



The United Arab Emirates Internal Audit Association

Subject Matter Groups (SMG) Bye-laws

Revision 0



The Subject Matter Group (SMG) Bye-laws have been conceived and written to ensure the fulfillment of the UAE IAA’s mission statement and the Boards vision through the SMG members’ satisfaction.

This document is aimed at standardizing the working of the SMG’s established under the umbrella of the UAE IAA.



1. Bye-law 1 – Name

- a) SMG's are part of the UAE IAA, constituted under the associations SMG program established by the Board of Governors of the UAE IAA to promote activities amongst its members from within a similar industry. The name of the SMG must be named to reflect its business interest.

2. Bye-law 2 – Purpose

- a) SMGs are groups constituted by members of the UAE IAA who volunteer their time and services with the main purpose being to bring together UAE IAA members (organizations and people) who share common interests in order to address specific areas. Each SMG meets periodically & has the freedom to organize its plan of activities e.g. seminars, conferences, training programs, benchmarking programs, social events, education and knowledge, etc.

3. Bye-law 3 – Membership

- a) All people (individuals), who are employees of UAE IAA members' organizations, in individual capacity or organizations, are primarily eligible to apply for memberships one or more SMGs.
- b) There shall be no additional membership fees. It shall be responsibility of the SMG member to inform/coordinate his/her activities with their parent organization.
- c) Members are required to fill a membership form related to the SMGs of their interest.

4. Bye-law 4 – Structure

- a) Each SMG will be managed by an Executive Committee consisting of seven (7) members in the positions of:
 - Team Leader;
 - Deputy Team Leader; and
 - five (5) members.
- b) Their responsibilities are directed at managing regular activities of the SMG that are given in the Appendix 1.
- c) The committee may constitute additional working groups or taskforces (on a need basis) to accomplish various goals. The taskforces or working groups will consist of registered members of that SMG and any employee of the member's organizations.



However, a taskforce/working group can be headed only by a member of the Executive committee.

5. Bye-law 5 – Management of the SMG

- a) The SMG's Executive Committee (Excom) will meet periodically, at least 6 meetings in a year, for making decisions and reviewing the progress of the SMG. It should meet (preferably) on a 2-monthly basis as per an agreed calendar (time and duration of the meetings would be agreed by the teams).
- b) The minimum Quorum for decision making would be the SMG Team Leader or Deputy Team Leader (in his/her absence) and (3) members present from the Excom.
- c) Decisions will be made by consensus. If at all necessary, anonymous voting may be carried out to make a decision. In case of a tie, the Team Leader's decision will be final.
- d) Minutes of the meetings must be copied to the UAE IAA designated SMG coordinator.
- e) The Excom will report to the UAE IAA Board of Governors (BOG) through its team leader, at least once in a quarter (or more frequently), if required by the BOG on the progress of the SMG's activities. It could be through a written report or by way of making presentations to the BOG.
- f) The members of the Excom will discharge their responsibilities as mentioned in the Appendix 1 responsibly with due diligence. In the case of the unavailability of a member for a certain period of time, he/she will request the Team Leader to re-allocate his/her responsibility to another person.
- g) A special meeting may be called at any time by the Team Leader or any member who could request a special meeting through the Team Leader in writing. In all cases, special meetings shall be limited to the stated purpose which must be communicated in advance to all the members.

6. Bye-law 6 – Communication

- a) All SMG correspondences, general activities, etc. should obtain an approval from UAE IAA President prior to public announcement.
- b) All events of the SMG must carry signage of the UAE IAA, which can be obtained from the office administration.

7. Bye-law 7 – Expulsion

- a) Members who fail to abide by UAE IAA rules and regulations would be subject to being expelled from the SMG. Such a move can be proposed by any member of the



SMG but shall be seconded by either the team leader or in his/her absence by the deputy team leader for implementation.

- b) The expelled member can approach the UAE IAA board for further resolution and whose decision shall be final and binding.
- c) The expulsion of any the Excom member must be approved at the board level.

8. Bye-law8 – Amendments to the Bye-Laws

- a) These Bye-Laws can be recommended for amendment based on reviews or a request of 2/3 members of the SMGs and subject to approval by the BOG.

9. Bye-law9 – Revision

- a) These Bye-Laws articles will be reviewed every two years for appropriateness and suitability.

10. Bye-law10 – Approval

- a) These Bye-Laws Articles are approved by UAE IAA's BOD's, and signed by the BOD's Team leader.

Abdulqader Ali
President,
UAE IAA



Appendix 1

1. Proposed Roles of SMGs Executive Committee

a) 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 SMG.

b) Roles of SMGs Executive Members

i. Team Leader:

- Overall leadership.
- Developing mission, vision and strategic plans together with the Executive Committee members in consultation with the stakeholders, and directing the SMG for implementation of the plan to achieve measurable / tangible objectives.
- Ensuring satisfaction and cooperation for all stakeholders to progress towards the vision.
- Liaison with UAE IAA's management and the UAE IAA President for policy and planning.
- Representing the SMG in media matters and at interfaces with other organizations depending on the UAE IAA President approval.
- Promoting the SMG at strategic levels.
- Plan educational seminars and workshops.
- Ensure the sharing of knowledge amongst SMG members.
- Ensure the contribution of articles to UAE IAA publications.
- Ensure building of case studies for the knowledge center.
- 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.

ii. Deputy Team Leader:

- Assist the team leader in strategic planning, its implementation, and review.
- Discharge responsibilities of the team leader in his/her absence.



- Organize regular meetings of the Executive Committee and the SMG.
- Maintain events calendar and records of meetings.
- Prepare the meeting's agenda and take the minutes of meetings for the SMG.
- 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 team leader, or other members of the executive committee.
- Project and promote the image of the SMG's progress to UAE IAA members.
- Liaison with UAE IAA for enrichment of library with resources relating to the specialty of the SMG.
- Organize and manage study groups with the help of other members.
- Plan, identify, and allocate resources with respect to all initiatives and activities in line with the SMG's objectives in collaboration with the team leader, and the secretary general.

Additional roles (as deemed necessary) may be instituted by the Excom. They could be:

iii. Member – Public Relations:

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

iv. Member – Membership Services:

- Understands the needs and expectations of UAE IAA members and members of the SMG.
- Induct new members for the SMG from amongst UAE IAA members.
- Conduct annual satisfaction surveys amongst the SMG on the functioning of the SMG and present the findings to the Excom and the SMG.



- Measure satisfaction levels of SMG members and UAE IAA members, with the activities and events of the SMG, and to provide feedback to the Executive Committee via the Team leader, on a timely basis.
- Ensure the updating of the members' list in liaison with UAE IAA (SMG coordinator).

v. Member – Treasury:

- Prepare a budget for the sub-group's planned activities and funding plan.
- Work closely with UAE IAA and provide support for sponsorship.
- Liaison with UAE IAA 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 UAE IAA for the audit of accounts pertaining to the SMG's activities.
- Ensure the implementation of UAE IAA's regulations with respect to management of money, and make additional rules if required for the smooth functioning of the SMG

vi. Member – Event Coordination:

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