

GEC Charter

1. The GEC Mission:

The Green Expertise Council (GEC) is a non-profit organisation driven by its members, comprising a network of dedicated "Green" professionals committed to delivering top-tier expertise to communities, industries, and regulatory bodies. Our mission focuses on:

- **Elevating Awareness:** We champion heightened consciousness surrounding environmental improvement actions, driving conversations, and initiatives that foster sustainable practices and a greener future.
- **Empowering Education:** Through innovative programs and resources, we empower individuals and organisations with the knowledge and skills needed to enact meaningful change, promoting environmental literacy and sustainability awareness.
- **Ensuring Qualification:** We aim to set the practical excellence in environmental stewardship by providing rigorous qualification pathways and certifications, ensuring that professionals possess the expertise and credibility needed to lead the charge towards a more sustainable world.

2. Incorporation:

Non-profit organisation by society

- a. Registered society President (1)
- b. Registered society Secretary (1)
- c. Registered society Treasurer (1)
- d. Registered society Members (7)

3. Council Board:

- a. Roles and responsibilities: The board of GEC plays a crucial role in providing oversight, guidance, and strategic direction to ensure the organisation achieves its mission effectively and responsibly. The roles and responsibilities of a non-profit board include:
 - **Governance:** The board is responsible for establishing and upholding the organisation's governance framework, including bylaws, policies, and procedures. It ensures compliance with legal and regulatory requirements and maintains accountability to stakeholders.
 - **Mission and Strategy:** The board sets the organisation's mission, vision, and strategic goals. It collaborates with leadership to develop and approve strategic plans, ensuring alignment with the organisation's mission and values.

- **Financial Oversight:** The board oversees the organisation's financial management, including budgeting, financial reporting, and internal controls. It ensures financial sustainability and transparency, approves the annual budget, and monitors financial performance.
- **Fundraising and Resource Development:** The board plays a key role in fundraising and resource development, helping to identify funding sources, cultivate donor relationships, and support fundraising initiatives. It may also participate in grant writing and donor stewardship efforts.
- **Risk Management:** The board assesses and manages risks facing the organisation, including financial, legal, operational, and reputational risks. It establishes risk management policies and procedures and monitors risk mitigation efforts.
- **Strategic Partnerships and Stakeholder Engagement:** The board cultivates strategic partnerships and engages with stakeholders to advance the organisation's mission and goals. It may represent the organisation in external relationships, advocacy efforts, and collaborative initiatives.
- **Leadership Oversight:** The board hires, evaluates, and provides support to the organisation's executive leadership, including the CEO or executive director. It ensures effective leadership succession planning and performance management.
- **Legal and Ethical Compliance:** The board ensures the organisation operates in accordance with applicable laws, regulations, and ethical standards. It oversees legal matters, including compliance with tax-exempt status requirements and adherence to ethical guidelines.
- **Evaluation and Impact Assessment:** The board monitors and evaluates the organisation's programs, activities, and outcomes to assess impact and effectiveness. It may establish performance metrics, conduct program evaluations, and make data-informed decisions to improve programmatic outcomes.
- **Board Development and Governance Effectiveness:** The board is responsible for its own development and effectiveness. It recruits and appoints new board members, provides orientation and training, and conducts regular self-assessments to enhance governance practices and board performance.

Overall, the GEC board serves as the custodian of its mission and values, providing strategic leadership, stewardship of resources, and accountability to stakeholders to ensure the organisation's long-term success and impact.

- b. Board Members: The GEC Board Members include the Chairperson, Treasurer, Secretary, Executive Director, Non-Executive Directors, and Board Advisors. In general, the advisors do not need to participate the board meetings and voting.
- c. Chairperson (President):
 - i. Presides over board meetings, ensuring effective communication and decision-making.
 - ii. Provides leadership to the board, guiding strategic planning and goal-setting.
 - iii. Represents the organisation externally, fostering relationships with stakeholders, donors, and partners.
 - iv. Works closely with the executive director to support organisational objectives and initiatives.
- d. Secretary:
 - i. Records accurate minutes of board meetings and maintains official records and documents.
 - ii. Facilitates communication between the board and organisation staff, ensuring dissemination of information and follow-up on action items.
 - iii. Manages board correspondence, including meeting notices, agendas, and official communications.
 - iv. Ensures compliance with legal and regulatory requirements related to corporate governance and record-keeping.
- e. Treasurer:
 - i. Oversees the organisation's financial management and reporting processes.
 - ii. Develops and monitors the annual budget in collaboration with the finance committee and executive director.
 - iii. Reviews financial statements and reports, providing regular updates to the board on the organisation's financial health.
 - iv. Works closely with auditors to ensure accurate financial reporting and compliance with accounting standards and regulations.
- f. Executive Director(s):
 - i. Provides strategic leadership and management oversight to the organisation's operations and programs.
 - ii. Implements board-approved policies and strategies, ensuring alignment with the organisation's mission and goals.
 - iii. Supervise and manages the council operations, including staff supervision, program development, and membership acquisition initiatives.
 - iv. Represents the organisation in external affairs, including media relations, public speaking engagements, and community outreach efforts.

- g. Non-executive Directors:
 - i. Provide independent oversight and guidance to the organisation's leadership team.
 - ii. Offer expertise and perspective on strategic decision-making, governance issues, and organisational performance.
 - iii. Serve on board committees and participate in board meetings, contributing insights and recommendations based on their areas of expertise.
 - iv. Act as ambassadors for the organisation, promoting its mission and values within their respective networks and communities.

- h. Board Advisors:
 - i. Offer specialized expertise or advice on specific issues or projects as requested by the board or executive leadership.
 - ii. Provide input on strategic initiatives, policy development, or programmatic activities based on their areas of knowledge and experience.
 - iii. Attend board meetings or committee meetings as needed to provide insights and recommendations on relevant topics.
 - iv. Serve as valuable resources for the board and executive leadership, offering guidance and support to help the organisation achieve its goals.

- i. Formation and appointment:
 - i. The formation and governance: The formation of GEC takes place in Singapore as a non-profit organisation society. The Board of the council is initially formed by individuals who share the GEC mission. A governance structure of the GEC board is established by this charter document, including the composition of the board and the roles and responsibilities of its board members.
 - ii. The recruitment and selection of board members: individuals who possess the skill, expertise and commitment needed to support the organisation's mission and advance its goals.
 - iii. Board approval: once potential board member candidates have been identified and vetted, the board as a whole approves the new members, in a format of a formal (documented) vote, with existing board members considering factors such as the candidate's background, experience and potential contributions to the board.
 - iv. Appointment and onboarding: once approved by the board, new members are formally appointed to the board members (specific roles on the board). They are required to sign a board member agreement and code of conduct, participate in an orientation or onboarding process, and familiarise themselves with the organisation's mission, programs and governance structure.
 - v. Ongoing Recruitment and Development: The process of recruiting and developing board members is ongoing, with boards regularly assessing their composition and identifying opportunities for diversification, skill enhancement, and leadership development. This may involve periodic

evaluations of board performance, targeted recruitment efforts to address specific needs or gaps, and ongoing training and development opportunities for board members.

- j. Regular meetings:
 - i. Regular meeting frequency and format: the Board meeting must be conducted semi-annually and the one of the quarterly meetings will be appointed as the annual general meeting (AGM). The meetings shall be conducted in person, virtually via video conferencing, or through a combination of both, depending on the preferences and logistical considerations of the board members.
 - ii. Meeting process:
 - 1. Meeting preparation: The Board Chairperson (President), in collaboration with the board secretary, sets the agenda for each meeting. The agenda is circulated to board members in advance (minimum three working days) to allow for review and preparation.
 - 2. Quorum establish: The meeting begins with a call to order by the board chair, followed by roll call to establish quorum - minimum number of board members - or their delegate appointed by the board members in writing - required to conduct business is more than two third (2/3) of the board members, including the Chairperson, treasurer, secretary, and directors. The Chairperson or its delegate (appointed by the Chairperson in writing) must participate for the quorum to start. Any conflicts of interest or disclosures are addressed at this time.
 - 3. The board proceeds through the meeting agenda items:
 - a. Approval of minutes: The board reviews and approves minutes from the previous meeting, documenting key discussions, decisions and action items
 - b. The board members or senior staff provide updates on organisational activities, financial performance, programmatic outcomes, and other relevant matters, for the meeting period, semi-annually and annually.
 - c. Strategic discussions: The board engages in strategic discussions on matters such as organisational mission, vision, and goals; long-term planning and sustainability; risk management; and stakeholder engagement.
 - d. Decision items: The board considers and makes decisions on key matters requiring board approval, such as budget approvals, policy changes, program expansions or contractions, and major organisational initiatives.
 - e. Other business: The agenda may include time for board members to raise any additional business or concerns not covered by other agenda items. The board secretary

may collect the agenda from the board members from one month to seven days in advance to the meeting agenda circulation date (three working days prior to the meeting date).

