

Draft Statute of the
National Committee of
Freight Forwarders, Dubai

Section- I

Objectives

1. Promote the freight forwarding industry and raise its standards in the U.A.E., project the interests of the committee members and co-ordinate its objectives with the policies of the U.A.E. government.
2. Support the government actions and policies relating to the regulations and development of the freight forwarding industry and its related trades.
3. Attempt to advise the government on steps needed to develop the industry, and participate - when invited - in the preparation of rules, regulations and laws in co-operation with the concerned authorities, and offer suggestions on methods of their implementation.
4. Ensure harmonious relationships among its members, and for such purpose try to solve, amicably, differences which may arise among them or between either of them and any other party.
5. Communicate and co-operate with similar organizations in the Gulf or in the Arab or international plane on matters of common interest which serves its objectives.
6. Compute and maintain information, statistical data and official documents relating to the various aspects of the industry for the service of its members.
7. Any other objectives suggested or approved by the General Assembly.
8. Obtain membership of FIATA and similar organization for the benefit of the national committee and its members.

Section- II

Membership

1. Membership of the National Committee is open to Freight and Forwarding companies and offices holding a U.A.E. licence from the competent authority, having the membership of the concerned Chamber of Commerce and maintaining a paid-up capital of Dhs. 300,000 (Three hundred thousand).
2. Each potential member shall submit an application to the Executive Board who shall study the application and decide – during one month – whether to accept or reject it. In case of rejection, the potential member may appeal to the General Assembly within a period of three months, and the decision of the General Assembly shall be final and binding on the potential member.
3. The General Assembly may – on the recommendation of the Executive Board – grant honorary membership to any person who shall have rendered valuable services to the Freight Forwarding Industry or helped substantially the organization to achieve its objectives.
4. A member may be dismissed from the organization in the following cases:
 - a) Liquidation of his company or office
 - b) Revocation of his trade licence
 - c) Acceptance of written application from him for withdrawal
 - d) Decision of the Executive Board for his expulsion from the organization passed by two thirds majority.

A member who has been dismissed may be returned to membership provided that the reasons for his dismissal are removed and decision of the Executive Board is passed by two thirds majority. Such member may be required to pay all fees due from him during the time of his dismissal.

Section- III

Organs of the National Committee

1. General Assembly

2. The General Assembly shall be composed of all members of the organization and shall be the supreme authority in the organization having power to appoint office-bearers and removing them, approve policy matters based on the Executive Board recommendation and making changes in the organization's policy as well as in its statute, and review the general conditions of industry.
3. The General Assembly shall meet in regular meetings at least once every six months. It may also meet at such other instances as may be called by Executive Board on one week's written notice with which the agenda of the meeting shall be enclosed.
4. The General Assembly may be called extra- ordinary meeting by the Executive Board within 48 hours written notice to all its members for discussing such urgent and important policy matters as may arise during the time it is not in ordinary session.
5. The quorum for the meeting of the General Assembly shall be a simple majority. If such quorum is not achieved at the first invitation, an invitation may be addressed to all members for a second meeting to be held within 14 days time, in which quorum shall be only 25% of the members.
6. Each member is entitled to vote and shall have one vote.

1. Executive Board

1. The Executive Board shall be composed of the four office- bearers mentioned hereinafter and six other members elected by the General Assembly from its members.
2. The Executive Board shall meet at least once in a month at the invitation of the President which invitation shall be issued at least four days before the meeting

and shall specify the date and venue of the meeting. However, an urgent meetings of the Executive Board may be called at 24 hours notice.

