

Baladna- Association for Arab Youth

By-Laws

1.Name and address of association-

Name: Associatiosn for Arab Youth

Adress: Habankim 18, P.O. Box40699 Haifa 31996

2.Goals and objectives-

- 1) Strengthening values of democracy, pluralism and tolerance within Arab society in general, and among youth in particular.
- 2) Fostering and encouraging skills and creativity among Arab Youth.
- 3) Nurturing Arab identity and culture among Arab youth.

3. Membership-

- 1) Any adult who identifies with and accept the goals of the association and is willing to work in order to advance and achieve these goals, and interested in joining the association should apply in the following manner: "I (name and ID number) wish to become a member of Baladna association. I am familiar with goals of this association. If my request is approved I hereby pledge to carry out and fulfil the association rules and the decision of the parties in charge.
- 2) After applying my request, the board committee will discuss my enrolment to decide whether to accept or reject my application.
- 3) Those who are rejected have the right to appeal to the general committee.
- 4) The association will run a members notebook, which will include each member's name, address, Id number, and date of membership signature along with its date of expiration.
- 5) The founders of the association will become members at the day of its registration at the association notebook.
- 6) membership at the association is personal and cannot be transmitted nor inherited.

4. Rights and Obligations of Member-

- 1) A member is entitled to participate in and vote at every general assembly, and will have one vote in each ballot. A member may vote or be elected to the board committee or the criticism committee.
- 2) A member is entitled to take a part in the association's activities and benefit from its service.
- 3) The board committee, in accordance with the general committee has the right to change membership fee, which is obligatory for all members.

4) Membership expiration does not exempt nor dismiss payments that were paid by member to the association on the day of its expiration.

5. Membership expiration-

1) Membership in association expires:

- a. in case of death of the member
- b. if the member retires from the association. A written retirement must be handed in thirty days in advance.
- c. when a member is expelled from the association.

2) The general assembly is entitled to expel a member from the association in the following cases:

- a. If the member does not pay the association the required fees.
- b. If the member acted against the rules and or decision of the association.
- c. If the member acts against the goals of the association.
- d. If the member was convicted in the past of a disgraceful criminal act.

3) The board will not suggest to the general committee to expel a member before allowing the member a chance to voice his/ her arguments. The board will deny a member to voice his/ her arguments because of the reasons mentioned in 2(a) (b) and (c), unless it gave the member an opportunity to redeem his/ her actions.

4) An invitation, a request, a notice and different announcement of the association will be immediately delivered to the member in written form by mail to his/ her address, as written in the association's member notebook.

6) The general assembly-

1) The board committee determines the date, time and place of the general assembly.

2) The general assembly is announced by an announcement to be given to each member at least 10 days from the assembly and includes day, time and assembly schedule.

3) A yearly general assembly of association will be held not later than March 31st and will include the following matters:

- a. A general report of association activities to achieve its goals.
- b. A report about the financial situation financial balancing for previous tax year.
- c. Appointing an accountant.
- d. Electing a board committee and a criticism committee.
- e. Any other matter determined by members of association.

4) The board committee is entitled to convene at any time a non-scheduled general assembly, and prior to that, must address its request to the criticism committee, or half of the members in written form.

- a. If the board committee fails to convene the general committee as required within 21 days of applying the request as appearing in small 2, the requiring party are entitled to assembly it themselves as long as the assembly takes place within 3 months of the original required date. The assembly will meet in the regular form of the meetings as accustomed by the committee.
 - b. The assembly gathers, as explained above. The association must handle the expenses of the demanders and charge other committee members for not convening. The association is further entitled to collect charges of money that arrives or will arrive from it to the board committee, as mentioned earlier.
- 5) In the general assembly, each member will have one vote in a secretive ballot.
 - 6) The general committee's decisions will be accepted with a regular majority vote, if not determined otherwise by the association's set of rules.
 - 7) Every general assembly should keep a protocol, which will be signed by the chairman of the assembly.
 - 8) A regular general assembly will hear verdicts and reports about the association's activities and those of the criticism committee, discuss them and reports of accounts handed by the committee' and decide whether to confirm them, and elect a committee and criticism committee.
 - a. A general assembly cannot be opened unless at least one quarter of the associations members are present. If such a percentage is available at the beginning of the meeting, it is entitled to take decision even if the number of the present member is reduced.
 - b. if the assembly does not meet one hour later than scheduled, it should be considered adjourned for a week time later, same place, and same time, with further notification or invitation. An Adjourned meeting will take place regardless of the number of members present.
 - 9) A general assembly is to elect chairman and secretary from the association's members for the meetings.

7) The Board Committee-

- 1) The board committee has 7 members.
- 2) The board committee will serve from the day it is elected in the general assembly until another general assembly elects a new board committee. A member of the departing board committee may be reelected for the new board committee.
- 3) Member of the board may resign at any time during his / her term through submitting the resignation in a written form. Member of board will lose membership when and if announced bankrupt or legally disqualified.