4. Discussion and decision-making: Board members engage in substantive discussion on agenda items, seeking clarification, sharing perspectives, and considering options. Decisions may be made through formal votes, consensus-building processes, or other established decision-making mechanisms.
5. Adjournment: The meeting concludes with a formal adjournment by the board chair or secretary, typically after all agenda items have been addressed or at the scheduled end time.

k. Ad hoc meetings and agenda:

- i. Ad hoc meetings for important and/or urgent issues that require board decision follow a similar process to regular board meetings but are convened on an as-needed basis to address specific matters that cannot wait until the next scheduled meeting. The need for an ad hoc meeting may arise due to time-sensitive or critical issues that require immediate attention from the board.
- ii. The board chair, treasurer, secretary, directors, and/or their formal delegates can initiate the process by notifying board members of the need for an ad hoc meeting and proposing potential dates and times for the meeting.
- iii. The ad hoc meeting agenda must be time-critical and/or important to a strategic decision that impact the GEC's operations significantly. The agenda must be approved by the same quorum requirements set by the regular meetings before a meeting is called upon. Alternatively, the agenda can be circulated and approved by the board via "Approval by circulations", which is described in the next section.
- iv. Conduct of Meeting:
 1. Ad hoc meetings may be conducted in person, virtually, or via conference call, depending on the urgency of the issues and logistical considerations.
 2. The meeting begins with a call to order by the board secretary to confirm the quorum (same as regular meetings). Once the quorum is confirmed, followed by a review of the agenda and any necessary introductions or updates.
 3. Board members engage in focused discussion and deliberation on the agenda items, seeking to understand the issues, consider options, and make informed decisions.
 4. Decisions must be made through formal votes, the affirmative votes must reach the same quorum requirements set for the regular meeting quorum, in order to pass a decision.
- v. Documentation:

1. Minutes are taken during the ad hoc meeting to document key discussions, decisions, and action items.
 2. The minutes are reviewed and approved by the board at the next regular meeting or circulated to board members for approval.
- vi. Follow-Up:
1. After the meeting, any decisions or action items are communicated to relevant stakeholders, and follow-up activities are assigned and tracked to ensure timely implementation.
 2. If necessary, additional meetings or discussions may be scheduled to address ongoing or related issues that arise from the ad hoc meeting.
- I. Approval by circulations:
- i. Approval by circulations is a mechanism used by the board members to obtain approval for specific matters outside of regular or ad hoc meetings. This process covers ad hoc agenda that does not require in-depth discussion, and can be explained in a written documents, including urgent agenda, follow ups from ad hoc or regular meetings and approvals of meeting minutes
 - ii. Initiation:
 1. The need for approval by circulations arises when there are time-sensitive matters that require board approval but do not warrant convening a full board meeting.
 - iii. Preparation of Materials:
 1. The board member prepares a summary of the matter(s) requiring approval, along with any relevant background information, recommendations, and proposed actions. The material must be reviewed by the board secretary to ensure the quality of the material.
 2. The materials are circulated electronically by the secretary to all board members, along with a cover memo or email explaining the purpose of the approval request and the timeline for response.
 - iv. Response Period:
 1. Board members review the materials and respond to the approval request within a specified timeframe between three (3) to seven (7) working days.
 2. Responses may be solicited via email, an online survey platform, or another electronic communication method that allows for secure and efficient collection of responses.
 - v. Decision-Making:
 1. If a majority (the same quorum set for the regulator meetings) of board members provide their approval within the response period, the matter is considered approved, and appropriate action is taken as outlined in the approval request.

