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**MINISTERIAL ORDER No. (4) OF 2007
WITH RESPECT TO MODEL FORM OF CONSTITUTION OF
SOCIAL AND CULTURAL CLUBS SUBJECT TO THE SUPERVISION OF
MINISTRY OF SOCIAL DEVELOPMENT**

The Minister of Social Development,

having examined Article (5) of the Law of Social and Cultural Societies and Clubs, Associations Carrying on Youth and Sports Activities and Private Organisations promulgated by Legislative Decree No.21 of 1989, as amended by Legislative Decree No.44 of 2002,

And Order of the Minister of Labour and Social Affairs No.(1) of 1990 with respect to the Model Form of the Constitution of Social and Cultural Societies and Clubs Subject to the Supervision of the Ministry of Labour and Social Affairs,

HEREBY ORDERS THE FOLLOWING:

Article 1

The form attached to this Order shall be approved as a model form of the Constitution of Social and Cultural Societies and Clubs subject to the supervision of the Ministry of Social Development in accordance with the provisions of Law of the Social and Cultural Societies and Clubs, Associations Carrying on Youth and Sports Activities and Private Organisations promulgated by the aforesaid Legislative Decree No.21 of 1989.

The Societies and Clubs referred to in the preceding paragraph shall be guided by this model form upon drafting their constitutions, taking into consideration the use of the word "club" instead of "society" wherever it appears in the model form where the matter relates to one of the clubs, after making all the necessary alterations.

Article 2

Ministerial Order No.(1) of 1990 with respect to the model form of the constitution of social and cultural societies and clubs subject to the supervision of the Ministry of Labour and Social Affairs shall be revoked.

Article 3

This Order shall be published in the Official Gazette and shall come into effect from the date of its publication.

**Signed: Dr. Fatima bin Mohamed Al Balooshi,
Minister of Social Development.**

Issued on: 29th Thulhijja, 1427 Hijra,
Corresponding to: 18th January 2007 AD.

**MODEL FORM OF CONSTITUTION OF
SOCIAL AND CULTURAL CLUBS SUBJECT TO THE SUPERVISION OF
MINISTRY OF SOCIAL DEVELOPMENT**

**CHAPTER ONE
GENERAL PROVISIONS**

Article 1

There has been established in the Kingdom of Bahrain in the year ----- a Society under the name of (-----) and was registered according to the provisions of the Law of Social and Cultural Societies and Clubs, Associations Carrying on Youth and Sports Activities and Private Organizations promulgated by Legislative Decree No.(21) of 1989, as amended by Legislative Decree No.(44) of 2002 and the Ministerial Orders issued for its implementation.

Article 2

The Society shall be registered with the Ministry of Social Development according to the provisions of Ministerial Order No.(2) of 1990 with respect to Organising a Register for the Registration of Social and Cultural Societies and Clubs Subject to the Supervision of the Ministry of Labour and Social Affairs.

The Society's juristic entity shall be established from the date of publishing its registration in the Official Gazette.

Article 3

The Society's headquarters and legal domicile shall be situated in -----, Kingdom of Bahrain.

Article 4

The Society shall be legally represented by its Executive Committee Chairman or the person acting on his behalf appointed by a resolution of the Executive Committee.

Article 5

The Society shall not engage in politics nor shall it involve itself in speculative activities involving funds. The Society shall observe public order and morals, undertake in all its activities to safeguard the well-being of the State, form of government or its social system.

Article 6

The name of the Society, address of its headquarters, registration number, and logo, if any, shall appear in all its books, records and publications.

Article 7

The Society shall not be affiliated to, participate in nor join a society, association, club or union based outside the Kingdom of Bahrain without obtaining the prior permission of the Ministry of Social Development to this effect.

**CHAPTER TWO
SOCIETY'S OBJECTIVES,
WAYS OF IMPLEMENTATION AND SCOPE OF ACTIVITIES**

Article 8

The Society aims to promote the following objectives within the limits of the laws enforced in the Kingdom of Bahrain:

1. -----.
2. -----.
3. -----.
4. -----.
5. -----.
6. -----.

Article 9

The Society aims to promote its objectives within the limits of the law enforced in the Kingdom of Bahrain by the following methods:

1. -----.
2. -----.
1. -----.
2. -----.
3. -----.

