Bylaws of Animals Lebanon

Article 1: General Assembly:
The general assembly shall consist of all members who are affiliated to the organization.

Article 2: Meetings of General Assembly:
The general assembly shall convene every year, at the venue and date and according to the agenda determined by the President of the Board in the invitation sent to the members two weeks in advance. The President may also call the assembly for an extraordinary session when requested by the Board. Such sessions may as well be called by ten percent of the general assembly members. The invitation shall determine the venue and the date of session and sent to the members two weeks in advance. The invitation shall also determine the agenda of this session which includes, in addition to the items listed by the President of the Board, such matters raised for discussion by the majority of the Board or by ten percent of the assembly members who have called for the meeting.

In cases where the assembly is invited to elect the Board according to article five below, the delay for the invitation shall be one month.

Article 3: Powers of the General Assembly:
The general assembly’s powers include:
- To elect the Board by secret ballot.
- To listen to the reports submitted by the Administrative Panel, discuss completed affairs and underway projects and give its
opinion in their respect.
- To provide the Board with suggestions and recommendations.
- To discuss the organization’s balance sheet and endorse the financial statements of the previous year.
- To amend the organization’s bylaws in accordance with the rules set up in Article 15 below.
- To amend the organization’s articles of association in accordance with the rules set up in Article 14 of the articles of association.

Article 4: Board:
The Board shall consist between three and seven members elected by the general assembly by secret ballot. Quorum is mandatory in the electoral session, requiring the presence of more than half the members of the organization’s general assembly who have settled their annual subscription fees at least 40 days prior to the election date.

Article 5: Elections of Board:
- The term of office of Board members is two years. In order to ensure continuity in the work of the Board and immediately after the election of the first Board, half of the Board members (rounded to the higher whole number) shall be appointed by lot and their term of office will be exceptionally reduced to one instead of two years.
- In the future elections, the Assembly will elect a number of Members equivalent to the number of members whose term has expired. In case the number of board members was amended, the Assembly will elect a number of Members equivalent to the number of vacant positions.
- The Board shall determine and announce the

阿拉伯文翻译如下：

حوارات لبنان – النظام الداخلي

- مناقشة الأعمال المنجزة والمشاريع المعدة للتنفيذ وإبداء الرأي بشأنها.
- تقديم الاقتراحات والتوصيات للهيئة الإدارية.
- مناقشة موازنة الجمعية وإقرار الحساب القطعي للسنة المنصرمة.
- تعديل نظام الجمعية وفقاً للأصول المنصوص عليها في المادة 15 من هذا النظام.
- تعديل قانون الجمعية الأساسي وفقاً للأصول المنصوص عليها في المادة 14 من القانون الأساسي.

المادة الرابعة: الهيئة الإدارية:
تتألف الهيئة الإدارية من ثلاثة إلى سبعة أعضاء تنتخبهم الهيئة العامة بالاقتراع السري، ويشرط للاكتمال نصاب جلسة انتخاب الهيئة الإدارية حضور أكثر من نصف أعضاء الهيئة العامة للجمعية الذين سدوا اشتراتهم السنوية قبل أربعين يوماً من الموعد المحدد للانتخاب.

المادة الخامسة: انتخابات الهيئة الإدارية:
- مدة ولاية أعضاء الهيئة الإدارية سنتان.
- ضماناً لتأمين استمرارية العمل داخل الهيئة الإدارية، وفور انتهاء أول عملية انتخاب في ظل هذا النظام، تجري القرعة لاختيار نصف الأعضاء منهما (على أن يحسب النصف بعد تدوران الرقم إلى الأعلى) تكون ولايتهم استثنائية لمدة سنة بدلاً من سنتين.
- وفي الدورات الانتخابية اللاحقة، يتم انتخاب عدد من الأعضاء موزع لعدد الأعضاء الذين انتهت ولايتهم. إذا تم في أي وقت تعديل عدد أعضاء الهيئة الإدارية، يتم انتخاب عدد موزع لعدد
date of the next election at least one month before the end of its mandate.
- The election results shall be announced as soon as the vote count is completed, where the winning candidate is the one who obtains the higher number of votes.
- If two or more candidates obtain the same number of votes, the candidate with the older affiliation wins, and if equality persists, then the election will be limited to these two candidates and the winning candidate is the one who obtains the higher number of votes.
- The elected Board shall receive its assigned tasks on the last day of mandate of the exiting Body.

**Article 6: List of voters:**
The Board shall publish in the organization’s headquarters, at least one month prior to the election date, a preliminary list with the voters’ names, and shall accept any objections thereto up to one week before the Election Day, on which date the list becomes final. The Body must resolve any objections advanced thereto within two days after they are received, otherwise the objection shall be considered implicitly refused.

