



JCI ALEPPO CHAPTER CONSTITUTION



INTRODUCTION

For a local organization member (chapter) of Junior Chamber International (JCI), Inc., to satisfy the requirements of its national organization, it must have a Constitution which embodies the regulations of its national organization and reflects the principles of the JCI Constitution. To achieve this, a number of requirements must be identified at local, national, and international levels.

This publication defines a framework that provides a degree of standardization on which chapter actions and activities can be based . Each LOM's constitution is drafted in a way that makes allowances for local conditions. However, in order to benefit the administration of JCI organization internationally and nationally , a degree of uniformity among chapter constitution must be achieved incorporating the principles guiding JCI globally .

Junior Chamber International – Aleppo (JCI Aleppo)

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CHAPTER CONSTITUTION GUIDE

THE PURPOSE OF A CONSTITUTION

The objects of any Constitution should be stated with clarity and simplicity. No Constitution can be effective if it attempts to legislate for details, which are more suitably dealt with through policies, which are the everyday working rules. The test of a Constitution's worth is its effectiveness in giving prospective members a proper understanding of the nature, aims and purposes of the organization.

1. The objectives of a Constitution are:
 - a. To name the Association.
 - b. To define the aims and purposes of the Association.
 - c. To state who is eligible for membership.
 - d. To prescribe how the Association shall be governed by covering such matters as:
 - i. What shall be the supreme authority; how shall it be composed; and when shall it meet?
 - ii. What officers shall it have; who shall elect or appoint them; and how shall they be elected or appointed?
 - iii. How shall the policies be implemented, and who shall be responsible for seeing that this work is fulfilled?
 - e. To determine the method by which the Association shall be financed.
 - f. To define parliamentary authority.
 - g. To outline methods for amending the Constitution.

2. The Constitution may be composed of:
 - a. **Articles:** The articles of a Constitution are those separately marked sections or clauses, which *specify* the purpose or other terms and conditions of the Association. The articles are the rules and regulations by which the Association will work.

 - b. **Bylaws:** The purpose of the bylaws is to help *define* the rules and regulations. As such, they are subsidiary to the articles of the Constitution and must be drafted in a manner, which, in the opinion of the organization, seems best suited to meet its requirements.



ORGANIZATIONAL STRUCTURE OF A JCI CHAPTER

The organizational structure of a chapter must be suited to meet its own needs. There are, nonetheless, certain aspects of organization, which should be present in any chapter. These are:

1. **General Assembly.** It is through this body that the control of the chapter is exercised. Its composition is dealt with under Chapter VI of the sample Constitution.

2. **Board of Directors.** The function of the Board of Directors is to provide direction to the chapter and facilitate its administration. Its composition is dealt with under Chapter IX and X of the sample Constitution.

3. **Project or Program Committees.** The Project or Program Committees are the means through which the work of the chapter is affected, and each member should be assigned to at least one committee. Committees should be assigned to Directors or Managers according to the JCI Areas of Opportunity. They should include within their terms of reference the work in which the chapter is interested.



JCI Aleppo Constitution

CHAPTER I: NAME

ARTICLE 1-1. NAME:

The Association shall be known as the “*Junior Chamber International - Aleppo*” and hereinafter in this Constitution shall be referred to as “the chapter.”

CHAPTER II: EMBLEM

ARTICLE 2-1. EMBLEM:

If any, the emblem of the chapter shall consist of the emblem of Junior Chamber International, which shall be reproduced as below:



BYLAW 2-2. RESTRICTIVE USE:

The use of the name, initials and emblem of Junior Chamber International shall be restricted to properly affiliated members of the chapter and shall not be used by others without the written consent of the President.