Article 10

The Society aims to promote the following activities:

1. -----
2. -----
3. -----
4. -----

**CHAPTER THREE
MEMBERSHIP**

Article 11

A Society member shall fulfil the following conditions:

- a. He shall not be less than eighteen years of age.
- b. He shall be a resident of the Kingdom of Bahrain.
- c. He shall be reputed for his good conduct and behaviour and shall not have been convicted for any felony or crime affecting his honour or integrity unless he has been reinstated.
- d. -----.
- e. -----.

Article 12

Any person wishing to join the Society shall complete the application form prepared for this purpose and submit it to the Committee's Secretary. The Committee's secretary shall refer the membership application to the Executive Committee at its first meeting after the membership application has been submitted and the Executive Committee shall decide within one month whether to accept or reject the application.

Article 13

An applicant shall be given a notice in writing of the Executive Committee's decision within two weeks from the date of adopting such decision and the reasons in case of rejection.

Applications which have been rejected by the Executive Committee may not be reconsidered except after the lapse of at least three months from the date of adopting the rejection decision.

Article 14

Any member who wishes to resign from the Society shall tender his resignation to the Secretary indicating the reasons for his resignation.

The Secretary shall refer the resignation application to the Executive Committee within a month after receiving it to discuss the reasons of the member's withdrawal and the idea of dissuading him before the resignation is decided upon. If the resigning member rejects the Executive Committee's opinion dissuading him from resigning, the resignation shall be deemed to have been accepted.

A resigning member shall pay all the subscriptions due from him together with any other financial obligations due to the Society.

Article 15

The Executive Committee may pass a resolution dismissing any member from the Society after hearing his statement in the following cases:

1. Violating the Society's Constitution or internal regulations.
2. Violating the legitimate resolutions of the Society's General Assembly or the Executive Committee.
3. If he embezzles the Society's funds or forges its seals, documents or correspondence.
4. If he defames or causes libel to the name of the Society, any of its members or its Executive Committee.
5. If he fails to pay his subscription fees without a reasonable excuse in spite of serving a notice upon him to make payment.
4. Passing a criminal judgement affecting his integrity, honour or morals unless he has been reinstated.

The dismissal decision shall only be enforced with the approval of a two third majority of the Executive Committee members and the member shall be given notice of the Executive Committee's decision of dismissal within two weeks from the date of adopting it.

Article 16

A member against whom a dismissal decision has been adopted may appeal against such decision before the General Assembly at its first ordinary or extraordinary meeting and the General Assembly's decision shall be final.

The Executive Committee's Secretary shall notify the member in writing of the decision within two weeks from the date of adopting it.

Article 17

Membership shall be deemed forfeited in any of the following events:

1. Death.
2. Resignation from the Society.
3. Forfeiture of any of the membership conditions set forth in Article (11) hereof.
4. Dismissal.

Article 18

A Society member shall carry out the following:

- a) To comply with the Society's constitution, internal regulations and resolutions of the General Assembly and Executive Committee.
- b) Pay the membership and subscription fees according to the Society's financial regulations.
- c) Implement the objectives through participation in the Society's programmes and activities.
- d) -----.
- e) -----.
- f) -----.

Article 19

A Society member has the right to the following:

- a) Attend the General Assembly's meetings, discuss and vote on the topics included in the agenda.
- b) Receive the Society's membership card showing his name, profession, address, age, date of joining, membership number, CPR number and any other particulars.
- c) Obtain a copy of the Society's Constitution.
- d) To benefit from the facilities provided by the Society for its members on the professional or social levels.
- e) To obtain the Society's circulars and publications.
- f) To have access to the Society's records, documents and correspondence at the times sanctioned by the Executive Committee. Such access shall take place at the Society's headquarters and in the presence of the person in charge.
- g) -----.
- h) -----.

**CHAPTER FOUR
GENERAL ASSEMBLY**

Article 20

The General Assembly shall be considered as the supreme authority of the Society, define the Society's policy, see to its implementation and its resolutions shall apply to all its bodies, committees and members.

Article 21

The General Assembly shall consist of all the active members who have paid their dues according to the Society's Constitution and have been members for at least six months period except for the Society's first meeting.

Article 22

The General Assembly shall convene its ordinary meeting once every year within three months from the end of the financial year at its head office.

The Executive Committee may summon the General Assembly to convene a meeting in another place.

The Executive Committee shall indicate in the summons for such a meeting the date and place of convening the General Assembly meeting, the proposed agenda, the attached documents and shall notify the members at least two weeks before the date of the meeting.