2. If additional discussion or clarification is needed, the matter may be referred to an ad hoc committee or scheduled for consideration at a future board meeting.
 - vi. Documentation:
 1. A record of the approval by circulations is documented in the minutes of the next regular board meeting or in a separate log maintained for consent agenda items.
 2. The approved materials and any related documentation are retained in the organisation's records for reference and transparency.
 - vii. Approval by circulations streamlines decision-making on routine or administrative matters, allowing the board to focus its meeting time on more substantive issues and strategic initiatives. However, it is essential to ensure that appropriate checks and balances are in place to maintain accountability, transparency, and compliance with governance policies and legal requirements.
 - viii. Additionally, the Board secretary and Chairperson should establish clear guidelines and criteria for determining which matters are suitable for approval by circulations and ensure that all board members have an opportunity to review and provide input on important decisions.
- m. Governance and compliance:
- i. The board of GEC plays a central role in governance and compliance, ensuring that the organisation operates ethically, effectively, and in accordance with legal and regulatory requirements.
 - ii. Setting Policies and Procedures:
 1. The board is responsible for establishing and periodically reviewing the organisation's governance policies and procedures. This includes developing codes of conduct, conflict of interest policies, whistle-blower policies, and other guidelines to promote ethical behaviour and accountability.
 - iii. Overseeing Financial Management:
 1. The board provides oversight of the organisation's financial management, including budgeting, financial reporting, and internal controls. Board members review financial statements, approve budgets, and ensure compliance with accounting standards and regulatory requirements.
 - iv. Monitoring Legal and Regulatory Compliance:
 1. The board monitors the GEC's compliance with applicable laws, regulations, and reporting requirements. This includes compliance with tax-exempt status requirements, fundraising regulations, employment laws, and other legal obligations.
 - v. Risk Management:
 1. The board assesses and manages risks facing the organisation, including financial, legal, operational, and reputational risks. Board members identify potential risks, develop risk

- management strategies, and oversee implementation of risk mitigation measures.
- vi. Board Oversight and Evaluation:
 - 1. The board evaluates its own performance and effectiveness in fulfilling its governance responsibilities. This may involve conducting regular board self-assessments, reviewing governance practices, and making improvements to enhance board effectiveness.
 - vii. Executive Oversight:
 - 1. The board hires, evaluates, and provides support to the executive directors and organisation employees, who are responsible for day-to-day management of the organisation. Board members ensure that the executive directors and employees operates within the authority delegated by the board and adheres to organisational policies and procedures.
 - viii. Board Education and Training:
 - 1. The board invests in ongoing education and training for board members to enhance their understanding of governance principles, legal requirements, and best practices. This may include orientation sessions for new board members, participation in governance seminars or workshops, and access to relevant resources and materials.
 - ix. Stakeholder Engagement:
 - 1. The board engages with key stakeholders, including donors, members, clients, volunteers, and the community, to promote transparency, accountability, and trust. Board members communicate with stakeholders, solicit feedback, and respond to concerns to ensure alignment with organisational values and goals.
 - x. Overall, the board's role in governance and compliance is essential for ensuring the integrity, effectiveness, and sustainability of the nonprofit organisation. By providing oversight, guidance, and leadership in these areas, the board helps to safeguard the organisation's mission, resources, and reputation, and fulfil its obligations to stakeholders and the broader community.
- n. Remuneration and hiring:
- i. The policy regarding board member remuneration and hiring of employees reflects principles of transparency, accountability, and ethical governance.
 - ii. Board Member Remuneration:
 - 1. Volunteer Basis: The organisation operates on the principle that board service is voluntary and does not involve monetary compensation for the board members, except for the executive directors. This ensures that board members are motivated by a commitment to the organisation's mission rather than financial gain.

