

Approved Constitution of the SAARC Chamber of Commerce and Industry

PREAMBLE:

WHEREAS the business community of the SAARC Member Countries are unanimous in their desire to promote and foster economic cooperation among themselves;

1. AND whereas this desire has been expressed in the Memorandum of Understanding signed in New Delhi on 20th December 1988 (Copy attached).
2. AND whereas the SAARC Study on "Trade, Manufacturers and Services" endorsed in principle by the Council of Ministers made the recommendation that "the Federation of Chambers of Commerce and Industries of Member Countries may be requested to consider setting up a "SAARC Chamber of Commerce and Industries" / "Association of the Federations of Chambers of Commerce & Industries" of Member Countries. The venue, modalities, articles of association, election of office bearers, financing etc. of such a Chamber/Association may be best left to the national Federations themselves to decide. The national chambers will provide SAARC Chamber/Association with information regarding the business environment, potential tradable goods and possibility of joint ventures for dissemination with the region and that "there should be close interaction between the SAARC Divisions/Cells in the Commerce Ministries and the "SAARC Chamber of Commerce and Industries/Associations" in the dissemination of information on trade matters. They must also work together closely in identifying and resolving various bottlenecks to trade, viz., tariff and non-tariff barriers, inadequate production capacity, lack of information, absence of standardization, poor quality control etc."
3. NOW therefore, we, the Federations of Chambers of Commerce & Industry or the National apex bodies in the SAARC region, gathered in conference, convinced of our obligation to contribute towards fulfillment of the said desire to this end, decide to establish the "SAARC Chamber of Commerce and Industry", "which shall closely coordinate the achievements of the objectives, as hereinafter specified, in close cooperation with the South Asian Association for Regional Cooperation SAARC".

CHAPTER 1

ARTICLE – 1

NAME & PLACE:

- a. A permanent organization is hereby established under the name of "SAARC Chamber of Commerce & Industry" hereinafter to be called the "SAARC Chamber" or "SAARC CCI".
- b. The permanent headquarters of the SAARC CCI shall be located at ISLAMABAD (PAKISTAN) and sub offices of SAARC CCI may be established in other SAARC countries as and when deemed necessary by the Executive Committee and duly approved by the General Assembly of the SAARC CCI.
- c. All such sub offices opened as outlined in Article -1(b) will deemed to be an integral part of the head office in Islamabad (Pakistan) directly working under the control of Secretary General of the SAARC CCI and shall submit and report directly to him regarding all affairs of the SAARC CCI.
- d. All sub-offices will preferably be housed in Founding Members office premises, space to be provided by them free of charge, all recruitment for such sub offices will be done by the EC of SAARC CCI and will work in synchronization with the SAARC Desk of the Founder / Primary Members of the SAARC CCI. All salaries and perks of the appointed staff will be borne by SAARC CCI.

ARTICLE – 2

OBJECTIVES

The objectives of the "SAARC Chamber" are:

- a. To encourage Member Countries to accord preferential terms of trade to each other and finally strive towards the gradual realization of the SAARC Economic and Monetary Union.
- b. To encourage Trade in goods, Services, Industry, Small and Medium Enterprises (SME's), Agriculture, Intra-regional Tourism, Medical, Tourism, Handicrafts and Monetary Union to promote collective self-reliance based on harnessing of

complementarities to propose economic policies mutually advantageous to all SAARC member countries and create avenues for collaboration amongst its members and other similar organisations, working within the SAARC Region for the Region's Economic Development.

