

**CONSTITUTION OF  
THE MOUNT LEBANON BRANCH OF  
THE ALUMNI ASSOCIATION OF  
THE AMERICAN UNIVERSITY OF BEIRUT**

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## **ARTICLE I: NAME – INTERPRETATION**

- A. The name of the Association shall be “THE MOUNT LEBANON BRANCH OF THE ALUMNI ASSOCIATION” of the American University of Beirut.
- B. Whenever used herein:
  - 1. “The Branch” shall mean “THE MOUNT LEBANON BRANCH OF THE ALUMNI ASSOCIATION” of the American University of Beirut.
  - 2. “The University” shall mean “ THE AMERICAN UNIVERSITY OF BEIRUT “

## **ARTICLE II: OBJECTIVES**

The Branch, being a non-profit making body having no political or religious affiliations, shall have the following objectives.

- A. To bind together all graduates and former students of the University, as defined hereinafter, for mutual, social, and intellectual benefit.
- B. To advance the interests and promote the welfare of its members.
- C. To perpetuate the ideals and fair name of the University and help it in every possible way.

## **ARTICLE III: MEMBERSHIP**

- A. Members:
  - 1. All graduates of the University holding a University Degree or a Nursing Diploma, residing in Mount Lebanon, are entitled to become members of the Branch.
  - 2. All holders of Diplomas (other than the Nursing Diploma) who have spent at least one academic year at the University are entitled to become members of the Branch.
  - 3. All former students who have completed satisfactorily at least two years of regular work at the University (i.e., freshman or equivalent and above) are entitled to become members of the Branch.
  - 4. To become a member in good standing, the A.U.B. graduate must have paid the dues.

- B. Life Members:

Any member of the Branch shall become a Life Member upon payment of a fee to be fixed by the Board.

- C. Honorary Life Members:

Any person who is not entitled to membership in the Branch and who renders signal service to the cause of the Branch or to the University may, upon recommendation of four members of the Board, be appointed as Honorary Life Member by a two-thirds majority vote of the Board.

## **ARTICLE IV: GENERAL ASSEMBLY**

### **A. Definition**

The meeting in one place of the members of the Branch duly convened in accordance with the provisions of this Constitution shall constitute the General Assembly.

### **B. Meeting of the General Assembly**

1. The General Assembly shall be convened once a year for an annual regular business meeting to be held not later than the first week of April.
2. The agenda of this annual regular business meeting shall be:
  - a. The annual report of the General Secretary on the activities of the Branch during the previous year ending December 31<sup>st</sup>.
  - b. The annual report of the Treasurer with an audited statement of the accounts of the previous year ending December 31<sup>st</sup>.
  - c. A report on the budget for the current year.
  - d. Other business as may appear on the agenda.
3. Other meetings of the General Assembly shall be convened, when necessary, in any of the following ways:
  - a. By the chairman of the board in his own initiative.
  - b. By the Board upon a vote taken at a regular meeting.
  - c. Upon a written request to the Executive Committee signed by 50 members, specifying the exact purpose for calling such a meeting. In such an event, the President of the Executive Committee shall convene such a meeting not later than three weeks from the date of the delivery of the request to the Alumni Office.
4. The quorum necessary to constitute any General Assembly shall be 100 members.
5. If a quorum is not attained at a meeting of any General Assembly, a second meeting shall be called for at a date not earlier than one week and not later than three weeks from the date of the first meeting.
6. Any number attending the meeting of the General Assembly on a second call shall constitute a quorum. However, in the case of meetings called pursuant to Article I, B (3) (c) hereof, or for the purpose of amending this Constitution, the

number required to constitute a quorum on a second call shall be 75 members at least. In the absence of such quorum, the business for which that meeting was called shall be dropped.

## **ARTICLE V: THE COVERING BODIES OF THE BRANCH**

A. The “Branch” shall be governed by a “Board” and an “Executive Committee”.

B. Functions of the “Board”.

The “Board” shall determine the general policies of the “Branch”. It shall supervise the execution of these policies. In particular, it shall perform the following:

- a- Control the Branch’s funds & assets.
- b- Orient the publications of the Branch.
- c- Control the scholarship funds.
- d- Approve all budgets, financial statements and reports.

