

**Social Assistance Association
In Lebanon**

Internal Structure

For the Association known as: Social Assistance Association

First Article: **General Committee:**

The General Committee consists of the actual associate members of the association.

Second Article: The General Committee hold its periodic meetings once a year. It has exceptional meetings if called for by the Chairman if requested by the Administrative Committee or ten percent of the General Committee members.

Third Article: **Authorities of the General Committee**

1. Election of the Administrative Committee through a secret ballot.
2. Listening to the reports presented by the Administrative Committee and discussing accomplished tasks and projects ready for execution and voicing an opinion in that regard.
3. Providing suggestions and recommendations to the Administrative Committee.
4. Discussing the Association's budget and confirming the expense account for the past year.
5. Modifying the Association's structure.

Fourth Article: **Administrative Committee**

The Administrative Committee consists of twelve members elected by the General Committee through a secret ballot. As a condition for a complete quorum to elect the Administrative Committee, more than half of the General Committee's members must be present.

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Fifth Article:

Elections:

- 1- The election of the Administrative Committee occurs once every three years.
- 2- The Administrative Committee specifies and announces at least one month prior to its expiration date, the day elections will be held for the Administrative Committee.
- 3- Election results are announced immediately after completion of the count. The winning nominee is the one with most of votes.
- 4- In the event two or more nominees receive the same number of votes, the most senior association member is considered the winner. If the winning nominees are equal in seniority, the older nominee is considered the winner.

Sixth Article:

One month prior to the elections, the Administrative Committee shall post a preliminary list of the nominees in the Association Centers. Objections to the list are accepted one week prior to Election Day, at which point the list becomes final.

Seventh Article:

Nomination applications are submitted to the Administrative Committee which looks into required conditions and then publishes the names of the accepted nominees at the Association Centers ten days prior to elections. Objections to the published list are accepted one week prior to Election Day, at which point the list becomes final.

Eighth Article:

If three seats of the Administrative Committee become vacant, successors are elected if six months remain in the tenure of the Administrative Committee.

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Ninth Article: **Meetings:**

Regular meetings for the Administrative Committee are held every two weeks. Exceptional meetings are held by invitation from the Chairman to discuss and decide matters specified in the invitation.

Tenth Article:

- 1- Legal quorum for the Administrative Committee meeting is complete with the presence of more than half the members.
- 2- Meetings begin with the reading of the minutes of the previous meeting for endorsement.
- 3- Administrative Committee decisions are taken with the legal approval of majority members. In the event votes are equal, the Chairman becomes the tie breaker.

Authorities:

A- Administrative Committee Chairman

- 1- Chairs the Association with its Committee
- 2- Chairs meetings of both the General and Administrative Committees and supervises the work of committees.
- 3- Signs along with the Treasury Secretary all documents, transfers, checks, and all other financial and exchange transactions.
- 4- Has the right to call the Administrative and General Committees for an exceptional meeting in accordance with this law.

B- Deputy Chairman

Replaces the Chairman in the event of his absence.

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C- General Secretary:

- 1- Saves and organizes the archives of the meeting minutes and decisions of both General and Administrative Committees.
- 2- Receives incoming information, presents it to the Chair, dictates and sends a response.
- 3- Sends invitations and informs parties of interest with association's resolutions.
- 4- Replace the Treasury Secretary in the event of his absence.

D- Treasury Secretary:

- 1- Entrusted and responsible for the funds and (fixed and non-fixed) properties of the Association.
- 2- Responsible for the fulfillment of member's dues through original receipts.
- 3- Considered a permanent member of the Financial Committee.
- 4- Responsible for collecting all funds, transfers, and incoming bonds.
- 5- Provides a financial, real estate, or exchange securities based on the decision of the Administrative Committee which has the responsibility to determine the value of said security.
- 6- Signs along with the Chairman, all financial and exchange transactions relevant to the Association as well as all checks issued by the Association.

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E- Accountant:

- 1- Supervises control over the Association's finances.
- 2- Responsible for all properties of the Association.
- 3- Considered a permanent member of the Financial Committee.

Eleventh Article: Committees:

- 1- Each committee is responsible for preparing a study for projects that it submits or projects forwarded to it. Executes said projects after final approval of the Administrative Committee.
- 2- Each committee has a Chairman and a Principle.
- 3- Committee memberships are open to all working members. A member has the right to join more than one committee.

- 4- Committee members are selected through secret ballots from members of the General Committee.

Twelfth Article: Finances of the Association:

Membership dues are specified at 25,000 Lebanese Lira annually for each member. Paid in installments as determined by the Administrative Committee.

Thirteenth Article: No amount of funds shall be expensed without a decision taken by the Administrative Committee. However, the Chairman has the right to order an exceptional expense not exceeding 50,000 Lebanese Liras conditional upon the approval of the Administrative Committee in their first held session.

