

# Golf Club of Lebanon Bylaws

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# Members, Their Rights, Duties and Termination of Membership

## Section One: Membership

### Article One: Member Categories

Members are divided into five categories:

1. Members residing in Lebanon:
  - a. Natural persons
  - b. Legal persons: Lebanese companies and branches of foreign companies residing in Lebanon.
2. Members who subsequently reside outside Lebanese territory
3. Honorary Members
4. Diplomatic Members
5. Temporary Foreign Members

### Article Two: Members Residing in Lebanon

A member residing in Lebanon is any Lebanese or foreigner residing in Lebanon who has personally submitted a membership application in accordance with the form approved by the Club's management, including the membership initiation fee and requested supporting documents. Once accepted, the membership dues are paid with a promise to abide by the Association's regulations, work to achieve its objectives, and abide by the decisions of the General Assembly and its Executive Committee, as outlined in the application for membership.

The applicant must be sponsored by two Club members who have been members for more than three years.

The Membership Committee will review the application, provide its comments, and refer it to the Executive Committee, which will decide whether to accept or reject membership within a period not exceeding three months. If accepted, the Ministry of Youth and Sports will be notified within one month of the decision.

Membership applicant can be a natural person or a legal person, but each has distinct conditions and specifics for membership.

a. Membership of Natural Persons:

If the applicant for membership is a natural person, they must be at least eighteen years of age, not have been convicted of a felony or misdemeanor, and not be a member of another category as described later.

Membership of natural persons may be on an individual or family basis.

Non-Lebanese members are entitled to participate in any official championship, but their results will not be taken into account in the championship rankings or awarding of the title. They are not entitled to nominate themselves for membership to the Executive Committee, nor to elect or to vote in the general assemblies.

Family Membership includes husband and wife, each of whom has full membership with rights and duties. Children, however, have dependent membership and are divided into three categories:

- Infants are those between the ages of one and 12 years.
- Juniors are those between the ages of 12 and 18 years.
- Adults are those between the ages of 18 and 25, unmarried, still in school, and living at the expense of their parents.

b. Membership of Legal Persons:

If the applicant for membership is a legal entity, it must provide a certificate from the competent authorities stating that it is a Lebanese company or a branch of a foreign company operating in Lebanon and duly registered in Lebanon, and to which applies the same conditions as that of a natural person.

Only one person may benefit from the membership, either the Chairman or the General Manager. Membership may include the appointed person, their spouse, and their children, who are dependent members. A legal entity may not change the beneficiary except for a legitimate reason accepted by the Executive Committee. The beneficiary is also not entitled to nominate themselves for membership to the Executive Committee.

### **Article Three: Members Residing Outside of Lebanon**

A member residing outside Lebanon is a member who has been a member of the Club for at least one full year, paid their membership initiation fee and annual dues in full, and then decided to permanently reside outside Lebanon. A member wishing to change their annual membership status from a member residing in Lebanon to a member residing outside Lebanon must submit an application, accompanied by documents proving their permanent residence abroad, to the Club's Secretariat one month before the start of the fiscal year.

The Membership Committee shall consider the aforementioned application, make its observations thereon, and refer it to the Executive Committee, which shall alone take the appropriate decision thereon.

### **Article Four: Honorary Members**

- 1) Honorary members are persons who have provided the Club with significant material or non-material services or have helped or supported it in a matter of great importance to the Club's interests.
- 2) This status shall be granted to the aforementioned person or persons by a decision taken by the Executive Committee by a majority of three-quarters of its members, based on a proposal from its President or three of its members.
- 3) The honorary member and their family benefit from all the Club's services and activities in accordance with the provisions of the general system, and are exempt from paying annual dues for the duration of membership.
- 4) Honorary membership may not be combined with membership to the Executive Committee or any other committee.
- 5) A special register shall be kept by the Secretariat in which the names of honorary members shall be recorded.

### **Article Five: Diplomatic Members**

Members of the foreign diplomatic corps accredited by their countries to officially represent them in Lebanon, including ambassadors, consuls, and those of equivalent rank, are known as "Diplomatic Members." Members of the diplomatic corps submit a membership application using the form approved by the Club's management. If accepted, they must pay the annual dues for natural persons. Diplomatic Membership may be on an individual or family basis.

### **Article Six: Temporary Foreign Members**

A temporary foreign member is a non-Lebanese person delegated to work in Lebanon for a specific period, provided that their delegation period does not exceed three years. The Executive Committee shall determine the conditions for their membership.

