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Ministerial Decision number 150/2000, which promulgates the regulations concerning the founding of non- governmental societies.

We refer to the law on non-governmental societies promulgated via royal decree number 14/2000.

And as requested by public interest.

It has been decided

Article 1: The enclosed regulations on the founding of non-governmental societies shall come into force.

Article 2: The founders of non-governmental societies shall use the said regulations, as guidance when they devise the societies' regulations.

Article 3 : This decision shall be published in the official gazette and shall come into force with effect from its date of publication.

Amer bin Shuwain al-Hosni
Minister of Social Development

Promulgated on 11 June 2000

Regulations concerning the founding of non-governmental societies

First section

Name of the society. The goals, activities and geographical scope of the society and its head office.

Article 1: The society shall be called _____ and shall have corporate identity and shall be based in _____

Article 2: Goals of the society

To work in the field of _____. This shall be as follows:

- A-
- B-
- C-
- D-

The geographical scope of the society:
Head office:

Article 3: A society can not be involved in politics and can not form political parties or interfere in religious issues. Neither should it be involved in tribal or sectarian blocs as stated in the law on non-governmental societies and in particular the following:

- A- To practice any activity other than the activities specified in its statute.
- B- To join or become a member of any society, authority or club abroad without the approval of the minister.
- C- To hold public events or festivals or to deliver public lectures without obtaining a licence from the Ministry.
- D- To send delegations abroad or host delegations from outside the country unless after obtaining the Minister's approval.
- E- To allow gambling or alcohol consumption in the society.

Article 4 : The founders of this society shall be at least 20 people :
Name and title –age-profession- nationality- religion- place of residence- academic qualification and its date, practical experience, ID or passport number and signature.

Second section

Conditions concerning the membership and the rights and duties of members

First chapter

Conditions concerning the membership

Article 5: Anybody can become a member if he/she is able to meet the following conditions:

A-He/she should be at least 18 years old and should not have been convicted in a felony or misdemeanour, which violates honour and/or honesty unless rehabilitated.

2- He /she should be of a good conduct.

3- He /she should undertake in writing to respect the society's regulations.

4- He/she should have the will to serve the society and achieve its goals.

Article 6: Those wishing to join the society should present an application to the society's Secretary using the form prepared for this purpose. The applications shall be recorded and should be given serial numbers. The applications shall be referred to the Board of Directors for approval. The applicant shall be notified about the board's decision.

Second Chapter

The duties and rights of the members

Article 7 : Members of the society should adhere to the provisions of the law on non-governmental societies promulgated via royal decree number 14/2000 and the regulations of the society. The reason behind joining the society should be to engage in voluntary work in order to serve the citizens in the area and to look after them. He/ she should exert all efforts to achieve the goals of the society. The member should do the following:

A-To participate in the society's activities in accordance with his abilities and capabilities.

B- The member's conduct should be exemplary.

C- The member should support the activities conducted by the society.

- D- The member should not harm or attempt to harm the society in any way.
- E- The member should comply with the decisions issued by the general meeting and the Board of Directors.
- F- The member should pay the annual membership fees set by the Board of Directors and which are approved by the general meeting.
- G- The member should work on attracting new members to the society through public awareness and through spreading the ideas and goals of the society within the local community.

Article 8: Resigned and sacked members can not demand that their membership fees or donations be refunded.

Article 9: The member has the right to attend both ordinary and extraordinary general meetings. He has the right to nominate himself/herself to the membership of the Board of Directors provided that one year has passed since he joined the society and that he/she meets the conditions concerning members of the Board of Directors.

Article 10 : The membership shall end in the following cases:

- 1- Withdrawing from the society
- 2- Death
- 3- The member can no longer meet any of the membership's conditions.
- 4- Dismissal
- 5- Delays in settling the membership fees on time for a period of..... provided that he is given a letter on the maturity date for payment.

The Board of Directors shall issue a decision on the end of the membership. The member shall be notified about ending his/her membership within 15 days from the issuing of the decision of the Board of Directors in this regard.

Article 11 : The member, who has been stripped of his membership due to non payment of membership fees in a year can regain his/her membership if he pays the due amount during the following year.

Article 12: It is not permissible for a member (or his/her heirs) who has lost their membership for any reason to retrieve the paid membership fees or donations. They have no rights to the money of the society.

Third Section

First Chapter (general meeting)

Article 13: The general meeting consists of all members who have paid their membership fees and who have been members for at least 6 months excluding the first meeting.

Article 14: The general meeting shall be held upon the invitation of the Board of Directors or upon a written request to the Board of Directors by one third of the members, who have the right to attend the general meeting or upon an invitation from the Ministry of Social Development.

