ILLIANA SILWAD ASSOCIATION CONSTITUTION

In The Name of Allah Most Gracious Most Merciful

# Article 1: The name of the association

Illiana Silwad Association

# Article Two: The headquarter of the association

The headquarter of the association in Highland, Indiana for now.

# Article Three: The goals of the association

* Serving Silwad communinity residing in Indiana and Illinois and affiliated with the association
* It is possible for any Silwady who resides in the United States of America to join the association
* Conducting periodic cultural, social and sports meetings to encourage Silwad community members and helping them within the capabilities of the association.
* The association is non-profit, social, cultural, sports, non-political and does not support any political institution. It is completely independent, and it members have the freedom to express themselves in a way that does not contradict the association’s constitution.

# Article Four: Membership.

1.To be residing in Indiana or Illinois and committed to the association’s system and objectives.

2To be at least 18 years old.

3To pay his annual subscription ($100).

4. anyone is welcome to join the association as long as he pays the annual membership and obey association rules, yet only Silwad origin members can run for the general assembly board.

# Article Five: The General Assembly

1.The General Assembly is the highest authority in the association and they are the active members who pay their annual subscriptions.

2.The General Assembly meets once a year in an ordinary meeting in the month of January of each year, in which it discusses the administrative and financial reports and any other matters proposed by the administrative body.

3.The General Assembly meets in an extraordinary meeting at the request of the administrative body by a majority of half + 1, or at the request of the General Assembly by a two-thirds majority.

4.One of the powers of the General Assembly is to discuss, amend and confirm the system (the constitution), withhold confidence from the administrative body and call for early elections.

5.The articles of the system (the constitution) are amended if a third of the general assembly submits a written request signed by them to the administrative body, and it becomes effective if it obtains the votes of +1 liquidation from the members of the public body, and that is in the event that there is a quorum for the session, if there is no quorum, the meeting is postponed for a maximum period Two weeks, and the meeting is held with those who attended, and the amendment is approved by a half + 1 majority.

# Article Six: Elections.

1-A committee is composed of non-candidates to prepare and conduct the elections, and everyone who nominates himself or votes in the elections must have paid his subscriptions from the calendar year before the election..

2- Elections will be held on the last day of February.

3-The administrative body numbered 11 people by acclamation for the first administrative body only with the aim of incorporation and then to be considered later.

4-The president, his deputy, and the rest of the members of the board are elected and handed over the chairmanship of the committees through the administrative body itself.

5- Only one person has the right to delegate power in the elections, provided that he is an active member.

6-In the event of the resignation of a member of the administrative body, the first one from the reserve (from the same family) is summoned.

7-The election paper must contain the names of at least five candidates.

# Article Seven: The Administrative Body

* First: the president

Leading the meetings of the administrative body.

Supervising all the work of the association and its committees.

He is the official spokesperson for the association or his authorized representative

He signs all correspondences related to the association and checks jointly with the treasurer

In the event of a tie vote in the administrative body, the vote of the president will be preponderant.

* Second: Vice President

He collects the work assigned to him by the president of the association.

He signs the checks jointly with the treasurer.

He presides over the meetings of the association in the event of the absence of the president or his inability to carry out his duties.

In the event of the resignation or death of the president, he replaces the president until the elections.

* Third: Secretary

Be responsible for preparing for and calling for meetings.

Writing down the sessions and meeting minutes of the general and administrative body

Maintaining and following up the association’s records

Preparing administrative reports for the general body, including all activities and achievements of the administrative body

* Fourth: The treasurer

1-He shall be responsible for the financial committee and the association’s funds and accounts.

2-Submitting financial reports to the administrative body and the general body.

3-He signs the checks jointly with the president or his deputy

4-Helping to find financial sources to support the association

* Fifth: External Relations Officer

1- He shall be responsible for the Foreign Relations Committee.

2- Coordination with Palestinian and Arab institutions

3- He represents the association in the Palestinian and Arab institutions.

* Sixth: Responsible for the Media and Cultural Committee

The committee entrusts him with the tasks of supervising the association’s social networking sites, all publications or statements that bear the association’s name, arranging cultural seminars, hosting speakers, and supervising activities from the media section.

* Seventh: Membership and Headquarters Officer

1-Collect subscriptions and donations in cooperation with the treasurer

2-Supervising the opening, maintenance and renting of the headquarters

* Eighth: Responsible for social activities

1-The committee entrusts him with the tasks of planning and supervising the activities of the social association.

* Ninth: Responsible for the Youth and Sports Committee

1-The Committee entrusted him with the tasks of planning and supervising the activities of the Youth and Sports Association.

# Article Eight: Committees

Body forms a group of committees to facilitate its work and activities in the association, and all members of the administrative body must participate in these committees. The committee official has the right to add members from the general assembly of the committee.

# Article Nine: Meetings of the Administrative Board Loss of Membership

The Administrative Board meets periodically every month, and in case of urgent matters, it meets as needed.

Whoever is absent from more than three consecutive meetings or six separate meetings without an acceptable excuse shall be dismissed and a replacement appointed

# Article Ten : Withdraw its confidence

Confidence is withdrawn from a member of the administrative body by dismissing him if he commits any crime that violates public morals and traditions, and if he violates the objectives and rules of the association. Request to be withdrawn need to bewritten ,signed by a third of the members of the general assembly.

It is approved by the administrative board if it gets the votes of half + 1, and in the event of a tie, the vote of the president is preponderant.

|  |  |  |  |
| --- | --- | --- | --- |
| Revision Date | Version | Description | Revised by |
| 01/27/2023 | 0.1 | Initial translation to English from Arabic | Mohammad Okab |
|  | 0.2 | Changed the sentence regarding the headquarter location. Page 1  Modified the membership types to 1 type and added sentence to govern who can run for the board assembly. Page 1  Modified the name to Illiana Silwad association on page 1 | Mohammad Okab |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |