

The first section

Name, location and purpose

Article (1): definitions and interpretations

1- Definitions:

- Words, phrases in this bylaw have their designated meanings in accordance with the in place Associations' Act.
- The following phrases, whenever mentioned, in this bylaw have their own designated meanings unless it is stated otherwise:

The Association: Jordan Association for Social Work;

Bylaw: The Association's basic bylaw;

Concerned Minister: Minister of Interior;

Concerned Ministry: The Ministry of Interior;

Plenary: All working members in the Association according to the articles of the bylaw;

Administrative Board: The body elected by the Plenary to administer the Association's affairs;

The Working Member: A founding member and a person who is admitted by the Administrative Board as they would be required to meet the minimum requirements stipulated by the bylaw, chief of which is paying annual enrolment fees.

Article (2): Location of the Association

- 1- The founding members and signatories whose names are listed in the **Fifth Article** of the bylaw have agreed in the registration form to establish an association under the name of "the Jordan Association for Social Work" as its headquarters will be in Amman. It will operate within Jordan. Its approved address for correspondence will be as stated in the registration application.
- 2- The approved address for correspondence stated in the registration form will be considered the Association's legal address unless the designated minister or SG of the registrar are informed otherwise.

Article (3):

- 1- Should it secure all required approvals and clearances, the following will be within the purview of the Association:
 - Developing and improving social work within the confines of Jordan as a profession based on practice and scientific research, ensuring that it is strictly practiced by professionals specialized in social work, those of whom had theoretical and practical training in colleges and institutes that offer social work in one of the accredited universities.

- Contributing in preparing and rehabilitating social workers; and sharpening their professional, scientific and practical abilities and skills.
- Working on regulating social work through honouring the pertinent code of ethics and guidance in all fields of social work in cooperation with the academics specialized in social science and social work, in addition to working with the public and private sectors.
- Representing social work profession and social services at different national and foreign platforms.
- Activating the role of social work and social services within the Jordanian society.
- In cooperation with the concerned private and public sectors, providing care, rehabilitation and training for social work students, workers and graduates.
- Working on securing a societal and institutional recognition of the profession of social work in Jordan.
- Advancing social work in Jordan in cooperation with the concerned public institutions, as well as professional and academia-related institutions, entities, organizations, centers and associations working in social work.
- Drafting and implementing professional and societal activities, programs and projects.
- Conducting professional and societal studies, surveys and research.
- Holding symposiums; and professional and societal workshops.

Article (5): Founders:

Following is the list of the Association's founders:

No.	Full name
1	Majdi Muhammad Tawfiq Hamdan
2	Ashraf Ahmad Ibrahim Bkour
3	Ahmad Yousef Ahmad Dabsh
4	Isea'a Muhammad Ahmad Janajrah
5	Abdullah Sattam Firas Kafawin
6	Shadia Yahya Abdul Fattah Abu Sundus
7	Maram Bassam Rafat Shawish
8	Ayat Jibreel Jabr Nashwan

Article (6): membership requirements:

- 1- Everyone has the right to submit a membership application to the Association provided they meet the following requirements, in addition to requirements listed in the law.
 - S/he must have reached the age of 21 years old (**note:** a person who has reached the age of 18 years old is eligible for membership upon agreement).
 - A member should be fully competent.
 - S/he must seek to serve the goals of the Association and to contribute to carrying out its activities.
 - They are required to approve, in writing, the Association's constitution.
 - For a person to qualify for membership, they should hold a BA degree or a higher degree in social work or social service, or a degree in social science, social development or any related field with a minimum of three years' experience.
 - Two members in the Administrative Board should recommend for him/her.
- 2- Applications should be based on the form drafted and approved by the Administrative Board which has the authority to either accept or deny the application. Applicants have the right to inform the concerned minister of their objection to the Administrative Board's rejection decision within the span of 30 days starting from the day they had been informed of the decision. The concerned minister has the right to, having reviewed all factors, to make decisions as their decision will be decisive.
- 3- Members in the Administrative Board can admit honorary members for the period it deems fit according to their own criteria. However, honorary members do not have the right to partake in the meetings of the Plenary or the Administrative Board to cast their votes or to hold administrative positions in the Association.
- 4- Taking into account the provisions of the bylaw, legal persons will have the right for membership in the Association in accordance with criteria adopted by the Administrative Board.

(Note: other associations' memberships are excluded from the legal person status as an association will not be able to hold membership in another association based on the Associations Provisions (51) of the year 2008).

Article (7): Enrolment and annual membership fees

- 1- Applicants must pay a one-time JOD 25 as enrolment fees,
- 2- Members who hold a bachelor's degree will be expected to pay upfront an annual fee of JOD 20 as those who have higher degrees should also pay upfront the amount of JOD 40. They could be paid as instalments each month.

(Note: There must be at least **five** members in the Administrative Board and their reign period out not to exceed **four** years).

- 3- Should the Body fail to implement the provisions under 1 above, it will be able to continue exercising its work until the Plenary holds its first meeting to approve the election or to elect the person who will fill the post in accordance with this bylaw. The

new elected member will assume the functions of their predecessor for the remaining period of their predecessor.

- 4- The provisions under article (8) of this bylaw shall be enforced on the Administrative Board with regard to terminating memberships.

Article (21): Powers of the Administrative Body

It is within the power of the Administrative Board to administer all the following:

- 1- The Association's affairs such as appointing employees and all pertinent procedures;
- 2- Drafting the Association's internal financial and administrative regulations and instructions, and submitting them to the Plenary for approval;
- 3- Drafting the annual general budget, annual report and financial data and closing statements to be submitted to the Plenary for approval;
- 4- Forming ad hoc administrative committees to assist the Administrative Board in managing the affairs of the Association and its affiliated programs, as well as identifying its responsibilities and the basis of its work, and monitoring them;
- 5- Assigning the responsibility of signing papers in financial-, administrative- and judicial-related issues to a certain member or a group of members in the Association's Administrative Board;
- 6- Approving the bank in which the Association's money should be deposited, provided that it seeks and secures an approval from the concerned ministry and inform the associations' registrar SG;
- 7- Managing the Association's movables and immovable properties, and mortgaging and donating them in accordance with powers they have been vested by the Plenary;
- 8- Any duties or powers mandated to the Administrative Board by the Plenary.

Article (22): meetings of the Administrative Body

The Administrative Board will hold meetings on monthly basis to review the affairs of the Association as there should be a 51 percent quorum by the Body. Resolutions and decisions must pass by absolute majorities. In case votes in favour equates with those against, the president of the Association will have the last say.

(**Note:** Number of meetings held by the Administrative Board could be agreed on, however, a meeting should take place at least each three months. A quorum for the Administrative Body's meetings could also be agreed on, in which decisions could be made and approved).

Article (23): electing the president and their deputy, secretary general and secretary (treasurer).

In its first meeting following the meeting of the Plenary, the Administrative Board will elect a president from among its members, as it will elect a deputy, a treasurer and a secretary general. The same procedure will be followed whenever a post is vacant.

Article (24): powers of and duties assigned to the Administrative Body's president:

- 1- The president's powers include the following:
 - Chairing the meetings of the Administrative Board and the Plenary;

- Representing the Association at all public and private platforms;
 - Overseeing the work of the Association and its affiliated committees;
 - Other duties assigned to them that are stipulated in this bylaw or those mandated to them by the Plenary or the Administrative Board;
- 2- In case the president is unavailable or not present, their deputy should take their place.

Article (25): powers of and duties assigned to the secretary general

The secretary general is assigned the preparing the meetings schedule of both the Plenary and the Administrative Board and taking their minutes and archiving them.

Article (27): powers of and duties assigned to the secretary (treasurer)

The secretary's powers are as follows:

- 1- Receiving cash coming into the Association and deposit it in the bank, of which the Administrative Board agrees on, provided that all related documents are kept and archived for at least (5) years;
- 2- Accepting and receiving in-kind donations to the Association following estimating their market value, as well as archiving those estimates and any related documents. The Administrative Board will be responsible for keeping and storing the donations until a decision is made to make use of them for the benefit of the Association or to serve the purpose in which the in-kind donations were collected;
- 3- Implementing the resolutions issued by the Administrative Board with regard to the Association's financial transactions and supplies. S/he will sign off any related commitments made in writing by the Administrative Body's president, as s/he will be expected to submit monthly account about the Association's financial situation to the Administrative Body.
- 4- Keeping and storing financial documents in the Association's HQ so that it remains available for review by the specialized administrative bodies, provided that they are kept and archived for no less than (5) years.
- 5- No expenditure from the treasury of the Association should be allowed unless it is signed off and approved by the Administrative Board in accordance with the provisions of this bylaw.

Article (27): attending meetings

- 1- Members in the Administrative Board must not fail to attend meetings unless they provide an acceptable excuse.