Bylaws of the Arab Council for the Social Sciences
Modified Bylaws

For the Arab Council of Social Sciences

Article 1

Formation of the Board of Trustees

The Board of Trustees is formed of a minimum of five (5) members and a maximum of twelve (12) members elected by the General Assembly by secret vote from among the General Assembly members who fulfill the nomination conditions as they appear in article 2 below. A quorum for the election session requires the attendance of more than half of the members of the General Assembly.

Article 2:

Election of the Board of Trustees

1. During a General Meeting, the General Assembly elects the Board of Trustees, from the active members who fulfill the following conditions:

- They shall not have official political or executive or senior administrative positions in the public sector, except for the academic positions;

- They shall not be members or employees of funding organizations;

- Their election shall not be in contradiction with the goals and the independence of the Council;

- They shall be specialized in the field of social science research.

1. تنتخب الهيئة العامة أعضاء مجلس الأعضاء، في جمعية عمومية أو عن طريق الانتخاب الإلكتروني من بين الأعضاء المنتسبين في الهيئة العامة الذين تتوفر فيهم الشروط التالية:

- أن لا يكونوا متولين مناصب رسمية سياسية أو تنفيذية أو إدارية على في القطاع العام، باستثناء المناصب الأكاديمية;

- أن لا يكونوا أعضاء أو عاملين في هيئات مانحة;

- أن لا يتعارض انتخابهم مع أهداف واستقلالية المجلس;

- أن يكونوا أصحاب اختصاص في مجال البحوث العلمية وفقاً للأهداف المنصوص.

المادة الأولى

تألف مجلس الأعضاء من خمسة (5) أعضاء على الأقل واثني عشر عضواً (12) على الأكثر تنتخبهم الهيئة العامة بالاقتراع السري من بين أعضاء الهيئة العامة المنتسبين الذين تتوفر لديهم شروط الترشح كما هي واردة في المادة 2 أعلاه، ويشترط لأكتمال نصاب جمعة الانتخابات حضور أكثر من نصف أعضاء الهيئة العامة.

المادة الثانية

انتخاب مجلس الأعضاء

1. تنتخب الهيئة العامة أعضاء مجلس الأعضاء، في جمعية عمومية أو عن طريق الانتخاب الإلكتروني من بين الأعضاء المنتسبين في الهيئة العامة الذين تتوفر فيهم الشروط التالية:

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- أن لا يكونوا أعضاء أو عاملين في هيئات مانحة;

- أن لا يتعارض انتخابهم مع أهداف واستقلالية المجلس;

- أن يكونوا أصحاب اختصاص في مجال البحوث العلمية وفقاً للأهداف المنصوص.
2. The duration of the membership of the Board of Trustees is four years.

3. The membership of the Board of Trustees shall be renewed according to the rule of mid-term renewal, by electing half of the members every two years.

4. Exceptionally, for one time only, and after two years of the first elections, the Board of Trustees shall draw lots to drop the membership of half of its members to allow the election of new members. The term for the newly elected members will continue for four years.

5. The Board of Trustees shall determine one month at least before the end of the mandate of half of its members, the date and the place of holding the elections of six new members to complete the formation of the Board.

6. The elections results shall be declared immediately upon the completion of the counting of votes and the candidates who received the greatest numbers of votes shall be considered winners.

7. In case two candidates or more have an equal number of votes, the winning member shall be the one who has the oldest membership in his/her affiliation to the Council; if they were the same in this issue, the winner is the eldest by age.

8. After the announcement of the elections results, the Board of Trustees shall meet under the presidency of its eldest member and shall choose from among its
members, for two years, a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer.

9. No member can be elected for the Board of Trustees for more than two consecutive periods.

Article 3
Organization of the election of the Board of Trustees

1. The election of the Board of Trustees shall be undertaken by the members of the General Assembly present in a legal General Assembly meeting or by electronic voting.

2. The Director General shall be in charge of announcing the Board of Trustees decision taken by virtue of Clause (5) of Article 2 above, and the beginning and end of the candidature duration to the membership of the Board of Trustees.

3. Candidature applications to the Board of Trustees shall be submitted to the Director General by different means including electronic mail.

4. The Director General shall be in charge of checking the candidature applications, their conformity with the Council regulations and their compliance with the required conditions. He/she shall declare a decision about the applications at least ten days before the election date. The decision declaration shall be posted on the Council’s website and communicated to all members through the internal communication channels.