The General Assembly shall not discuss matters that are not on the agenda except with the approval of the majority of the General Assembly members present.

Article 23

The meeting of the General Assembly shall only be considered valid if the absolute majority of the active members are present. If the quorum is not obtained, the meeting shall be postponed for a second meeting to be held within a period of no less than ---- days from the date of the first meeting. The second meeting shall be valid if the number of those present is not less than one third (1/3) of the Society's General Assembly members. If the quorum is not obtained, the meeting shall be postponed for another meeting to be held within a period of ----- and shall be considered valid if 10% of the members are present.

If the quorum is obtained at the beginning of the meeting, the resolutions shall not be affected by the withdrawal of less than one half of the active members present.

Article 24

The General Assembly shall call an extraordinary meeting In the following

cases:

- a) At the request of the Executive Committee.
- b) At the written request of at least one third of the General Assembly members, who have the right to attend.
- c) At the invitation of the Ministry of Social Development.

The summonses for the meeting shall indicate the purpose of the meeting and the subjects listed on the General Assembly's agenda.

Such meeting shall be validly convened if the procedures set forth in the Constitution for other General Assembly meetings as regards the time and place of convening it and the required quorum, are complied with.

Article 25

The Ministry of Social Development shall be notified of all the General Assembly meetings at least fifteen days prior to each meeting with a copy of the summons, agenda and documents attached thereto. The Ministry may designate any officer it wishes to nominate to attend the meeting.

The Ministry shall be furnished with a copy of the minutes of the General Assembly meeting within fifteen days from the date of such meeting. The said minutes shall contain the resolutions adopted at the meeting.

Article 26

The resolutions of the General Meeting shall be passed by the majority of votes of members present. However, for resolutions to be valid they shall be passed by a two-third majority of the votes of the General Assembly members with respect to dismissing a member, an amendment of the Society's Constitution, deciding to dissolve the society or removing the Executive Committee members from office and with regard to the merger of the Society with another, its division or setting up branches thereof.

Article 27

A member of the General Assembly may give a written proxy to another member to attend the General Assembly on his behalf. A member may appoint no more than one member to act as his proxy, which shall be personal, confirmed and approved by the Executive Committee. The proxy shall not include voting or dismissal of one or all the members of the Executive Committee.

Article 28

A Society member representing himself or acting on behalf of another may not take part in the discussions of the General Assembly Meeting nor shall he cast his vote in respect of a matter referred thereto if he has a personal 'interest in the matter subject to the discussion or the resolution.

Article 29

The ordinary meeting of the General Assembly shall have the power to review the following topics:

1. Discussion and approval of the reports and proposals of the Executive Committee and sub-committees and expressing views about them, if necessary.
2. Review and approve the Society's annual balance sheet for the following year.
3. Reviewing and approval of the Society's final accounts.
4. Reviewing the reports of the Executive Committee for the activities of the year just ended.
5. Appointment of an auditor and fixing his remuneration according to the provisions of Article (48) of this Constitution.
6. Election of the members of the Executive Committee for the first time or whose membership has been dissolved or expired.
7. Any other business which the Executive Committee deems fit to be included in the agenda.

Article 30

The Extraordinary General Assembly shall have the power to review the following:

- a) Amendment of the Society's Constitution.
- b) Merging the Society with another society carrying on the same objectives, division thereof or setting up branches therefore.
- c) Dismissal of some or all the Executive Committee members.
- d) Voluntary dissolution of the Society.
- e) Any other matters which are specified by the party calling for the convention of the Extraordinary General Assembly meeting.

CHAPTER FIVE EXECUTIVE COMMITTEE

Article 31

The Executive Committee is the highest executive authority in the Society. It shall implement the policy drawn up by the General Assembly and the

resolutions adopted thereby for the realisation of the legitimate objects of the Society.

The Executive Committee shall run the affairs of the Society. For this purpose, it shall be empowered to carry out any act other than these provided for in the Society's Constitution that they shall only be done after securing the consent of the General Assembly.

The Executive Committee shall carry out the followings

1. To draw up the framework for the Society's overall policy.
2. To prepare various plans and programmes for accomplishing the Society's objectives.
3. To lay down the Society's regulations in accordance with its Constitution.
4. To review the incoming reports and the Society members' suggestions and take proper action concerning them.
5. To prepare the Society's annual balance sheet and the final account.
6. To prepare the Society's annual activity report.
7. To form the necessary sub-committee to implement the Society's objectives and to encourage members to join the different sub-committees.
8. To prepare and distribute circulars, booklets and the necessary studies for realising the Society's objectives..
9. -----.
10. -----.

