



The Orthodox Educational Society
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The Core By-laws

(Members Only)

The Core By-laws

Chapter One

The Name of the Society, Location and Goals

Article One

On 16/6/1957, the signatories on these core By-laws and those who belong to them founded in Amman, the Capital Governorate a society called the Orthodox Educational Society (OES), with Amman as the center of its operations. It was stipulated that other branches for the OES may be opened in Hashemite Kingdom of Jordan.

Article Two

The OES Goals:

- (a) Establishing, building and administering a school or schools, college or colleges for higher education, including a college education that is in line with the prevailing rules, regulations and the curriculum in the Kingdom.
- (b) Helping the needy students to pursue their education in various fields.
- (c) Establishing, building and administering charity organizations.
- (d) Helping the poor and needy.
- (e) Assisting in spreading social awareness and sticking to virtue and acceptable behavioral standards.

Chapter Two

The OES Membership

Article Four

Names, ages and signatures of founding members

Article Five

Membership Requirements:

- (a) Any citizen (male or female) who completed 18 years of age is eligible to join the OES as a supporting member until he or she reaches 21 years old. Then he or she may be granted the full and active OES membership, subject to the approval of OES Board, and meeting the following requirements:
 - 1. Has all his civil rights
 - 2. Has a good conduct record
 - 3. Secures the nomination of two OES active members
 - 4. Recognizes and accepts in writing the OES core by-laws.

- (b) Application forms prepared by the OES Board for joining the OES membership have to be completed. The OES Board has the right to accept or reject the application without providing any justifications.
- (c) There are two categories of OES membership:
 - 1. Active member: The OES Board grants the active memberships to members who prove to have the potential to actively serve the OES and after completing six months with the OES
 - 2. Supporting member: The member has all rights of the active member and may join the general assembly of the OES but is not allowed to elect or be elected.
- (d) The OES Board may accept honorary members or visitors in the OES for any period the Board sees appropriate; on condition they meet the supporting member requirements.

Article Six

Effective 1/1/1983, the annual membership fee for active members is 30 JD and for supporting members is 15 JD. The fee has to be paid one month ahead of the end of the OES fiscal year. Members who join the OES during the year will pay the full membership fees regardless of the time of the year joining the OES.

Article Seven

1- Membership Cancellation:

Membership is cancelled in the following cases:

- (a) Withdrawal from the OES unless the member stated that he or she wants to join for a specified period of time.
- (b) Death
- (c) Losing any of the membership requirements
- (d) Termination from the OES
- (e) Delay in payment of membership fees for three months on condition the member has been informed through a registered notification during the next month of his or her last payments.

Based on the above, the OES Board issues a decision taken by the majority of members to cancel the membership.

2- Termination of members:

Membership is terminated by a decision taken by the majority of the OES members in the following two cases:

- (a) If the member committed an act that causes material or moral damage to the OES.
- (b) If the member uses his membership for personal purposes.

Article Eight

Regaining Membership:

1. The OES Board may reinstate the membership of a member who lost his membership for not paying the membership fees in any year after paying back the due fees.
2. 2- A member who has lost his membership or the heirs of the deceased member cannot regain the membership fees or the donations paid to the OES.

Chapter Three

The OES Resources and the ways and means for utilizing them

Article Nine

The OES funds consist of the following:

- (a) Membership fees
- (b) Donations and grants
- (c) Funds gained from parties and activities
- (d) Wills
- (e) Any other resources approved by the OES Board.

Article Ten

The OES Finances:

- (a) The fiscal year of the OES starts on September first and ends on August 31 of every year.
- (b) The OES funds are deposited at a bank assigned by the OES Board, and the OES treasurer retains 500 JD in cash to cover petty cash expenses.
- (c) In order to withdraw any amount of money from the OES bank account, the check order must be signed by the OES Chairman or the OES treasurer.
- (d) The OES funds will only be spent on expenses required for the OES operations.
- (e) The OES will keep at its center bookkeeping records that follow right and recognized bookkeeping practices.
- (f) The OES bookkeeping record must be audited by a licensed auditor .The audit must be done within three months of the end of the OES fiscal year.

Chapter Four

Organizations representing the OES

Article Eleven

The General Assembly:

The General Assembly is comprised of all the active members who fulfilled their commitments according to the OES By-laws and have been OES members for at least six months

Article Twelve

The OES General Assembly is required to convene once every year during the month that follows the completion of auditing the OES accounts. The General Assembly may convene for general meeting if there is a need for that.

