

TIRA WORLDWIDE COMMUNITY ASSOCIATION (TWWCA) CODE OF CONDUCT AND DISCIPLINARY MEASURES

Adopted: 2025

Motto: Unity, Integrity, and Service to Humanity

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DOCUMENT CONTROL TABLE

Document Title: Code of Conduct and Disciplinary Measures

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Approved By: Board of Trustees

Effective Date: 23rd November 2025

Review Date: Upon any amendment to the TWWCA Constitution or as directed by the Board of Trustees

Prepared By: Executive Committee

Authorized By: Board of Trustees

Note:

This document supersedes all Codes of Conduct and shall remain effective until officially revised or replaced by a resolution of the Executive Committee or the Board of Trustees.

SECTION 1: PURPOSE

This Code defines the behavioral standards, ethical duties, and disciplinary procedures that guide all members of the Tira Worldwide Community Association (TWWCA). It promotes integrity, accountability, unity, and fairness in service, in accordance with Articles 42–46 of the TWWCA Constitution, which address Dispute Resolution, Disciplinary Measures, Appeals, and Oversight by the Board of Trustees.

Reference:

Article 42 – Dispute Settlement Procedures: establishes internal mediation and arbitration.

Article 43 – Disciplinary Measures: authorizes the Executive Committee to take disciplinary action.

Article 44 – Right of Appeal: ensures fairness and representation for all members.

Article 45 – Powers of the Board of Trustees: grants oversight and final review authority.

Article 46 – Secretariat of the Board: outlines the duties of the Secretary of the Board and formal communications.

SECTION 2: POLICY

The disciplinary process follows a structured framework to ensure justice, fairness, and accountability. The steps include:

- 1) Oral Warning
- 2) Written Warning
- 3) Disciplinary Committee Review
- 4) Formal Dismissal or Suspension Letter (signed by the Chairman of the Executive)
- 5) Board Review or Final Oversight

All notices must be written, evidence-based, and refer to the specific section of this Code that was violated. The Board Legal Officer must review all serious cases before a final decision is made. Members retain the right to representation and appeal under Article 44 of the Constitution.

SECTION 3: DISCIPLINARY COMMITTEE (Under Article 43)

Composition:

- 1) Vice Chairman (Chairperson)
- 2) Secretary General
- 3) Treasurer General
- 4) Legal Officer (Advisor)
- 5) One Regional Representative

Functions:

- a) Receive complaints, conduct hearings, and recommend disciplinary actions.
- b) Prepare official reports and disciplinary letters to be signed by the Chairman.
- c) Submit all findings to the Secretary of the Board of Trustees for documentation and oversight.

Constitutional Basis:

Article 43(1)(b): Authorizes the Executive Committee to create disciplinary subcommittees.

Article 46(2): Requires that all membership resolutions be filed with the Secretary of the Board.

SECTION 4: ROLE OF THE CHAIRMAN

- 1) Signs and issues all official disciplinary letters.
- 2) Approves suspensions or dismissals after due process.
- 3) Ensures that all disciplinary actions are fair and comply with the Constitution and this Code.
- 4) Works with the Secretary of the Board, who records and files all disciplinary decisions under Article 46(3).

SECTION 5: URGENT OR EMERGENCY MATTERS (Article 43)

- 1) If a member's actions threaten the integrity, reputation, or security of TWWCA, the Chairman, after consulting the Vice Chairman and Legal Officer, may temporarily suspend or remove the member from all official platforms.
- 2) A written notice must be issued within 48 hours, followed by a full disciplinary review within seven (7) days.
- 3) The Secretary of the Board must be informed immediately for proper documentation and oversight.
- 4) The Board of Trustees shall later review the case to confirm that due process was followed.

SECTION 6: ROLE OF THE SECRETARY OF THE BOARD (Article 46)

- 1) Acts as the official custodian of all Board and Executive resolutions.

Responsibilities:

- a) Receive and record all disciplinary decisions and appeals.
 - b) Verify constitutional compliance before Board ratification.
 - c) Issue certified copies of decisions and coordinate with the Legal Officer.
 - d) Report any procedural irregularities to the Chairman or Disciplinary Committee.
 - e) Serves as the communication link between the Executive Committee and the Board.
- 2) In the absence of the Legal Officer, may convene a special Board meeting to decide on rulings.
 - 3) Authority derived from Article 46(1–4).

SECTION 7: ROLE OF THE BOARD OF TRUSTEES (Article 45)

- 1) Reviews serious disciplinary cases and appeals.
- 2) Holds the authority to amend, uphold, or overturn Executive decisions.
- 3) Works with the Legal Officer and Secretary of the Board to ensure fairness.
- 4) May issue final rulings or interpret constitutional provisions.
- 5) The Board's decision is final and binding within the Association.

SECTION 8: ROLE OF THE LEGAL OFFICER

- 1) Provides legal advice to the Executive Committee, Disciplinary Committee, and Board.
- 2) Reviews all major disciplinary decisions before they are finalized.
- 3) Offers legal interpretation of relevant constitutional Articles.
- 4) Collaborates with the Secretary of the Board to file rulings and appeals.
- 5) Operates under Articles 43(3) and 45(2).

SECTION 9: DIGITAL COMMUNICATION AND GROUP CONDUCT (Articles 43, 45 & 46)

- 1) The TWWCA General WhatsApp Group and other official communication platforms are part of the Association's recognized communication system.
- 2) Members must use these platforms solely for official information and activities consistent with the Association's objectives (Article 5).
- 3) The following are strictly prohibited
 - a) Sharing political, religious, or personal content unrelated to TWWCA's objectives.

- b) Posting offensive, defamatory, or disrespectful content.
 - c) Circulating false or unverified information.
 - d) Uploading documents or promoting projects of external organizations without authorization.
- 4) Members wishing to share official documents, projects, or announcements related to external organizations must first seek approval from the Chairman or Secretary of the Executive.
- 5) Administrative Enforcement:
- a) Administrators may delete content that violates this policy under instruction from the Executive Committee, Chairman.
 - b) Repeated violations will result in disciplinary review or suspension. 6)
- Supported by:

Article 43(2): Authority to regulate member conduct.

Article 45(1)(d): Oversight powers of the Board.

Article 46(3): Communication and compliance oversight by the Secretary of the Board.

SECTION 10: APPEALS PROCEDURE

- 1) Members may appeal disciplinary actions to the Executive Committee within fourteen (14) days of notification.
- 2) If unresolved, the appeal shall be forwarded to the Board of Trustees, coordinated by the Secretary and reviewed by the Legal Officer.
- 3) The Board of Trustees' decision is final and binding.

SECTION 11: ENFORCEMENT

- 1) Violations of this Code are subject to disciplinary measures as outlined in Articles 42–46 of the Constitution.
- 2) All members, regardless of position or title, are held to the same standards of conduct, fairness, and accountability.

SECTION 12: ACKNOWLEDGMENT

All members of the Tira Worldwide Community Association (TWWCA) must sign an acknowledgment form confirming that they have read, understood, and agree to comply with this Code of Conduct and Disciplinary Measures.

SECTION 13: INTERPRETATION

The authority to interpret, clarify, and guide the application of this Code of Conduct and Disciplinary Measures rests with the Board of Trustees.

The Board shall exercise this function through the Legal Officer and the Secretary of the Board, ensuring all interpretations align with the TWWCA Constitution.

Where any ambiguity or uncertainty arises, the Board of Trustees' interpretation shall be final and binding on all members and governing bodies of the Association.

SIGNATURE

Signed at TWWCA on this 21st day of November, 2025.

Chairman of the Board of Trustees _____

Secretary of the Board of Trustees _____

Legal Officer _____

ADOPTION STATEMENT

This Code of Conduct and Disciplinary Measures of the Tira Worldwide Community Association (TWWCA)

Was officially adopted and approved by the Board of Trustees On this **21st** day of **November**, **2025**, and shall take immediate effect upon adoption.