5. The member whose application of candidature was rejected can object to the Board of Trustees on the decision during the period that extends until one week.
before the election date. The Board of Trustees has the right to take the final decision on accepting or refusing the candidature application. The decision shall be declared on the Council’s Website and communicated to all members through the internal communication channels at least one day before the election date.

**Article 4:**

**Vacant positions in the Board of Trustees**

The membership of every member in the Board of Trustees shall be cancelled immediately in case they lose any of the candidature conditions stipulated in clause (1) of article 2 of these bylaws, in which case the position shall be considered vacant.

If two or more positions of the Board of Trustees become vacant for any reason before the end of their mandate by at least more than six months, the election of their successors shall be held. Each of the newly elected members shall continue the duration of the mandate of the person they had replaced. This necessitates that every member shall declare the name of the member that they will be replacing.

In case of one or two or more vacancies, within the last six months of the Board of Trustees mandate, the election of their successor/s shall take place in the meeting of mid-term renewal, based on the above stipulated articles.

If half of the number of the Board of Trustees is vacant, it shall be considered dissolved and the General Assembly shall be invited to hold the elections of a new Board of Trustees within three months. In this case, the provisions of Clause (4) of Article 2 of these bylaws with respect to applying the rule of the mid-term

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أتخاذ القرار النهائي بشأن قبول أو رفض طلب الترشح، على أن يعلق قراره على الموقع الإلكتروني للمجلس قبل يوم واحد على الأقل من موعد الانتخاب وتعليمه على الأعضاء المتقدمين من خلال آليات التواصل الخاصة بالجمعية.

**المادة الرابعة**

**شغور مركز في مجلس الأمناء**

تتوقف حكماً وقراً عضوية كل عضو في مجلس الأمناء في حال فقد أحد شرتو الترشح إلى عضويته المنصوص عليها في الفقرة (1) من المادة الثانية من هذا النظام، ويعتبر مركزه شاغراً.

إذا شغور مركز أو أكثر في مجلس الأمناء لأي سبب كان قبل أكثر من ستة أشهر على الأقل من انتهاء مدة ولايتهم، يجري انتخاب خلف لهم. على أن يكمل كل من الأعضاء المنتخبين مدة ولاية من حل محلة، ما يقتضي إعلان كل مرشح اسم العضو الذي يترشح للحول مكانه.

أما في حال شغور مركز واحد، أو في حال شغور مركز أو أكثر ضمن مدة السنة الأخيرة من ولايتهم، يجري انتخاب خلف لهم في جلسة انتخاب التجددي النصفي ووفقاً لنفس الأساس المنصوص عليها أعلاه.

إذا شغور نصف عدد الأعضاء في مجلس الأمناء بحكم المنحل وتم دعوة الجمعية العمومية لإجراء انتخابات مجلس أمانة جديد خلال مدة ثلاثة أشهر، ويعتبر عادلاً تطبيقاً لاحكام الفقرة (4) من المادة الثانية من هذا النظام من أجل تطبيق فاقدة.
Article 5:

Holding the Meetings of the Board of Trustees

The Board of Trustees shall hold periodic and ordinary meetings when there is a need. Extraordinary meetings are held upon invitation by its Chairperson, or upon request of the third of its members to discuss and decide on matters stated in the invitation agenda.

It is also possible for the Chairperson of the Board of Trustees or third of its members to suggest from outside the agenda of a periodic normal or extraordinary meeting, voting on some resolutions by the means of electronic voting. In this case, decisions are taken by majority of members who participated in the voting process.

Article 6:

Quorum and Decisions of the Board of Trustees

1- The legal quorum of the Board of Trustees meeting shall be considered complete with the presence of more than half of its members.

2- The meeting shall be commenced with the reading of the minutes of the previous session and its ratification.

3- The Board of Trustees shall make its decisions upon the approval of the majority of its members who are gathered legally. In the event of a tie, the vote of the Chairperson shall be decisive.
Article 7
Powers

A- The Board of Trustees is responsible for:

1- Appointing and ending the services of the Director General, as well as evaluating his/her work periodically.

2- Adopting the programs, activities and plans that ensure the achievement of the Council objectives.

3- Discussing and approving all the reports and received topics including the annual report.

4- Setting an administrative and financial system for the Council.

5- Approving the financial report of the past accounting year as well as the budget for the following year.

6- Working on providing the funding resources needed to achieve the Council objectives and monitoring their spending.

7- Appointing the specialized committees and determining their tasks / functions.

8- Discussing and approving the reports that it receives.

