

AWADA TRANSLATION CENTRE
Youssef AWADA
SWORN TRANSLATOR
Moucharrafiéh - Fawaz Bldg.
BEIRUT - LEBANON
Tel. : 01-275941 / 01-554116
PO box : 25/292

Ministry of Justice No.347/2011
Central Association of Sworn Translators
No.27

NATIONAL ASSOCIATION FOR POPULAR ACTION

PRINCIPLE LAW

Article 1: Name of the Association: **National Association for Popular Action "AMEL"**.

Article 2: Headquarters of the Association: BEIRUT. The Association has the right to open branches over all the Lebanese territories.

Article 3 : Association Objectives :

- A. Fighting all kinds of diseases in clinical and preventive methods, working on circulating health knowledge and fulfilling public interest projects.
- B. Providing job opportunities for citizens, especially to women and handicapped people through public interest services.
- C. Child and Mother care.
- D. Setting up literacy seminars, fighting ignorance, poverty and all kinds of deprivation and contributing to solve the citizens' social problems.
- E. Offering financial and moral assistance, food, clothes and other important aids to the displaced people and
- F. Setting up projects to develop the national Lebanese heritage.
- G. Cooperating with all the public and private institutions to coordinate and realize the activities proposed by these institutions in the developmental, social and medical services fields.
- H. Working on respecting general freedoms, defending the liberty of man and his essential rights and working on consolidating these rights.

Article 4: The internal statute of the Association emerges from the spirit of the principal law.

Translation identical to the Arabic text enclosed.

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BEIRUT,
On October 04, 2011
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| | |
|--------------------------|-----------|
| - Doctor Kamel MOHANNA | Signature |
| - Mr. Mahmoud SOUEID | Signature |
| - Mr. Yasser NEHME | Signature |
| - Dr. Fouad FARHAT | Signature |
| - Mr. George NASSIF | Signature |
| - Mr. Tarek MITRI | Signature |
| - Dr. Abbas MAKKI | Signature |
| - Dr. Ziad NAJA | Signature |
| - Dr. Alawieh FARHAT | Signature |
| - Mrs. Angelina EL BASHA | Signature |
| - Dr. Bahij ARBID | Signature |
| - Dr. Mazen TAHA | Signature |

For a certified true copy,
Mounir TARABAY
Seal, stamps and signature.

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مركز عون للترجمة
Youssef AWADA Sworn translator
Mcharrafieh - Fawaz Bldg - FAWAZ Building
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INTERNAL STATUTE

Chapter One

Membership:

Article (5): The Association consists of:

- A- Honorary Members
- B- Assistant Members
- C- Working Members
- D- Administrative Members

Article (6): A- Honorary Members

The honorary member is any person offering honorable services to the association. The administrative committee grants this member the honorary membership by a three-quarter majority of its members.

Article (7): The honorary membership does not engage its holder of any obligations and he/she does not have the same rights stipulated in the internal statute as for the other members.

Article (8): Assistant Members

The assistant member is every person whose name is mentioned on the foundation list and any person who offers periodical aids and donations either material or in kind services.

Article (9): The assistance membership does not bind its holder to any obligations and he/she does not have the same rights stipulated in the internal statute as for the working or administrative members unless he/she affiliates to the association as an employee.

Article (10): Working Members

The working member is any person who submitted an affiliation application to the association providing that he/she enjoys the following requirements:

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- a) Shall be 18 years old.
- b) Shall declare commitment to the objectives of the association and be available for the implementation of decisions taken by the committee of the association.
- c) Shall pay an annual subscription of a minimum of twenty-five Lebanese Pounds.
- d) The application must be accepted by the majority of the entire executive committee of the association.

Article (11): The working member shall demonstrate regular attendance at the general assembly meetings, pay the annual subscription in the periods set by the administrative committee and work on achieving the objectives of the association by all the means he /she possesses. Besides, the working member has the right to participate in the association's responsibilities and supervise the execution of such responsibilities pursuant to its regulations.

Article (12): The entire working members constitute the general assembly: The General Assembly meets regularly during the month of October of each year and it meets based on the call of the third of its members. The general assembly is submitted to the provisions stipulated in the public law of associations concerning the general committees and it is also submitted to the provisions stipulated in this statute.

Article (13): D) Administrative Members:

An administrative committee of twelve members elected by the working members for two years is responsible for running the affairs of the association and supervising its activities

Article (14): The administrative member should be a working member in the association and shall be elected to the membership of the administrative committee by the general assembly.