2. Reimbursement of Expenses: While board members do not receive salaries or stipends, they may be reimbursed for reasonable expenses incurred in the course of fulfilling their board duties, such as travel expenses for attending board meetings or participating in organisation-related activities.
3. Executive Director Remuneration:
 - a. Recognition of Contributions: The organisation acknowledges the significant contributions of executive directors in overseeing the day-to-day operations and strategic direction of the organisation.
 - b. Compensation for Efforts: Executive directors may be remunerated for their role, reflecting the time, expertise, and effort they invest in advancing the organisation's mission and achieving its objectives.
 - c. Fair and Competitive Compensation: The organisation strives to provide fair and competitive compensation packages for executive directors, commensurate with their responsibilities, qualifications, and market standards.
 - d. Transparency and Accountability: Remuneration decisions for executive directors are made transparently, with clear criteria and processes in place to ensure accountability and alignment with the organisation's values and goals.
 - e. Board Oversight: The board is responsible for approving and periodically reviewing executive director compensation, ensuring that it is reasonable, equitable, and consistent with the organisation's financial capacity and objectives.
 - f. Performance Evaluation: Executive director remuneration may be tied to performance evaluations, with compensation adjustments based on achievement of predetermined goals, organisational outcomes, and feedback from stakeholders.
 - g. Disclosure and Reporting: The organisation discloses executive director remuneration in its financial statements and annual reports, promoting transparency and accountability to members, donors, and the public.
 - h. Investment in Leadership: Providing competitive remuneration for executive directors demonstrates the organisation's commitment to investing in leadership talent and fostering a culture of excellence and professionalism in its management team.
4. Disclosure and Transparency: The organisation maintains transparency regarding its policy on board member remuneration, clearly articulating in its bylaws or governance documents that board service is voluntary and non-

compensated. This helps to ensure clarity and consistency in expectations for board members and fosters trust among stakeholders.

iii. Hiring of Employees:

1. Separation of Roles: The board is responsible for setting overall organisational policies, providing strategic direction, and overseeing the executive directors or employees, who are responsible for day-to-day management and hiring of employees. This separation of roles helps to maintain appropriate checks and balances and ensures that hiring decisions are made based on merit and organisational needs.
 2. Executive Director Oversight: The board hires and evaluates the executive director, who in turn is responsible for hiring and managing the organisation's staff. The board provides guidance and support to the executive director in setting staffing priorities, developing job descriptions, and conducting recruitment processes.
 3. Employment Policies and Procedures: The organisation maintains clear policies and procedures for hiring employees, including guidelines for job postings, recruitment processes, selection criteria, and employment contracts. These policies are developed and implemented by the executive director in consultation with the board and are designed to ensure fairness, equity, and compliance with applicable laws and regulations.
 4. Board Oversight: While the board does not typically directly participate in hiring decisions for staff positions, it exercises oversight to ensure that the executive director follows established policies and procedures, maintains a diverse and qualified workforce, and fosters a positive organisational culture conducive to staff engagement and professional growth.
- iv. Overall, the policy on board member remuneration and hiring of employees reflects the organisation's commitment to ethical governance, transparency, and accountability. By maintaining clear policies and procedures, respecting the separation of roles between the board and executive leadership, and upholding principles of fairness and integrity, the organisation fosters a culture of trust and confidence among its members, stakeholders, and the broader community.

o. Cessation:

- i. Board decision: The decision to cease operations is made by the organisation's board of directors. This decision may be reached after careful consideration of the organisation's financial health, program impact, sustainability prospects, and other relevant factors. The board may vote to initiate the winding down process and appoint a dissolution committee or designate specific individuals to oversee the process.

- ii. Notification: Once the decision to cease operations is made, the board notifies key stakeholders, including staff, volunteers, donors, clients, and partner organisations. Transparent and timely communication is essential to manage expectations and minimize disruption.
- iii. Financial and legal obligations: The Board must ensure the organisation fulfil its financial and legal obligations before ceasing operations. This may include paying outstanding debts, terminating contracts or leases, settling legal disputes, and complying with reporting requirements to regulatory agencies and funders.
- iv. Program transition: If feasible, the Board may seek to transition its programs, assets, or services to other organisations or entities with similar missions. This process involves identifying suitable partners, negotiating agreements, and ensuring a smooth transfer of resources and responsibilities.
- v. Asset disposition: The Board must decide how to dispose of its remaining assets, including cash reserves, investments, equipment, and intellectual property. Assets may be distributed to other non-profit organisations, sold to generate funds for creditors or designated purposes, or transferred to a foundation or trust for charitable purposes.
- vi. Employee and volunteer Support: The Board must ensure the organisation provides support to employees and volunteers affected by the cessation of operations. This may include providing severance packages, job placement assistance, or referrals to other organisations with job openings or volunteer opportunities.
- vii. Board dissolution: Once the organisation's affairs are settled, the board formally dissolves the organisation in accordance with legal requirements. This may involve filing dissolution paperwork with authorities, cancelling tax-exempt status, and completing any other necessary administrative tasks to officially close the organisation.
- viii. Legacy and reflection: Before closing its doors, the organisation may take time to reflect on its accomplishments, lessons learned, and legacy. This may involve documenting the organisation's history, achievements, and impact, and celebrating its contributions to the community.
- ix. Ceasing operations is a significant and often challenging process for non-profit organisations and their boards. It requires careful planning, communication, and compliance with legal and ethical obligations to ensure a responsible and respectful wind-down process.