Article Thirteen

The OES Board calls the General Assembly for meetings at the OES Center through an official notification that is sent to eligible members two weeks ahead of a meeting. A meeting agenda has to be attached and a list of the members who are eligible to attend the OES General Assembly.

One fifth of the members who are eligible to attend the OES General Assembly meetings may send a written request to the OES Board for conducting a meeting, explaining the reasons for requesting the meeting. If the OES Board does not respond to the aforementioned request within fifteen days, the members concerned will have the right to request the Minister of Social Affairs to approve holding the meeting. The Minister of Social Affairs will look into the request and take whatever action he sees appropriate. The minister's decision will be final and binding.

Article Fourteen

An OES member is entitled to have another OES member to represent him in the OES General Assembly meeting after documenting his request in writing. Any one member cannot represent more than one member in a meeting.

Article Fifteen

The OES General Assembly meetings are chaired by the chairman of the Board. If the OES Chairman is absent for a meeting, the Vice-Chairman will chair the meeting, and if the Vice-Chairman is also absent, then the Board members will elect one of them to chair the meeting.

Article Sixteen

An OES General Assembly meeting is considered legal if 60% of the members who are eligible to attend meetings attend it. If the number of attendees does not reach the 60% target, the next meeting that is called for during the next 30 days will be legal regardless of the number of members attending.

Article Seventeen

The OES General Assembly is not entitled to look into issues that are not included in meeting agenda.

Article Eighteen

The OES General Assembly discusses in its annual meetings the following issues:

- (a) Approving the final accountability reports of the OES.
- (b) The Audit report.
- (c) Approving the estimated budget of the new fiscal year.
- (d) The OES Board report regarding the OES operations and its status during the last year. The report must include the status of the OES membership.
- (e) Electing the OES Board members through secret balloting in line with Article Twenty Two of the By-laws.
- (f) Assigning an auditor who is not an OES Board member.
- (g) Approving the establishment of OES branches.
- (h) Specifying expenses and costs related that the OES member incurred while performing his duties for the OES and is entitled for reimbursement.
- (i) Any other issues that the OES Board introduces for discussion.

The decisions in the OES General Assembly meetings are taken through the absolute majority except for Item (e) in Article Eighteen of the By-laws.

Article Nineteen

Decisions in the OES General Assembly are taken through the absolute majority for all what is related to adjusting the core By-laws, but two third of the OES members is required in the following areas:

- (a) Adjusting the OES basic By-laws in relation to the OES goals and objectives.
- (b) Terminating the OES.
- (c) Terminating the OES Board membership.

Article 20

An OES member is not eligible to vote in an OES meeting if the point of discussion is related to the member concerned regarding issues such as signing an agreement with him, suing or ending a lawsuit between the OES and the member concerned, or if it is in the advantage of the member. However, the member is eligible to elect OES Board members or members for any other organizations and committees related to the OES.

Article Twenty One

All the OES General Assembly decisions are documented in the meeting minutes that are signed by the Chairman of Board and the Board Secretary. The meeting minutes will reflect the members who are eligible to attend, and the members who actually attended in addition to the representative who attended in place of absent members. The chairman's name, his secretary and the decisions taken are also documented, in addition to the numbers of votes each decision received.

Article Twenty Two

The OES Board:

The OES is administered by a board comprising of 13 members, nine male members and four females. The OES General Assembly elects the Board. Based on a recommendation from an OES branch, the main OES Board may reduce the members of a branch OES to nine-six male members and three female members. The OES membership cycle is two years, and members may be reelected no later than the 30th of November.

Article Twenty Three

The OES member has to have the following two requirements in addition to the other requirements mentioned before:

- (a) The members must be twenty years old or above.
- (b) Must be actively involved in goals and objectives of the OES.

Article Twenty Four

An OES member may not work for the OES for a pay unless there is a decision in this regard approved by the OES General Assembly and the Ministries of Social Affairs and Labor.

Article Twenty Five

The OES Board represents the OES at all government, private and legal entities in relation to its rights and obligations.

Article Twenty Five

In the event that a member's seat becomes vacant during his/her membership cycle, the candidate who earned the highest number of votes after the OES members in the last election meeting will replace the member whose seat became vacant. If there is no other candidate available, the OES General Assembly will convene to elect a member to fill the vacant seat in the Board, and the other members will remain on the OES Board until the date to elect a new OES Board approaches, according to these By-laws.