Chapter Two
Committees

Article (15): The Association consists of the following committees:

- 1- General Assembly
- 2- Administrative Committee
- 3- Executive Bureau
- 4- Subordinate Committees

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Article (16): General assembly (powers and meetings)

- 1- The general assembly consists of all the working members.
- 2- The general assembly is the supreme authority and it possesses all the powers.
- 3- It supervises the association and monitors the other committees and bodies.
- 4- It has exclusively the right of amending the principle law and the internal statute.
- 5- It discusses and determines the annual work schedule and the financial statement.
- 6- It elects the administrative committee.
- 7- It holds regular meetings once each year in the second half of October to listen to the administrative activities report and the financial statement.
- 8- It elects the members of the administrative committee at the end of the term of the previous committee.
- 9- The meetings of the general assembly are chaired by the head of the association or who acts on his behalf pursuant to this statute.
- 10- The general assembly holds an exceptional meeting according to the call of the administrative committee or according to a request submitted by the administrative committee and signed by the third of the members. The invitation is delivered during 10 days from the date of the invitation or the request application.
- 11- The general assembly meeting is said to be legal if half of the members show attendance and if the quorum is not present in the first meeting it will be postponed for a week and it is said to be legal in the presence of the attendees.

Article 17: The Administrative Committee (election, powers and meetings)

1. The Administrative committee consists of 12 members and the association executive bureau.
2. The administrative committee is elected by the working members of the general assembly
3. The mandate of the administrative committee is 5 years starting from the beginning of October and ending in September
4. In the assigned day of election voting starts at 2 o'clock and ends at 4 o'clock and the ballots directly starts and then the results are announced.
5. Candidates can request a written application from the secretariat.
6. Elections are supervised by a bureau composed of the president, his vice president and two members of the association who are non candidates and chosen by the administrative committee; these two members shall draft a minute of the elections.

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مرکز جوسو اعدا
Youssef AWADA-Sworn translator
Moucharrafieh Crossroads - FAWAZ Building
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7. The candidate who obtains the highest number of votes is considered the winner and in case of parity the elections will be repeated after one week. Upon repetition the winner is chosen by drawing of lots.
8. Upon the announcement of the election results the elected members will meet in the presence of the previous president and secretary in order to distribute the posts by secret voting.
9. In case of post vacancy in the membership of the administrative committee the candidate who obtains the highest number of votes after the elected candidate will fill the post immediately.
10. Every voting paper holding more names than the required is cancelled.
11. The administrative committee supervises all the association activities and works on realizing its objectives pursuant to the principle law.
12. The administrative committee agrees on the budget of the association activity and collects the amounts pertaining to it.
13. The administrative committee registers the application of affiliation, retirement and dismissal.
14. It appoints the members in the association committees.
15. It executes the resolutions of the general assembly and it is deemed responsible before the general assembly about its activities and their execution.
16. The resolutions of the administrative committee are irrevocable and they cannot be rejected unless with the decision of the general assembly and by the majority of the third of the attendees in a legal session.
17. The administrative committee shall meet minimum one time per month and upon the call of the president.
18. The legal quorum will be present in the administrative committee sessions in the presence of the majority of members.
19. The member of the administrative committee shall show attendance at the meetings and he/she does not have the right to be absent; and he/she is considered retired if he/she was absent for three consecutive absences without justified excuse.
20. The resolutions of the administrative committee will be adopted by the majority and in case of votes parity, the president has the right to decide.
21. The president will chair the sessions in case the vice president was absent and in case the absence of the president the most aged member will take over.

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Article (18): The administrative committee will be elected during the first session among their members:

- 1) President,
- 2) Vice president,
- 3) Secretary,
- 4) Secretary in charge of Health Affairs
- 5) Secretary in charge of Social Affairs
- 6) Secretary in charge of Educational Affairs
- 7) Responsible of Public Relations,
- 8) Secretary in charge of Mother and Child Affairs
- 9) Secretary in charge of Cultural Affairs and Studies
- 10) Secretary in charge of Financial Affairs
- 11) The rest two members will be Counselors

- Powers and Obligations of the President:

- 1) The president of the administrative committee is the president of the general assembly and the president of the general assembly and the first official responsible before the members and he/she is absolutely the president of every official meeting.
- 2) He/ She signs in the name of the association all the invitation, resolutions, external letters, statements and legal activities.
- 3) He/ She supervises the activity of the administrative committee and the other committees and the execution of the resolutions.
- 4) It is not permissible to settle any amount from the budget of the association unless pursuant to a decision from the administrative committee, and the president has the right to settle an amount of one thousand Lebanese pounds only providing that the administrative committee will approve this action in the next meeting.
- 5) The President manages the annual work schedule with the secretary and with the cashier the financial statement.
- 6) The vice president will perform all the activities of the president in case of his/her absence or by his/her delegation; and he/she has all the powers of the president.

