

**ARTICLE 1** THE PURPOSE OF THE BYLAW

The purpose of the bylaws is to provide rules of “the Asia IC Card Forum”.

**ARTICLE 2** NAME AND OFFICE

## 2.1 Name

The name of the organization is “The Asia IC Card Forum” and the organization is referred to in these Bylaws as the “The Asia IC Card Forum”.

## 2.2 Secretariat Office

The secretariat office of the Asia IC Card Forum shall be located in the chair person’s country.

**ARTICLE 3** MEMBERS

## 3.1 Membership Eligibility

The Secretariat and Members will screen each application for membership based on the guidelines for the membership eligibility described below.

- a. The applicant should have substantial organization and operation, office and members of private enterprises.
- b. The applicant should have sufficient financial background and the ability to take part in activities and meetings.

## 3.2 Privileges of Membership

Each Member shall be entitled to:

- a. receive all information and publications of the Asia IC Card Forum that are intended for regular distribution, prior to distribution to the public;
- b. send representatives to any international symposium organized by the Asia IC Card Forum.

## 3.3 Resignation by Member

A Member may resign from the organization at any time.

## 3.4 Membership Directory

The names and business address of each Member and its authorized representatives shall be written in a Membership Directory to be kept at the Secretariat office of the Asia IC Card Forum. The commencement and termination of Membership shall be recorded in the directory together with date of such registration. Each Member shall be responsible for apprising Secretariat of the Asia IC Card Forum in writing of all changes to its name and address, and of the names and address of all representatives of such members authorized to attend.

**ARTICLE 4** GENERAL MEETINGS

## 4.1 Function

General Meeting may decide about the following matters.

- a. Amendments of Bylaws
- b. Dissolution of Forum
- c. An activity report
- d. Election or removal of an officer
- e. Other important matters for the operation of the Forum

## 4.2 General Meetings

General Meeting, for any purpose(s), may be called at the request by the Chairperson, or of a majority of the Members in writing or by electronic communication.

## 4.3 Place of General Meeting

General Meeting may be held at such places agreed by members.

## 4.4 Action at Meetings

When a quorum is present at any General Meeting, the vote of more than fifty percent (50%) of the aggregate votes of all attending Members present and entitled to vote on the question, shall decide any question brought before such General Meeting, while the Chairperson is authorized to make a decision, should the votes split to two equally. However, the quorum should be half (1/2) of the eligible members and decisions should be made by half (1/2) of the ballot cast:

- a. any amendment of Charter of Asia IC Card Forum and these Bylaws or
- b. dissolution of the Asia IC Card Forum.

**ARTICLE 5 OFFICERS****5.1 Chairperson**

The officer of the Asia IC Card Forum shall be a Chairperson. The Chairperson shall take a leadership role in the activities and management of the Asia IC Card Forum and shall chair. The Chairperson is responsible for the management of the Secretariat office.

**5.2 Tenure**

The Chairperson elected by members at the General Meeting shall hold office until his or her successor is chosen and qualified.

**5.3 Secretariat**

The Secretariat office of the Asia IC Card Forum shall be established in such Member organization from which the Chairperson is elected and shall be maintained until his or her term terminates.

**ARTICLE 6 DELIVERY OF NOTICES**

Whenever written notice is required to be given to any Member, such notice may be given by email, addressed to such Member at its business address as it appears on the records of the Asia IC Card Forum.

**ARTICLE 7 RECORDS**

The Asia IC Card Forum shall keep minutes of the proceedings of the General Meetings on its internet website, and a record of the representatives of Members giving their names, business addresses with telephone and facsimile numbers, and email addresses held by each.

**ARTICLE 8 GENERAL PROVISIONS****8.1 Seal**

The ASIA IC Card Forum adopt an organization seal. The seal shall have inscribed thereon the name of the Asia IC Card Forum, the year of its organization.

**8.2 Other Rules**

Any other rules, which are not contained in these Bylaws and may supplement to these Bylaws shall be decided and fixed by a General Meeting.

**8.3 Dissolution of Forum**

The dissolution of the Asia IC Card Forum shall be determined by a General Meeting. The quorum should be half (1/2) of the eligible members and decisions should be made by half (1/2) of the ballot cast.

**ARTICLE 9 AMENDMENTS**

These Bylaws may be altered, amended or repealed by member's request at any General Meeting.