**Article 7: List of candidates:**
The application for candidacy shall be presented to the Board, which is to examine the candidate’s fulfillment of the requirements, publish the names of accepted candidates in the organization’s headquarters at least one month prior to the election date, and accept any objections to the list up to one week before the Election Day. The Body must resolve any objections advanced thereto within two days after they are received, otherwise the objection
shall be considered implicitly refused and the candidature list becomes final.

**Article 8: Vacancies in Board:**
If two or more positions are vacant in the Board with more than six months left in their mandate, then successors are elected. If more than half of the seats are vacant, then the Board is considered dissolved ipso facto, and the general assembly must be called to elect a new Body within a period of one month.

**Article 9: Meetings of Board:**
The Board shall convene in regular sessions, at least once every six months, upon the invitation of the President. These sessions may be held in the organization’s headquarters or any other location determined in the invitation.

The Board may also be called for exceptional sessions by the President or any two Body members for the discussion of a specific agenda.

**Article 10: Quorum and Majority:**
- Quorum is present in the sessions of the Board when more than half of the members are attending.
- The session is convened after reciting the invitation for endorsement.
- Decisions of the Board are issued upon the approval of the majority of the attending members. In the event of equal votes, then the President’s vote decides.
- Minutes of the sessions shall be provided in writing and kept in a special record dedicated for this purpose.

**Article 11: Powers of the Board:**
The Board shall have the following powers:

1- Accept or reject nominations for membership.
2- Accept or reject nominations to the elections of the Board.
3- Exempt members from payment of the annual subscription fee.
4- Prepare and refer to the General Assembly drafts of amending the articles of association and bylaws.
5- Prepare and refer to the General Assembly annual or long term plans in accordance with the goals set up by the organization in the articles of association.
6- Establish committees and determine their tasks and decide dissolution upon end of the tasks.
7- Refer to the General Assembly the draft of amending the annual subscription fee.
8- Appoint an auditor to review yearly accounts of the organization.
9- Ratify and refer to the General Assembly the draft budget and annual accounts.
10- Accept financial assistance (donations, grants, wills, governmental aid, etc...)
11- Declare the projects, activities and publications of the organization.
12- Accept or amend the logo of the organization.
13- Any matter entrusted to the Board by virtue of the Bylaws or Articles of Association and any activity or necessary function required for the good management of the organization.

The Board may delegate one or more powers to the President or committees.

**Article 12: Powers of members of Board:**

a- President:
1- رئیس الهيئة الإدارية.

يتولى رئيس الهيئة الإدارية المهام الآتیة:
1- يتولى رئاسة الجمعية هيئةً.
2- يرأس جلسات الهيئة العامة والإدارية ويشرف على أعمال اللجان.
3- يحقق دعوة الهيئة الإدارية والعامة لجلسات استثنائية.
4- يوقع جميع المخابرات والحوارات المالية بالاتحاد مع أمين الصندوق.
5- يفتح الحسابات المصرفيّة ويحركها ويسحب الأموال من فردًا حتى عشرة ملايين ليرة ليبانية.
6- يكون له حق التعقد والصرف على أن لا يتجاوز قيمتها عشرة ملايين ليرة ليبانية. فإذا تجاوزت قيمة العقود هذا الحد، جاز له ذلك على أن يتم بالاتحاد مع أمين الصندوق.
7- يمثل الجمعية ويتخذ قرارات الهيئة الإدارية ويسير الأعمال العادية.
8- يعين الموظفين ويصرفهم.

ب- نائب الرئيس:

يقوم بالمهام المناطة بالرئيس في حال غيابه.

ج- أمين السر:

يتولى أمین السر المهام الآتیة:
1- إعداد محاضر جمیعات الهيئة العامة والإدارية والتوقيع عليها ومسك السجلات العادية لها.
2- يتلقى المخابرات الورادية ويعبرها على الرئاسة ثم ينقل ووضع الجواب وإرساله.
3- يوجه الدعوات ويبلغ مقررات الجمعية إلى أصحاب العلاقة.
4- يقوم مقام أمین الصندوق في حال غیابه.

د- أمین الصندوق:

يتولی أمین الصندوق المهام الآتیة:
incoming funds in the bank account of the organization.

2- Drafts the budget of upcoming year and balance sheets of the previous year and present them to the Board.

3- Supervises the financial situation of the organization.

4- Is responsible for all the organization's possessions.

5- Signs in joint with the President whenever stipulated in the bylaws.

Article 13: Committees:

1- The Board shall constitute the committees and determine their functions, competences, and bylaws.

2- Subject to its competence, each committee shall conduct a study of the projects it is proposing or which have been referred to it, and shall work on executing them after their endorsement by the Board.

3- Committee membership shall be open to all members and non-members, and each member may be affiliated to more than one committee.

Article 14: Annual subscription fee:

The Board shall determine the annual subscription fee which is to be settled by all members during the first half of every calendar year.

Article 15: Amendment of bylaws:

The general assembly may, by the majority of two thirds of its members, amend the present bylaws based on the proposal of the Board or at least twenty percent of the general assembly members.