2- Powers and Obligations of the Secretary

- 1) He/she sends invitations to the meetings of the general assembly and the administrative committee and signs them with the president.

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- 2) He/she drafts the minutes of the meetings of the general assembly and the administrative committee.
- 3) He/she registers the incomes and outcomes and preserves the records and the documents of the association.

3- Powers and Obligations of the Secretary of the Financial Affairs

- 1) He/she earns and pays the funds of participations and payments pursuant to receipts and invoices.
- 2) He/she manages the finance of the association and studies the future plans.
- 3) He/she asks about the registers and financial documents and prepares with the president the annual financial report.
- 4) The secretary has the right to preserve on his/her responsibility an amount of one thousand Lebanese pounds.

4- Powers of the Secretary of Social Affairs:

He/she supervise all the activities of the association in the social domain.

5- Powers and Obligations of the Secretary of the Health Affairs:

- A- Supervising the activities of the health committee
- B- Working on realizing the objectives of the association in this domain.
- C- Suggesting members for the health committee and supervising its activities.

6- Powers of the Secretary in charge of Mother and Child Affairs:

- A- Administering the activities pertaining to the role of Mother and Child care.
- B- Working on realizing the objectives of the association in this domain.

7-Powers of the Secretary in charge of the Educational Affairs:

- A- Supervising the educational activities.
- B- Working on realizing the objectives of the association in this domain.

8-Powers and Obligations of the Responsible of the Public Relations:

- A- Administering and organizing the headquarters of the association.
- B- Establishing relations with associations and institutions that have similar objectives to those of the association inside the territories and abroad.
- C- Organizing parties and meetings that achieve material and moral profits to the association.

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D- Taking the responsibility of informing about the activities and achievements of the association.

9-Power and Obligations of the Secretary in charge of Cultural Affairs and Studies:

- A- Supervising the activities of the association in the domain of culture and studies.
- B- Working on realizing the objectives of the association.
- C- Preparing all the studies pertaining to the activities of the association and cooperating with the secretary in preparing the annual reports of the association's activities and achievements.

Article (19):

- A- Executive Bureau (Powers, Composition and Meetings)
 - 1) The executive bureau is appointed by the administrative committee and it can include members of the administrative committee itself.
 - 2) The executive bureau includes the officers in charge of the departments of the association and headed by the president of the association.
 - 3) The tasks and powers of the executive bureau is determined as follows:
 - Setting up work plans in the light of the instructions of the general assembly and submitting them to the administrative committee for ratification and execution.
 - Setting the annual estimative budget that complies with the work plans and submitting them to the administrative committee for ratification. Any breach in this budget shall be approved by the administrative committee.
 - Daily and field supervision at the level of all the centers and national and mass activities.
 - Coordinating work among all departments.
 - Monitoring and verifying the execution of the work plans and the programs.
 - It raises its propositions and recommendations through the president of the association to the administrative committee for approval.
 - It meets periodically minimum one time every two weeks in a regular or exceptional way in accordance with the invitation of the president.
 - It takes its decision by the ordinary majority (half + one) and upon parity of votes the vote of the president dominates.

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B- Subordinate Committees

The administrative committee establishes subordinate committees to help it in its activities and sets a private system to work pursuant to it. These subordinate committees are responsible before the executive bureau and they have the right to employ experts from outside the association to execute its activities. These members shall get the approval of the administrative committee before working in the general assembly.

Chapter Four

Article (20): Finance of the Association

- 1) Internal and external aids and donations.
- 2) Fees of affiliation and subscription
- 3) The financial year starts in the first of October and ends in the last of September.
- 4) The funds of the association shall not be calculated or spent unless pursuant to the resolutions of the administrative committee and to this statute.
- 5) The revenues of the plans realized by the association.

Chapter Five

Article (21): Miscellaneous Provisions

- 1) It is not permissible to amend the internal statute without the approval of the members of the general assembly in a legal session.
- 2) The association can be dissolved unless by attaining the approval of a three-quarter majority of the general assembly in a legal session.
- 3) In case the association was dissolved all the funds and properties will go to an establishment that has similar objectives of the dissolved one.

Chapter Six

Article (22): Transitional Provisions:

The establishing members perform the duties of the administrative committee until the election of an administrative committee for the association

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