9- Preparing and approving the
B – Responsibilities of the Board of Trustees Members:

1- Give due considerations in handling their duties as part of the overall Council responsibilities;

2- Carry on their work in good faith to achieve the best benefits for the association;

3- Abide by the Code of Ethics;

4- Participate actively in the specialized committees;

5- Do not use any of the information they access in the course of carrying on their duties and generally refrain from exploiting any opportunity to in this context to look for or bring a special benefit;

6- Take the initiative in pointing out any conflict of interest in carrying out their duties.

C- Chairperson of the Board of Trustees

He/she shall:

1- Chair the sessions of the Board of Trustees and General Assembly, and supervise the work of the committees.

2- Call the Board of Trustees and General Assembly to hold ordinary and extraordinary meetings based on these bylaws.

3- Represent the Council before all the official authorities and others and sign on all the official transactions; He/she has the right to delegate and
authorize whomever he/she chooses to replace him/her in such tasks/functions.

4- Follow up and supervise the implementation of the Board of Trustees recommendations and decisions.

5- Co-sign with the Treasurer on payment orders, opening bank accounts and credits, money withdrawal from the banks by signing cheques for this purpose, endorsing and depositing cheques in the Council account at the banks, and all that is related to the financial matters. He/she can authorize whoever is selected by the Board of Trustees with some or all of these powers.

6- Sign the contract with the Director General of the Council by virtue of the decision of the Board of Trustees.

D – Vice Chairperson

He/she shall replace the Chairperson, have his/her powers and shall chair the meetings in case of the absence of the Chairperson or the temporary inability to undertake his/her responsibilities.

In the case of the Chairperson’s death or his/her resignation, or if he/she is completely unable to undertake his/her duties for any reason, the Board of Trustees shall have the right to elect a new Chairperson from among its members to continue the mandate of the previous Chairperson. In case the Vice-Chairperson is elected, the post of the Vice-Chairperson shall be considered vacant and a successor shall be elected to continue the duration of the mandate.
E- Secretary
He/she shall:

1- Supervise writing the minutes of meetings of the General Assembly and Board of Trustees, ratify them, file them, and follow up the implementation of the decisions of these two bodies.

2- Acts on behalf of the Treasurer and assumes his/her powers in case of the inability of the latter to undertake his/her duties.

F- The Treasurer
He/she shall:

1- Monitor all the financial policies of the Council.

2- Oversee the quest to obtain continuous financing for the Council as well as using the funds in a well thought out way.

3- Co-Sign with the Chairperson on payment orders, opening bank accounts and credits, money withdrawal from the banks by signing cheques for this purpose, endorsing and depositing cheques in the Council account at the banks, and all that is related to the financial matters. He/she can authorize whoever is selected by the Board of Trustees with some or all of these powers on condition that this person is other than the person authorized by the Chairperson.

Article 8: General and Executive Management of the Council

Appointment, duties and responsibilities of the Director

<table>
<thead>
<tr>
<th>Arabic Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>وحفظها ومتتابعة تنفيذ قرارات هاتين الهيئةين.</td>
</tr>
<tr>
<td>2- يقوم مقيم أمين الصندوق ويولى صلاحياته</td>
</tr>
<tr>
<td>في حال تعذر قيام هذا الأخير بمهامه.</td>
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<tr>
<td>3- يشرف على جميع السياسات المالية</td>
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<td>للمجلس.</td>
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<tr>
<td>2- يشرف على السعي للحصول على تمويج</td>
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<tr>
<td>دائم للمجلس وعلى تشغيل الأموال بطريقة</td>
</tr>
<tr>
<td>مدروسة.</td>
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<tr>
<td>3- يوقع مع الرئيس على أوامر الصرف وفتح</td>
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<tr>
<td>الحسابات والاعتمادات المصرفية ، وسحب</td>
</tr>
<tr>
<td>الأموال من المصارف وتوقيع الشيك ود هذا</td>
</tr>
<tr>
<td>الغرض ، وتجبير وإدعا الشيك المصرفية</td>
</tr>
<tr>
<td>في حساب المجلس لدى المصارف ، وكل</td>
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<tr>
<td>ما له صلة بالأمور المالية . وله أن يفرض</td>
</tr>
<tr>
<td>من يختاره مجلس الأئمة ببعض أو كل</td>
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<tr>
<td>هذه الصلاحيات ، على أن يكون هذا</td>
</tr>
<tr>
<td>الشخص غير ذلك الذي فوضه الرئيس .</td>
</tr>
</tbody>
</table>

المادة الثامنة: إدارة المجلس العامة والتنفيذية

تعيين ومهام ومسؤوليات المدير العام

يولى المدير العام إدارة المجلس العامة ويتم تعيينه |
مديراً عاماً بقرار من مجلس الأئمة لمدة أربع سنوات |
(4) قابلة للتجديد مرة واحدة.
General

The Director General holds the responsibility of the general management of the Council and is appointed by the decision of the Board of Trustees for a period of four (4) years renewable once.

The Director General shall have the following powers and responsibilities:

1- Proposing plans and strategies and supervising the programming of the Council objectives and its functional activities: technical, operational, administrative, and technological in addition to the human resources policies.

2- Preparing and proposing the financial and administrative systems to the Board of Trustees for discussion and ratification.

3- Making all the administrative and financial decisions necessary for the implementation of the plans, strategies, and programs.

4- Ensuring proper implementation of the policies and procedures adopted by the Council.

5- Supervising the yearly periodical performance appraisals for the Council employees.

6- Preparing a yearly report at the beginning of each year on the Council activities and statement of accounts for the previous year, the budget and the work plan for the following year; submitting the reports to the Board of Trustees for discussion and approval.

تحدد صلاحيات ومسؤوليات المدير العام وفقًا للذين:

1- اقتراح الخطط والاستراتيجيات والإشراف على برامج أهداف المجمع ومجموع انشطاته الفنية والتشغيلية والإدارية والمعلوماتية بالإضافة إلى سياسات الموارد البشرية.

2- اعداد واقتراح مشروع نظام المالي والاداري وعرضهما على مجلس الأعضاء لمناقشتهما واقرارهما.

3- اتخاذ جميع القرارات الإدارية والمالية اللازمة لوضع الخطة والاستراتيجيات والبرامج موطن التنفيذ.

4- التحقق من صحة تطبيق سياسات إجراءات العمل المعتمدة في المجلس.

5- الاتصال على عمليات التقييم الدوري السنوي للعاملين والمستخدمين.

6- تقديم تقرير سنوي في بداية كل عام عن نشاطات المجلس خلال العام المنصرم ومشروع قطاع الحساب ومشروع موازنة البرنامج عمل العام المقترح ورفعها إلى مجلس الأعضاء لمناقشتها وإقرارها.

7- الإعلان عن قرار مجلس الأعضاء بدعوة الهيئة العامة إلى انتخاب أعضاء في مجلس الأمناء واستلام طلبات الترشح والترحيب.
7- Announcing the decision of the Board of Trustees to invite the General Assembly to elect the members of the Board of Trustees, receiving the candidature requests, verifying them, and deciding on them, by virtue of article (3) above of these bylaws.

8- Appointing and ending the services of the workers and employees of the Secretariat.

9- Appointing the committees that help him/her in executing his/her duties.

Article 9

Formation of the General Assembly

The General Assembly shall be formed of all the members whose memberships have been approved to the General Assembly.

Article 10

Holding of the General Assembly Meeting

The General Assembly shall hold its periodic meetings every two years. It shall meet in an exceptional way by invitation of the Chairperson by virtue of the decision of the Board of Trustees or upon the request of third the members of the General Assembly, on condition that the request specifies the underlying reasons and the subjects to be discussed.

Two consecutive dates shall be assigned for the General Assembly meetings whether electoral, periodic or exceptional. The quorum for these meetings is met when the absolute majority of the members enrolled in the association are attending. If the quorum is not attained in the first scheduled session, the General Assembly legally convenes for its second session with whoever attends.
For the purpose of voting in the General Assembly meetings, including the Board of Trustees’ elections, email is considered to be an acceptable voting means.

**Article 11**

**Powers of the General Assembly**

1. Electing the Board of Trustees by secret vote.
2. Reviewing the reports submitted by the Board of Trustees; discussing and ratifying the accomplished works and the projects to be executed.
3. Discussing the Council’s budget and the financial accounts for the past two years.
4. Submitting proposals and recommendations to the Board of Trustees.
5. Amending the Council bylaws by virtue of what is stipulated in Article (18) of these bylaws.

**Article 12**

**Selecting Committees and their Powers**

The Board of Trustees shall decide on the formation of the committees and the appointment of its members from among the members of the General Assembly based on the Director General’s recommendations.

Each committee, within its area of expertise, shall prepare studies on the projects it submits or receives and shall work on executing them after they are approved by the Board of Trustees.

Each committee shall have a Chairperson and a rapporteur elected by the committee from among its members.