C. Composition of the “Board”

The “Board” shall consist of the following members:

1. The officers of the Executive Committee.
2. Former presidents and vice presidents of the branch and the Alumni Association (residing in the Mount Lebanon area).
3. Present and former Alumni Trustees, Presidents, Vice Presidents, academic directors of the University, and Alumni emeriti (residing in the Mount-Lebanon area and who show willingness to serve on the Board).
4. Present and former Alumni, presidents of the republic, parliament members, ministers, ambassadors, first rank employees of the public sector and Alumni Honorary Members, residing in the Mount-Lebanon area that show willingness to serve on the Board.
5. One representative from the following:
  - (i) The graduates of the Faculty of Arts & Sciences with the degree of B.A. – B.C., BBA or B.B. and corresponding post graduate degrees.
  - (ii) The graduates of the Faculty of Arts & Sciences with the degree of B.S. and post graduate degrees.
  - (iii) The graduates of the Faculty of Medical Sciences.
  - (iv) The graduates of the School of Pharmacy.
  - (v) The graduates of the Faculty of Engineering & Architecture.
  - (vi) The graduates of the Faculty of Agriculture and Nutrition.

- (vii) The graduates of the school of Nursing.
- (viii) Members of the Branch who do not hold a degree.
  - ?? Each of the above representatives shall be elected for a term of three years by the members of the Branch.
  - ?? Graduates who hold more than one degree shall be considered as graduates of the Faculty from which they obtained the most recent degree.

D. Election of Members and chairperson.

1. The members of the "Board" with the exception of those mentioned in VC (2) & VC (3), above shall be elected by the members in good standing of the Branch during the first half of May, every third year according to this constitution.
2. The members of the "Board" shall elect their chairperson, from among the members of the "Board", during the first meeting after the elections by secret ballot. The chairperson shall serve for a period of one year.
3. The chairperson cannot be re-elected for a second term until two years have elapsed after the end of this present term.

E. Functions of the chairperson of the "Board"

- (i) The chairperson shall provide over the meetings of the Board and the General Assembly.
- (ii) He shall have the power to convene the General Assembly and the Board.
- (iii) He shall be the chairperson of the Elections Committee.
- (iv) He shall call for the first meeting of the board after the elections, within a maximum period of two weeks.

F. Meeting of the Board:

1. The Board shall meet at least once every 3 months on a date to be decided by the Board.
2. The Board shall also meet at any time on a call by the chairperson either:
  - a. On his own initiative, or
  - b. At the written request of five of its members addressed to him.
  - c. At the written request of the president of the Executive Committee.

G. The Executive Committee

1. The functions of the Executive Committee shall include the following:
  - (i) The General Management of the business and affairs of the Branch within the limits of the "Branch's" budget. The powers of the Executive Committee shall include but not be limited to the employment and discharge of personnel the supervision and maintenance of the Branch's properties.

- (ii) The appointment of Standing Committees from among the members in “good standing” of the Branch. The appointed standing committees shall serve for a period not exceeding three years.
2. The Executive Committee shall be composed of the President of the Branch, the Vice President, the General Secretary, the Treasurer and one Member at large.
  3. The President and Vice President shall be elected for their posts from among the graduates of the University who are members of the Branch, for a term of three years, by members in good standing, of the “Branch” as provided for in this Constitution.  
To be eligible for the above posts the nominees should be graduates for at least ten (10) years and have been members in good standing of the Branch for at least 3 years.
  4. The General Secretary, the Treasurer and the Member at large shall be elected by the members of the “Board” during their first meeting from among the elected representatives mentioned in Article V (14) and for a term not exceeding the term of the elected members of the “Board”.
  5. Functions of the Executive Committee Officers:
    - a. Functions of the President:
      - (i) The President shall preside over the meetings of the Executive Committee.
      - (ii) He shall represent the Branch in person or by his delegate or delegated.
      - (iii) He shall sign agreements on behalf of the Branch. Financial agreements shall be signed with the Treasurer; Agreement binding the assets and property of the Branch shall be approved by the Board.
      - (iv) He shall have the power to convene the Executive Committee and request the meeting of the Board.
      - (v) He shall be an ex-officio member of all committees.
      - (vi) He or his delegate shall be the liaison between the Branch and the Associations of A.U.B.
    - b. The functions of the Vice-President:
      - (i) He shall assume all the functions of the President during his absence or temporary disability.
      - (ii) In case of resignation, permanent disability or death of the President, the Vice President shall become President for the remainder of the term of the President.
    - c. Functions of the General Secretary:
      - (i) The General Secretary shall be responsible for the correspondence of the Branch.