Article 32

The Executive Committee shall consist of ----- members to be elected by the General Assembly from its members for a renewable term or terms of two years by a secret ballot.

Article 33

An Executive Committee member shall fulfill the following conditions:

1. He shall enjoy his civil rights.
2. He should not be an Executive Committee member of a society proven to be responsible for committing violations which led to its dissolution before the lapse of five years from the date of resolution for the dissolution thereof.

3. -----.
4. -----.
5. -----.

Article 34

It shall not be permitted to combine between membership of this Society's Executive Committee and Committee membership of another society carrying on similar activities except by a special permission from the Ministry of Social Development.

It shall not be permitted to combine between e membership of the Executive Committee and working as a salaried employee in the Society.

Article 35

Members of the Executive Committee shall elect from amongst them a Chairman, Deputy Chairman, Secretary and a Treasurer at the Committee's first meeting by a secret ballot and shall carry out the following duties:

a) Chairman

He shall be the Society legal representative towards third parties, chair the meetings of the Executive Committee and the General Assembly, jointly sign the minutes with the Secretary, and shall jointly with the Treasurer sign the cheques, payment vouchers and financial documents, sign decisions for the dismissal of members, supervise all the Society's activities and shall decide on urgent matters which may not be delayed, provided that these matters are referred to the Executive Committee for approval at its next meeting.

b) Deputy Chairman

He shall have all the Chairman's powers during his absence, and the Executive Committee has the right to delegate to him certain permanent financial, administrative or technical powers,

c) Secretary

He shall prepare the agendas for the meetings of the Executive Committee and the General Assembly and shall sign the minutes jointly with the Chairman. He shall supervise, keep and carry out the Society's clerical duties, prepare correspondence, files, records, books, documents and contracts.

d) Treasurer

He shall manage the Society's funds, maintain financial records, revenues and expenditure, deposit the funds in a licensed bank, make payments as per vouchers jointly signed by him with the Chairman, take receipt of the subscription fees and register them in the records, keep the financial documents involving financial obligations for or against the Society, ensuring the reconciliation of revenues and expenditure according to the provisions of the financial regulations. He shall prepare a monthly report to the Executive Committee regarding the financial position on the basis of its revenues and expenditure and shall keep a certain amount as petty cash according to the regulations of the Society.

Article 36

The Executive Committee may form sub-committees from amongst its members or others, and shall specify the number of members of each subcommittee, its functions and powers so as to refer the results of their studies and research work to the Executive Committee to take action concerning them.

Article 37

The Executive Committee shall regularly meet once ----- and its meetings shall be considered valid if the majority of its members are present and the Secretary shall prepare the agendas of all the Executive Committee meetings and present them to the Chairman to decide what he deems fit. The Secretary shall serve the summonses upon the members at least one week before the meeting.

The resolutions of the Executive Committee shall be valid if they are passed by the majority of the members present and in case of a tie, the Chairman shall have a casting vote.

Article 38

The Executive Committee shall convene an extraordinary meeting upon the summons of the Chairman or upon the request of at least one third of the Committee members for deliberation over specific issues and such meeting shall not discuss any other matter not included in the agenda.

The Ministry of Social Development may request the convention of the Executive Committee meeting if this is deemed necessary.

Article 39

If a member of the Executive Committee is absent from the Committee's meetings three times successively or six intermittent meetings without an acceptable excuse, such member shall be considered to have resigned from the Executive Committee. If an office on the Executive Committee becomes vacant due to the death, resignation or removal of any member, the alternate member who wins the majority of votes shall fill the vacant office for the remaining term.

The term of office of the new member shall complete that of his predecessor to the end of the term.

If the member whose office is to be filled has won the office unopposed, the Committee may continue in being to the end of its term without appointing a successor for him, provided that the number of members who vacate their offices for the aforesaid reasons should not exceed one third of the Committee members or the matter should be referred to the General Assembly to elect a successor for the member or members whose offices have been vacated.

Article 40

The Executive Committee shall be dissolved if one third of its members resign en masse or if the remaining members are less than one half of the members.

In these two cases the General Assembly shall be summoned for an extraordinary meeting to elect a new Executive Committee to complete the term of its predecessor.