Article 15: The agenda shall be enclosed with the invitation for convening the general meeting. It is not permissible for the Society to consider issues, which are not mentioned in the agenda except with the approval of one third of the members who have the right to attend.

Article 16: The ordinary general meeting shall be held once a year during the first three months following the completion of the society's financial year in order to consider the following:

- 1- The report of the Board of Directors for the completed year and the work plan for the coming year.
- 2- The general budget and the final account for the completed financial year and the draft budget for the coming year.
- 3- The auditors' report.
- 4- The election of the Board of Directors and filling vacant places.
- 5- The appointment of the auditors and the specifying of their remuneration.
- 6- Any issues which the Board of Directors would like to refer to the meeting.

Article 17: It is permissible to invite the general meeting for an extraordinary meeting to consider the possibility of amending the society's statute, the dissolving or merger of the society, a member of the board or all of the members of the board being stripped of their membership, or any other important or urgent issue referred by the Minister. It can also be convened if a serious violation of the provisions of the societies law or its internal regulations or bylaws has been committed or in order to annul any of the decisions of the Board of Directors.

Article 18: Any member in the general meeting can assign another member in writing to represent him in the ordinary and extraordinary general meetings. A member can not represent more than one person.

Article 19: The general meeting shall be convened in the society unless the invitation letter refers to another venue. The members should be invited at least 15 days before the actual meeting. The agenda and copies of the general meeting, final accounts and the draft budget should be enclosed with the invitation letter.

Article 20: The Ministry shall be notified about the convening of the general meeting at least 15 days beforehand. The Ministry should be provided with a copy of the invitation letter, the agenda, documents and the papers concerning the meeting. The Ministry can send a representative to attend the meeting.

Article 21 : The convening of the general meeting shall not be considered legal except with the attendance of the absolute majority of its members. If this figure can not be satisfied, the meeting shall be postponed to another date within 15 days from the date of the first meeting .
The second meeting shall be considered legal if attended by at least 10% of the members in person. If this majority is not available, the Minister can authorise the Board of Directors to practice the authorities of the general meeting.

Article 22 : The general meeting is headed by the president of the Board of Directors and in his absence, the vice president shall preside over the general meeting . In the absence of the vice president, the eldest of the attending members of the board shall preside over the general meeting.

Article 23: The decisions of the ordinary general meeting are issued with the absolute majority of the attending members. The decisions of the extraordinary general meeting are issued with two-thirds majority of its members.

Article 24: The decisions of the general meeting shall be recorded in a special register signed by the Chairman and the Secretary.

Article 25: It is not permissible for members to participate in the discussions of the general meeting or to vote on any issue referred to at the meeting if

they have a personal interest in the issue being discussed or voted on except for the election of the Board of Directors.

Article 26 : The Ministry shall be provided with a copy of the minutes of the general meeting within 15 days of the date of the meeting. The minute will include the decisions which have been taken.

Second Chapter

The Board of Directors

Article 27: The society is managed by a Board of Directors, which consists of . Its term shall be 2 years. It is allowed to elect those who have completed their term.

Article 28 : The Board of Directors shall elect at its first meeting a Chairman, a Vice-Chairman, a Secretary and a Treasurer from amongst its members after the convening of the general meeting.

Article 29 : The Board of Directors shall carry out the management of the society's affairs and will be jointly responsible for all the society's action before the Ministry according to the provisions of the law and the society's statute. The Board will also be responsible for the society's finances and properties and in regards to the following:

- i) Management of the technical, financial, and administrative aspects of the Society's affairs and the preparation of the Society's internal regulations conforming to the type of those designed by the Ministry for this purpose.
- ii) The establishment of committees which have sufficient oversight to enhance the advancement of the work, and which have at least one member of the Board represented on each committee. The decisions of the committees shall be implemented within the boundaries of the specialities specified by the Board of Directors. The committees shall present their work to the first possible meeting of the Board of Directors for approval.
- iii) The appointment, disciplining of employees and the termination of their services.

- iv) To invite the ordinary general meeting and the extraordinary general meeting to be convened pursuant to the provisions of the law.
- v) Considering whether to accept new members to the Society and deciding on the resignation tendered by any member.
- vi) Implementing the decisions of the general meeting.
- vii) Considering violations committed by members.
- viii) Direct supervision of programmes and projects, which the Society conducts.
- ix) Specifying the value of long term loans.
- x) Preparing final accounts and the annual budget for the completed financial year, the budget forecast for the coming year and the annual report, which will be submitted to the general meeting.
- xi) To discuss the Ministry's remarks and prepare a reply in this regard.
- xii) To send to the Ministry a copy of the minutes of meetings of the Board of Directors and the general meeting within 2 weeks of the convening of the meeting.

