renewed within 2 months from the expiration date will become lapsed and terminated. Members whose membership has lapsed will need to **reapply** and complete the standard approval process to regain membership status.
 - b) A **USD 50 application fee** will apply in addition to the membership fees for reinstatement.
- 3) **Approval process:** All reapplications will be reviewed by the Membership Committee. A decision will be communicated to the applicant within 30 days. Upon approval, any additional membership fees will immediately become payable.

13. Membership Programme

Membership provides exclusive benefits, including discounts on workshops, professional services, and partner offerings. Benefits and conditions may vary annually.

For up-to-date details, please visit the membership section on the website at www.gccbdi.org.

14. Data protection

GCC BDI is committed to safeguarding personal information provided by members and ensuring a secure environment for its handling. We implement robust technical and organisational measures to protect data and comply with applicable data protection laws.

Members have rights under data protection laws, including the right to request a copy of their personal information processed by GCC BDI. Details on how GCC BDI manages personal information can be found in the [GCC BDI Privacy Policy](#).

Additionally, members must comply with the [GCC BDI Data Protection Policy](#) in relation to their handling of any personal information as part of their Membership. Upon joining, all members should review the [GCC BDI Privacy Policy](#) and the [GCC BDI Data Protection Policy](#).

15. Post nominals

Individual members are entitled to use the following post-nominals according to their membership category:

- **O.BDI:** Ordinary
- **M.BDI:** Member
- **F.BDI:** Fellow
- **Hon.F.BDI:** Honorary Fellow

Members may only use the postnominals associated with their awarded membership category while their membership remains active and in good standing with GCC BDI.

16. Termination of Membership

1) Voluntary termination

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

2) Termination for failure to pay membership fees

The Membership Committee shall have the right to suspend the membership rights of any member who fails to respond to two reminders regarding overdue membership fees. If the arrears are not settled within 30 days of the final reminder, the membership will be automatically cancelled.

3) Termination for Breach

GCC BDI reserves the right to terminate the membership of any member who breaches the R&Rs, (including the GCC BDI Data Protection Policy), or its Member Code of Conduct. If the breach is not remedied within 30 days of receiving a written warning, membership will be cancelled. Such decisions are final and binding.

17. Membership online platform and mobile app

All members will be provided with a personal password to access the members-only section of the GCC BDI membership platform and mobile app. Members must safeguard their passwords and must not share them with anyone. Any breach of this condition may result in suspension or termination of membership rights.

18. Payment, Cancellation and Refunds Policy

All membership payments must be completed within seven days of the invoice issuance date. Failure to do so may result in the cancellation of the invoice, requiring the membership application form to be completed again. Following individual and corporate membership payment, membership fees will be both non-refundable and non-transferable. For our full policy on payments, cancellations and refunds, please see the [Payment, Cancellation and Refunds Policy](#) on our website.

Review

This policy will be reviewed at least every three years or from time to time as required.

Management has authority to make changes to this policy that do not impact on the substance of the policy, including, but not limited to, those of an administrative nature.

Version control

Version number	Approving body, date reviewed and approved	Next review date
V2	CEO: 17 December 2024	December 2027