- c. To make recommendations to safeguard the economic and business interests of the SAARC Countries, with special consideration to Land-Locked and Least Developed Countries.
- d. To encourage, facilitate and develop cooperation amongst its members and institutions working in the SAARC countries.
- e. To promote cooperation between SAARC CCI on the one hand and other international and inter-regional commercial, industrial and agricultural organisations/agencies on the other.
- f. To promote investment opportunities and joint ventures among the SAARC Member Countries.
- g. To act for Trade Facilitation of the region, such as issuance of Certificate of Origin and other documentation as may be necessary for the execution of delegated duties.
- h. To provide for Arbitration in the settlements of disputes arising out of commercial and industrial transactions between parties who are willing to abide by the judgment of the SAARC CCI.
- i. To organize trade fairs, joint display centers, exhibitions, seminars, lectures and publicity campaigns as and where may be thought advisable.
- j. To promote the exchange of commercial, technical, industrial management and scientific information, education and know-how amongst its members.
- k. To collate, collect and disseminate statistical data of SAARC Member Countries.
- l. To promote joint research and development among the SAARC Member Countries.
- m.** To help create environment for the development of Intra-regional trade with special focus on the development of least developed countries within the SAARC Region and take steps for poverty Alleviation and to promote the aims and objectives of the SAARC CCI.

ARTICLE – 3

MEMBERSHIP

- a. The SAARC CCI shall be composed of EIGHT National Member Apex Bodies as listed hereafter representing each SAARC Country and shall be called and referred to as the Founding Members except Afghanistan Chamber of Commerce & Industry which will be called and referred to as Primary Member.
 - I. Afghanistan Chamber of Commerce & Industry.
 - II. Federation of Bangladesh Chambers of Commerce & Industry.
 - III. Bhutan Chamber of Commerce & Industry.
 - IV. Federation of Indian Chambers of Commerce & Industry.
 - V. Maldives National Chamber of Commerce & Industry.
 - VI. Federation of Nepalese Chambers of Commerce & Industry.
 - VII. Federation of Pakistan Chambers of Commerce & Industry.
 - VIII. Federation of Chambers of Commerce & Industry of Sri Lanka
- b. The membership of the SAARC CCI shall NOT be limited to ONE National Body from each member country henceforth to be called and referred to as FOUNDER MEMBERS or PRIMARY MEMBER as specified in Article 3(a).
- c. The SAARC CCI will have following categories of membership.
 - i. FOUNDER MEMBERS
 - ii. PRIMARY MEMBERS
 - iii. INSTITUTIONAL MEMBERS
 - iv. ASSOCIATE MEMBERS
 - v. CORPORATE MEMBERS
 - vi. PATRON MEMBERS
 - vii. LIFE MEMBERS.

- I. **FOUNDER MEMBERS:**
The Founder Membership is restricted and limited to the SEVEN FOUNDING MEMBERS only as listed above in Article 3(a).
- ii. **PRIMARY MEMBERS:**
The Primary Members shall be those Countries and their National body who became member of the SAARC CCI after its formation.
- iii. **INSTITUTIONAL MEMBERS:**
The Institutional Members shall be those National Level Confederations or Federations other than those specified in Article-3(a) and shall contribute USD 10,000 as membership fee. The Founding or The Primary Member share for Nominating Members for both EC and GA will be 70 percent and the Institutional Member share would be 30 percent as and when applicable in the countries where there is more than one membership.
- iv. **ASSOCIATE MEMBERS:**
The Associate Members shall be National Level Confederations/National Chambers, other than those specified in Article-3(a) and 3 (C- iii). They shall contribute 50% of National Member Body Fee from the respective country. The Associate Membership shall have no representation at board level, however they have the right to attend meetings as observer members and can participate in SAARC CCI events.
- v. **CORPORATE MEMBERS:**
This membership is open to corporate entities having a minimum turnover of Fifty (50) Million USD per annum in case of developed countries and Five(5) Million USD in case of under developed countries and has physical presence in any one of the SAARC countries. The membership fee for this category of membership will be USD 10,000 per annum for developed countries and USD 5000 for under developed countries and will have the right to attend both EC and GA meetings.
- vi. **PATRON MEMBERS:**
This Category of Membership is Open to those Individuals or Corporate entities who have excelled or specialised in any specific field likely to benefit the region as whole or improve the life of individuals in any SAARC Country. The membership fee for this category of membership will be USD 8,000 for five (5) years.

vii. **LIFE MEMBERS.**

This type of membership is open to business person (both male and female) and over twenty five years of age with membership criteria as following:

- He shall be a genuine businessman/woman.
- He shall have a bank account on his company name.
- He shall produce a Certificate of proprietorship/ partnership/ Company Registration, from competent authorities of respective country.
- Valid Certificate of membership/ Affiliation with any chamber/ association from his respective country.