Article Twenty Seven

The duties and responsibilities of the OES Board include all issues related to governing the OES operations and specifically the following areas:

- (a) Preparing the annual report of OES activities.
- (b) Scheduling and organizing the OES General Assembly meetings.
- (c) Preparing the estimated budget of the next fiscal year.
- (d) Preparing the OES final accountability report for the current fiscal year and reviewing the auditor report.
- (e) Preparing the financial and administrative regulations that the OES employees follow.
- (f) Recruiting, counseling or terminating the required staff for the OES.

Article Twenty Eight

The OES Board convenes once every month and when the need arises to look into the OES affairs. Meetings are legal if the 51% of the members attend.

Decisions are reached per absolute majority of members present, but in the event of equal votes on issues, then the chairman of the board vote will be the determining one on the decision to be taken.

Article Twenty Nine

The new OES Board elects in its first meeting after the OES General Assembly meeting the chairman and a vice-chairman, a treasurer and a secretary among its members

Article Thirty

- (a) A Board member may not be absent from the Board meetings unless he/she has a valid excuse submitted before holding the meeting.

- (b) Any Board member who is absent for three consecutive meetings without a valid reason will be considered terminated from the Board.

Article Thirty One

The OES Board is entitled to form a board of trustees and committees to follow up on the OES activities in certain areas such as:

1. The Board of Trustees for Higher Education for which special regulations will be issued when a college or colleges for higher education are founded, as per the goal of the OES.
2. The School Committee: This committee is comprised of seven to nine members that the OES Board assigns from its members and it will be responsible for the following:
 - a- Supervising the school administration or the schools with all its administrative and teaching staff, and also aims at developing the schools.
 - b- Assigning sub-committees as follows:
 - 1-The Student Admission Committee: the committee's mission is select and admits students to the kindergartens and schools. The committee is comprised of three members.
 - 2- The teacher Recruitment Committee: The committee's mission is to recruit teachers and staff for the kindergartens and schools. This committee is comprised of three members.
 - 3- Any other committee that e is needed.
3. The Women's Committee.
4. The Social Activities Committee.
5. The Sunday Schools for Charity Committee.
6. The Youth Committee
7. The Maintenance and Buildings Committee
8. The Scholarships Committee.
9. The Financial and Budgeting Committee.
10. The Public Relations and Branches Committee.
11. The Membership Committee.

Article Thirty Two

The Chairman's responsibilities include the following:

1. Chairs the OES Board and the General Assembly. He also heads all the committees' meetings if he present.
2. He represents the OES when dealing with the official and legal authorities
3. Oversees all of the OES operations and its committees.

In the absence of the Chairman of the Board, the vice-chairman will replace him.

Article Thirty Three

The Board General Secretary responsibilities include the following:

- 1-Keeping and maintaining the OES records, in addition to handling its correspondence

- 2-Taking the minutes of the OES Board and the General Assembly meetings
- 3- Handling the duties of the OES treasurer when he is absent.

Article Thirty Four

The OES Treasurer's responsibilities include the following:

- a) Handling the sums of money received by the OES through receipts stamped by the OES stamp and signed by the treasurer. The treasurer is also responsible for depositing the money at the bank selected by the OES Board.
- b) Implementing the decisions the OES makes regarding the OES financial activities and cosigns with the Chairman of OES the commitments related to the financial activities. The Treasurer also submits a monthly report that explains the financial status of the OES to the Board.
- c) Keeping the accounting books and the financial documents at the OES Building and make them available to the concerned administration parties.
- d) The Treasurer will not spend or handle the OES funds on areas other than what is decided by the OES Board.

Chapter Five

Article Thirty Five

Dissolving the OES:

- (a) The OES is dissolved by a decision taken by the OES General Assembly on one condition if the total votes for dissolving the OES are not less than one third of the OES members who are eligible to vote.
- (b) In the event that the OES is dissolved for any reason, the OES assets (fixed or non-fixed) will after fulfilling its obligations go to the party that the OES General Assembly decides. The decision must be within the parameters of the OES goals and the assets must be spent in the Hashemite Kingdom of Jordan.

Chapter Six

Article Thirty Six

General Guidelines:

The OES may join any association or merge with another registered society or more according to Articles 8 & 9 of the Societies and Social Associations Law # 33, 1966 including its adjustments or any other law that will replace Law # 33.

Article Thirty Seven

The OES is entitled to buy property and land or any other fixed or non- fixed assets, and it has the right to sell, mortgage or lease any of them through a decision taken by the OES Board.