- (ii) He shall be responsible for the administration of the Branch's Office.
  - (iii) He shall be responsible for keeping the minutes of the meetings of the General Assembly, the Board and the Executive Committee.
  - (iv) He shall present an annual report on the activities of the Branch to the Board for approval and distribution to the members of the Branch at least two weeks before the date of the annual regular business meeting of the General Assembly.
- d. Functions of the Treasurer:
- (i) The treasurer shall be responsible for the funds in his possession and for the accounts of the Branch.
  - (ii) He shall present an annual Financial Report incorporating an audited balance sheet and an Income and Expense account and the Budget for the current year.  
The said Financial Report shall be submitted to the Board for approval and distributed to the members of the Branch, at least two weeks before the date of the annual regular business meeting of the General Assembly.
  - (iii) He shall, together with the President, sign all financial agreements on behalf of the Branch.
  - (iv) He shall be an ex-officio member of the Finance Committee.

## **ARTICLE VI: STANDING COMMITTEES**

- A. The Executive Committee appoints Committees from among the members of the Branch, to assist in the carrying out of the business and programs of the Branch.
- B. The Executive Committee shall appoint before the end of May of each year from among the members of the Branch a Chairman for each of the following Standing Committees:
  - 1. The Finance Committee
  - 2. The Relations and Welfare Committee
  - 3. The Publication Committee
  - 4. The Club Committee
  - 5. The Scholarship Committee
- C. The chairman of each committee shall select the members of his Committee from members in Good Standing.

The following are the details responsibilities of the standing committees:

- 1. Finance Committee

- a. The finance committee shall be all times have access to budgetary and accounting records, documents and statements.
  - b. It shall study and recommend approval or disapproval of proposed budgets.
  - c. It shall examine the annual financial statements of the Treasurers after it is audited and before it is sent to the Board for approval and publication.
  - d. It shall study all financial matters referred to it by the Board.
  - e. It shall maintain budgetary control and recommend corrective measures.
  - f. It shall study means and ways to improve the general revenue of the Branch.
2. Relations and Welfare Committee
- a. The Relations and Welfare Committee shall device ways and means to promote good relations between the University graduate and the Branch.
  - b. It shall promote good relations with the Alma Mater.
  - c. It shall advise the Executive Committee on ways and means to establish and promote good relations with similar alumni associations and other organizations and to encourage them to assist the University graduate in every possible way.
  - d. It shall study means and methods to promote programs and projects that are conducive to the welfare of the members of the Branch.
  - e. It shall organize and handle arrangements for all kinds of social activities.
  - f. It shall organize and handle arrangements for all kinds of cultural activities.
3. Publication Committee
- a. The Publications Committee shall be responsible for the general editorial policy of the publications of the Branch.
  - b. It shall control material and articles proposed for publication by reviewing in advance at least the general subject matter or topic proposed for publication in the name of the Branch, and it shall be within the power of the Committee to accept or reject any such material or topic.
  - c. It shall recommend to the Executive Committee changes, modifications, additions in and omissions of publications and circulation.
  - d. It shall prepare a yearly budget for approval by the Board and recommend any changes that may be required subsequently.