## **Section Two: Rights and Duties of Members**

### **Article Seven: Rights of Members**

A member who has paid their annual dues is entitled to enter the Club and, along with their dependent children, benefit from all activities and services offered by the Club. This right also extends to honorary members, diplomatic members, their spouses, and their dependent children. As for members residing outside Lebanon, their right to enter is limited to a short period of time each year as determined by the Executive Committee.

Every Lebanese member has the right to attend the General Assembly sessions, discuss and vote on proposed projects, budget cut off balance, administrative and financial reports, and to approve them annually, provided that they have paid in full their previous annual dues and their annual dues for the year in which the General Assembly is held.

Lebanese members have the right to elect and run for membership to the Executive Committee.

The right to attend, discuss, and vote in each family is limited to the husband and/or wife, excluding children who are considered dependent members. Non-Lebanese members, honorary members, diplomatic members, and their spouses are excluded from the right to attend, participate and vote.

### **Article Eight: Duties of Members**

1. Settling annual dues by the specified dates. Dues must be paid in full for all family members, first by the member and then by the spouse.
2. Respect the Club's bylaws, internal regulations, laws and regulations, and abide by its decisions.
3. Not to perform any paid work in the Club unless the Executive Committee decides otherwise for essential reasons and in exceptional cases.
4. Not to do anything that would harm the Club's interests, goals and activities.

### **Section Three: Loss of Membership**

#### **Article Nine: Membership Termination**

Club membership shall automatically terminate in the cases shown below:

1. Failure to pay the annual dues for two consecutive years, and after two months of having been notified in writing of this.
2. Resignation
3. Expulsion, if the Executive Committee, after hearing member's statements, determines that they have harmed the Club's objectives or caused it material or moral damage.
4. Death
5. Failure to attend three consecutive sessions of the General Assembly without an excuse accepted by the Executive Committee, and after receiving a written warning before the date of the third session.

#### **Article Ten: Failure to Pay the Annual dues**

If a member fails to pay their annual dues by the deadline announced, their membership will be suspended until they and their family members have paid their dues. Accordingly, the suspended member will not be entitled to enter the Club or benefit from its activities and services.

Membership shall be automatically revoked if the member fails to pay their annual dues for two consecutive years, and after two months of being notified of such in writing.

Membership shall be suspended or revoked by a decision of the Executive Committee based on the recommendation of the Membership Committee. The decision shall be taken by a two-thirds majority of the members. However, the absence of this recommendation shall not prevent the Executive Committee from taking its decision by the aforementioned majority.

Suspension of a membership shall be for a limited period.

#### **Article Eleven: Resignation**

Any member wishing to resign from the Club may notify the Club's Secretariat in writing and explain the reasons for their resignation. The Executive Committee must decide on the resignation request within a period of fifteen days from the date of its receipt by the Secretariat. If it is not decided upon within this period, it shall be deemed

accepted. If it is rejected by the Executive Committee and insisted upon by the resigning member, it shall be deemed accepted.

In the event of a verbal resignation, the verbal resignation may be submitted before the General Assembly or the Executive Committee during an official session. If it is submitted before the Executive Committee, it may be decided upon directly or in a session to be determined later, provided that it does not exceed fifteen days.

## Article Twelve: Harm to the Interests of the Club

1. Any member of the Club may be expelled based on one of the following cases:
  - If it is proven that they committed an intentional act to harm the Club's material and moral interests.
  - If they commit an act in the Club punishable by the Penal Code.
  - If they have been convicted of a felony or misdemeanor.
2. The Membership Committee shall study the case of a member who falls under one of the above conditions and submit the necessary recommendations to the Executive Committee.
3. The Executive Committee shall take the necessary decision based on the recommendation of the Membership Committee by a majority of three-quarters of its members. However, the absence of such a recommendation within a week shall not prevent the Executive Committee from taking its decision by the aforementioned majority.
4. The decision to revoke membership may be appealed by the concerned party within one month of notification, and the Executive Committee must decide on this appeal within one month of the date of its submission with a final decision.

## Article Thirteen: Upon Death

### A. Membership Continuity:

Upon the passing away of a member of the Club, the family affiliation shall continue through the spouse, and their children shall retain the status of dependent members if they meet the provisions of Article Two of these regulations.

All the deceased member's obligations stipulated in these bylaws are transferred to the spouse, including payment of what was still owed by the deceased member before death.

### B. Loss of Membership:

1. If a member of the Club passes away and leaves no spouse to take their place, children who meet the criteria of dependent members are entitled to benefit from the Club's services and activities. They are also required to pay the annual dues, including those owed by the deceased parent before their death, and until any of them lose the status of a dependent member.
2. If the children are under 18 years of age, they are not entitled to enter the Club, or benefit from the services and activities it offers, unless a Club member submits a letter, approved by the Executive Committee, in which they assume responsibility for the children in the Club.

