

Registration of the Association

His Excellency the Minister of Interior informed the Founder Members of the Jordan Concrete Association by his letter No. 30-609-1285 dated 18/1/1981 that on fourteenth January 1981 ,and in accordance with the authority bestowed on him by the provisions of the Social Societies Laws No 33,1966 and No 9,1971 had approved to register the Jordan Concrete Society as an ordinary Society to operate in accordance of its constitution .

His Excellency published a notice of this approval in No (2986) issue dated 10/2/1981 of the Jordan Official Gazette .

Amman, February 1981.

CONSTITUTION OF THE JORDAN CONCRETE ASSOCIATION PART 1

Establishment and Objectives of the Association

Article 1 :

On Thursday 14th Jan .1981 the signatures to this Constitution and those who may be elected to join them founded a society in the name of “the Jordan Concrete Association “. Its headquarters is in Amman and the field of its activities covers the Hashemite kingdom of Jordan and it may establish offices and branches in other cities.

The Association has the following address:
The Jordan Engineers Association – Amman

OBJECTIVES

Article 2 :

The Association performs its activities aiming to fulfill the following objectives:

- (a) Endeavour to promote and develop concrete design and execution technology.
- (b) Participate in procedures of quality control and specification of materials used in concrete.
- (c) Participate in collection of information, data and economical and technical statistics connected with concrete and safety of concrete structures.
- (d) Participate in the studies, research and investigations on all matters related to concrete .
- (e) Follow up technical advancement and development in the methods for the design and construction of concrete works and exchange of technical information related to concrete works and participated and coordinated with Jordanian and Foreign concrete research centers and institutions.
- (f) Subscribe to, Associate with and assist International Concrete Societies and participate in conferences on concrete works.
- (g) Convene meetings, organize symposiums, publish and distribute books, reports and information within the objectives of the Society.

Article 3 :

The Association has no political or denominational activities and serves all nationals equally. It has no commercial objective .it is a non profit society and is not connected in any way Trade Union activities.

PART II MEMBERSHIP

Article 4 :

The membership of the Association shall consist of ;

- (a) **Active members** ; shall be such individual ,body ,company or institution directly concerned with the objectives of the Association and subscribes to, participates in , and supports its objectives and satisfies its requirements and accepted as a member in accordance with this Constitution having paid the necessary dues .Active members ,only ,have the right to vote ,be elected and oversee the assets of the Association.
- (b) **Associate member: shall** be such body, company or institution not fulfilling the requirements of active member but is prepared to support the Association, pay the necessary dues and is admitted in accordance with this Constitution .An associate member has no right to vote or be elected.
- (c) **Honorary Member:** shall be such person ,body company or institution giving outstanding service to the Association and is chosen in accordance with the decision of the Board of Directors. An honorary member has no right to vote or to be elected .

Article 5 :

Conditions of Acceptance of Members

- a- Every national who has attained the age of 21 years may be admitted to the association as an active members provided he or she satisfies the following requirements:
 - (1) Enjoys privileges of the Civil Rights.
 - (2) To be of commendable character, good reputation and conduct.
 - (3) To be proposed by two active members or proposed by a member of the Board of Directors.
 - (4) Has agreed, in writing, to the articles of the Constitution.
 - (5) To be of a profession, or to own an institution or company directly connected with the objectives of the Association and to submit an application for membership enclosing the stipulated fees and is accepted by the Board of Directors.

- (6) a- The Board of Directors, may accept or reject the application for membership without giving reasons.
- b- Applications for membership shall be submitted on Forms prepared by the Board of Directors.

Article 6 :

Entrance and Subscription Fees,

- 1- The Entrance fee for active Members shall be JD 5 – for individuals and JD 30 –for institution or companies. The Board of Directors may modify these amounts after obtaining approval of the general assembly.
- 2- The Subscription fee shall be JD 5 –per annum for an active member and JD 30 –per annum for institution or company. The Board of Directors may modify these amounts after obtaining the approval of the general assembly .
- 3- The associate member is exempted from the entrance fee but is required to may a subscription of JD 30 –per annum .

Article 7 :

Cessation of Membership.