<table>
<thead>
<tr>
<th>المادتان الثانية عشرة</th>
<th>اختبار اللجان وصلاحياتها</th>
</tr>
</thead>
<tbody>
<tr>
<td>يتم إنشاء اللجان وتعيين أعضائها من بين أعضاء الهيئة العامة بقرار من مجلس الأمناء وبناءً على توصيات المدير العام.</td>
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<tr>
<td>تتولى كل لجنة ضمن اختصاصها إعداد دراسة المشاريع التي تقدمها أو تحال إليها، وتعمل على تنفيذها بعد أقرارها مجلس الأمناء.</td>
<td></td>
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<tr>
<td>يكون لكل لجنة رئيس ومقرر تنتخبهما اللجنة من بين أعضائها.</td>
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</tbody>
</table>

عضوية اللجان مفتوحة لجميع الأعضاء ويمكن للعضو الالتماس إلى أكثر من لجنة ولكن تعين

**Article 11**

**Powers of the General Assembly**

1. انتخاب أعضاء مجلس الأمناء بالاقتراع السري.
2. الإبلاغ على التقارير المقدمة من مجلس الأمناء ومناقشة الأعمال المنجزة والمشاريع المعدة للتنفيذ واقرارها.
3. مناقشة موازنة المجلس وقطع الحساب للستين المنصوصين.
4. تقديم الاقتراحات والتوصيات لمجلس الأمناء.
5. تعديل نظام المجلس وفقًا لما هو منصوص عليه من المادة الثامنة عشرة (18) من هذا النظام.

المادة الحادية عشرة | صلاحيات الهيئة العامة
---------------------|------------------
- انتخاب أعضاء مجلس الأمناء بالاقتراع السري.
- الإبلاغ على التقارير المقدمة من مجلس الأمناء ومناقشة الأعمال المنجزة والمشاريع المعدة للتنفيذ واقرارها.
- مناقشة موازنة المجلس وقطع الحساب للستين المنصوصين.
- تقديم الاقتراحات والتوصيات لمجلس الأمناء.
- تعديل نظام المجلس وفقًا لما هو منصوص عليه من المادة الثامنة عشرة (18) من هذا النظام.
open to all the members and members shall have the right to be affiliated to more than one committee; Committee members can be appointed from outside the members of the General Assembly.

Article 13

Council Finances

1- The Council shall be financed from the membership fees, the donations and grants that are consistent with the Council objectives and independence.

2- The Council shall have one yearly budget.

3- The financial year shall start on the first of January of every year and shall end by the 31st of December of the same year.

4- The Board of Trustees shall discuss and approve the yearly budget and the accounts of the previous year proposed by the Director General; it shall present them to the General Assembly in its first meeting for discussion and ratification.

5- The Board of Trustees may introduce some amendments to the budget during its implementation and before its submission to the General Assembly for discussion and approval.

6- Council funds shall be deposited by the decision of the Board of Trustees under the name of the “Arab Council for the Social Sciences” in one or more banks that are accepted by the Lebanese government.

- تعداد أعضاء من خارج أعضاء الهيئة العامة.

المادة الثالثة عشرة

مالية المجلس

1- تتكون مالية المجلس من اشتراكات الأعضاء والترعات والهبات التي لا تتنافى مع أهداف واستقلالية المجلس.

2- تكون للمجلس موزونة سنوية واحدة.

3- تبدأ السنة المالية في أول كانون الثاني / يناير من كل عام وتقتنى في 31 كانون الأول / ديسمبر من السنة نفسها.

4- يناقش مجلس الأُمْناء ويقر الموزونة السنوية للسنة المُقبلة وقطع حساب السنة السابقة المقترين من قبل المدير العام ، وعرضهما على الهيئة العامة في أول اجتماع لها لمناقشةهما وإقرارهما.

5- يمكن لمجلس الأُمْناء أن يدخل تعديلات على الموزونة أثناء تنفيذها وقبل عرضها على الهيئة العامة لمناقشةها وإقرارها.

6- تودع أموال المجلس بقرار من مجلس الأُمْناء في مصرف أو أكثر من المصارف المُقيدة من الحكومة اللبنانية باسم "المجلس العربي للعلوم الاجتماعية".
7- It is not possible to withdraw any amount from these funds except by a cheque or by a transfer that bears the signatures of the Chairperson of the Board of Trustees and the Treasurer or the signatures of the two persons authorized by them to sign on their behalf whether by virtue of a declaration at the bank directly or a power of attorney deposited at the Public Notary.

