



دبي جودا جروب
Dubai Quality Group

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Dubai Quality Group Subgroups Bylaws



مجموعة دبي للجودة
Dubai Quality Group

The Subgroups Bylaws have been developed to ensure the achievement of DQG's mission statement through the Subgroups members' satisfaction.

This will enable Subgroups to standardize a professional working environment.

Kindly carefully read the Subgroups Bylaws.

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1. Article 1

Sub-group Definition & Purpose:

A Subgroup is a group of DQG members who have common interest in a particular subject / knowledge area. Subgroups are promoted by DQG to facilitate focused learning and knowledge sharing relating to subjects strategically important by DQG.

2. Article 2

Activities:

Sub-groups plan and organize seminars, workshops, conferences, benchmarking programs, knowledge sharing sessions, education programs, publications..... etc.

3. Article 3

Membership

- a) All DQG members who are employees of DQG's member organizations or are members of DQG in their individual capacities are eligible to apply for membership of one or more subgroups promoted by DQG.
- b) A DQG member is required to fill a membership form to become a member of the sub-group of his/her interest. This form will be controlled by DQG's Sub-group Coordinator.

4. Article 4

Structure

a) Formation:

- **Proposal by members:** A minimum of ten DQG members (individuals) who are in good standing can come together and propose the formation of a sub-group in writing to DQG's Managing Director, who will put it up before the Board of Directors.
- **Formation by DQG Board of Directors (BOD):** Alternatively, DQG BOD may decide to form a new sub-group based on DQG's strategic priorities and invite all DQG members to join it.



- b) **Executive Committee (Excom):** Each subgroup will be managed by an Executive Committee consisting of seven members in the positions of: 1) Chair, 2) Vice Chair, 3) Secretary General plus four members. Their responsibilities are directed at managing regular activities of the subgroup that are given in the Annexure-1.
- c) **Appointment and Tenure of Excom:** The Excom will be appointed for a period of four years based on anonymous election, which will be organized and supervised by DQG. All members in good standing registered in a subgroup will be eligible to vote.
- d) **Limitation on Participating in Excom:** A DQG member cannot be an Excom member of **more than two sub-groups** in order to be able to give adequate time and attention to his/her responsibilities as Excom member.
- e) **Taskforces / Working Groups:** In order to implement its strategy, a subgroup's Excom may constitute working groups or taskforces to accomplish specific goals. The taskforces or working groups will consist of registered members of that subgroup and shall be headed by one of the Excom members.
- f) **Liaison with DQG BOD:** DQG Chairman may appoint members of the BOD to liaise with one or more Sub-groups. The BOD member in-charge shall attend Sub-group Excom meetings.

5. Article 5

Management of the Subgroup

- a) **Excom Meetings:** The subgroup's Excom will meet at regular intervals, at least **6 meetings in a year**, for making decisions and reviewing progress.
- b) **Decision making:** The minimum quorum for decision making would be (4) members present from the Excom. Decisions will be made by consensus. If at all necessary, anonymous voting will be carried out to make a decision. In case of a tie, the Chairman's decision will be final.
- c) **Report to BOD:** The subgroup's Executive Committee will report to the DQG BODs in writing and/or by presentation, at least once in a quarter (or more frequently, if required by the BOD) on the progress of the subgroup's activities.
- d) **Responsibilities of Excom Members:** The members of the Executive Committee will discharge their responsibilities as mentioned in the **Annexure-1** responsibly with diligence. In the case of the unavailability of a member for a certain period of time, he/she will request the Chair to re-allocate his/her responsibility to another person.



- e) **Special Meetings:** A special meeting may be called at any time by the Chair of a Sub-group or the BOD member In-charge of the Sub-group through a written request to all Excom members stating the purpose of the meeting. The special meetings shall be limited to the stated purpose.

6. Article6

Strategic Plan, Budget and Financial Resources

- a) **Strategic Plan and Budget:** Each sub-group Excom shall develop a **strategic plan** for a period of **four years**. It shall include, **mission, vision, goals and key strategic initiatives with the responsibilities** allocated to respective Excom members. The plan shall be in line with the DQG strategy and approved by DQG BOD. The Excom should also prepare an **annual calendar** of its proposed events (conferences, workshops, seminars and other programs) and submit it to DQG Board of Directors so that these could be appropriately integrated into DQG's overall calendar of events.
- b) **Financial Resources:** Each sub-group is expected to plan and manage its activities in such a way that it becomes self financing, though DQG may provide financial support initially to new sub-groups and for some of the strategically key programs of the existing sub-groups. DQG management and Board of Directors will try to allocate financial resources to the sub-groups based on DQG's strategic priorities and performance of various sub-groups.

7. Article 6

Authorities of Subgroup Chair / Excom

- a) **Relationship with Third Parties:** Neither any DQG subgroup Chair nor Excom will have any authority to commit DQG to any third party financially or otherwise. **All contracts, MOUs and purchase orders will be authorized and released by the authorized competent person in DQG BOD.** The Chair / Excom of any DQG subgroup can only make proposals/recommendations to DQG BOD for the programs that require financial or otherwise commitment by DQG and /or involves DQG's liability.
- b) **Public Announcements:** Subgroup Chair should obtain approval of DQG's Chairman before making any public announcement as well as making any correspondence with DQG's partner organizations and Government agencies.