- 1- Cessation of membership may occur as follows:
 - a- Written resignation.
 - b- Death
 - c- Loss of one of the condition of membership.
 - d- Dismissal
 - e- The Board of Directors may delete membership by majority vote if member fails to pay the prescribed fees within six months from date due and after elapse of one month from date a warning sent by registered post .
- 2- Dismissal of Members: A member may be dismissed by a decision of five members of the Board of Directors if he perpetrates an act causing financial or moral damage to the association .the member dismissed has the right to protest his dismissal in the Board of Directors within three month from date of dismissal.

Article 8 :

Reinstatement of membership.

- 1- The Board of Directors may reinstate a member whose membership has ceased for failing to pay his fees in any one year if he pays the amount due.
- 2- A member, or his heirs in case of death, whose membership has ceased for any reason whatsoever may not claim for refund of fees, grants or contributions made by him to the Association.

**PART III
FINANCIAL RESOURCES, INVESTMENT
AND EXPENDITURES**

Article 9 :

The resources of the association are:

- a- Entrance fees .
- b- Subscription fees.
- c- Contributions, Grants and bequests, the acceptance of which is approved by the Board of Directors.
- d- Revenue and returns from ceremonies, symposiums and reports.
- e- Government Grants.
- f- Interest on capital.
- g- Any other resources approved by the Board of Directors.

Article 10:

- a- The Financial year of the Association Commences on first of January and ends on the thirty first of December –Gregorian calendar.
- b- Association funds will be deposited in a Bank chosen by the Board of Directors.
- c- To draw any amount from the Association funds deposited in a Bank .the combined signature of both Chairman of the Board or his Deputy and the Treasurer on all financed transactions is necessary.
- d- Funds may be only be expended to realize the objectives of the Association and shall not be expended for any other reason whatsoever .

- e- Accounts are kept at the Association's Headquarters in accordance with the rules of accountancy.
- f- Accounts must be audited annually by a licensed auditor and must be audited within 3 months from the end of each financial year.

PART IV ORGANIZATIONS REPRESENTING THE ASSOCIATION

Article 11 :

The general assembly embodies all the active members who have satisfied the requirements of the constitution.

Article 12:

The general assembly must be convened at least once a year within one month from the date of completion of the auditing of the accounts .the general assembly may be convened for an extraordinary meeting whenever necessary.

Article 13 :

The general assembly is convened by the Board of Directors, at a place designated by them ,by a notice enclosing a copy of the agenda ,at least two weeks before the date of the meeting .One fifth of the active members having the right to attend, may apply in writing to the Board requesting them to convene a general assembly stating reasons for such a request .If the Board does not comply with this request within 15 days they (the one fifth of the active members) may approach the Minister of Interior requesting him to order the meeting .The Minister may, after investigation, take whatever steps he may deem necessary and his decision is considered final .

Article 14 :

When the active member is a Company or an Institution or a Body the representative must be designated in writing for registration in the Association .The representative may be changed by a letter signed by an authorized officer .The designate representative may elect, nominate, vote and attend the general assembly .

Article 15 :

The meetings of the general assembly are presided by the Chairman of the Board .If the Chairman is absent the Vice Chairman presides. When both are absent the general assembly elects one of its members to preside.

Article 16 :

Fifty percent of the numbers of members who satisfy the requirements attending the general assembly constitute a quorum .When there is no quorum as second notice will be sent out, at least two weeks before the date calling for a second meeting. The members attending the second meeting constitute a quorum irrespective of the number attending.

Article 17 :

The general assembly is not empowered to discuss any items not on the agenda .items may be added to the agenda by a vote of the assembly attaining an absolute majority.

Article 18 :

At the annul meeting of the general assembly the following points are discussed:

- a- Approval of final accounts.
- b- Report of the auditor.
- c- Approval of the proposed budget for the following year.

- d- Annual report of the Board of Directors or activities of the previous year .this report must contain statue of membership.
- e- Election of the Board of Directors by secret ballot provided the election complies with article 22 of this Constitution.
- f- Appointing Auditor who must not be a member of the Board.
- g- Approve the establishment of a branch or branches of the Association.
- h- Any other business raised by the Board of Directors. Decision are arrived at by raising of hands (excepting sub-Para (e) above) attaining an absolute majority.

Article 19 :

Decisions arrived at by an absolute majority of members having the right to vote and by a two thirds majority in the following cases:

- a- Amendment of the Constitution.
- b- Dissolving the Association.
- c- Relieving members of the Board of Directors from their responsibilities.