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Fourteenth Article: The Treasury Secretary is not permitted to expense any amount of funds without a signed pay order by the Chairman and Accountant indicating the recipient and purpose of the expense.

Fifteenth Article: Any Association funds exceeding Fifty Million Lebanese Liras shall be deposited in a bank chosen by the Administrative Committee.

Sixteenth Article: **Penalties:**

In the event a member commits a transgression that effects the Association morally or financially or transcended his\her authorities, said member will be referred to a disciplinary council consisting of committee members to look into the accusation, suitable penalty, and preparing a suggestion to the Administrative Committee for consideration. The approval of penalty requires two thirds of the Administrative Committee members within two weeks of the date reported.

Seventeenth Article: 1- Any member lacking a condition of membership or does not attend four successive meetings without just cause will be considered resigned. Allowances due shall be paid after one month from notification.

2- If the resigned or considered resigned is a member of the Administrative Committee, he\she does not lose membership in the General Committee

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Eighteenth Article: The General Committee with a majority members may amend this law based on the suggestion of the Administrative Committee or the suggestion of twenty percent of the General Committee members.

[Signatures]

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Primary Structure

For the Association known as: Social Assistance Association

First Article: An Association was founded in the Republic of Lebanon with the name: Social Assistance Association which is apolitical and non-profit.

Second Article: Association Headquarters: Beirut
Address: Lebanese School for Social Training
Medical Sciences Campus – St. Joseph College – Al Sham Road
Phone: 390785

Third Article: Association Goals:
1- Research all professional matters related to social services, etc....

Fourth Article: Association's financial resources consist of:
1- Memberships
2- Governmental assistance
3- Donation, gifts, and bequests
Association funds are spent for the purpose of achieving its goals.

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Fifth Article: The Association consists of two committees: General Committee and Administrative Committee.

The Administrative Committee represents and manages the Association in accordance with its regulations and adopted laws.

Sixth Article: The internal structure of the Association may include the formation of specific committees with names, duties, procedures for electing and assigning members.

Seventh Article: **Affiliation to the Association**

Anyone seeking to be affiliated with the Association must be:

- 1- Over 21 years old.
- 2- Privileged with his\her civil rights and not convicted of a crime or misdemeanor.
- 3- Content with the structure of the Association and willing to work towards achieving its goals
- 4- Prove having a Lebanese Social Training Certificate or its equivalent.
- 5- Submit a written application to the Association and accepted by the Administrative Council.
- 6- Pay the annual membership dues specified by the Association.

Eighth Article: **Affiliation Method:**

Those who meet the membership conditions must submit a written request stating their desire to join the Association along with their Judicial Registry and a photo of their Identification Card.

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- The Administrative Committee in a legal meeting, will study the request and attached documents and take the appropriate decision with a majority of its members.

Ninth Article: The General Committee consists of all actual affiliated members of the Association. The detailed authorities and duties of the General Committee are specified in the internal structure.

Tenth Article: The Administrative Committee consists of twelve members elected by the General Committee through a secret ballot. As a condition for a complete electoral quorum, more than half of the General Committee members must be present. The Committee's period is 3 years.

The electoral meeting is managed by at least three members of the General Committee. The elections will be supervised by a representative from the General Interior Directorate.

Eleventh Article: It is incumbent to notify the Administrative and Political Affairs Authority – Associations Department at the General Interior Directorate – with a copy of the announcement document to elect an Administrative Committee. Such copy shall specify the date and place election was held. The copy shall arrive one month prior to the specified date.

The security authorities in the area shall also be notified of the specific center where Administrative Committee member elections will be held.

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Twelfth Article: Election and specification of duties for the Administrative Committee shall occur immediately if stated as such by the Internal Structure of the Association. Otherwise, the elected Administrative Committee with its most senior members shall meet and elect a Chairman, Deputy Chairman, General Secretary, Treasury Secretary, and Accountant. As well as the appointment of a governmental representative and six members.

Two position at the most can be assigned to one member of the Administrative Committee with the exception of decision making and execution of fund expenses. Administrative duties and duties of all members are specified in the Internal Structure of the Association.

Thirteenth Article: The founders will assume the authorities of the Administrative Committee for one year from the date license was granted for the Association.

- Amendments:

The General Committee may amend this structure based on the suggestion of the Administrative Committee or based on the suggestion of 20% (twenty percent) of the General Committee members. As a condition for amendment [unclear text] the approval of two thirds.

Fourteenth Article: The Association has the right to call for new Administrative Committee elections prior to the expiration of the Committee's period conditional upon the suggestion of one third of the members and the approval of at least two thirds.