



Toronto Chapter
of
The Institute of Chartered
Accountants of India

Constitution

www.icaitoronto.com

Revised June, 2017

Intentionally left blank

Table of Contents

ARTICLE 1: NAME AND LOCATION	5
ARTICLE 2: AIMS AND OBJECTIVES.....	5
ARTICLE 3: MEMBERSHIP.....	6
ARTICLE 4: ORGANIZATION.....	7
ARTICLE 5: GENERAL BODY	8
ARTICLE 6: BOARD OF DIRECTORS	9
ARTICLE 6A: BOARD OF DIRECTORS ELECTION PROCESS	13
ARTICLE 7: OFFICE BEARERS.....	17
ARTICLE 8: ADVISORY BOARD.....	19
ARTICLE 9: FINANCE.....	19
ARTICLE 10: ADOPTION / AMENDMENTS OF / TO THE CONSTITUTION.....	20
ARTICLE 11: INACTIVE BOARD	21
ARTICLE 12: DISSOLUTION.....	21
Appendix 1 - Oath of Office.....	23
Appendix 2 – Sample, MANAGING COMMITTEE CANDIDATE PROFILE.....	24

Intentionally left blank

ARTICLE 1: NAME AND LOCATION

1. **Name:** The organization shall be called "**Toronto Chapter of The Institute of Chartered Accountants of India**", hereinafter referred to as "**Toronto Chapter of the ICAI**" or "**Toronto Chapter**" or "**Chapter**".
2. **Organization:** Toronto Chapter of the ICAI is a non-profit organization in Toronto, Ontario, Canada for the Alumni (i.e. Associate and Fellow members) of the Institute of Chartered Accountants of India.
3. **Location:** The central office of the Toronto Chapter of ICAI shall be located at the residence of the Chairman or any other place decided by the Board.

ARTICLE 2: AIMS AND OBJECTIVES

1. To help, support, promote and foster a sense of community, loyalty, fellowship, partnership and professionalism among the members of the Institute of Chartered Accountants of India (ICAI).
2. To support professionally members of ICAI in Greater Toronto, Canada in a sustainable environment.
3. To advocate the quality and professional standards of Indian Chartered Accountants (CA's) who are members of the ICAI in the Canadian Society through programs, activities and events of educational, social, charitable, cultural, recreational, sporting and professional nature involving members and their families.
4. To establish and maintain close relationship with CA's from India, ICAI New Delhi its Chapters and other organizations that have synergies of interests.
5. Conduct regular meetings involving members for exchange of information on topics of mutual interests, by organizing technical sessions on accounting, auditing, information technology or any other topics which may be of interest to the members.

6. Dissemination and informal consultation related to the development of accounting profession in different sectors by keeping members informed of the recent changes in accounting profession in Canada, India and at an International level (Changes in accounting standards and regulations, corporate governance, and taxation or any other topic that may be relevant to the members)
7. To liaise, within the guidelines of the ICAI, with the professional bodies in Canada (e.g. Chartered Professional Accountant of (CPA) Canada, CPA Ontario) and other accounting bodies to increase and enhance the awareness of ICAI and its members to eventually promote mutual recognition and reciprocal arrangements.
8. To support and provide guidance to members who want to complete Canadian professional qualifications i.e. CPA
9. To help transition newly arrived members to the Canadian business environment
10. To raise and manage funds to meet the aims and objectives.

ARTICLE 3: MEMBERSHIP

1. Membership:

- a. Member: Any individual who is either an **"Associate"** or **"Fellow"** member of ICAI.
- b. Membership: Any member who is a resident in the Greater Toronto Area can apply for membership and they are termed in **"good standing"** with the Chapter after the appropriate fees in force are paid for the year and that there is no outstanding disciplinary action against them by either ICAI or any ICAI Chapters.
- c. Members of ICAI who are resident outside of the Greater Toronto area, but are resident of Canada and who do not have a local Chapter of the ICAI, may also join by paying the annual fee and participate in the activities of the Toronto Chapter.

- d. Only Members in “good standing” shall have the right to vote and hold office.
- e. The Board of Directors (also referred as “Managing Committee” or “Board”) have the right to terminate or expel a Member (including a Board Member), after appropriate due diligence and if the Board is satisfied that the Member has been working against the interests of the Chapter and/or profession, indulging in misconduct, unlawful activities or any other reason as determined by the Board.