The Ministry of Social Development shall take the necessary measures to summon the General Assembly within a month from the date of dissolution,

Article 41

The Executive Committee shall keep at the Society's headquarters the following records and books:

1. Members Register in which the name of each member, surname, nationality, occupation, date of birth, date of joining and his CPR number is recorded.
2. Minutes of meetings of the Executive Committee which shall be signed by the Chairman, Secretary and all the members present.
3. A minute book of the General Assembly meetings.
4. A record of the revenues and expenditure.
5. A bank account book.
6. A standing advance account book.
7. A membership fee register.
8. A record for all properties, movable assets or any other items held in custody of the Society, a summary description of each, price paid for and the day bought, location, member in-charge, his title and his address. Also to be recorded will be every change or alteration which may occur thereto.

The Executive Committee, if necessary, shall add additional information to the current information in the aforesaid manner.

The Executive Committee may maintain other records and books which are required for proper pursuit of its business.

Each page in the records or books should be numbered and stamped by the Society's seal before use. All the records, books and files should be updated.

Article 42

The Executive Committee may appoint a director from amongst its members or from non-members and shall delegate thereto the power to handle any of the Executive Committee's affairs.

The appointment of a director may take place against the payment of a remuneration to be determined by the Executive Committee. In this case, the director shall be deemed to have resigned from the Executive Committee should he be a member thereof.

**CHAPTER SIX
SOCIETY'S FINANCES**

Article 43

The Society's revenues shall consist of:

1. Joining fees paid by the member after registration or re-registration.
2. Membership fees.
3. Donations and contributions approved by the Ministry of Social Development.
4. Revenues from fairs and charity bazaars held by the Society or in which it takes part. Prior approval from the authorities concerned is a must.
5. Earnings and interest arising from the investment of its funds according to the applicable laws and regulations in the Kingdom of Bahrain.
6. -----.
7. -----.

Article 44

The Society shall not receive funds from a foreign person nor from a foreign organisation and should not remit any of the abovementioned to persons or organisations abroad without a permission from the Ministry of Social Development except for the sums which are remitted for the cost of books, circulars, technical and scientific publications.

Article 45

The Society's financial year shall commence on 1st January and shall end on 31st December in every year.

Article 46

The Chairman and members of the Executive Committee shall be held responsible, each in his respective capacity, for the Society's funds and for any act which may contravene the provisions of the Society's Constitution, internal regulations and resolutions of the General Assembly.

Article 47

The Executive Committee shall draw up financial regulations governing the ways and means whereby funds are spent or deposited. It shall also determine the membership and subscription fees and the amount which the Treasurer shall maintain as a permanent advance for spending in emergencies and such other matters.

Such financial regulations shall not be considered effective unless approved by the General Assembly.

Article 48

The Executive Committee shall refer the Society's balance sheet to the General Assembly after they are approved by all the members upon being reviewed and endorsed.

If the expenditure or revenues exceed BD10,000 (Bahrain Dinars ten thousand), the Executive Committee should present the balance sheet to a licensed chartered accountant alongwith the supporting documents to review and provide their report to be submitted at least one month prior to the General Assembly's annual meeting.

The Executive Committee shall present the next year's budget proposal to the General Assembly for approval. Copies of the final account, the balance sheet, Auditors and Executive Committee's reports should be included in the summons to members who have the right to attend the General Assembly meeting. The aforesaid documents should be displayed in a prominent place in the Society's premises fifteen days prior to the General Assembly meeting and should stay there until they are approved.

Article 49

The Society's cash funds shall be deposited in a licensed bank in the Society's official name. The Ministry of Social Development shall be notified of such and shall be notified if the bank is changed within one week from the date of such change.

Any amount may be withdrawn from the bank by a cheque to be jointly signed by the Chairman and the Treasurer or whoever acts on their behalf by a resolution of the Executive Committee.

Article 50

The Society's funds shall not be spent unless sanctioned by the Executive Committee and for the Society's purposes according to the provisions of the financial regulations and the Constitution.

In emergency cases, payment may be made by an order of the Chairman and without a prior approval of the Executive Committee, provided that the matter shall be referred thereto at its next meeting accompanied by the reasons thereof and documents supporting the expenditure.

Article 51

The Society's funds, whether in cash or in kind, including membership fees, subscriptions, donations, contributions and others are considered the sole property of the Society. A Society member, or any other person whose membership is forfeited for any reason or his heirs shall have no claim thereto.

