



معهد الخليج لدراسات التأمين
GULF INSURANCE INSTITUTE

Members' charter

Learn

Develop

Achieve

Quality certificates accredited by the Chartered Insurance institute (UK) and the American Institute for CPCU.

Foreword

Welcome to the Gulf Insurance Institute, the Middle East's centre for professional training and development of insurance practitioners and risk managers.

At GII, we believe in promoting learning, developing learning opportunities, sustaining career development and rewarding achievement.

We also believe that it is important for all individuals – whether you wish to embark on working in the insurance, risk management and associated financial services sector, whether you are on the way to building your chosen career, or whether you are already a well established and seasoned professional - to commit to the highest possible levels of competency and continued professional and personal development.

In this spirit, the GII has developed a Members' Charter which is aligned to international benchmarks and which sets goals of the highest levels of professionalism to be achieved by both the Institute as centre of learning excellence, and its Members. Our designations of Membership embody this commitment and, to this aim, we work closely with international qualification bodies and institutes to ensure that our offerings are regionally relevant, specific and portable, and as such are a valuable contributing factor to the successful advancement of both individual and industry.

Being a Member of the Gulf Insurance Institute will allow you to develop your potential and gain the recognition you deserve through our designations of Candidate, Associate and Fellow. It will also allow you to demonstrate your commitment to the highest standards of professional integrity and conduct contained in this Members' Charter.

We look forward to you joining us.

Silvan Said
Chief Executive Officer
Gulf Insurance Institute

MISSION STATEMENT

The Gulf Insurance Institute is a leading centre of excellence, which, in cooperation with international qualifying bodies, provides learning, sustains development and rewards achievement for professionals engaged in conventional and Islamic Insurance practice and Risk Management in the Gulf region and beyond.



The Institute is committed to member development, and the sharing of learning, expertise and experience.

1. CONSTITUTION OF CHARTER

In pursuance of its mission the Institute hereby agrees to implement and uphold this Charter, as a collective agreement between it and its paid-up members.

2. MEMBERSHIP

The institute offers the following membership to individuals in the following categories. Associates and Fellows shall be referred to herein as “Qualified Members”

2.1 MEMBER

This category is open to the individuals with an interest in the activities of the GII and who are not registered as a candidate for Associateship. Applications for Candidate membership are accepted by the management of the Institute.

2.2 CANDIDATE

This category is for individuals who register for the Institute’s training programmes to become Associates or Fellows. Applications for Candidate membership are accepted by the management of the Institute

2.3 ASSOCIATE

Candidate members shall be eligible for election as Associates upon:

- attainment of the relevant level of qualification through GII certification programmes or a combination of GII Certification and the award of prior learning credits in accordance with the Institute’s policy
- having at least one year practical experience in the insurance industry in insurance or related financial and risk management services sector in the Middle East and North Africa,
- Confirmation by the Qualifications and Standards Council in accordance with “Fit and Proper” criteria established by it.

Associates shall be entitled to use the designation *Associate of the Gulf Insurance Institute (AGII)*.

2.4 FELLOW

An Associate shall be eligible for the designation of Fellow upon:

- Proven attainment of the relevant level of qualification through GII certification programmes or a combination of GII Certification and prior learning credits

Or

- providing proof of qualifications in insurance or related financial and risk management services obtained through study and examination from a university, college or professional institute as determined by the Qualifications and Standards Council,
- and
- having at least three years practical experience in the insurance industry in insurance or related financial and risk management services sector in the Middle East and North Africa,
- Confirmation by the Qualifications and Standards Council in accordance with “Fit and Proper” criteria established by it.

Fellows shall be entitled to use the designation *Fellow of the Gulf insurance Institute* (FGII).

2.2 AFFILIATE

This category is open to the individuals with an interest in the activities of the GII and who are not registered as a candidate for Associateship.

The Affiliate title is only awarded upon providing proof of qualifications in insurance or related financial and risk management services obtained through study and examination from a university, college or professional institute as determined by the Qualifications and Standards Council,

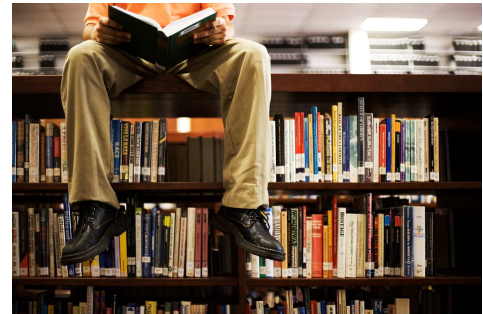
Affiliates are required to contribute and maintain a participation in GII’s educational and vocational mission.



3. MEMBERSHIP SERVICES

The Institute shall provide the following services to members

- Training programmes leading to certification in the field of insurance and related financial and risk management services.
- Accreditation of prior learning credits from other professional bodies for GII certificates.
- Award of designatory titles on qualification to recognise achievement and career progression
- Continued Professional Development facilitation and verification
- Tuition and facilitation for CII Insurance Diploma and Advanced Diploma, AICPCU qualifications, and other relevant professional qualifications.
- Training needs assessment, advise, and career progression guidance
- Organization of events, workshops, meetings and seminars to improve knowledge and skills
- Discounts on courses and books sold or published by the Institute.
- Library access
- Online Portal providing e learning tools, career opportunities ,news and other facilities
- Inclusion in various Members benefit schemes



4. MEMBERSHIP FEES

Members shall pay the following the annual membership fees:

Candidate	BHD 10
Affiliate	BHD 10
Associate	BHD 30
Fellow	BHD 50

In addition to the annual membership fee, there shall be a fee of BHD 5 payable on registration.

The Institute hereby agrees that the revenue generated from membership fees shall be administered by the institute under the direction of the Qualifications and Standards Council for the benefit of and in furtherance of the members' collective professional development.

The Institute reserves the right to terminate the membership of any person in default of payment of the appropriate annual fee. In such cases, that individual shall not be entitled any longer to use the designations he earned whilst a member.

5. QUALIFICATIONS AND STANDARDS COUNCIL

5.1 AUTHORITY

There shall be a Qualifications and Standards Council (the “QSC”) that shall be responsible for:

- To approve award of certificates
- To confirm the award of Associateships and Fellowships of the GII
- Establishing a Code of Professional Practice for Qualified Members of the Institute.
- To direct the administration by the Institute of funds raised by membership for the promotion and advancement of the member’s interests.
- To deal with membership affairs, and to recommend inquiries by the Disciplinary Council whenever it deems fit.
- To review the quality of programmes offered by GII and make recommendations.
- To advise the management of the Institute on alliances or strategic partnerships to add value to GII qualifications and academic programme.
- To monitor and advise on the examination procedures and processes
- To monitor examination standards, markings, results.
- To monitor and advise on the accreditation processes with other academic and/or professional institutes
- To advise the Board of Directors on matters affecting the members’ rights under the terms of this charter.
- To advise and make recommendations to the management of the Institute on any other matters which it deems fit for the benefit of members and the Institute’s programmes, qualifications and standards

5.2 COMPOSITION

The Qualifications and Standards Council shall be composed of two members appointed by the board of directors and three members who shall be nominated and elected at the Annual Members’ General Meeting.

The CEO and academic Heads of GII shall be ex-officio members.

All members of the council, whether appointed, elected or ex-officio shall have the right to vote.

Council members shall be members of the institute and shall at all times be individually compliant with the Institute's Code of Conduct.

Members of the board shall comply with the following code of ethics:

- Act with honesty, fairness, integrity and in good faith, with due diligence and care
- Not enter into competition with the Institute;
- Not use the Institute's or members' privileged information or take advantage for himself or his associates;
- Report to the CEO any potential conflict of interest in their activities with, and commitments to other organisations.
- Absent themselves from any discussions or decision-making that involves a subject where they are incapable of providing objective advice or which involves a subject where a conflict of interest exists.

Members of the Council shall be entitled to such remuneration to attend meetings and the business of the Institute as the Board of Directors may determine.

5.3 CONDUCT OF MEETINGS

The Council shall meet once every three months.

Meetings shall be held at the Institute's premises or such other premises as the members may agree by unanimous consent.

The Chairman shall be elected among the members of council at the first meeting after the annual general meeting. The Chairman may not hold the office for more than two consecutive years.

Elected Council Members may offer themselves for re-election every year. Members appointed by the board shall not be appointed for a term exceeding two years.

The Registrar of the Institute shall act as secretary to the Council.

5.4 FIRST COUNCIL

The first council shall be appointed by the Board of directors for a term of two years.