4. Council Membership Program:

- a. Roles and responsibilities:
 - i. Summary: The non-profit organisation is designed to run by its members, including the honorary members, participating members and volunteers. Honorary members pay a higher fee annually and drives the events and membership acquisition in their countries and/or industries of business interests. Participating members pay a lower fee who can access to the organisations resources, network, events for free

or a discounted price. Volunteers are not paid or paid minimum to support the activities in the organisation, who will be rewarded with the organisations resources when suitable. Please describe the roles and responsibilities of members.

ii. Honorary Members:

1. Leadership and Strategic Guidance: Honorary members provide leadership and strategic guidance to the organisation, leveraging their expertise, influence, and networks to advance the organisation's mission and goals.
2. Activity Coordination and Membership Acquisition: They take an active role in organizing events, conferences, and networking opportunities, driving membership acquisition efforts within their respective countries or industries of business interests.
3. Financial Support: Honorary members contribute financially through higher annual fees, providing vital resources to sustain the organisation's operations and initiatives.
4. Mentorship and Support: They serve as mentors and advisors to participating members and volunteers, offering guidance, support, and expertise to help them grow personally and professionally.
5. Advocacy and Representation: Honorary members represent the organisation externally, advocating for its interests, promoting its mission, and fostering partnerships and collaborations with other organisations and stakeholders.

iii. Participating Members:

1. Access and Engagement: Participating members have access to the organisation's resources, network, and events, either for free or at a discounted price.
2. Active Participation: They actively participate in the organisation's activities, attending events, contributing ideas and feedback, and collaborating with fellow members to advance shared goals and initiatives.
3. Networking and Collaboration: Participating members leverage the organisation's platform to network with peers, build relationships, and explore collaboration opportunities within their areas of interest or expertise.
4. Volunteerism: Some participating members may also volunteer their time and skills to support the organisation's activities and initiatives, contributing to its success through their active involvement.
5. Promotion and Advocacy: Participating members promote the organisation's mission and activities within their networks and communities, serving as ambassadors and advocates for its work.

iv. Volunteers:

1. Hands-On Support: Volunteers provide hands-on support for the organisation's activities and operations, assisting with event planning, logistics, administration, and other tasks as needed.
 2. Execution of Initiatives: They play a key role in executing initiatives and projects, working closely with staff and fellow volunteers to ensure successful implementation and outcomes.
 3. Resourcefulness and Creativity: Volunteers bring creativity, resourcefulness, and fresh perspectives to the organisation, contributing innovative ideas and solutions to address challenges and seize opportunities.
 4. Commitment and Dedication: Despite not being paid or paid minimally, volunteers demonstrate a high level of commitment and dedication to the organisation's mission, investing their time and energy to make a meaningful impact.
 5. Recognition and Reward: Volunteers are recognized and rewarded for their contributions, whether through formal appreciation events, acknowledgment in organisational communications, or access to the organisation's resources and opportunities when suitable.
- v. Overall, the roles and responsibilities of members in a non-profit organisation are interconnected, with each group contributing unique strengths and perspectives to advance the organisation's mission and achieve its objectives. Through collaboration, engagement, and shared commitment, members collectively drive the organisation's success and impact in serving its community and stakeholders.
- b. Application:
- i. The Honorary Members and Participating Members can be either a for-profit / non-for-profit organisation or an individual. The organisation can appoint no more than three (3) representatives, who are employees and/or the board members of the organisation holding authorised and impactful roles.
 - ii. The membership is applied through a physical and/or online form that specify the identities, business interests, locations, contact details and jurisdictions (country, region and/or industries) of interest. The details will be submitted to the membership department (runs by an executive director or its employees) for vetting. Once approved, the members will pay a non-refundable annual membership fee, pro-rated for a calendar year. If the remaining year is less than two months (approved after 1st November), the members are required to pay the pro-rated remaining year plus the next year's annual fee.
 - iii. The membership approval process will include a due-diligence of the organisation and its key stakeholders (e.g. UBO), the appointed representatives and individuals. The business interests including jurisdictions shall not have any conflict of interests with existing members and the council's missions and strategic agendas.
 - iv. Once paid, the members will be assigned the organisations' Emails and the Portal userID and initial password for each individuals and be listed