Article 30: The Board of Directors shall meet at least once a month. Any member who does not attend more than half of the board's meetings during one year without an acceptable excuse shall be considered resigned.

Article 31: The board's meeting shall be considered valid if the absolute majority of its members attend the meeting. The decisions of the board shall be issued with the majority of attending members. In case the number of votes is equal, the Chairman's side shall win the vote.

Article 32 : If the seat of any member of the board becomes vacant during the period between the meetings of the general meeting, the Board of Directors can replace him/her with the person with the most votes in the last elections other than the elected members. If this person has any objection, the following person in terms of the number of the votes shall replace him.

Article 33 : The minutes of the meetings of the Board of Directors shall be recorded in a special register, which shall be signed by the president and the Secretary.

Article 34 : The Board of Directors can delegate some of its authorities to an executive committee which consists of the Chairman or his deputy, the Treasurer, the Secretary and any board member who is elected by the board

itself provided that the number of the said committee should not exceed 5 members. At least three members should attend its meetings.

Article 35: The executive committee shall be in charge of the following:

- 1- To approve the financial transactions within the limits set by the board.
- 2- To approve the nomination and employment of staff within the limits set by the Board of Directors.
- 3- To approve the minutes concerning the annual inventory.
- 4- To allow spending using the long term loan and as per the work needs and requirements
- 5- To peruse the executive policies concerning projects and proposals in addition to the draft budget before being referred to the Board of Directors.
- 6- To review and approve the final account and general budget and to peruse the auditor's report in order to reply to the remarks mentioned in the report before being referred.
- 7- To approve the decisions of other committees before being presented to the Board of Directors. The executive committee meets at least once every two weeks in order to consider the work of the society provided that this would be within the authorities of the committee.

The decisions shall be recorded in a special register and shall be referred to the Board of Directors on a regular basis.

Article 36 : The authorities of the Chairman of the Board of Directors are as follows :

- 1- To preside over the Board of Directors, the ordinary and extraordinary general meetings and the internal committees. He has the right to call for convening any of the above.
- 2- To represent the society with regard to its relations with others and before the courts.
- 3- To approve the agenda for the board's meetings and to monitor the implementation of its decisions.
- 4- To sign all the contracts and agreements approved by the Board of Directors as a representative of the society.
- 5- To sign along with the Secretary all the minutes of the sessions, the administrative decisions and personnel affairs.
- 6- To sign checks and approve documents concerning payment along with the Treasurer.

- 7- To settle urgent issues which can not be postponed until the meeting of the executive committee or the Board of Directors provided that it shall be discussed during the first meeting of the board.

Article 37 : The Secretary shall be in charge of the following:

- 1- To prepare the board's agenda and to send invitations to the members plus preparing the minutes of the board's meetings and decisions. He is also in charge of recording them in special registers and referring them to the board during the following meeting for endorsement.
- 2- To prepare a record which includes the names of the members and their basic details.
- 3- To keep records concerning the minutes of the meetings of the board and the general meeting and to get them signed by the Chairman.
- 4- To prepare an annual report on the society's activities and to present it to the Board of Directors after being referred to the executive committee.
- 5- To prepare the agenda for the general meeting and to invite the general meeting within the legal timings in addition to preparing the agenda for the extraordinary general meeting.
- 6- To notify the Ministry about the minutes of the meetings of the Board of Directors and the general meeting on the set timings.
- 7- To supervise all the administrative works and to keep all the papers related to the society and its records in its head office.
- 8- To peruse all the correspondence sent to the society and to refer it to the Board of Directors, the executive committee or the Chairman as appropriate.
- 9- To receive applications to join the society.

Article 38 : The Treasurer shall be in charge of the following :

- 1- To supervise the society's financial resources and expenses. He is also in charge of preparing receipts with regard to all of the society's revenues in addition to receiving these amounts and depositing them at the society's bank account. He is also in charge of entries in the financial records.
- 2- To organise and supervise the financial works and the works related to the stores.
- 3- To supervise the annual inventory.
- 4- To make the payments which have been approved in a legal manner and to keep the documents concerning the payment in addition to signing them and the checks along with the Chairman of the society.

- 5- To photocopy the final accounts and the general budget in order to be referred to the auditor. The auditor shall audit them before preparing his report, which shall be referred to the executive committee and the Board of Directors.
- 6- To participate in devising the draft budget and to refer it to the Board of Directors.
- 7- To prepare a reply to the remarks sent to the society on the financial works.

Article 39 : The general meeting can appoint an auditor who is not a member of the board and determine his remuneration. If the expenses or revenues exceed RO.....the auditor should be a chartered accountant. He shall start his work from the date of his appointment and until the following general meeting. He should audit the accounts of the financial year which he is assigned to audit.