Article 20 :

A member may not participate in the vote on a matter before the meeting connected with the approval of an agreement of which he is a party or in the matter of raising a case against him ,or terminating a case between him self and the Association or in any matter in which he has a personal interest ; with the exception of the subject of the election of the Board or committees connected with the Association.

Article 21 :

The decisions of the General Assembly are recorded in the minutes of the meetings signed by the presiding member and the Secretary .The minutes of the meetings must contain the names of the members actually attending the meeting and the name of observers. The name of the member presiding and the Secretary also be mentioned and the decision taken with the number of votes obtained on each decision.

BOARD OF BIRECTORS

Article 22:

The Association is administered by Board of Directors composed of seven members elected by the general assembly by secret ballot. The terms of office of the Board is two years and they may be re-elected .The chairman of the Board may not serve for two consecutive terms .After the registration of the Association the founder members remain responsible for the administration of the Association for a period not exceeding one year as board of Directors during which they will convene a meeting of the general assembly to elect anew Board which will administer the Association in accordance with the constitution.

Article 23 :

The Board of Directors will represent the Association before all government bodies, public concerns, and the courts in accordance with its rights and responsibilities.

Article 24 :

When a position becomes vacant on the board during its term of office the member who obtained the highest number of votes after the members elected to the Board will fill the vacancy. When this procedure is not possible the general assembly will convene to elect a member to fill the vacancy and the members of the board will remain in office until their term of office is ended and until the time is due for election of Board in accordance with the Constitution.

Article 25 :

The responsibilities of the Board of the Directors will include every thing connected with the administration of the Association and in particular:

- a- Preparation of annual report on the activities of the Association.
- b- Directing the meetings of the general assembly.

- c- Preparation of budget for the following year.
- d-** Preparation of final accounts for the previous year and checking auditors report.
- e-** Preparation of financial and administrative Byelaws to guide the employees of the Association.
- f-** Recruit the employees necessary to run the action, dismissal and termination of the service of the employees.

Article 26 :

The Board of Directors will meet not less than once in two months to consider the affairs of the Association. Meetings will be considered legal when a quorum of the 51% obtained (Absolute majority).

Decision will require an absolute majority of members present. When voting is equal the chairman has the casting vote.

Article 27 :

His Board of directors at its meetings after election by the general assembly will elect a chairman, Vice chairman, Treasure and Secretary.

Article 28 :

- a- A member of the Board may not absent himself with out a reasonable excuse.
- b-** Any member absenting himself for three consecutive meetings without a reasonable excuse will cease to be a member of the Board.

Article 29 :

The Board may appoint sub-committees to follow up the activities of the Association in chosen fields.

Article 30 :

The powers of the Chairmen will include:

- a- Chairing the Board meetings and general assemblies.
- b- Representing the Association before the official and judicial authorities.
- c- Supervising of all activities of the Association and its sub committees.
- d- In the absence of the chairman the deputy will act in the chairman' place.

Article 31 :

The Secretary's responsibilities will include :

- a- Keeping of the records and dealing with correspondence.
- b- Recording the minutes of the meetings of the board and general assemblies.

Article 32:

The Treasurers responsibilities will include :

- a- Receiving amounts covered by receipts stamped with the seal of the Association and signed by himself and the depositing of such amounts in the bank chosen by the Board of Directors.
- b- Execution of the decisions of the Board concerning financial matters: contracts entered in to by the Association to be signed by the Chairman. He must submit a statement of account showing financial position of the Association at the meetings of the Board.
- c- Keeping accounts and financial vouchers at the headquarters of the Association up to date for inspection at any time by the administration.
- d- He is not authorized to spend or dispose of Association funds without a decision of the Board of Directors.
- e- In the absence of the Treasure the Secretary will take on his duties by a decision of the Board.

PART V.
DISSOLVING OF THE ASSOCIATION

Article 33:

- a- The Association may be dissolved by a decision taken at the general assembly provided the votes for dissolving the Associations are not less than two-thirds of the members having the right to vote.
- b- If the Association is dissolved for any reason whatsoever, the associations movable and fixed assets after closing all accounts will be transferred by a decision of the general assembly provided the transfer falls within the Hashemite Kingdom of Jordan.

PART VI

Article 34:

The Association may subscribe to and participate with International Concrete Societies and cooperate with such societies in matters related to its objectives.

Article 35 :

The Association may acquire land and buildings and fixed or movable assets and may sell, mortgage lease any assets by a decision of the Board of Directors.