2. Membership Fee:

- a. The annual membership fees will be set from time to time by the Board.
- b. The membership fee is due at the time of joining. Subsequently, annual dues are payable on 1st April of each year.

3. Communication with Membership:

The Toronto Chapter will use its website and other electronic means as the primary method of communication. All Members in good standing are entitled to receive announcements about the activities of the Chapter, e.g. the Chapter newsletter, circulars, emails, etc. and participate in social functions and other activities of the Chapter. The posting of such announcements on the Chapter’s website shall amount to such information being received by the members. The contents of the website shall be approved by the Board. It’s incumbent on the members to apprise the Board on any changes in contact information, necessary for communication. The Members consent to the Toronto Chapter communicating with them electronically and to sharing their contact information with other Members.

ARTICLE 4: ORGANIZATION

The following shall be the authorities for the Toronto Chapter:

1. General Body
2. Board of Directors (also referred as “Managing Committee”)
3. Office Bearers

4. Advisory Board

ARTICLE 5: GENERAL BODY

1. General Body shall consist of all Members who are in good standing.
2. General Body shall consider the Chairman's Annual Report of activities including the approval of previous year's accounts, budget and plan of activities for the next year, election of Members to the Board, appointment of the auditors, legal advisors and any other matters arising from time to time.
3. General Body shall meet once a year at the Annual General Body Meeting (AGM) in the month of June unless the change is notified to the members in advance. The agenda, place and date of the meeting shall be circulated at least 21 days in advance. The AGM shall consider the following:
 - a. Approval of previous year's minutes of AGM
 - b. Annual Report of the Board and statement of accounts
 - c. Appointment of Auditors
 - d. Appointment of legal advisors, if any
 - e. Election of the new Members to the Board arising due to completion of term of the current Board Members
 - f. Introduction of Board of Directors elected as per clause 3 (e) above
 - g. Other business as recommended by the Board
4. The Secretary shall, upon receiving a request in writing by the Board or by at least 20 Members in good standing shall call an extraordinary General Body meeting for which at least 21 days notice along with agenda shall be circulated by email to the Members.
5. The quorum for the General Body meeting shall be the lower of 1/3 or 30 members in good standing present in person. The meeting will be postponed to an alternative date as determined by the Chairman in consultation with other office bearers if the minimum members are not present.

6. All resolutions put to vote at the General Body shall be decided by a majority vote. In case of equality of votes the 'Presiding Officer' shall have an additional casting vote.
7. The Chairman or in their absence the Vice Chairman or any other Officer appointed by the Board shall be the Presiding officer for the General Meeting.

ARTICLE 6: BOARD OF DIRECTORS

1. The affairs of Toronto Chapter shall be managed and the funds administered by the Board of Directors (Board), which shall consist of 6 members if the Chapter has up to 100 members and it shall comprise of 8 members if the Chapter has more than 100 members, to be elected by the General Body to the post of Directors.
2. The Board will be elected by the General Body and once elected the term of office of the Board will be for three consecutive fiscal years (April - March) or until the third Annual General Meeting. A Member can be re-elected to the Board, however at the end of each term three (3) senior most Members of the Board will retire and be not eligible for re-election. A retired Board Member is eligible to apply for re-election to the Board after one full term of three (3) years has elapsed since the expiry of their last term. (See also clause (7) below).

The seniority of a Director (or Board Member or MC Member) is determined based on the length of their engagement with the Board without taking into consideration any break due to resignation. Where a Director, after resignation or leaving the Board, has re-joined the Board after passage of a full election cycle (at least 3 years) then the term of the Director will be counted from such new date.

The following table illustrates the various scenarios to determine a directors' seniority and eligibility for re-election, it is not intended to be complete or exhaustive in any way.