CHAPTER III: AFFILIATION

ARTICLE 3-1. AFFILIATION:

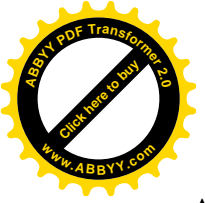
The chapter shall be (and is hereby) affiliated with the Junior chamber International – Syria and Junior Chamber International, and this shall involve:

Compliance with the Constitution of Junior chamber International – Syria and Junior Chamber International insofar as these affect the function of this chapter.

CHAPTER IV: PURPOSES

ARTICLE 4-1. PURPOSES OF THE JUNIOR CHAMBER:

The purpose of the Junior Chamber, inspired by the Declaration of Principles, shall be to contribute to the advancement of the global community by providing the opportunity for young people to develop the leadership skills, social responsibility, entrepreneurship and fellowship necessary to create positive change.



ARTICLE 4-2. PURPOSES OF THE CHAPTER:

The purposes of the chapter shall be:

1. Development of an awareness and acceptance of the responsibilities of citizenship.
2. Individual participation in internal training programs to develop leadership potential.
3. Active participation in planning and executing programs for the development of the individual and the community.
4. Promotion of economic development.
5. Furtherance of understanding, goodwill and cooperation among all peoples.

ARTICLE 4-3. POLITICS:

The chapter shall refrain from any partisan political activity, and its members shall avoid mixing their personal activities with their Junior Chamber activities in a sense that the general public might infer that the organization is politically oriented one way or another.

ARTICLE 4-4. RELIGION:

This chapter shall refrain from sectarian or religious activities, and its members shall avoid mixing their personal activities with their Junior Chamber activities in a sense that the general public might infer that the organization is religiously oriented one way or another.

CHAPTER V: MEMBERSHIP

ARTICLE 5-1. QUALIFICATIONS:

Individual membership in this Association shall be open to young persons of good moral character in respect to Article 5-2 and Bylaws 5-3, 5-4, 5-5, 5-6 and 5-7.

ARTICLE 5-2. AGE LIMIT:

The chapter shall maintain age limits of not less than eighteen (18) and not more than forty (40) years for Individual Members, providing that membership shall continue until the end of the calendar year in which the person reaches the age of forty (40) years, with the exception that the Immediate Past President may serve in that capacity for not more than one (1) year.

BYLAW 5-3. REQUIREMENTS:

1. Applications shall be in writing on the form prescribed for that purpose and accompanied by the first year's subscription.
2. All applications must be accepted by a majority vote of Board of Directors.
3. Before being officially recognized, any member shall have attended an orientation session and met all additional requirements as set in the chapter policies and outlined in the membership application.

BYLAW 5-4. RESIGNATION:

Any member may terminate association with the chapter immediately upon lodging notice of this wish with the President, accompanied by all monies due to the chapter with no possible refund of dues already paid.



BYLAW 5-5 MEMBERSHIP STANDING

Section 1 – Good Standing : Members in good standing within the chapter are those that have paid their dues by the deadline set in Article 14-1 and regularly attend the meetings of at least one area of opportunity and participate in at least one general chapter meeting within the calendar year .

Section 2 – Associate Standing : Members who pay their dues by the deadline set in Article 14-1 but fail to comply with other requirements of Bylaw 5-5 section 1 , will become member in associate standing. Associate members are not considered to be in good standing with the chapter and are not part of the general assembly composition as defined in Article 6-4 .As such, they don’t hold the right to vote or be nominated for any position. The board of Directors must notify members who become in associate standing to change of their statues within the chapter.

Section 3 – Bad Standing : all members failing to achieve the membership standing as set in Bylaw 5-5 Section 1 & 2 are considered members in bad standings .

Section 4- Membership Evaluation: To determine the membership standing of every member, the Board of Directors shall hold quarterly evaluation meetings. A three months period shall be the minimum evaluation time for all individual members before determining their standing within the chapter.

BYLAW5-6 MEMBERSHIP SUPENSION OR CANCELATION

Section 1- Suspension: All members in bad standing as defined by bylaw5-5 will have their membership suspended by the Board of Directors for a period of three months. The board must send them a notification of this matter ASAP.