The auditor shall be in charge of the following:

- 1- To peruse the society's records and documents at any time. He has the right to request any data or clarifications, which he deems necessary in order to carry out his mission. He should also check the society's assets and obligations.
- 2- To devise a financial system which would enable the society to operate in an efficient manner.
- 3- To verify the treasury in addition to checking the inventory. He should present a report in this regard to the Board of Directors.
- 4- He should present a report on the final account and the general budget to the Board of Directors at least one month before the convening of the general meeting. The said report shall be supported by his remarks on the final account and the budget.

Fourth Section

The society's revenues and how to use these revenues

Article 40 : The society's financial resources consist of the following:

- 1- Membership fees
- 2- Donations, grants and wills provided that the Minister accepts
- 3- Revenues generated from its activities.

- 4- Government aid
- 5- Other revenues approved by the Ministry

Article 41 : The society's financial year shall commence on the 1st of January and expire at the end of December of each year except for the first financial year which shall start from the registration date of the society and shall expire at the end of December of the following year.

Article 42 : The society's money shall be deposited in its name at one of the banks operating in the Sultanate. The Ministry shall be notified accordingly. In case the bank is changed, the Ministry shall be notified within one week from that date. The society's money can be withdrawn using checks signed by the Chairman of the board and the Treasurer.

Article 43: The Board of Directors shall specify the amounts kept by the treasury to deal with society's urgent expenses.

Article 44 : The society should spend its money on ways to achieve its purposes. The money can not be spent otherwise. Following the approval of the Ministry, the Board of Directors can exploit the surplus in the society's revenues in order to guarantee a fixed source of income provided that this would not have a negative impact on its activity.

Fifth Section

Article 45 : If the Board of Directors becomes convinced that the society is unable to achieve its purposes, the board shall have the right to call for the convening of the extraordinary general meeting in order to consider the dissolving of the society. If two thirds of the society agree to this, the dissolving decision shall be issued by the Minister. The dissolving decision shall refer to the appointment of a liquidator, who shall determine the society's dues and honour its obligations.

Article 46: The society's money following the dissolving shall be given to one of the declared societies, which shall be determined by the Ministry.

Guidelines on how to register a non governmental society

First : If there is a will to register a society, the following guidelines can be helpful :

1- The founders who are willing to register a society shall participate in a founding meeting in order to devise the written statute which shall be signed by them. The statute shall include the following:

- A- Name of the society in addition to its goals, scope and the how these goals shall be implemented in addition to its geographical work scope and its head office, which should be based in the Sultanate of Oman.
- B- Names of all the founding members in addition to title, age, nationality, religion, profession and place of residence.
- C- The society's revenues and how to utilise and dispose of them in addition to the commencement and completion of the financial year.
- D- The society's bodies and the authorities of each one of them. How their members are selected and removed in addition to how the membership is rendered null and void and the necessary quorum to hold the general meeting and the Board of Directors in addition to the quorum needed with regard to the legality of issued decisions.
- E- Who represents the society with regard to its relation with others.
- F- The conditions for membership in addition to members' rights and duties and in particular the right to attend a general meeting and vote. The member's age should be at least 18 years old. He should not have been convicted in any crime, which violates honour or honesty unless rehabilitated.
- G- Internal auditing methods
- H- How to amend the society's charter and how to merge, divide or set up branches for the society.
- I- The provisions concerning the optional dissolving of the society and the party, which will receive its money.

2- The founders shall elect from amongst themselves the first Board of Directors for one year. This board shall authorise one or more of its members in order to follow up the procedures concerning the declaring of such a society.

3- The application to register the society shall be presented to the Ministry (the concerned department) by the Chairman of the founding panel or his deputy. The application should be supported by five copies of the following documents, which are signed by the Chairman of the Board of Directors and the Secretary:

- 1- A list of the names of the founding members and another one which includes the names of the first Board of Directors including their title, age, profession, nationality, place of residence and religion.
- 2- The minutes of the meeting of the founding meeting.
- 3- The minutes of the meeting of the first Board of Directors.
- 4- The decision of the Board of Directors to authorise those who will present the papers concerning the declaration of the society.
- 5- The society's statute.
- 6- A certificate from the concerned authorities that they do not object to any of the founders.

Second : When the society devises its internal regulations, it can use the general regulations issued via the decision number 150/2000 and the non governmental societies law in the Sultanate promulgated via royal decree number 14/2000.

Third: Some examples of the societies' scope of work :

- 1- Orphans' Care
- 2- Childhood and motherhood's care
- 3- Women's services
- 4- Care for the elderly
- 5- The care extended to the disabled and people with special needs.
- 6- Looking after the professional interests of doctors, accountants and engineers.
- 7- Any other fields or activities which the Minister deems appropriate.