Last Board Elections: June 30, 2015		Next Board Elections: June 30, 2018		
Board Member	Date Elected	Current status	No of days on the Board up to the next election date	Status for June 2018 elections
A	June 30, 2009 (@ AGM)	Board Member, re-elected subsequently	3287	Not eligible for re-election
B	Oct 10, 2010 (Fill a casual vacancy)	Board Member, re-elected Jun 30, 2012, resigned in Jan 2014 and re-elected Jun 30, 2015)	2820	Not eligible for re-election
C	Jan 16, 2011(Fill a casual vacancy)	Board Member, re-elected subsequently, resigned in Mar, 2017	2722	Not eligible for re-election
D	Jun 30, 2012 (@ AGM)	Board Member	2191	Eligible for re-election
E	Sep 12, 2013 (Fill a casual vacancy)	Board Member, resigned in Mar 2015 and re-elected Jun 30, 2015	1752	Eligible for re-election
F	Feb 17, 2014 (Fill a casual vacancy)	Board Member, re-elected Jun 30, 2015, resigned in Mar, 2018	1594	Eligible for re-election at AGM but not for casual vacancy
G	Jun 30, 2015	Board Member, elected June 30, 2009, resigned Jun 2011, re-elected Jun 30, 2015	1096	Eligible for re-election
H	Apr 12, 2016 (casual vacancy)	Board Member	809	Eligible for re-election

In the event that in a particular election cycle, there are insufficient number of members to be elected to the Board, the short-fall only may be filled by retiring Board Member(s) upon approval by the general body at the start of the annual

meeting where the elections are held. If the General Body does not approve the continuation of the retiring members, then the General Body may nominate suitable candidates to the Board. To clarify, if during an election year, if three Board Members have reached their retirement term, and the total number of potential candidates for the Board are only six, then any two of the three retiring members (the names being picked by a draw from the three names by any member at the general meeting) may continue after approval at the annual meeting where the elections are held.

If in any year, there are insufficient members available to be on the Board, and the general body is unable to nominate anyone from its member base, then the Board has the discretion to appoint the remaining Board Members.

3. For Board elections, Members holding any position in the Toronto Chapter shall remain in good standing and meet the following criterion:
 - a. Demonstrated involvement in organizational activities.
 - b. A Member in good standing for at least two consecutive fiscal years immediately prior to standing for election as Board Member.
 - c. Attended Chapter programs regularly (at least two in a year).
 - d. Shows positive commitment and willingness to bring value to the Chapter.
 - e. Have paid the fee for the fiscal year in which the elections are held
 - f. Members who are not members in good standing at the end of the previous fiscal year are not eligible to vote and stand for elections
4. The election process shall be carried out by an Election Committee, appointed by the Board. The members of the Election Committee will not be prospective candidates in the election process. Article 6A below describes the Election Process.
5. The Board shall have the right to co-opt volunteer members and /or appoint sub-committees from amongst the General Body from time to time for execution of specific assignments, as required.

6. The Chairman in consultation with the Board members allocates the portfolios of the other elected Directors for the year.
7. Any casual vacancy amongst the members of the Board arising from death, resignation, removal or otherwise, shall be filled by temporary appointment by co-option by the Board and the member so co-opted shall hold office for the balance of the term of the Board and shall be treated at par and have all the rights as enjoyed by the elected members. If an elected Member of the Board leaves the Board for any reason during their term, such Member shall be **ineligible** for re-election/re-appointment during the remainder term of the Board or to fill a casual vacancy, unless they have been away from the Board for a full elected cycle. Further, if the Board Member happens to be the one who would be retiring at the end of their term, such Board member will be eligible for reappointment only after one full term of three (3) years has elapsed.
8. The quorum for the meeting of the Board shall be a simple majority of Board Members in attendance.
9. The Board shall manage the affairs of the Chapter by a majority vote in the Board meetings. In case of equality of votes, the Chairman shall have the casting vote.
10. The Board shall meet at least eight times during a fiscal a year. The Secretary shall issue the notice and the agenda of the meeting at least a week before the date fixed for the meeting by electronic mail. However, in case of urgent business, the meeting may be called at a shorter notice.
11. All property, movable or immovable, tangible or intangible belonging to Chapter shall be vested with the Board.
12. The Board may terminate any of its Members from the Board, in case they fail to attend three Board meetings in a fiscal year. However, the Chairman may grant exemption from this requirement to any Board Member in special circumstances provided a resolution to that effect is passed at the Board meeting.
13. The Board may remove any Board Member for non-professional conduct, provided due process has been followed and the impacted Board Member has

been given an opportunity to defend themselves; and such removal has been approved by 2/3rd of all Board members, present at the meeting. For clarity, where there are eight (8) Board members, six (6) Board members must be present at the meeting and approve removal of another Board member. Non-professional conduct shall include, but not be limited to:

- Continued non-participation in Board or Chapter activities;
- Any activity or conduct that is not directly aligned with the objective of the Chapter;
- Using confidential Chapter information, including members' information for their own personal benefit or sharing it outside the Board without explicit authorization from the Board;
- Failing in duty of care, loyalty and obedience;
- Criminal acts;
- Wilful misconduct or disobedience;
- Deliberate neglect of duty or gross incompetence;
- Significant breach of a Chapter policy.
- Using Chapter property for personal purpose
- Damaging Chapter Property
- Falsifying Chapter Records
- Insubordination
- Stealing
- Bringing the reputation and good will of the Chapter into disrepute
- Any other conduct of the Member that the Board determines is against the interest of the Chapter

ARTICLE 6A: BOARD OF DIRECTORS ELECTION PROCESS

- 1 Election for the Member of the Board of Directors shall be held every three years at the Chapter's Annual General Meeting.

- 2 The election notification will be issued at least 60 days prior to the date of election. The Secretary of the Chapter shall send a notice to all members in good standing calling for nominations of candidates for election (See Appendix 2 for a Sample of the candidate profile form). The nomination shall be:
 - a) made in writing and signed by two nominators (a member can nominate only one other member and a member cannot nominate themselves);
 - b) assented to in writing by the nominee; and
 - c) lodged with the Chair, Elections Committee by a date that is not later than the last date of nominations.

- 3 The Board shall fix the date and time for the close of nominations for the election of the Board, provided that such date shall not be later than 21 days prior to the date of the annual general meeting, excluding the date of such meeting.

- 4 The Board, to ensure the election process is free and fair, shall at the time of announcement of the election, appoint an Elections Committee, the members of which would be members of the Advisory Board. In the absence of the Advisory Board, the Board shall appoint three (3) Members from the General Body to be the Election Committee. One Member of the Election Committee will act as the Chair of the committee. The Election Committee shall be in-charge of all arrangements, connected with such elections, including review of the nominations, counting of votes on the date of election, determining invalid votes, if any and announcement of the results. The Elections Committee members cannot be prospective candidates in the election process. All communications and correspondence to the candidate will be through the Chair, Elections Committee or his designate.

- 5 The Board shall adopt procedures as laid out in this Article by which only members of the Chapter in good standing will cast ballots, such that only one ballot is confidentially recorded for a member by a paper ballot in person at the Annual General Meeting and lodged with the Chair, Elections Committee.

Neither postal ballot nor proxy will be allowed. Members in good standing will be confirmed by the Secretary and/or the Treasurer of the Chapter by reference to the chapter membership database and in consultation with the elections committee.

- 6 The Elections Committee will review the nomination for completeness and accuracy and confirm to the nominee that the nomination is valid. In case the nomination is incomplete or contains incorrect information, the Chair, Elections Committee, may approach a candidate and seek any further clarifications, if necessary, and provide one day notice to the candidate to amend and/or rectify the application to comply with the requirements per the election notification as well as per the Board Candidate Profile Form. All correspondence to the candidate will be sent through the Chair, Elections Committee. On review of the revised submission, the Elections Committee, will accept or reject the nomination and communicate its decision to the concerned nominee. The Election Committee's decision will be final. The out-going Board members will not have access to the nominations and will not be privy to the submitted applications.

- 7 In case a nominee wishes to withdraw their nomination, they can do so in writing to the Chair Elections Committee, at least five (5) working days prior to the commencement of the AGM to enable the Elections Committee to compile the final list of candidates for the ballot paper to be issued at the AGM.

- 8 The Chair, Elections Committee or their designate shall send to each member not later than 21 days prior to the date of Annual General Meeting, excluding such date:
 - a) an intimation on the names and profiles of all valid candidates who have been nominated
 - b) the election procedure, as described in clause (10) below

- c) where the number of valid candidates for the Board is equal to or less than the number of vacancies, all candidates will be elected unopposed and there would be no need for an election at the Annual General Meeting. In such a scenario, the Chair, Elections Committee shall inform the members accordingly.
- 9 Ballots shall be cast in accordance with the procedure adopted here.
- 10 Election Procedure: The following procedure shall be followed for the elections:
- a) Each Chapter member who, has paid their membership dues for the current fiscal year at least 30 days prior to the AGM is eligible to vote for the elections at the AGM.
 - b) Before the start of the elections, the empty ballot box will be shown to all the candidates and then sealed by the Chair, Elections Committee
 - c) A member will register upon arrival at the AGM and the registration desk will confirm if the member is a member is eligible to vote. The registration desk will be setup and managed by the Elections Committee.
 - d) The member would then be given a ballot paper, with a serial number and initialized by an Election Committee member, which will have the names of all candidates in alphabetical order.
 - e) The member needs to put an "X" against the names of the individuals that they are voting to the Board.
 - f) In order for the ballot to be valid, a member needs to put an "X" against as many candidates as the number of vacancies. For e.g if there are eight (8) vacancies, members need to select eight (8) candidates. Any ballot with either less than or more than eight (8) "X"s will be rejected.
 - g) A member will be provided space where they can confidentially record the ballot.

h) The ballot will be folded and dropped in the ballot box with the Chair, Elections Committee.

11 Following the close of balloting at the Annual General Meeting:

- a) results of the election shall be prepared and signed by the Chair, Elections Committee; and
- b) any tie between the candidates shall be broken by a lot drawn by the Chair, Elections Committee.

12 An announcement shall be made by the Chair, Elections Committee informing the members present at the AGM of the candidates who have been elected to the Board at the conclusion of the Annual General Meeting. The announcement shall include the number of votes received by each candidate.

13 The results of the election prepared and the ballot papers used and unused as well as all other voting papers, documents and records shall be destroyed at the conclusion of the Annual General Meeting in the presence of the Chair, Elections Committee. A resolution to this effect shall be initiated by the Secretary of the Chapter at the Annual General Meeting. The passing of this resolution will conclude the role of the Elections Committee.

ARTICLE 7: OFFICE BEARERS

1. The term of office for all Office Bearers shall be for a period of one (1) year. However, any person may be re-elected to hold the same office up to a maximum of two (2) consecutive terms. A person can also be elected after a break of one year. The Chairman, in consultation with the Board, if unsatisfied with the performance of an Office Bearer, may also replace an Office Bearer prior to the completion of their one year term.

2. **The Office Bearers of the Board:**

- a. The Chairman, Vice Chairman, Secretary and Treasurer shall be elected in that order by a majority vote of the Board. The Board, at its discretion may decide not to appoint a Vice-Chairman in a given period. The election of the new Chairman shall be conducted by the retiring Chairman, if present. In the absence of a retiring Chairman, the newly elected Board will appoint the senior most person amongst them to be the interim-Chairman. The interim-Chairman will then conduct the election of the new Chairman. The elections of the other office bearers shall be conducted by the newly appointed Chairman.
- b. **The Chairman** shall be the executive head and carry out the following activities:
 - i) Coordination of the activities of the other Directors and office bearers.
 - ii) Appointment of all the sub-committees, which are to serve during their term of office.
 - iii) Appoint ad hoc committees to address short-term needs and issues.
 - iv) Preside over the Board/ General Body Meetings.
 - v) Call special Board meetings at the request of not less than four Directors or whenever deemed necessary.
 - vi) Public and Media Relations on behalf of Toronto Chapter.
 - vii) Ensuring compliance with ICAI's guidelines for effective functioning of the chapter
3. The Vice Chairman will perform the duties/preside over the meetings in the absence of the Chairman. In the absence of the Vice Chair one of the board **member** as decided by the Board will perform such duties.
4. **The Secretary** shall perform the following duties:
 - a. Keep the Minutes of all meetings of the General Body and the Board.
 - b. Carry out the directions of the General Body and the Board of Directors.
 - c. Conduct correspondence on behalf of Toronto Chapter.
 - d. Give notice of all meetings of the General Body and the Board.
 - e. Exercise administrative control over the Office of Toronto Chapter in Canada.