8. Article7

Discontinuation

- a) **Removal of an Excom Member:** Subgroup Excom members who fail to abide by DQG rules and regulations and/or fail to perform the tasks allocated to them and/or remain absent for more than 3 consecutive Excom



meetings and/or adversely affect teamwork and harmony in the DQG would be removed from the Excom by DQG Chairman based on the recommendation of the Sub-group's Chairperson or otherwise.

- b) **Discontinuation of Sub-group:** A subgroup may be discontinued if DQG Board of Directors judges based on DQG members' feedback that the subgroup is not making any reasonably valuable contribution to the body of DQG members and community at large.

9. Article8

Amendments to the Bylaws

These Bylaws can be amended at any time by DQG's Board of Directors by passing a resolution with a simple majority in a meeting of the BOD.

10. Article10

Approval

These Bylaws Articles are approved by DQG's BOD's, and signed by the BOD's Chairman.

Saleh Janeeh

Chairman Dubai Quality Group

Date: 21/6/2012

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Proposed Roles of Subgroups Executive Committee



General for the Executive Committee:

The primary objective of the Executive Committee, as a whole and as individual members, is to ensure tangible progress towards the vision by accomplishing **planned milestones** and attaining **targeted, measurable performance levels** in the activities of the subgroup.

Roles of Subgroups Executive Members

The following are the roles for routine activities of subgroups Executive Members.

General for all Executive Members:

The primary objective of the Executive Committee, as a whole and as individual members, is to ensure tangible progress towards the vision by accomplishing **planned milestones** and attaining **targeted, measurable performance levels** in the activities of the subgroup.

1. Chair (Name):

- Overall leadership.
- Developing mission, vision and strategic plans together with the Executive committee members in consultation with the stakeholders, and directing the subgroup for implementation of the plan to achieve measurable / tangible objectives.
- Ensuring satisfaction and cooperation for all stakeholders to progress towards the vision.
- Liaison with DQG's management and the DQG managing director for policy and planning.
- Representing the Subgroup in media matters and at interfaces with other organizations depending on the DQG managing director's approval.
- Promoting the subgroup at strategic levels.
- To chair the executive committee meetings.
- Work with other members and help them to achieve the group's objectives.
- Verify outward communications, documents, accounts etc.

2. Vice Chair: (Name)



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- Assist Chair in strategic planning, its implementation, and review.
- Discharge responsibilities of the Chair in his absence
- Create relationships with external and professional community organizations.
- Chair the organizing committee for major events (annual conferences) with assistance from other members.
- Respond and assist with tasks requested by the chair, or other members of the executive committee.
- Project and promote the image of the subgroup's progress to DQG members.
- Plan, identify, and allocate resources with respect to all initiatives and activities in line with the subgroup's objectives in collaboration with the chairman, and the secretary general.

3. Secretary General (Name)

- Assist Chair in strategic planning, its implementation and review.
- Organize regular meetings of the Executive Committee and the subgroup.
- Prepare the meeting's agenda and take the minutes of meetings for the subgroup.
- To be the first point of contact for the subgroups executive committee members.
- Maintain events calendar and records of meetings.
- Plan educational seminars and workshops.
- Ensure the sharing of knowledge amongst Subgroup members.
- Ensure the contribution of articles to DQG publications.
- Ensure building of case studies for the knowledge center.
- Organize and manage study groups with the help of other members.
- Liaison with DQG for enrichment of library with resources relating to the specialty of the subgroup.

4. Member – Public Relations and Promotion (Name):

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- Assist Chair in strategic planning, its implementation, and review.
- Set and implement a plan to promote the subgroup and its events and activities in the media using various channels (newspaper, radio, DQG website, e-mails etc).
- Liaison with DQG for the subgroup's promotional activities (e.g. making press releases, etc.)
- Ensures the subgroup pages are on the DQG website and are updated on a timely basis as well as to ensure that they are informative and attractive.
- Publicity for subgroups events.

5. Member – Membership Services (Name)

- Assist Chair in strategic planning, its implementation, and review.
- Understands the needs and expectations of DQG members and members of the subgroup.
- Recruit new and high quality members for the subgroup from amongst DQG members.
- Measure satisfaction levels of subgroup members and DQG members, with the activities and events of the Subgroup, and to provide feedback to the Executive Committee via the Chairman, on a timely basis.
- Ensure the updating of the members' list in liaison with DQG (subgroup coordinator).

6. Member – Overseas Cooperation, Resourcing & Knowledge Mgt. (Name):

- Assist Chair in strategic resource planning, its implementation, and review.
- Prepare a budget for the sub-group's planned activities and funding plan.
- Work closely with DQG and provide support for sponsorship.
- Liaison with DQG on all financial matters.



- Maintain accurate and timely updated financial accounts of activities and events.
- Report the financial status to the Executive Committee.
- Liaison with DQG for the audit of accounts pertaining to the subgroup's activities.
- Ensure the implementation of DQG's regulations with respect to management of money, and make additional rules if required for the smooth functioning of the subgroup.
- Work closely with Chair to identify partnership opportunities and coordinate for activities in collaboration with partner organizations.

7. Member – Event Coordination (Name):

- Assist Chair in strategic resource planning, its implementation, and review.
- Liaison with DQG for arranging venues for regular activities of the subgroup by soliciting support from various organizations.
- Ensuring the safe custody of assets of DQG, and the subgroup utilized for its activities.

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Name	Signature	Date