The above does not constitute a transfer of membership to the children, but rather a facilitation for them, and each of them must apply for membership when they lose the status of a dependent member, as specified in the last paragraph of Article Two of the bylaws.

## Article Fourteen: Failure to Attend General Assembly Sessions

Membership shall also be lost if a member fails to attend three consecutive General Assembly sessions without an excuse accepted by the Executive Committee, and after receiving a written warning before the date of the third session.

## **Article Fifteen: Suspension of Membership**

1. For reasons not stipulated in Article Twelve related to violating the Club's approved regulations or its code of conduct, the Executive Committee may, based on the recommendation of the Membership Committee, suspend a member's membership or any of the Club's benefits for a specific period, provided that the suspension period does not exceed one year from the date of implementing the recommendation.
2. The Executive Committee shall make its decisions by a two-thirds majority of its members. The absence of a recommendation such as the above shall not prevent the Executive Committee from making its decisions by the aforementioned majority.

## **Section Four: Results of Membership Termination**

### **Article Sixteen: The Initiation Fee and/or Annual Dues are Non-Refundable**

Any member whose membership has been revoked shall not have the right to request a refund, partially or wholly, of their initiation fee nor of their annual dues for the year in which their membership was revoked, and shall remain liable for any unpaid dues.

### **Article Seventeen: Methods of Appeal**

An expelled member may submit an appeal to the Executive Committee within fifteen days of being notified of the expulsion decision. The Executive Committee must decide on this appeal within fifteen days of the date of its submission, after hearing the statements submitted, by a final decision.

Loss of membership, for any reason, shall be communicated to the Ministry of Youth and Sports within two months of their issuance date, in order to remove those who have resigned or been dismissed from the General Assembly from the Association's file.

# General Assembly

## Section One: General Assemblies and Their Authorities

### Article Eighteen: Powers and Responsibilities of the General Assembly

The General Assembly is the highest authority in the Club, and consists of all members affiliated with the Association. It has the following powers:

- Supervising the Club's operation and monitoring the work of the Executive Committee
- Election of members of the Executive Committee
- Amendment to the General Assembly's Bylaws
- Approval of the financial statements and budget submitted by the Executive Committee and the acquittal of its members
- Approval of the administrative and technical report submitted by the Executive Committee
- Approval of the upcoming programs and activities proposed by the Executive Committee
- Approval to purchase and sale of real estate for the benefit of the association
- Taking the necessary decision regarding borrowing and obtaining loans exceeding 100 million Lebanese pounds for the Association's activities and projects
- Appointing an auditor or auditors for the next fiscal year and determining their fees or delegating this responsibility to the Executive Committee
- Deciding on looming issues that are not addressed by these bylaws or those that have not been delegated to the Executive Committee and granting it the necessary authorization regarding them

## Section Two: Types of General Assemblies

### Article Nineteen: There Are Four Types of General Assembly Meetings:

1. Ordinary annual meeting
2. Extraordinary meeting to discuss urgent matters
3. Extraordinary meeting to amend the bylaws
4. Meeting as an electoral body

### Article Twenty: Ordinary Annual Meeting of the General Assembly

1. Attendance at General Assembly session is limited to Lebanese members who meet the legal requirements. These members are those who meet the following two conditions:
  - A member who has been a member for a full year or longer
  - A member who has paid all their financial obligations before the date of the session
2. **Quorum:** The quorum for the annual General Assembly session shall be met by the attendance of the majority of members who meet the legal requirements and have paid their annual dues. If the quorum is not met at the first session, the quorum shall be considered met at the second session with the attendance of more than a third of the members, and at the third session with whoever is present.
3. Each member shall sign the attendance list, which shall be an integral part of the minutes.
4. The Honorary Secretary shall record the minutes of the meeting, including the following main points:
  - Ensuring a quorum is reached
  - Opening of the session and reading of the minutes of the previous session
  - Discussing and approving the financial and administrative reports and the draft closing of accounts for the previous year.
  - Discussing and approving the draft budget and activity programs for the coming year.
  - Any other matters and topics previously set on the meeting's agenda, in addition to submitting suggestions for:
    - a. Time and place of the meeting or session
    - b. Names of present and absent members
    - c. Agenda
    - d. Decisions and recommendations

- e. Signing of the minutes of the meeting by the President and the Honorary Secretary
- f. At the end of each General Assembly meeting, the minutes of the meeting are read and approved.