Section 2- Cancellation: If a member with suspended membership fails to regain good or associate standing by the end of the suspension period, the membership will be cancelled and the member will be asked to apply as a new member if they wish to return to the chapter.

Section 3- Voluntary Suspension : Any member who due to extra ordinary circumstances such as travel, illness or other can , upon their written request and Board approval , have their membership voluntarily suspended for any given period of time not exceeding one year . During this period the member loses their right to vote or be nominated for a position until the suspension is over. However, they will not have their membership subject to cancellation as per Bylaw 5-6 section 2. If the circumstances extended beyond one year, the member must submit a new suspension request to the Board.

BYLAW 5-7 HONORAY MEMBERSHIP

The chapter may have honorary members that will help support the mission of JCI and improve the chapter’s image and reputation within the community. Honorary members are exempt from paying dues and attending meetings but are subject to the age limit as defined in Article 5-2. Furthermore, honorary members have no rights to vote or be nominated for an elected position.

Honorary membership is granted upon the written request of any individual member and a majority vote of the Board of Directors.



CHAPTER VI: GENERAL ASSEMBLY

ARTICLE 6-1. SUPREME AUTHORITY:

The General Assembly shall constitute the supreme authority of the chapter. It shall control the affairs of the chapter and shall retain all rights and privileges not specifically assigned to the Board of Directors, the President, or any other chapter officer.

BYLAW 6-2. EXCLUSIVE PREROGATIVES:

The General Assembly shall have the exclusive prerogative to vote on all of the following matters:

- 1. Election of all elective officers
- 2. Approval of the chapter Plan of Action and program(s) of activity of the ensuing year
- 3. Approval of the budget of the ensuing year
- 4. Amendments to the chapter Constitution

BYLAW 6-3. SPECIFIC RESPONSIBILITIES:

The General Assembly shall receive and act upon reports and recommendations referred to it by the Board of Directors or any member of that body and:

- 1. To receive the Annual Reports of the members of the Board of Directors.
- 2. To receive the accounts for the year.
- 3. To transact any other business appropriate to an Annual General Meeting, including discussion and approval of the chapter program of activities and budget for the ensuing year.

ARTICLE 6-4. COMPOSITION:

The General Assembly shall be composed of:

- 1. The chapter Board of Directors.
- 2. All members in good standing as determined by the last membership evaluation meeting held by the Board of Directors as per Bylaw 5-5 prior to the meeting .

ARTICLE 6-5. VOTING:

At any meeting of the General Assembly, each Individual Member in good standing and present shall be entitled to one vote. Voting shall be by a show of hands, except for election of the chapter officers or unless a secret ballot be demanded by at least one-third (1/3) of the members present and voting.

BYLAW 6-6. CASTING VOTE:

The President shall have the casting vote in case of equality votes, except in the case of election of chapter officers.

ARTICLE 6-7. PROXIES:

Proxies shall not be recognized, and no person may cast more than one vote.

ARTICLE 6-8. QUORUM:



At any meeting of the General Assembly, fifty-one (51) percent of the total membership shall constitute a quorum.

BYLAW 6-9. DATE:

The General Assembly of this Association shall be held each year at a date between September 1st and October 20th decided by the Board of Directors.

BYLAW 6-10. NOTICE:

Written notice of the General Assembly shall be dispatched by the Secretary General to every Individual Member of the Chapter at least thirty (30) days prior to the date of said meeting. At least seven (7) days before the General Assembly, the Secretary General shall send to each Individual Member an agenda showing the business to be conducted and a list of those eligible for election to the Board of Directors.

BYLAW 6-11. CANCELLATION:

The General Assembly can only be canceled for unexpected events. The General Assembly must be rescheduled as soon as possible after the initial date.