3. The Executive Board shall have the power to review all matters brought to its notice by the members, or to review other situations of interest to the industry which may be suggested by the President or any other member. In particular, the Executive Board shall be competent to deal with the following matters:
 - a. Acceptance or refusal of new members
 - b. Implementation of the General Assembly's decisions
 - c. Arranging the Organizations affairs- particularly financial affairs and preparation of budget and final accounts.
 - d. Resolving differences among the Organization's members or between them and other parties.
 - e. Establishing such sub-committees as may be necessitated by the activities of the organization.
 - f. Take notice of, and discuss, any violation of the objectives of the organization by any member, and recommend to the General Assembly any action if thinks proper.
4. The quorum of Executive Board shall be the simple majority provided that such majority includes the president or the vice president. Decisions of the Executive Board shall be passed by simple majority.
5. The Executive Board may refer an important and urgent matter for the consideration of the General Assembly and call if for such extra- ordinary meeting at the date and venue it determines.
6. The Executive Board may invite to its meeting suitably qualified persons to give advice on an important matter. Such persons shall have no vote in the Board.
7. The Executive body may assign to any member of the General Assembly any duty which it considers to be of use to the Board.

2. Office Bearers

1. Office bearers of the National Committee shall be the following ten members.
 - a. The President
 - b. The Vice President

- c. The Secretary General
 - d. The Treasurer
 - e. Six other members elected by the General Assembly from its members by two thirds majority.
2. In case of temporary absence of an office bearer due to any reason, the following named assume the duties of the absentee in addition to his own.
 3. Office bearers are elected in their personal capacity and not as representatives of the organization they represent. Consequently in case of resignation, absence without notice for three consecutive meetings or otherwise, the General Assembly shall- at the next ordinary meeting following the occurrence of the vacancy- elect a new office bearer in his place.
 4. An office bearer may be removed by the General Assembly on a motion of no confidence moved by- at least- 25% of the membership for a specified reason which motion shall be adopted by two thirds majority.

(A) – President

The president shall be competent to represent the National Committee before any other body, including judicial Courts, whether as plaintiff or defendant. He shall preside the meetings of the General Assembly and the Executive Board and call them for meetings, at the date and venue be determined, supervise their decisions, sign contracts approved by the Board and the General Assembly and sign the organizations’ important correspondence.

(B) - Vice President

The Vice President shall assist the President in all duties entrusted to him by the President and in the absence of the President he shall take over his duties.

(C) - Secretary General

The Secretary General shall attend, supervise and keep records of the minutes of the General Assembly and Executive Board meetings, conduct the correspondence, circulate agenda of the meetings and issue invitation for them.

(D) – The Treasurer

The treasurer shall supervise the organization's financial matters and account books. He shall supervise preparation of the budget and final accounts of each financial year for the consideration of the Executive Board and approval of the General Assembly. He shall deputies for the Secretary General during the latter's absence.

(E) – Other members of the Executive Board

These members shall perform the functions assigned to them by the Executive Board from time to time and shall enrich the debates of the Board in all its meetings.

4 – Admission and Membership fees

There shall be an admission fee of Dhs. 2,000/- (Two thousand Dhs.) payable by each member only once at the time of the member joining the organization. There will also be membership fees of Dhs. 3,600/- (Three Thousand Six Hundred Dhs.) payable by each member annually at the beginning of the financial year of the organization. The two types of fees may be revised by simple majority vote of the General Assembly.

5 – Voting Procedure

Voting on all matters shall be by show of hands except for the election or removal office bearers and for a vote of no- confidence, in which two cases voting shall be carried out by secret ballot.

6 – Funds & Financial

1. Fees and Funds collected or received by the organization shall be deposited with a Bank approved by the Executive Board in an account opened in the name of the organization. Operating such account shall be by the joint signatures of the President and the treasurer, and in the absence of the President the Vice President shall be authorized to sign on his behalf, and in the absence of the treasurer, the Secretary General shall be authorized to sign on his behalf.

2. Independent auditors shall be appointed annually at the Annual General Assembly meetings.

7 – Internal By- law

The Executive Board is empowered to issue internal by- law which may be necessary for the conduct of the organization functions and activities, and the implementation of this statute. Such internal by- laws shall be subject to the approval of the General Assembly by simple majority.

8 – Amendment

This statute may only be amended by a two thirds majority vote of the General Assembly.

9 – Dissolution

In case of dissolution of the organization, its assets and funds shall devolve to such charitable or other organizations as the General Assembly may by a simple majority vote determine.