- f. The Secretary shall work in close collaboration with the Chairman and Vice Chairman in carrying the executive functions of the Organization.
 - g. Maintain a register of all members and members in good standing attached to the Chapter.
 - h. Ensure compliance with all regulatory requirements of Canadian Laws
5. **The Treasurer** shall perform the following duties:
- a. Accountable for all Chapter financial matters.
 - b. Keep the books of accounts, prepare year end financial statements and budgets, and report on accounting matters at each Board meeting.
 - c. They shall collect and pay/reimburse dues and claims on behalf of the Chapter
 - d. Coordinate with the Chairman in ensuring that budgetary controls are exercised.
 - e. Liaise with the Bankers and the Auditors.
 - f. Regulatory filings in close collaboration with the Secretary and coordination with the Chairman
6. Once the Office Bearers are appointed, all newly elected Board Members will take the Oath of Office, as provided in Appendix 1. Board Members appointed to fill a casual vacancy are also required to take the Oath of Office at the first Board Meeting that they attend after their appointment.

ARTICLE 8: ADVISORY BOARD

1. The Board may appoint members of the Advisory Board (“Advisory Board”). The Advisory Board Members are eminent and successful business people (not necessarily accountants or Members) who help lift the profile of the Chapter and provide advice and professional contacts. They may or may not participate at every meeting but the Board will remain in touch with them to seek their help in raising the brand image of ICAI.

ARTICLE 9: FINANCE

1. The financial year of the Chapter will be from April 1 to March 31.
2. The Board of the Chapter is authorized to receive funds, donations, sponsorships and financial assistance from any non-political/ non-partisan source for the furtherance of its aims and objectives.
3. All expenses shall be approved as per the direction of the Board. In this connection, within 30 days of the Annual General Body Meeting, a meeting of the Board shall be held in which a presentation of major activities for the coming year will be discussed and finalized, including detailed budget allocation for various activities. The responsibility for proper utilization of funds will be that of the Board collectively.
4. All funds received on behalf of the Chapter shall be placed in the name of the Toronto Chapter of ICAI in an account to be maintained in a bank that shall be approved by the Board. All cheques shall be signed by the Treasurer and one other board member.

ARTICLE 10: ADOPTION / AMENDMENTS OF / TO THE CONSTITUTION

Adoption of the constitution

1. This Constitution will be adopted at the Annual General Meeting on approval by the Board.

Amendments to constitution by the Board / Members

2. Any Article of this constitution shall stand to be amended when approved by a two-thirds majority of the Board and adopted at a General Body Meeting. The proposal to amend the Constitution shall be on the recommendations of the Board or the signed requisition by at least the higher of 1/3 of members registered or 30 Members in good standing. A request for proposed amendments shall be furnished to the Secretary who in turn in consultation with the Board shall call for a General Body Meeting and issue a notice for amendment at least 21 calendar days in advance of the meeting date. Such a notice shall contain details of the Articles(s) to be amended, the proposed text

of the amendment and an explanation of the amendment. Upon the receipt of a requisition for amendment, the Secretary shall issue notice (by email) to the General Body for such meeting at least 30 days before the scheduled date.

ARTICLE 11: INACTIVE BOARD

1. If due to any circumstances the Board becomes inactive and no activity/ meetings are held for six (6) months, the Advisory Board of the Chapter will get into action to call an emergency meeting of the Board and take all appropriate steps, including calling a general meeting, if required, to appoint a new Board as per the Constitution to activate the Chapter.
2. In such a meeting, advisory members will have the same rights and obligations as the other members of the Board.

ARTICLE 12: DISSOLUTION

1. A proposal for dissolution of the Chapter shall be considered at a Special General Body Meeting of the Members called exclusively for the purpose and shall be determined by a ballot.
2. All Members will cast their ballot in person at the General Body Meeting. The Toronto Chapter of ICAI requires that at least 75% of the Members return their ballots for the voting to be valid.
3. The quorum for such a special meeting shall be at least 2/3rd of the Members in good standing on the register of the Toronto Chapter.
4. In the event of dissolution, The Institute of Chartered Accountants of India, New Delhi office will be notified and the residual assets after extinguishing all obligations of the Toronto Chapter as approved by the Board will be turned over to the ICAI – New Delhi or to a Charitable Organization in Canada as determined by the Board.

Appendix 1 - Oath of Office

I, _____, member of the Toronto Chapter (the Chapter) of the Institute of Chartered Accountants of India (ICAI) having been elected as a member of the Board of Directors (BoD)/ Managing Committee (MC) of the Chapter for a term of three (3) years at its Annual General Meeting (AGM) held on _____ in Toronto hereby solemnly affirm that:

1. I shall hold the office as a member of the MC in the best interests of the Chapter and contribute, actively and effectively, towards the goals and mission of the Chapter;
2. I shall honour and fulfill my fiduciary duties as a Director of the Chapter ensuring that the activities of the Chapter are carried out in a transparent manner, are in compliance with prevailing regulations and its funds and resources are used in the best interests of its members by exercising active participation and oversight of its affairs;
3. I shall uphold the interests of the Chapter and its member community above my personal or professional aspirations avoiding conflict of interest at all times;
4. I shall not use or forward members' personal or professional information for a personal or commercial gain, without express written consent of the member and prior notice in writing delivered to the Chairman and Secretary of the Chapter;
5. I shall sincerely perform the tasks assigned to me as a member of the MC, of any sub-committee, of any event or other committee or as an office bearer, if so elected, with best of my abilities in a manner and with communication skills consistent with standards reasonably expected of a professional Chartered Accountant;
6. I shall take all precautions necessary for the safe keeping of Chapter's and members' records in my custody respecting privacy concerns of all members;
7. I shall make all efforts necessary to participate in the MC or other meetings as and when called. I will do my best to not be absent from the AGM for three (3) consecutive MC. I shall duly inform the Chairman and Secretary of the Chapter requesting a leave of absence in such cases.
8. In the event of an extended period of absence refraining me from attending to my duties as a member of the MC or as an office bearer, if applicable, including resignation and completion of my term of office, I shall duly inform the Chairman and Secretary in writing and make suitable arrangements to hand over my tasks, deliverables and Chapter records in my custody to other MC members. I shall provide full assistance necessary to the Chapter until such time the handover and transition of my duties to the other MC member or new incumbent has been successfully completed; and
9. In the event of a violation of this Oath of Office, I understand that it will constitute reasonable cause for disciplinary action in accordance with the Constitution of the Chapter.
10. In case of a conflict the provisions of the Constitution of the Chapter shall prevail over this Oath.

In affirmation of the above, I hereby affix my signatures on this ____ day of _____ at Toronto, Canada

Name:

Membership No:

Signature:

Appendix 2 – Sample, MANAGING COMMITTEE CANDIDATE PROFILE

Full Name				
Mailing address				
Email address				
Phone				
Qualifications				
Current employer				
Title				ICAI membership No.
Current on membership dues	ICAI		Chapter	
Chapter Member Since (MMDDYYYY)				
Affiliation with other not-for-profit/professional organizations – Name and title/role				
Summary of your Toronto Chapter involvement – Maximum 3 points, 100 words				
1.				
Summary of other community service involvement – Maximum 2 Points, 50 words				
1.				
Response to each of the following questions – Maximum 100 words each:				
1) What do you consider to be the top two strategic issues facing the Toronto Chapter over the next three years?				
1.				
2) How will your professional and other experience help to address these strategic issues and enable you to make a valuable contribution as a member of the Managing Committee?				
1.				
Professional Experience (Resume) – Max 750 words				
Have you been subject to disciplinary action by any professional body or group of which you are a member?				
If yes, explain in the box below (maximum 50 words) as to the reason for such action:				

CONSENT OF NOMINEE

I hereby certify that I meet all qualifications for Managing Committee Member as set out in the Notice of Nominations of Members Managing Committee _____.

I am allowing my name to stand for election as a Managing Committee member for which I have been nominated. I confirm that all the information provided by me in this nomination package is true and correct to the best of my knowledge and belief. I agree that any misrepresentation in this nomination form will make this nomination liable for rejection.

Nominee's Name (please print)	Membership Number	Signature

We, the undersigned, being Members of Toronto Chapter in good standing, do hereby nominate _____ to stand for election as a Managing Committee member of the Toronto Chapter of The Institute of Chartered Accountants of India.

Nominator's Name (please print)	Membership Number	Signature
1.		
2.		

Important Note: The completed Managing Committee Candidate Profile must be received in the Chapter's office no later than _____. Nominations will be confirmed via email upon receipt. Nominees who have not received their confirmation by _____ are requested to contact the Chapter immediately. The completed form can be either sent via email Email: YYYY-Torontochapter-elections@icaitoronto.com