The membership fee for this category shall be 5000 USD and 3000 USD for Males and Female applicants respectively. The Life Members can attend EC meetings as observers.

A. HONORARY LIFE MEMBERS.

This type of membership is to be given to Founder and Past Presidents and those Senior Members who have served SAARC CCI for more than FIFTEEN Years with the approval of the SAARC CCI Executive Committee.

- d. The Membership fee shall be amended by the Executive Committee as and when deemed necessary.
- e. The amount collected from the membership fee shall be put into accredited Bank conforming to international ratings properly audited and accounted for and shall be utilized for financing the activities of the SAARC CCI as may be decided by the Executive Committee from time to time.

ARTICLE – 4

APPLICATION FOR MEMBERSHIP

- a. Application by the National Bodies of a country (other than those specified in Article 3(a)) for institutional membership shall be put to the Executive Committee for consideration, approval and recommendation to the SAARC CCI General Assembly for FINAL Approval.
- b. Proposal for different categories of membership shall be scrutinized and endorsed by the SAARC CCI secretariat and put up to the Executive Committee and General Assembly for final approval.

- c. In case of a country where there is more than One Membership representation on the EC and GA will be defined below:
Founder/Primary Members Share in EC and GA = Seventy Percent
Institutional Members Share in EC and GA = Thirty Percent
(It's percentage of the each country's share only)
- d. Application for membership can also be made directly to the SAARC CCI headquarters in Islamabad in any of the above categories of membership as stated in Article 3(c), which shall be duly processed as per criteria stated herein the articles.

ARTICLE – 5

WITHDRAWAL OF MEMBERSHIP

- a. No member can withdraw his membership from the SAARC CCI without giving a written notice to the General Secretary SAARC CCI of his intention to do so. Such Notice shall be put up in the next Executive Committee meeting for consideration and decision.
- b. The decision of the EC meeting shall be submitted to the next General Assembly for Ratification of the EC decision . The withdrawal of membership will be effective from the date of decision / ratification by the General Assembly.

ARTICLE – 6

SUSPENSION OF MEMBERSHIP

- a. The SAARC CCI has the right to suspend / terminate the membership of any member Body or Individual representing any member body in case of violation of any provision of the constitution of SAARC CCI or for activities prejudicial and detrimental to the interest and objectives of the SAARC CCI or for bringing into disrepute any member of the house or using derogatory language in the meetings of the SAARC CCI.
- b. Member Bodies failing to pay their Annual Subscription Fee for two consecutive years to the SAARC CCI, Suspension for non-payment of subscription shall be subject to approval by the EC and duly endorsed by the General Assembly.

ARTICLE – 7

ORGANS

The SAARC Chamber shall comprise the following organs:

- a. The General Assembly (also to be known as GA)
- b. The Executive Committee (also to be known as EC)and
- c. The General Secretariat

ARTICLE – 8

GENERAL ASSEMBLY

a. The General Assembly shall be the SUPREME Authority of the SAARC CCI.

b. COMPOSITION

THE GENERAL ASSEMBLY shall be composed of maximum 168 members nominated by eight countries National Body /National Bodies as the case may be in conformity with and as laid down formula in Article-4(c).