6. ANNUAL MEMBERS' GENERAL MEETING

The institute shall hold an annual general meeting for members once every twelve months. The agenda of the meeting shall be:

1. Approval of the minutes of the previous meeting

2. Matters Arising
3. Report of the CEO
4. Report of the Chairman of the Qualifications and Standards Council
5. Election of the members of the Qualifications and Standards Council representing the members
6. To approve or recommend amendments to this charter.
7. To approve resolutions provided that such resolutions shall have been moved by at least 10% of the membership and at least 10 days before the date of the meeting through written communication to the Registrar.
8. Any other business

All members shall have a right to attend the Annual Members' General Meeting but only Associates and fellows shall have the right to vote.

All members' meetings shall be held at the Institute's premises.



7. CODE OF CONDUCT AND ETHICS

Members are expected to demonstrate the highest level of professional standards in the daily execution of their duties as well as integrity and honesty in the conduct of their general interactions.

The following Code sets out the standard of personal and professional conduct expected of members.

Any alleged and/or reported unprofessional conduct or breach of integrity by members shall be referred to the Institute's Disciplinary Council established under this Charter.

CODE APPLYING TO ALL MEMBERS

- Promote the highest professional and ethical standards both in the conduct of insurance business as well as in their business and/or social interaction in general.
- Respect and adhere to the law behaving always with utmost good faith and in an honourable manner towards those with whom they interact both in their professional and social life.
- Uphold the reputation of the Institute, behaving with utmost integrity in their professional life and ensuring that the mention of and/or association with the Institute with one's name or standing does not bring the Institute in disrepute.

- Affiliates and candidates who are not qualified members (Associates and Fellows) are not to publicize their membership in such a way as to infer that one holds a professional title and/or qualification from the Institute.

ADDITIONAL CODE APPLYING ONLY TO QUALIFIED MEMBERS

Conferment of a designatory title in relation to one's standing in the Institute imposes additional responsibilities including but not limited to:

- Observe the Code of Professional Practice which shall be established by the Qualification and Standards Council.
- Ensuring continuing professional development in order to always maintain the highest level of professionalism in the industry.
- Participating in education and training whether as recipients or imparters of knowledge to uphold continued professional development in the industry
- Ensuring that any professional title bestowed by the Institute is used by the individual members themselves and not as a means of promoting corporate bodies, partnerships or firms in general.
- Supporting the institute by whatever means possible.

8. DISCIPLINARY COMMITTEE

There shall be a Disciplinary Council (the "DC") which shall be created by and responsible to the Qualifications and Standards Council.(the "Q&S")

8.1 AUTHORITY

The DC will operate under Terms of Reference approved by the Q & S C

The Board will review the Terms of Reference annually in relation to effectiveness and scope.

8.2 COMPOSITION

The Disciplinary Council shall be composed of three members appointed from among the Q & S C on an ad hoc basis as and when a complaint against a member of the institute arises.

The DC shall meet, hear evidence and conclude their recommendations within two months of the complaint being received by the Institute.

The Council members shall be bound by the same code of conduct as members of the Qualifications and Standards Council.

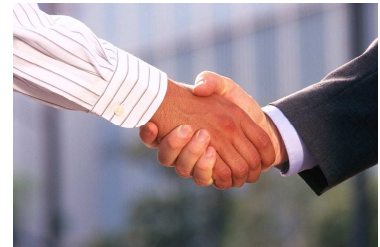
8.3 Mandate

The Disciplinary Council shall be responsible for :

- Reviewing grievances, disputes, breaches and/or matters of concern relating to the conduct of members.
- Sanctioning members, affiliates and/or students if convicted by a competent authority, court and/or tribunal, of an offence which the Disciplinary Council considers renders them unfit to be associated with the Institute
- Suspending rights of membership because of dishonourable or unprofessional conduct in the opinion of the Disciplinary Council
- Taking necessary disciplinary action, including expulsion, as a result of a member's breach of proper conduct during examinations, or reversing marks awarded or cautioning, depending on the gravity of the offence.

9. LEGAL

This charter shall be deemed to be a collective agreement between the Institute (a private limited liability company formed under the laws of the Kingdom of Bahrain), and the fully paid up and current members of the Institute and shall be subject to the laws and jurisdiction of the Kingdom of Bahrain.



Any changes to this charter shall need the approval of the Board of Directors of the Institute on the one hand and the approval of the majority of members voting at a Members' General Meeting.

Nothing in this charter shall be construed as limiting the powers and duties of the Board of Directors to direct and manage the affairs of the Institute as properly constituted under the its Memorandum of Incorporation and Articles of Association.

In the event of termination of a member's membership of the Institute either by voluntary resignation, default of payment or as directed by the Disciplinary Committee, any contractual obligations of the Institute arising from this charter towards that individual shall be terminated *ipso facto*

Contact GII



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