BYLAW 6-12 NO QUORUM

In the event where the quorum defined in article 6-8 is not achieved, the Board of Directors will suggest a new date and time for the General Assembly to be approved by a majority of membership presented and no quorum shall be needed at this rescheduled meeting.

CHAPTER VII: MEMBERSHIP MEETINGS

ARTICLE 7-1. OTHER GENERAL MEETINGS:

The chapter shall hold regular membership meetings on quarterly basis.

ARTICLE 7-2. SPECIAL GENERAL MEETINGS:

Special General Meetings may be called at any time by the President, Board of Directors, or at the request in writing of one third (1/3) of the membership in good standing. The object of such a meeting must be stated at the time of requisition, and not less than fourteen (14) days' notice of such a meeting must be given to all members of the chapter.

CHAPTER VIII: OFFICERS

ARTICLE 8-1. ELECTED OFFICERS:

The elected officers of the chapter shall be the:

1. President.
2. Vice President of the Individual Area of Opportunity.



3. Vice President of the Community area of Opportunity.
4. Vice President of the International area of Opportunity.
5. Vice President of the Business area of Opportunity.
6. Secretary General
7. Treasurer

ARTICLE 8-2. IMMEDIATE PAST PRESIDENT:

In addition to the elected officers, the Immediate Past President shall be an officer of the Chapter.

ARTICLE 8-3. DUTIES:

The officers of the chapter shall carry out duties assigned by the President or as stipulated in this Constitution.

ARTICLE 8-4. ELECTION:

Each officer designated in Article 8-1 must be elected separately by a majority of votes cast during the Annual General Meeting.

In case there is a tie in the number of votes received by candidates for the same position, the voting is repeated for that position only .If after three rounds of voting the candidates were still tied, and then a coin toss will determine the elected officer.

In case a sole candidate for a position did not achieve a majority of votes cast, the chairman may seek verbal nomination for that position from the General Assembly and a new vote is cast for the position.

BYLAW 8-5. NOMINATIONS:

1. Nominations shall be in writing, stating the name of the nominee and the office for which the nominee is standing. They must also be supported by two members in good standing and received by the Secretary General at least 30 days prior to the General Assembly. In addition the nominee must deliver to the Secretary General a written consent to serve.
2. If no nominations for a position have been received in writing by the time of election, the chairman may seek verbal nomination from General Assembly.

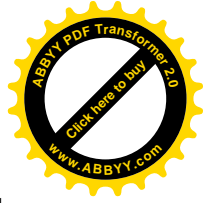
BYLAW 8-6. PERIOD OF OFFICE:

Elected and appointed officers shall hold office for a period of one (1) year commencing the first day of January following their election or appointment. In the case of appointment after the first day of January, the period of office will only be for the remaining part of the year of operation.

BAYLAW 8-7. ELIGIBILITY:

Section 1. Restrictions:

No officer shall be eligible to hold the same office for more than one (1) term. A person may be re-elected to the Board of Directors, but would not be eligible for reelection or reappointment to any office held in the preceding year, unless:



1. That officer was appointed to the office during the year and will not have served a full term in such office prior to December 31.
2. For a valid reason accepted by the President, the officer was obliged to resign before the expiration of that officer's term of office.

Section 2. Age:

No person shall be elected or appointed who will reach the fortieth (40th) birthday prior to assuming office.

Section 3. Member:

Every nominee for election and every appointed officer shall be an Individual Member of the chapter and must be, at the time of the election or appointment, current in the payment of dues to the chapter.

Section 4. Meeting Attendance:

Unless excused by the President for valid reasons, every nominee for election shall be in attendance at the Annual General Meeting at which that individual is a nominee.

Section 5 . Chapter Experience:

All elected officers shall have served as a commission or project director and have been a chapter member in good standing as defined in Bylaw 5-5 for a minimum 12 months time of nomination.

Section 6. Specific Qualifications of the President:

The President shall have served at least one year on the current or preceding Board of Directors.