Each Country share being 21 members including both EC and GA as provided for In Article-16(a). The sitting President of the Founding/Primary member Body will be the ex-officio Member of the Executive Committee,

The New Composition of the GENERAL ASSEMBLY shall be as follows

Direct Nominations on GA.	= 10(each country)
Direct Nominations on EC.	= 10(each country)
Sitting President of Founder/Primary member.	= <u>01</u> (each country)
Total	21(each country)
(Total strength of Eight (8) countries: 21x8=168 members)	

- c. The leader of the National Delegation of the EC and GA meetings will be 'The Vice President' of SAARC CCI representing Founding/Primary member Body of the respective country.
- d. The Secretary General of the South Asian Association for Regional Cooperation (SAARC) Secretariat or his duly authorized representative shall be a permanent invitee to the General Assembly Meetings.
- e. The General Secretary or his nominee of the Founder or Primary Member shall be a permanent invitee to the EC and GA meetings as an OBSERVER.

ARTICLE – 9

DUTIES AND RESPONSIBILITY OF THE GENERAL ASSEMBLY

- a. Elect the first President of SAARC CCI. Thereafter, the Presidency shall rotate from among the nominees of the Founding/Primary member Body of Afghanistan, Bangladesh, India, Maldives, Nepal, Sri Lanka, Pakistan and Bhutan, respectively. In case, the member opts not to nominate President, the term will automatically go to the next country on the rotation.
- b. Determine the general policy and the programme of work of the SAARC Chamber.
- c. To approve the amendments in the SAARC CCI constitution upon presentation by the Executive Committee as per Article 30.
- d. Approve the bylaws and rules of procedure of the SAARC CCI including those of Councils, Committees and Sub-Committees.
- e. Approve sectors for the formation of Sectoral Councils.
- f. Decide on the admission of new members and suspension of membership.
- g. Approve the annual budget, accounts and adopt the annual report.

h. Such other matters as may be recommended by the Executive Committee duly defined hereinafter in this Constitution.

ARTICLE – 10

GENERAL ASSEMBLY MEETING

- a. The General Assembly of the SAARC Chamber shall meet at least once every year at such place and time as is recommend by the Executive Committee and notified by the General Secretary to the members. The General Assembly meeting shall take place in different SAARC Countries.
- b. The President shall preside over the General Assembly Meeting. In his absence, Senior Vice President / one of the Vice Presidents shall preside.

ARTICLE – 11

EXTRAORDINARY MEETING(S) OF GENERAL ASSEMBLY

Extra-ordinary meeting(s) of the General Assembly of the SAARC Chamber shall be convened by the Executive Committee of the SAARC Chamber at the request to do so by at least one third of the total number of Member Bodies. The place of the meeting shall be decided by the Executive Committee and extra-ordinary meeting of the General Assembly shall discuss only those items on the agenda for which the meeting has been specifically convened.

ARTICLE – 12

NOTICE OF THE MEETING

A notice of at least 45(forty five) clear days must be given for all meetings of the General Assembly. Extra-Ordinary meetings of the General Assembly can be called at a notice of at least 15 (fifteen) clear days before the meeting along with a clearly defined AGENDA circulated amongst all the members.

ARTICLE – 13

PARTICIPATION

No National Body which has failed to pay its dues for two consecutive years shall be entitled to participate in the meetings of the SAARC CCI provided however that the General Assembly may permit such a Member to participate if it is satisfied that the failure to pay its dues is due to conditions beyond the control of the Member.

ARTICLE – 14

QUORUM

- a. At all Ordinary and Extra-Ordinary meetings of the Executive Committee and/or General Assembly of the SAARC CCI, the Quorum shall be Simple Majority, meaning presence of representation from Five (5) Countries out of Eight (8) countries. The presence of even ONE member from a National Body of each country shall constitute quorum and will be considered as that country's Representation.

ARTICLE – 15

RESOLUTION(S) OF THE GENERAL ASSEMBLY

Resolution of the General Assembly shall deemed to have been adopted If it has been unanimously Passed /Accepted by all the seven founding members and primary body member of SAARC CCI representing Eight Countries of SAARC.

ARTICLE – 16

COMPOSITION OF THE EXECUTIVE COMMITTEE

- a). The Executive Committee shall consist of Eighty Eight(88) members.

Each National Body /National Bodies as the case may be shall have the right to nominate Eleven Members (11) as listed under.