- 4) Once a member seat is available, board members are entitled to appoint a replacing member until the next general assembly meets. Meanwhile, the remaining members continue to act as board.
- 5) If a member could not attain his/ her role, other members are entitled to appoint a replacing association member until he/ she resumes his/ her role.
- 6) The board committee elects a chairman who will set the date for the committee's meetings, the invitations, the required members to attend and the way it is processes.
- 7) The Board committee convenes at least 1 time each 3 months, any additional meetings are held following the organization's needs and based on the invitation of the board chairman or the initiative of the Board and the oversight committees
- 8) Board committee decisions are accepted through a majority vote. In an equal vote, a decision cannot be accepted. A unanimous vote is accepted even though not taken in a board meeting.
- 9) The board committee must have a protocol for its meetings and decisions.
- 10) The board committee administers all issues connecting the association and is authorized to any right not specified in this set of rules.
- 11) The board committee is elected in an annual meeting or a regular meeting, unless decided differently in the set of rules or verbally.
- 12) until elected a new board, founders of the association will act as board committee.
- 13) A board committee member who ends his/ her term without a replacement as explained in small (1) will continue to act as board member and preserve all rights of a board member. These rules do not apply to those whose membership expired because of any of the reasons mentioned in b. 3 and b. 4 above.
- m) All members of the board committee must work for the benefit of the association to bring about its objectives in accordance with the association's set of rules.
- 14) with a majority of 70%, the general assembly is entitled to remove the board committee or a member of the board committee from its position. The resignation will not take effect until a new board committee is elected.
- o) The association will run the notebook of the board committee members and write their personal details along with the data beginning of expiration of membership.
- 15) A board member who fails to attend four board meetings will automatically lose his/ her seat on the board committee.

Duties:

- Setting the rules of the association in accordance with the general assemblies resolutions.
- Confirming new projects for the association.
- Electing a chairman for the association.
- Confirming budgets and deviation from budgets.
- Choosing team members with the chairman.

- Choosing a representative signature agent for the association.
- Setting yearly goals and work plan of the association.

8) The Oversight Committee-

1) The number of oversight committee members will be decided at the general assembly and will not be less than three members.

a. The oversight committee will act as such since its election in the general assembly until another general assembly elects a new criticism committee. A member in the departing committee may be reelected for the new committee.

b. Member in this committee may resign at any time during his/ her term through submitting the resignation in a written form. A member will lose membership when and if announced bankrupt or legally disqualified.

2) Open Boards Seats:

a. Once member seat is available, criticism committee members are entitled to appoint a replacing member until the next general assembly meets. Meanwhile, the remaining members continue to act as criticism committee.

b. if a member could not fulfil his/ her role, other members entitled to appoint a replacing association member until s/he resumes his/ her role.

3) The criticism committee sets the dates of its meetings, the invitations, the required members to attend and the way it is processes.

4) Criticism committee decision are accepted through a majority vote. In an equal vote, a decision cannot be accepted. A unanimous vote is accepted even though not taken in a board meeting.

5) the criticism committee must have a protocol for its meetings and decisions.

6) The committee will administer and examine the financial investments of the association as well as the accounts books and will present its recommendations about approving to budget to the general assembly.

7) The committee is elected in the general assembly in its first meeting.

8) All members of committee must work for the benefit of the associations to bring about its objectives in accordance with the association's set of rules.

9) The general assembly is entitled to remove the board committee or a member of the board committee from its position, the resignation will not take effect until a new board committee is elected.

10) The association will run the notebook of the criticism committee members and write their personal details along with the date beginning of expiration of membership.

9) Chairman of Association-

- 1) Elected by the board committee
- 2) Administers the association and its projects and members according to the set of rules decided by the board and the agreed upon in the general assembly.
- 3) Choose the workers and volunteers with cooperation of the board committee.
- 4) Terminates the work or changes the job description of a volunteer.
- 5) Monitors and supervises the work of staff and volunteers.
- 6) Represents the association.
- 7) submit activities and financial reports to the board and association's assembly.
- 8) prepares the annual budget.
- 9) coordinates between the different bodies in the association.
- 10) develops new projects.

10) Limitations on Tenure-

- 1) People who cannot act as member of both board and criticism committee.
 - a. Anyone who is not a member of the association.
 - b. Someone who provides paid or voluntary service to the association.
 - c. Someone who provides paid service to the association and who is not a member of neither board nor criticism committee according to the following rules:
 - Anyone who is a minor, someone who was illegally disqualified or bankrupt.
 - Anyone who was convicted in felony according to rules 290-297 and 414-438 in penal law 1977 or in any other disgraceful felony.

11) Account management, document submission and scrutinizing-

- 1) The association will administer notebook accounts that aim to directly, openly and consistently report all its activities and financial situation.
 - a. Each board or criticism committee member is entitled to examine any document or notebook account of the association and receive from association members any document that reveals its activities.
 - b. The board committee will prepare an annual report about the association, its

activities and financial situation which will be submitted to the criticism committee at least two weeks prior to the general assembly or any other prior date that is set and confirmed by the general assembly.

2) The board committee will include a detailed report of the all expenses and obligations of the association in the year tax that the report is submitted, the salary of the top five paid members of the association along with a full, comprehensive report of the expenses and all financial issues.

3) The financial report will be completed according to the proper rules of accountant management.

12) Disposal of assets in case of dissolution

In case of dissolution and after all Organization Debts are paid, the organization deliverers its assets to another organizations with similar goals.