- in the member directory, including the organisation, individuals and their contacts. Only members can view the contacts of members after portal login.
- v. The non-executive directors can apply to become a member as well, but not the other roles on the board. The members who can apply to become a non-executive director as well, but required the board approval.
- c. Membership benefits:
- i. All members will receive a sign-up package:
 1. Token of appreciation depending on the membership type
 2. Event / course / exam discount vouchers
 3. Honourable member only: dedicated news coverage
 4. Honourable member only: board support on the first event organised
 5. Access to the GEC expertise database (people and reports) for potential collaboration opportunities
 - ii. For all members and non-members:
 1. A free mobile App that tracks the daily carbon footprint
 2. News and broadcast
 3. Public research and reports
 4. Information on education and qualification programs
 - iii. Detailed membership discount / pricing shall be approved by the board along with the budget process.
- d. Member cancellation and suspension:
- i. Scope:
 1. All members can cancel their membership at any time voluntarily. There will be no refund for membership fee that is already paid.
 2. The organisation membership department may also suspend a member based on its behaviours as mentioned below.
 - ii. Grounds for Cancellation or Suspension: Identify the grounds or reasons under which membership may be cancelled or suspended. Common grounds may include:
 1. Non-payment of membership dues or fees.
 2. Violation of the organization's code of conduct, bylaws, or policies.
 3. Conduct deemed detrimental to the organization's mission, reputation, or interests.
 4. Failure to fulfil membership obligations or responsibilities.
 5. Legal or regulatory requirements necessitating cancellation or suspension.
 - iii. Cancellation and Suspension Procedures:
 1. Notification: Inform the member in writing of the intent/confirmation to cancel or suspend their membership, specifying the grounds and providing an opportunity for response.

2. Review Process: Allow the member to present their case or appeal the decision through an impartial review process, such as a membership review committee or board review.
 3. Decision-Making: Make decisions regarding membership cancellation or suspension based on the findings of the review process and in accordance with the organization's bylaws and policies.
 4. Notification of Decision: Notify the member of the final decision regarding their membership status, including any conditions or terms associated with cancellation or suspension.
- iv. Membership Reinstatement:
 1. Payment of outstanding dues or fees.
 2. Completion of specified actions or requirements.
 3. Demonstration of compliance with the organization's policies or standards.
 4. Approval by the board or membership committee.
 - v. Confidentiality and Privacy: maintaining confidentiality and privacy throughout the cancellation or suspension process, respecting the privacy rights of the member involved.
 - vi. Communication and Documentation:
 1. Document all communications, decisions, and actions related to membership cancellations or suspensions.
 2. Maintain records of membership status and any associated correspondence or documentation in a secure and confidential manner.
 - vii. Review and Revision:
 1. Regularly review and update the membership cancellation and suspension policy to ensure alignment with evolving organizational needs, legal requirements, and best practices.
 2. Seek input from stakeholders, including members and the board, in the review and revision process to enhance transparency and effectiveness.
 3. By establishing a clear and comprehensive membership cancellation and suspension policy, the organization can effectively manage membership issues while upholding principles of fairness, accountability, and due process.
- e. Membership reward point mechanism:
 - i. Members will be rewarded with its contribution to the organisation with a point system approved by the board.
 - ii. The reward points belongs to the principle member of an organisation or an individual.
 - iii. Points are not convertible to cash, point transfer and refund/cash out is not allowed. Trading of reward points is also not supported.
 - iv. Points can be used to redeem discount vouchers that the GEC portal/App onboard, alighted with the GEC missions.
 - v. The contribution value / point accumulation methodology will be design and get approved by the board.