Executive Committee Members = 10 including One (1) Vice President (9+1=10)

Ex-Officio Member President of Founding/Primary member Body = 01

- b) Composition of Ten directly nominated EC members by the National Body/National Bodies shall include at least Two Female members.
- c) The National Member Bodies shall not have the right to replace the President or the Vice President once nominated by them during their Term in Office until or unless He/She is declared mentally and or physically unfit to perform his / her duties or is involved in misconduct or any criminal activity or is guilty of moral turpitude or any other such act which may cause or result in damaging the image or defaming the institution of SAARC CCI or voluntarily resigns himself or herself as the case may be. In all such cases suitable replacement by the National Body/ National bodies will be made as and when required within a limited time frame.

ARTICLE – 17

a) MANDATORY CONDITIONS FOR THE PRESIDENT’S AND SENIOR VICE PRESIDENT’S NOMINATION.

Each Country shall have the right to Nominate a President as laid down in Article -9(a). The person nominated by the National Body/ National Bodies for the post of ‘The President’ should fulfil the following mandatory requirements :

- i. Served as a Member of the Executive Committee of SAARC CCI for at least one Full Term.
- ii. Attended at least Three(3) EC and One(1) GA meeting in that term
- iii. Has served as The President or The Senior Vice President of a National Chamber of Commerce & industry in his own country or as the Senior Vice President of the SAARC CCI.

b) POWER OF THE PRESIDENT

The President shall be the Chief Executive Officer of the SAARC CCI in this capacity the President shall:

- i. Lead all delegations and make representations on behalf of the SAARC CCI and act in accordance with the policy decisions of the GA and directives of the EC.

- ii. Have the authority to sign all documents on behalf of the SAARC CCI, as well as The power to delegate his Authority to Senior Vice President or to other Vice Presidents, as and when deemed necessary by him.
- iii. Generally perform any other functions incidental to the office of President and take decisions in matter of URGENCY in consultation and in agreement with at least THREE other Vice Presidents and report all such decisions taken to the Next meeting of the Executive Committee for endorsement and approval.
- iv. Shall have the right to allow observers to attend EC/GA meetings.
- v. Shall have the right to appoint Advisor/s for SAARC CCI within the framework of the SAARC CCI constitution.
- vi. Chair the EC and GA meetings and form sectoral committees as per requirement of the SAARC CCI and report all such committees formed to the Next EC for endorsement and approval.
- vii. Take all steps necessary to Ensure and Maintain Transparency in the Financial and administrative affairs of the SAARC CCI.

ARTICLE – 18

TERM OF OFFICE

- a. The Office of the President of the SAARC Chamber shall rotate amongst the Member Bodies in the alphabetical order. However, a Member Body can opt to skip their turn in a certain rotation.
- b. The term of office of President shall be for a period of two years.
- c. The Senior Vice President, Vice Presidents and other members of the EC/GA shall also be for a period of two years. They shall be eligible for re-nomination subject to the approval of their respective National Member Bodies.
 - i. New Nominations to the EC shall include Fifty percent(50 %) of the retiring members from each country to ensure continuity in the working of EC.

- d. A member once nominated to the EC shall only be withdrawn if he/she fails to attend Two consecutive meetings of the EC or is mentally or physically Incapacitated or is involved In any misconduct or criminal offence or indulges Into activities likely to damage or defame the institution of SAARC CCI.
- e. The Secretary General shall request the Member Bodies in writing for nominations to the General Assembly and Executive Committee and for the President/Senior Vice President/Vice President at least 60 (Sixty) days prior to the expiry of their term of office and the Member bodies must send their nominations in writing so as to reach the Secretariat not later than 30 (Thirty) days after receipt of such request.
- f. The Senior Vice President shall be from the country which is in line for Presidency of the next term in rotation. The Senior Vice President should preferably take over as the President of SAARC CCI in the next term immediately due in rotation of that country.
- g. In case a National Body /National Bodies fail to submit nominations as per Article -8 (b) & 16 (a) and 18(c) above , the existing Vice Presidents, Executive Committee Members and General Assembly Members shall be deemed representing the National Body /National Bodies of that country and continue for the next term.