Article 52

The General Assembly shall elect the auditors from those nominated by the Executive Committee, taking into consideration the provisions of Article (48) of this Constitution and the General Assembly shall fix their fees. In the first year of the Society, the Auditor shall be elected by the members at their first meeting as a General Assembly.

CHAPTER SEVEN SOCIETY'S MERGER, DIVISION, SETTING UP BRANCHES THEREOF OR DISSOLUTION

Article 53

The General Assembly may decide to merge with a society or other societies seeking to accomplish similar objects and it may divide the society and set up branches thereof in accordance with the provisions of Article (30) of this Constitution.

The General Assembly's decision to merge the Society or divide it or set up branches thereof shall not be enforced unless recorded in the Register maintained for this purpose with the Ministry of Social Development and published in the Official Gazette.

Article 54

The Society may be dissolved voluntarily in accordance with the provisions of Articles (26 and 30) of this Constitution if it appears to be incapable of accomplishing the objects for which it has been established or if the number of

the Society members falls to a level which makes it impossible to continue its activities or for any such other reasons.

The General Assembly's resolution for the Society's voluntary dissolution shall not be enforced unless recorded in the Register maintained for this purpose at the Ministry of Social Development and published in the Official Gazette.

Article 55

A Society may be dissolved arbitrarily and it may be closed on a temporary basis for a maximum period of (45) days by a resolution of the Minister of Social Development in the following events:

- a) If it is proved that it is unable to realise the objects for which it has been set up.
- b) If it disposes of its properties in areas other than these intended therefore according to its objects.
- c) If it is not possible to convene its General Assembly meeting for two consecutive years.
- d) If it commits a serious breach of the law or if it contravenes public order or morals.

The decision of the Minister of Social Development for dissolution or temporary closure shall be notified to the Society by a registered letter which shall be recorded in the register maintained for this purpose at the Ministry and shall be published in the Official Gazette.

The Society and every interested person may contest the decision for dissolution or temporary closure before the High Civil Court within (15) days from the date of publishing the said decision in the Official Gazette. The provisions of Articles (56, 57 and 58) of the Constitution shall be applicable in the case of arbitrary dissolution of the Society.

Article 56

The members of the Society which has been dissolved as well as the officers in charge of administering it and its employees shall be prohibited from continuing its activities or disposing of its properties upon learning of the dissolution thereof.

In addition, no officer shall participate in the activities of the Society after the publication of the dissolution decision in the Official Gazette.

Article 57

If a society has been dissolved, the Ministry of Social Development shall appoint a liquidator therefore and shall determine the period and remunerations for carrying out his duties. The officers in charge of the Society's administration

shall take steps towards handing over to the liquidator all the documents and records of the Society upon request. They, the bank, in which the Society's funds are deposited, and the debtors shall be barred from handling any of the Society's affairs or its rights except by a written order from the liquidator.

Article 58

Upon the completion of the liquidation, the liquidator shall distribute the properties remaining to the following associations which carry on the same activities as these of the Society.

1. -----.
2. -----.
3. -----.

If the distribution method of the Society's properties proves impossible, the Ministry of Social Development shall decide the social organisations to which such properties shall go.

**CHAPTER EIGHT
FINAL PROVISIONS**

Article 59

The resolution of the General Assembly amending the Society's Constitution shall not be considered valid unless recorded in the Register maintained for this purpose at the Ministry of Social Development and published in the Official Gazette.

Article 60

The Society shall appoint employees or workers on a permanent or temporary basis, pay their salaries or remuneration according to the Executive Committee's decision and subject to the guidelines laid down by the financial regulations and according to the Labour Law for the Private Sector promulgated by Legislative Decree No.(23) of 1976, as amended.

Article 61

The Society shall amend this Constitution in accordance with the legislation and amendments to such legislation concerning Social and Cultural Societies and Clubs subject to the supervision of the Ministry of Social Development in the future.

Article 62

In case of any confusion or obscurity in the interpretation of any provisions of this Constitution, the Executive Committee shall refer the matter to the Ministry of Social Development for interpretation and clarification.