BYLAW 8-8. VACANCIES:

Section 1: Vacancies for any office on the Board of Directors other than that of the President, shall be filled by a vote of the General Membership Meeting. Any member thus elected shall hold office for the unexpired portion of the term of office of the original holder.

Section 2: Upon the death, disability, resignation, or other disposition that shall prevent the President from serving, Vice President will assume the Presidency for the duration of the term for which the President had been elected subject to the approval at the next General Membership Meeting. If the chapter has no Executive Vice President, one of the Vice Presidents will be elected at the General Membership Meeting.

BYLAW 8-9. REMUNERATION:

All officers shall serve without financial remuneration.

BYLAW 8-10 FAILURE TO FULLFILL DUTIES

Any elected officer who is deemed failing at fulfilling their duties by either repeated unexcused absences from the Board of Directors' meetings or failure to carry out and attend to their assigned duties as



outlined in chapter IX, shall, following a vote of the Board of Directors, be given a written warning asking them to fulfill their commitments to the chapter.

If after two warnings the officer is still failing in the fulfillment of their duties, the Board of Directors shall vote to remove them from office and their position shall be considered vacant and must be filled in accordance with BAYLAW 8-8. The minimum period separating the Board's votes on this matter shall be no less than two weeks.

CHAPTER IX: DUTIES OF MEMBERS OF THE BOARD OF DIRECTORS

PRESIDENT

BYLAW 9-1. DUTIES:

The President shall:

1. Be responsible for the control and supervision of the chapter.
2. Preside at all General Membership Meetings and meetings of the Board of Directors.
3. Assume overall responsibilities for the membership growth of the chapter
4. Monitor and coordinate the activities and programs of the chapter, supervise the activities of the Vice Presidents.
5. Prepare the plan of Action for the ensuing year in coordination with the incoming president.
6. Represent the chapter in all instances.
7. Report to the General Assembly and Board of Directors.

VICE PRESIDENT

BYLAW 9-2 DUTIES:

A Vice President shall:

1. Carry out such duties as may be assigned to him by the President and particularly to monitor, coordinate, and promote the activities related to one or several JCI Areas of Opportunity.
2. Supervise the activities of the Commission Directors assigned to him.
3. Advise the President and Board of Directors on program and project matters.
4. Receive all material and information relating to programs and projects received from JCI and the national organization in his field of responsibility and distribute these to the Directors concerned.

SECRETARY GENERAL

BYLAW 9-3. DUTIES:

The Secretary General shall:

1. Be the administrative officer of the chapter responsible directly to the President.
2. Give notice of all General Membership Meetings of whatever nature.
3. Be responsible for taking minutes of General Membership Meetings and Board of Directors Meetings and for keeping a permanent record of such minutes, which shall be open to inspection by members at all reasonable times.



4. Prepare the agendas of all meetings and submit them to the President for approval.
5. Be responsible for the preparation of the Annual Report of the chapter.

TREASURER

BYLAW 9-4. DUTIES:

The Treasurer shall:

1. Issue notices of dues payable and be responsible for their collection.
2. Keep books of accounts and financial records of the chapter.
3. Be responsible for the disbursement of monies at the direction of the Board of Directors.
4. Be responsible for the preparation of an Annual Report on the financial affairs of the chapter and for quarterly financial statements.

All checks and other orders relating to the bank accounts of the chapter shall be signed by the President or the Executive Vice President and shall be countersigned by the Treasurer.

IMMEDIATE PAST PRESIDENT

BYLAW 9-5. DUTIES:

The Immediate Past President shall have the duties of a General Legal Counsel and:

1. Serve as Parliamentarian to the Board of Directors and the General Assembly.
2. Rule on matters of parliamentary procedure at the request of the presiding officer.
3. Make sure that the Constitution of JCI, the National Organization and chapter are respected at all times.
4. Propose amendments to the chapter Constitution and Policy Manual if necessary.

CHAPTER X: BOARD OF DIRECTORS

ARTICLE 10-1. COMPOSITION:

The Board of Directors is composed by the Executive Committee and the Vice Presidents.

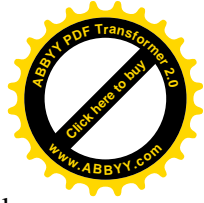
BYLAW 10-2. DUTIES:

The Board of Directors, which is the governing body of the chapter, shall:

1. Have control of the property of the chapter and the administration of its funds.
2. Discharge all functions of the chapter except those exercised by the General Assembly or delegated to the Executive Committee, if any.
3. Make recommendations to the General Assembly.
4. Act on all matters referred to it by the General Assembly.
5. Plan and coordinate chapter activities.
6. Approve the affiliation of members.

BYLAW 10-3. MEETINGS:

Section 1. Regular Meetings:



Meetings of the Board of Directors shall be held monthly at such time and place as the President shall decide. Five (5) days' written notice of such meetings shall be given to each member by the Secretary General, except when specifically scheduled at the time of the last meeting with mention in the minutes.

Section 2. Special Meetings:

Special meetings of the Board of Directors may be called by the President or by the Secretary General at the request of at least one-third (1/3) of the members of the Board.

BYLAW 10-4. QUORUM:

Fifty-one (51) percent of the members at any meeting of the Board of Directors shall constitute a quorum.

BYLAW 10-5. VOTING:

1. At all meetings of the Board of Directors each member present shall have one vote.
2. Voting shall be determined by a show of hands, unless decided otherwise at the President's discretion or by one-third (1/3) of the members present at the meeting.
3. Proxy votes shall not be permitted.

CHAPTER XII: PROGRAM ACTIVITIES

ARTICLE 12-1. AREAS OF OPPORTUNITY:

To facilitate the achievement of the purposes of the chapter, its program activities shall apply to all four Areas of Opportunity with the following terms of reference:

1. **Individual Opportunities:** To provide the opportunity for the Individual Member to realize personal potential through training programs.
2. **Community Opportunities:** To develop the sensitivity of the Individual Member to societal problems and knowledge of community dynamics in solving these problems through actual experience.
3. **International Opportunities:** To provide the opportunity for the Individual Member to contribute to the development of goodwill, understanding, and cooperation among all peoples.
4. **Business Opportunities:** To provide the opportunity for the Individual Member to contribute to the development of the economic infrastructure, prosperity and well-being of all nations.

BYLAW 12-2. COMMISSIONS:

In order to organize the chapter's activities in a balanced and orderly manner, program activities shall be conducted by the following commissions established under the JCI Areas of Opportunity and activated according to the chapter's needs:

1. **Individual Opportunities:**
 - a. Personal Development Commission
 - b. Trainers Commission



- c. Officers Training Commission
- d. Membership Growth & Extension Commission
- f. Meetings Commission

3. Community Opportunities:

- a. JCI Major Emphasis Theme Commission
- b. Community Development/Involvement Commission
- c. Economic Affairs Commission
- d. Children and Youth Commission
- e. Government and Civil Affairs Commission

4. International Opportunities:

- a. International Affairs and Relations Commission
- b. Chapter Twinning Commission
- c. JCI Meetings Commission
- d. Awards Commission

5. Business Opportunities:

- a. Finance Commission
- b. Records Commission
- d. Strategic Planning Commission
- e. Marketing and Public Relations Commission
- f. Business Affairs Commission
- g. International Business Council
- h. Chamber of Commerce Partnership Commission

BYLAW 12.3. COMMISSION DIRECTORS:

The Vice President shall appoint, subject to the Board of Director's approval, one Director for each of the commission mentioned in Bylaw 12.2 under his area of opportunity.