ARTICLE - 19

MEETINGS

- a. The President shall call at least Four(4) meetings of the Executive Committee every year. A notice of at least 30 (thirty) clear days must be given for all such meetings.
- b. The President shall be obliged to call the meeting of the Executive Committee If requested by THREE member bodies representing Three different countries, giving notice of 15 (fifteen) clear days. All such meetings will be held in a country other than those requesting such meeting (Neutral Venue).
- c. The President may call Emergency Meetings of the Executive Committee giving notice of at least 10 (ten) clear days after consultation with at least 3 Vice Presidents.

- d. The President shall preside over the meetings of the Executive Committee and may also preside over the other Committee meetings of the SAARC CCI. In his absence, Senior Vice President shall preside. If Senior Vice President is also not present, then one of the Vice-Presidents shall preside.
- e. The venue of the Executive Committee meetings may rotate.

ARTICLE – 20

QUORUM

The provision of the Article 14 shall apply mutatis mutandis to the Executive Committee.

ARTICLE – 21

RESOLUTIONS

A resolution of the Executive Committee shall be deemed to have been adopted if it is unanimously accepted by all the eight Member countries (Founder members and Primary member).

ARTICLE – 22

FUNCTIONS

The Executive Committee shall:

- a) Implement the decisions of the General Assembly and take such other steps as may be necessary to further the objectives of the SAARC Chamber:
- b) Prepare the draft Agenda for the General Assembly.
- c) Supervise the work of the General Secretariat.

- d) Examine and consider various subjects that come within the purview of the programmed of work of the SAARC Chamber.
- e) Approve the annual budget.
- f) Fulfill other functions delegated to it by the General Assembly.
- g) Prepare and recommend, for adoption of the General Assembly, the bylaws and the rules of procedure of the SAARC Chamber and their modifications.
- h) Consider applications for membership and submit them to the General Assembly with its recommendations.
- i) Recommend the time and place of meetings of the General Assembly of the SAARC Chamber.
- j) Appoint Councils, Committees and Sub-Committees.
- k) Appoint General Secretary as provided for in Article 23 and fix the terms and conditions of appointment.
- l) Chairman Accounts / Finance committee shall never be from a country whose President is in chair (e.g. if president is from one country then the Chairman Accounts/ Finance will be from some other country).

ARTICLE – 23

a) COUNCILS

The Executive Committee of SAARC CCI can form various councils to assist it for it's smooth functioning as and when deemed necessary, all such councils Shall be duly approved by the General Assembly of SAARC CCI.

b) ADVISORY COUNCIL

The Advisory Council shall be formed by the Executive Committee of the SAARC CCI and duly endorsed and approved by the General Assembly of the SAARC CCI with set parameters:

- I. The Advisory council shall consist of former Presidents, former Senior Vice Presidents, former Vice Presidents and Senior EC Members who have served more than Ten (10) years on SAARC CCI.
- II. The term of office of the advisory council shall be limited to three years.
- III. The Advisory Council can have a Chairman and Vice Chairman to manage its Affairs.

ARTICLE – 24

I. The SECRETARY GENERAL

There shall be a Secretary General of the SAARC CCI.

II. RESPONSIBILITIES OF THE SECRETARY GENERAL OF SAARC CCI

- a) The Secretary General SAARC CCI shall be the Administrative in-charge of the SAARC CCI Secretariat.
- b) Manage day to day affairs of the Secretariat.
- c) Prepare Agenda for the EC and GA meetings as per the constitution.
- d) Ensure in time circulation of the Agenda in conformity with the Articles of the constitution.
- e) Ensure in time circulation of the Minutes of Meeting of EC and GA.
- f) Sign Documents/MOU's as and when authorized by The President, The Executive Committee and The General Assembly of SAARC CCI.
- g) Have the Budget Prepared for the financial year.
- h) Maintain cordial and regular contacts with National Member Bodies and donor agencies.

- i) Explore and Arrange Funds from different Donor Agencies.
- j) Share all information he comes across as Secretary General with The President, The Senior Vice President, The Vice Presidents and the Executive Committee.
- k) Shall be the Custodian of the constitution and preserve it's sanctity.
- l) Use modern technology as mean of communication.
- m) Ensure all official correspondence is carried on official email of SAARC CCI.
- n) Can authorize expenses up to but not exceeding USD Five Thousand (5000)at one time expense, above this limit must be duly approved by the EC prior to spending.
- o) The power of hiring and termination of the Secretary General shall always rest with the Executive Committee of SAARC CCI.
- p) The Secretary General shall prepare The HR policy of the SAARC CCI and ensure it's implementation after EC and GA approval.
- q) The Secretary General shall perform his duties in accordance with the Articles of this constitution, the directives of the President, Executive Committee and General Assembly of SAARC CCI.

Article 25

DUTIES OF THE SECRETARY GENERAL OF SAARC CCI

- a) The secretariat of the Saarc CCI shall be headed by the Secretary General and composed of other staff as may be deemed necessary and duly appointed in accordance with the Bye Laws of SAARC CCI.

- b) Subject to the General directions and supervision of the Executive Committee through the President , The Senior Vice President , The Vice Presidents and the General Assembly, the Secretary General shall be responsible for and appoint necessary staff and fix their emoluments in accordance with the bye laws and approved HR policy of SAARC CCI.
 - i. May, in the performance of his duties, communicate with government authorities, National and International organizations and institutions regarding all matters associated with SAARC CCI.
 - ii. May consult experts for sectoral studies and discussions falling within the competence of the SAARC CCI.
- c) May represent SAARC CCI in international meetings and forums with the approval of the President SAARC CCI.
- d) Shall publish periodically an Economic Review which will contain studies, information and statistical data on SAARC Countries and may also issue publications dealing with the subjects of interests to the General Assembly.
- e) Shall circulate the preliminary agenda of the ordinary session of the General Assembly to all members, at least 30 (thirty) days before the date fixed for any such meetings.
- f) Shall circulate the draft agenda of all Executive Committee Meetings to all members of the SAARC Chamber at least 30 (thirty) days before the date fixed for any such meetings.
- g) Shall prepare and circulate to all members summary records of the proceedings of all meetings of the General Assembly and the Executive Committee.
- h) Shall draw up and circulate the annual report and audited accounts to the members after approval by the Executive Committee.
- i) The right to attend all meetings of the General Assembly, the Executive Committee and such other Committees as may be appointed from time to time.
- j) The relation between the General Secretariat and the host Government shall be determined by an agreement to be negotiated.
- k) Shall submit to the EC a complete report of his activities undertaken in the capacity as the Secretary General SAARC CCI.

Article 26

THE RESPONSIBILITIES OF THE SENIOR VICE PRESIDENT AND VICE PRESIDENTS

The Senior Vice President or Vice Presidents shall always be nominated by The Founder or Primary Member as the case may be.

1. The Senior Vice President .
 - a) Shall Act as the Acting President in the Absence of President and shall enjoy the same powers as laid down in Article -18(b) (c) (d) (e) (f) (g) and (h) in discharge of his duties as Acting President.
 - b) Shall not take any Policy Decisions without the approval of EC.
 - c) Shall assist the President in discharge of his constitutional duties.
 - d) Carry out any other duties assigned by the President or Executive Committee of SAARC CCI.
2. The Vice Presidents
 - a) Shall assist the President in managing the day to day affairs of the SAARC CCI or Carry out any other duties assigned to them by The President or The Executive Committee .
 - b) In the absence of The President, The Senior Vice President, The Vice Presidents, From the country which currently holds the Presidency shall assume the charge of the Acting President , in case he too is absent then the rotational formula followed for electing the President shall be followed for nominating The Acting President.
 - c) Shall look after the affairs of the committees assigned to them.
 - d) Shall frame the Rules of Business of the Committees and get them approved from the EC.
 - e) Shall be the Leader of their respective country delegation.

- f) Shall take into confidence the Executive Committee members from their country regarding all affairs of the SAARC CCI, unilateral decision by any Vice President will not be considered by the EC Committee.

CHAPTER – 2

ARTICLE – 27

BUDGET AND ACCOUNTS

- a. The financial year of the SAARC Chamber shall be the calendar year.
- b. The Executive Committee shall prepare the budget and accounts of the SAARC Chamber for each year and submit it to the General Assembly for approval.

ARTICLE – 28

PERMANENT SUBSCRIPTION FOR MEMBERSHIP

The amount of the total annual subscription for membership of the SAARC Chamber shall be fixed by the General Assembly and it will be contributed to by each National Body payable as per following formula:

1. India & Pakistan	25% each
2. Bangladesh, Nepal & Sri Lanka	11.91% each
3. Afghanistan, Bhutan & Maldives	4.76% each

The subscription shall be payable in internationally convertible currencies, and shall become due on the 1st day of January every year, and shall be paid by the Member by the 30th June of that calendar year.

ARTICLE - 29

SPECIAL SUBSCRIPTIONS AND DONATIONS

- a. The SAARC Chamber may accept special subscriptions, donations and subsidies.
- b. The SAARC Chamber may charge a fee in any form for any service rendered

CHAPTER – 3

ARTICLE – 30

OFFICIAL LANGUAGE

The official languages of the SAARC Chamber shall be English.

ARTICLE – 31

AMENDMENTS TO THE CONSTITUTION

- a. Amendments to the Constitution of the SAARC Chamber whether proposed by the Executive Committee or by any National Body shall be included in the agenda of the next meeting of the General Assembly. Amendment shall be said to have been carried when it is adopted unanimously by the members present.
- b. Any proposals for amendments should be notified to the Secretariat of the SAARC Chamber for circulation among the Member Bodies at least 90 (ninety) days prior to the next General Assembly session.
- c. Should the proposal for amendment not reach the Secretariat within the period specified above, the General Assembly session may discuss the proposal if consented by all Member Bodies unanimously.

We the respective member bodies have unanimously adopted the amended constitution of the SAARC Chamber of Commerce & Industry, presented by 'Constitution Review Committee' and endorsed by members in 77th Executive Committee and 23th General Assembly held on May 02, 2019 in Chandragiri, Nepal and have set hands as under;

COUNTRY SIGNATORIES
Sd/-

AFGHANISTAN	
BANGLADESH	
BHUTAN	
INDIA	
MALDIVES	
NEPAL	
PAKISTAN	
SRI LANKA	

Glossary

SAARC Member Countries	Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan and Sri Lanka
SAARC	South Asian Association for Regional Cooperation
SAARC CCI	SAARC Chamber of Commerce & Industry
LDC	Least Developed Countries
NMBs	National Member Bodies
ACCI	Afghanistan Chamber of Commerce & Industry
FBCCI	Federation of Bangladesh Chambers of Commerce and Industry
BCCI	Bhutan Chamber of Commerce and Industry
FICCI	Federation of Indian Chambers of Commerce and Industry
MNCCI	Maldives National Chambers of Commerce and Industry
FNCCI	Federation of Nepalese Chambers of Commerce and Industry
FPCCI	Federation of Pakistan Chambers of Commerce and Industry
FCCISL	Federation of Chambers of Commerce and Industry of Sri Lanka
Patron Member	Individuals/corporate bodies of SAARC Member Countries
Life Members	Individuals Members from SAARC Member Countries
Annual Members	Both Corporate and Individual Members of SAARC Member Countries

Associate Members	National Level Chambers/Confederation/Federation and Trade Association other than NLMBs
GA	General Assembly
EC	Executive Committee

Note: Wherever there is a definition missing, the definition of SAARC Charter/WTO would be applicable.