SCHEDULE

1. The number of the Society's founder members shall not be less than 10 persons if they are natural persons.
2. No person shall be allowed to participate in the setting up of the Society if he is convicted of a felony affecting his honour of integrity unless he has been reinstated.
3. The Ministry of Social Development shall examine an application for the registration of the Society upon an application to be filed therewith within thirty days from the setting up of the Society. The said application shall be accompanied by the following:
 - a. Two copies in Arabic of the Society's Constitution signed by all the founder members. The original copy of the Constitution shall be attached if it is made in a foreign language.
 - b. Two copies of the minutes of the meeting of the steering Committee comprising the founder members, provided that their names, occupations, residential addresses and signatures shall be shown on the said minutes.
 - c. A registration fee of BD10.
4. The Ministry of Social Development shall proceed with the registration formalities within sixty days from the date of the application. The lapse of this period without effecting the registration or notifying the applicant of the rejection of the application shall be deemed as an implicit rejection of the application for registration.
5. The Ministry of Social Development shall have the right to reject the registration of the Society if the community does not require its services or the existence of another Society or other societies which fulfill the requirements of the community in the area of the required activity or if its setting up is not compatible with Society's headquarters or the premises used for carrying on its activities from the hygienic or social aspects or if the Society has been set up with the intent of reviving another Society that was previously dissolved.
6. The Ministry of Social Development shall notify the applicant for registration by a registered letter of its decision to reject the registration of the Society and reasons for the rejection within the time limit referred to in Clause (4) of this Schedule.
7. The parties concerned may file an appeal with the Ministry of Social Development against the explicit or implicit rejection of registration within 60 days from the date of receiving the letter referred to in the preceding Clause or after the lapse of the period of time without

completing the registration or notifying the applicant for registration of the rejection of the said application.

8. The Ministry of Social Development shall resolve the appeal by adopting a substantiated decision within sixty days. The lapse of this period of time without a response from the ministry to the appeal is tantamount to the dismissal thereof.
9. Every person whose appeal against the non-registration of the Society may challenge the decision for dismissal of the appeal within sixty days from the date of becoming aware thereof or after sixty days from the filing of his appeal without receiving a reply thereto from the Ministry. The challenge shall take place by virtue of a legal action to be filed with the High Civil Court.
10. If it is proved to the Minister of Social Development that the election of the Society's Executive Committee has been illegal due to its violation of the Society's Constitution or the Law, he shall be empowered to revoke such election. In this case, the elections shall be held once again according to the Society's Constitution within a maximum of one month from the date of revocation of the elections.
11. The Minister of Social Development shall be empowered to appoint by a substantiated decision and for a fixed period a temporary manager or Executive Committee for the Society to discharge the powers vested in the Executive Committee pursuant to the Constitution of the Society if the number of Executive Committee members becomes insufficient for the proper and valid convention thereof or if the General Assembly meeting is not convened for two successive years without an excuse which is acceptable to the Ministry of Social Development or if the Society commits such violations that necessitate this course of action.
12. The temporary manager or Executive Committee shall call the general assembly to be convened at least one month before the expiry of the term fixed in the decision adopted for the appointment thereof. At the said meeting, he/it shall submit a detailed report about the state of the Society. At the same meeting, the general assembly shall elect the new Executive Committee after following the procedures with regard to the nomination of Committee members. If the necessary quorum is not available at this meeting, the provisions of Article (23) of this constitution shall be applicable.
13. The Minister of Social Development shall be empowered to decide to bar the former members of the Executive Committee who have been proved liable for the violations that required the appointment of a temporary manager or Executive Committee from nominating themselves for membership of the new Executive Committee for a maximum period of three years.
14. In case of the issue of a decision for the appointment of a temporary Executive Committee or manager, it shall be prohibited for the Executive

Committee as well as the employees thereof to handle any of the affairs of the Society upon notifying them of the Committee. The Society's Executive Committee members or the employees thereof shall proceed with handing over to its manager all the properties of the Society, records, books and documents. The Society's employees shall maintain its management, documents and properties until they are handed over to the temporary Executive Committee. Their hand-over to the temporary manager or Executive Committee of the Society's properties shall not prejudice their established liability according to the provisions of the Law.

15. The Minister of Social Development shall be empowered to decide the merger of more than one Society seeking to achieve similar objects or to amalgamate the management thereof or to modify its objects in keeping with the community's requirements for the realization of coordination of services offered or for such other reason which he deems adequate for the proper attainment of the objects for which it has been established. Due regard shall be given for this purpose to the wishes of the founder members, objects of the Society, type of services it offers and the merger shall be decided by virtue of substantiated decision defining the manner of carrying out the merger. It shall be notified to the parties concerned upon the issue thereof and shall be recorded in the register maintained for this purpose at the Ministry of Social Development and be published in the Official Gazette. Representatives of the Society which has been merged shall proceed with handing over all the properties and documents thereof to the new Society after the merger. The Society shall not be answerable for the obligations of the Society involved in the merger except to the extent of the funds and rights transferred from these societies on the merger date. The provisions of clause (14) of this schedule shall apply to the Executive Committee of the merged Society or the office bearers and employees thereof.
16. A Society may be dissolved arbitrarily and it may be closed on a temporary basis for a period of no more than 45 days by a resolution of the Ministry of Social Development in the following events:
 - a. If it is proved that it is unable to realize the objects for which it has been set up.
 - b. If it disposes of its properties in areas other than these intended therefor according to its objects.
 - c. If it is not possible to convene its General Assembly meeting for two consecutive years.
 - d. If it commits a serious breach of the law or if it contravenes public order or morals.

The decision of the Ministry of Social Development for dissolution or temporary closure shall be notified to the Society by a registered letter which shall be recorded in the Register maintained for this purpose at

the Ministry and shall be published in the Official Gazette. The Society and every interested person may contest the decision for dissolution or temporary closure before the High Civil Court within 15 days from the date of publishing the said decision in the Official Gazette.

The provisions of Articles 55, 56 and 57 of the Model Form of the Constitution shall be applicable in the case of arbitrary dissolution of the Society.

17. The officers of the Ministry of Social Development who are designated for this purpose by the Minister shall have the right to inspect the activities of the Society and to have access to its records, documents and correspondence to ascertain their compliance with the Law, the Society's Constitution and resolutions of the General Assembly.
18. The Ministry of Social Development shall be empowered to suspend the execution of any resolution adopted by the bodies in charge of the Society's affairs if it contravenes the Law or the Society's constitution or the public order or morals. The Society and every interested person may contest the decision of the Minister for suspending the execution thereof before the High Civil Court within sixty days from the date of becoming aware thereof or from the date of notifying it.
19. In the drafting of the Society's Constitution, the founder members shall be guided by this model form of the constitution according to the terms and conditions set forth in Ministerial Order No.(4) of 2007. The founder members may add the detailed provisions they deem appropriate provided that they shall not conflict with the provisions of Legislative Decree No.(21) of 1989.
20. The Ministry of Social Development shall review the draft Constitution submitted by the founder members and the Ministry shall be entitled to make the amendments it deems fit.
21. The objects of the Society referred to in Article (8), the methods of realizing the objects referred to in Article (9), and the activities of the Society referred to in Article (10) shall be defined in the light of what the founder members may find appropriate.
22. There shall be added to Article (11) the conditions which the founder members deem fit to be fulfilled by a member of the Society.
23. The Society's membership may be divided into active membership, associate membership and honorary membership. In a Clause to be added to Article (11), the founder members shall stipulate the terms and conditions to be fulfilled for associate membership and honorary membership, subject to the condition that an active member shall have the exclusive right to nomination, election and voting.
24. The founder members shall add to Article (18) and (19) the duties and rights of members as the founder members consider appropriate.

25. The first period referred to in Article (23) shall not be less than eight days and shall not be more than fifteen days from the date of the first meeting and the second period shall not be less than one hour and shall not be more than fifteen days as may be fixed by the founder members.
26. The founder members shall add to Article (31) the powers to be vested in the Executive Committee as they deem fit.
27. The members of the Executive Committee referred to in Article 23 shall not be less than five and shall not be more than twelve.
28. There shall be added to Article (33) the condition which the founder members deem fit to be fulfilled by a member of the Executive Committee.
29. Upon the drafting of Article (35), there shall be stipulated that the election of the office bearers on the Executive Committee shall be directly made by the General Assembly. The title of financial secretary may replace the designation of treasurer.
30. Article (37) shall fix the time for holding the Executive Committee meeting. It is preferable to hold a Committee meeting at least once in every month.
31. The founder members shall add to Article (43) the appropriate items of which the Society's revenues consist.

The subscriptions referred to in the preceding Article may be paid on a monthly or annual basis and shall be determined as may be deemed fit by the founder members.
32. The founder member shall specify in Article (58) the Society (Societies) to which the funds and properties of the Society shall devolve after liquidation.
33. The Ministry of Social Development shall be referred to seeking its views as to any provision of this Model Form that may be ambiguous.

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