- e. It shall recommend changes in publication employees and their salaries to the Executive Committee.
  - f. It shall devise ways and means for increasing income and / or reducing cost of publications.
4. Scholarship Committee
- a. It shall recommend to the Executive Committee for approval by the Board, a general scholarship policy for the Branch.
  - b. It shall assign yearly scholarship awards.
  - c. It shall collect scholarship debts.
  - d. It shall advise ways and means for increasing scholarship funds.
5. Club Committee (Responsibilities to be determined by the Board)

The "Board" upon the recommendation of the Executive Committee and by a simple priority vote shall have the power to forth new Committee and sub-committees as the need arises and also to built or add responsibilities of the presence committees as they appear in this Constitution.

## **ARTICLE VII: NOMINATIONS AND ELECTIONS**

The Election of Officers and Representatives shall take place during the first half of May every third year in the following manner:

1. On or before March 1 of an election year, the Board shall issue an invitation to an elections meeting and shall request all members to send nominations for new officers and representatives on the Board. The invitation shall specify the place, date and hour of the elections meeting. The day of the meeting shall be a Sunday calling not earlier than May 1 and not later than May 15.
2. After issuing the invitation to the elections meeting the Board shall appoint a Nominations and Elections Committee consisting of five members of which not more than two Boards. The Nominations and Elections and management of the elections meeting. The chairman of the Board shall be the chairman of the elections committee.
3. Nominations shall not be accepted by the Committee unless submitted at the latest fifteen days before Election Day.
4. On the expiration of the nomination period, the Nominations and Elections Committee shall publish by posting in the specified election's place the names of members who have been nominated for election and the respective offices and representations for which they have been nominated as well as a list of the names of the members eligible to vote.
5. Nomination of a candidate for an office or representation in the Board shall be made in writing and signed by at least ten members entitled to vote. A certificate of acceptance of nomination shall be filled with the Nominations and Elections

Committee by each candidate who has been duly nominated. Any member whose name has not been nominated as candidate in accordance with this paragraph shall not be eligible for election as an officer or representative on the Board and Executive Committee.

6. If nominations are not received by the Nominations and Elections Committee for a certain position within the specified time limit, then it shall nominate two candidates for the office or representation concerned. Each of such candidates shall file with the Nominations and Elections Committee a certificate of acceptance.
7. If only one candidate is nominated for an office or representation, such candidate shall be considered elected for that office or representation.
8. No person may vote during an elections meeting or be nominated for election unless at the time of the elections meeting he has paid the annual dues for the preceding year before December 31 and for the current year before the closing of the nomination period or he has been accepted as a life member.
9. If on the appointed date a quorum is not constituted, the elections meeting shall be deferred to another date, which shall be called for within a period of two weeks of the first meeting. Any number then present shall constitute a quorum.
10. The results of elections shall be by plurality. In the event of equality of votes, the senior nominee first by graduation date and second by age shall be considered to have been elected.
11. The Nominations and Elections Committee shall publish the results of the elections by announcing them at the end of the elections meeting in the place where the elections have taken place.
12. The Nominations and Elections Committee shall prepare minutes of the elections meeting, which shall be signed by the Chairman, and members of the Committee.

### **ARTICLE VIII: DUES**

The annual membership dues of the Branch shall be fixed by the Board upon a proposal of the Executive Committee.

### **ARTICLE IX: AMENDMENTS**

This constitution may be amended at a meeting of the General Assembly by a vote of two-thirds of the members present and constituting a quorum under Article 9. Provided that notice of each proposed amendment shall have been submitted to the General Secretary in writing at least six weeks before the date of the meeting and that he shall have sent such proposed amendments to all members of the Branch in good standing and to the Council of the Alumni Association in Beirut, at least four weeks before the meeting.

## **ARTICLE X: DISSOLUTION OF THE BRANCH**

In the event of dissolution of the Branch for any reason, its property and assets shall be held in temporary custody, for a period of 2 years, by a committee of custodians formed of the former chairpersons of the Board and the former Presidents & Vice Presidents of the Executive Committee to be chaired by the eldest member.

After the elapse of 2 years and if the Branch is not revived then all the Assets and Properties of the Branch shall be used for Alumni Scholarships to be awarded to worthy students at A.U.B. by the Custodian Committee.