The Commission Directors shall:

- 1. Supervise the activities of the Project Chairmen assigned to their commissions.
- 2. Promote, coordinate, and supervise program and project activities within the terms of reference of their assigned responsibilities.
- 3. Study information received relating to their responsibilities and recommend suitable action to the Board of Directors.

BYLAW 12-4. PROJECT CHAIRMEN:

Subject to ratification by the Board of Directors, a Project Chairman shall be appointed for each approved project by a majority vote of the members of the project committee .Project Chairman shall be responsible for the promotion, activation and coordination of their projects, be Chairman of the project committee; and shall report on the progress of the project to the Commission Director.

BYLAW 12-5 FAILURE TO FULLFIL DUTIES



Any commission director or project chairman who is deemed failing at fulfilling their duties by either repeated unexercised absences from their committee meetings or failure to carry out and attend to their assigned duties as outlined in Bylaws 12-3 and 12-4, shall, following a request of the area VP and a vote of Board of Directors, be given a written warning asking them to fulfill their commitments to the chapter.

If after two warnings the director or chairman is still failing in the fulfillment of their duties, the Board of Directors shall vote to relieve them from their position shall be filled in accordance with Bylaws 12-3 and 12-4 . The minimum period separating the Board’s votes on this matter shall be no less than two weeks.

BYLAW 12-6. AWARDS:

The chapter shall set an Awards Program to recognize and honor outstanding achievement in the fulfillment of the purpose of Junior Chamber by its members and possibly appoint an officer to act as Awards Manager.

CHAPTER XIII: FINANCES

ARTICLE 13-1. FINANCIAL YEAR:

The financial year of the chapter shall be from January 1 to December 31.

BYLAW 13-2. BOOKKEEPING:

The cash-book, ledger, and other bookkeeping records of the chapter shall be maintained by the Treasurer under the supervision of the Board of Directors.

BYLAW 13.3. BUDGET:

The Treasurer shall propose a budget for the ensuing year for submission to the Board of Directors. The proposed budget shall then be submitted to the General Assembly for its approval.

BYLAW 13-4. QUARTERLY REPORTS:

The Treasurer shall prepare quarterly financial statements and circulate them to the Board of Directors for possible revision.

CHAPTER XIV: DUES

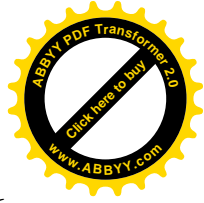
ARTICLE 14-1. PAYMENT:

The Membership dues shall be paid annually no later than 31 March

BYLAW 14-2. AMOUNT:

The annual due for an Individual Member is 2000SYP.

BYLAW 14-3. NONPAYMENT OF DUES:



Any member who has not paid dues may temporarily or definitely cease to be a member as per Bylaw 5.6, Section 2.

ARTICLE 14-4. COLLECTION OF DUES IN TRUST:

All payments made by Individual Members for JCI dues shall be held in trust by the chapter and included in the next membership registration and remitted in full to the national organization.

CHAPTER XV: PRINCIPLE OFFICE

ARTICLE 15-1. PLACE:

The principal office of the chapter shall be located at Aleppo chamber of Industry.

CHAPTER XVI: RULES OF PROCEDURE

ARTICLE 16-1: PROCEDURE:

The business of this chapter shall be conducted according to this Constitution and, where not otherwise provided, by *Robert's Rules of Order Revised*.

CHAPTER XVII: AMENDMENTS

ARTICLE 17-1. ARTICLES:

Articles and Bylaws of this Constitution may be amended by a two-thirds (2/3) vote of the General Assembly members present and voting at the Annual General Meeting, *provided* that written notice of the proposed amendment is given to each member thirty (30) days prior to the date the meeting is to be held.

ARTICLE 17-2. WAIVER:

Articles and Bylaws of this Constitution may be waived by a unanimous vote of members at the Annual General Meeting, *provided* that four-fifths (4/5) of the total voting strength in attendance participate in the vote.