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ADMINISTRATIVE CIRCULAR NO. 7 OF 1994

In recent times it has been noticeable that some of the associations for public benefit have not been holding their general meetings and some of them have been holding the meetings after the time stipulated for in Federal Law No. 6 of 1974, and in particular Article 23 which imposes the following conditions on associations:

One: The time for holding the general meetings

The ordinary general meetings shall be held once each year within three months from the end of the financial year - namely between 1 January and 31 March - and it is not permitted to postpone the meeting after that date, always ensuring in addition that it is not held on a Friday or an official holiday.

Two: Notification to the Ministry of the date of the meeting

The association must notify the Ministry of the date of the meeting at least 20 days before it is due to be held, in accordance with the provisions of the Ministerial Circular No. 3 of 1994, and the notification must specify the time and the place it is to be held, and attached to it should be the following documents:

1. The agenda of proceedings
2. The financial report
3. The administrative and technical report
4. The estimated budget

Three: Membership of the association

The general meeting shall comprise all the active members who have paid their annual subscriptions as of the date the meeting is held and then always providing that at least six months have elapsed since their membership commenced. For the general meeting to be validly held, it is a condition that it is attended by at least half the members at the start of the meeting. Evidence of the membership status of those members must be submitted to the representative of the Ministry prior to the meeting in order to ensure that the meeting is validly held.

Four: The required measures to be taken after the meeting

Within 15 days from the date of the end of the ordinary general meeting, the association must furnish the Ministry with the following documents, duly approved by the board of management and stamped with the seal of the association:

1. The minutes of the general meeting.
2. The financial and administrative report on the activities of the association.
3. The names of the members and the type of their membership.
4. The names of the members of the board of management and their positions on the board.
5. The approved estimated budget.
6. The names of those present and their type of their membership and their signatures.

The Ministry reminds the associations of their obligation to comply with the provisions of the Law and the regulations issued in connection with it.

The Undersecretary of the Ministry

Date: 6.12.1994