8- The Director General shall accept the contributions and all the cash payments that come to the Council against a receipt signed and sealed by the Council seal or through a bank notification of the receipt of a transfer to a bank account set for the Council and assigned by the general management.

Article 14:

Code of Conduct and Ethics

- All the Council members shall abide by the code of conduct and the ethics of the Council and shall abstain from any act that may hurt their positions in the Council or the Council itself.

- All the Council members and its employees shall be committed by the ethics of the Council that govern scientific establishments.

For this reason, those above-mentioned shall be forbidden from using the works of the others without referring to them, shall not falsify the results of research, shall respect the codes of the rights of intellectual property in the scientific research, and shall not infringe on academic freedom.

The members of the Board of Trustees shall abstain from undertaking or participating in taking decisions that create conflict of...
interests; they are forbidden from using or profiting from the Council funds for their personal research.

All members of the Council are prohibited from practicing any form of sexual harassment or any type of discrimination subject to penalties referred to in article 15 below.

**Article 15**

**Penalties**

Any Council employee or worker has the right to submit a complaint to the Board of Trustees about the violations against him/her by the members of the Council or those who are in charge of it.

If any of the members committed what may cause a moral or material damage to the Council or went beyond his/her powers or neglected his/her duties, he/she shall be referred by a decision of the Board of Trustees to a disciplinary Board formed by this latter to look into the accusation, to consider the penalty and to prepare a recommendation to the Board of Trustees for a decision. The decision on the penalty requires the approval of the third of the members of the Board of Trustees.

**Article 16**

**The Resignation of the Members**

Any member may resign from the General Assembly or from the Board of Trustees or from the committees by virtue of a resignation letter addressed to the Board of Trustees or to the authority who appointed him/her and who has the right to accept or refuse the resignation within a duration of fifteen days, otherwise silence shall be considered as acceptance. The member

- **المادة الخامسة عشرة**

  يحق لكل مستخدم أو عامل في المجلس أن يقدم شكاوى إلى مجلس الأعضاء بخصوص التلاعبات الحالية بحقه من قبل أعضاء المجلس أو القيمين عليه.

- **المادة السادسة عشرة**

  يمكن لأي عضو أن يتقاعد من الهيئة العامة أو من مجلس الأعضاء أو من اللجان وذلك بموجب كتاب استقالة يوجه إلى مجلس الأعضاء أو إلى الهيئة التي تابعه، التي يمكنها قبوله أو رفضه خلال مدة خمسة عشر يوماً ولا يعتبر سقوطه بمثابة القبول حكماً، ولا يفقد العضو المستقيل عضويته في الهيئة العامة إلا إذا أدى
who resigned from a committee shall not lose his/her membership in the General Assembly unless he/she expresses this wish in the resignation letter.

Article 17
Conflict of interest

It is expected that all managers, members and employees of the Council shall adhere to the highest ethical standards in all the matters related to the Council. The policies of this Council shall be considered complementary and shall not replace the laws that regulate the functioning of the interests and ensure that there is no conflict of these interests in not-for-profit associations and charity organizations.

None of the employees or the managers or the members shall use any confidential or special information related to the Council for any financial or personal objectives, profiting from his/her position in the Council, regardless whether this information is classified confidential or not. This special information of the Council can be, for example without limitation, software programs, databases, employee files, data on research projects and development, strategic plans, technical information, Council or any Council stakeholder correspondence, financial information, accounting and legal counsel advice. This information may be used by the officials only while performing their duties at the Council.

Article 18
Amendment of the Bylaws
The General Assembly may amend and modify these bylaws by the majority of the two-thirds (2/3) of its members, based on a proposal by the Board of Trustees or a proposal by a third of the General Assembly.

Article 19

Miscellaneous

Financial Year

The financial year of the Council shall start on the first of January and shall end on the thirty first of December of each year.

The books and records that should be kept:

The Council shall keep at its Head Office:

1- Minutes of meetings of the General Assembly and Board of Trustees, and the committees and their decisions.

2- Registers and complete statements of accounts.

3- Names and addresses of the members of the General Assembly and Board of Trustees

4- Archives of all the decisions and sent and received correspondence.

The Auditor

The accounts of the Council are audited on a yearly basis by an auditing firm that writes an annual report to be presented to the members of the Board of Trustees for approval. It can also be presented to the donors and any other third person whose request has been approved by the Board of Trustees.
The Board of Trustees shall have the right to decide on publishing its balance sheet and the annual report or their summaries on the Council website.

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أعضاء مجلس الأمناء

[Signatures]