## Article Twenty-One: Extraordinary Meeting of the General Assembly to Discuss Urgent Matters

Attendance at General Assembly session is limited to active members who meet the legal requirements. The General Assembly holds extraordinary meetings based on a decision by the Executive Committee or upon a written request signed by one-third of the General Assembly members who have the right to attend its sessions, provided that the invitation includes a special agenda from which it is not permissible to deviate.

The session steps are determined as follows:

1. Ensure the quorum is complete
2. Opening the session, reading the agenda, and discussing the matters listed on it
3. **Quorum:** The quorum for the extraordinary session shall be met by an absolute majority (more than half) of those entitled to vote. If the quorum is not met in the first session, the quorum shall be considered met in the second session with the attendance of more than a third, and in the third session with those present.

## Article Twenty-Two: Extraordinary Meeting of the General Assembly to Amend the Bylaws

The General Assembly holds extraordinary meetings based on a decision by the Executive Committee or upon a written request signed by one-third of the General Assembly members who have the right to attend its sessions, provided that the invitation includes a special agenda from which it is not permissible to deviate.

If the proposal is by way of the Executive Committee, it must invite the General Assembly in accordance with the rules and at least fifteen days before the date of the meeting, along with the proposed amendments, and the reasons for them.

If the request is by way of the General Assembly, a request must be submitted signed by at least a quarter of the members who meet the legal requirements. The request must be submitted to the Secretariat along with the proposed amendments. The Secretariat must invite the General Assembly within one week of receiving the request and ten days prior to the meeting.

**Quorum:** The quorum shall not be valid unless two-thirds of those entitled to vote are present. If the quorum is not achieved in the first session, the General Assembly shall be automatically called to convene one week later at the same time and place with a quorum of the majority of those entitled to vote. If the quorum is not achieved in the third session, the General Assembly shall be automatically called to convene one week later at the same time and place with a quorum of one-third plus one. If the quorum is not achieved, the proposed amendments shall be invalidated.

## Article Twenty-Three: General Assembly Meeting as an Electoral Body

The General Assembly shall meet as an electoral body once every three years upon the expiration of the term of the Executive Committee, within a period not exceeding one month before and one month after the expiration of the term of the previous Executive Committee. If this period expires without a new Executive Committee being elected, the previous Executive Committee shall forfeit its right to convene. A petition from more than a quarter of the General Assembly members of the Association must be submitted to the Ministry of Youth and Sports, which shall then set a new date.

The General Assembly shall meet as an electoral body in exceptional cases when the entire Executive Committee falls or the membership of one or more members falls for any reason, and before each session to elect a new

Executive Committee, and an extraordinary session shall be held to discuss the administrative and financial reports prepared by the Executive Committee.

**Quorum:** The quorum for the regular and extraordinary election session is as follows:

- The quorum in the first session shall be complete with the presence of two-thirds of those entitled to vote.
- If the quorum is not achieved in the first session, the General Assembly shall be called to convene in a second session after a week at the same time and place with a quorum of half plus one of those entitled to vote.
- If the quorum is not achieved in the second session, the General Assembly shall be called to convene in a third session after a week at the same time and place with a quorum of more than one-third of those entitled to vote.
- If the quorum is not reached at the third session, the General Assembly shall be called to convene in a fourth session after one week at the same time and place with those present who are entitled to vote.
- Each member shall sign the attendance list, which shall be an integral part of the minutes.

## Article Twenty-Four: Election of the Executive Committee

1. The Executive Committee shall determine and announce at least one month before the end of its term the place, time and day on which the elections will be held. It shall inform the Ministry of Youth and Sports of this at least fifteen days in advance and shall attach to the invitation to the General Assembly for the elections a list of the names of the members who may nominate themselves for elections and vote. This list shall be published around the Club one month before the elections, and objections to the list may be submitted up to the seventh day before the elections.
2. Nomination applications shall be submitted in writing to the Secretariat by the candidate personally and signed by them.
3. The nomination period begins twenty days before the election session and ends three days before the session.
4. A member of the General Assembly is not entitled to participate in the process of electing the Executive Committee unless they have paid their membership dues in full, with a receipt as proof, before the electoral process is conducted and at least one year has passed since the date of their joining the Association.
5. No delegation, deputation, or voting by correspondence is accepted in the performance of the duty of voting.
6. The session shall be presided from the start of the election phase by the oldest member of the Club who is not a candidate.
7. The results will be announced immediately after the counting is completed, and the candidate who receives the largest number of votes will be considered the winner. If two or more candidates are equal in the number of votes, the eldest candidate will be considered the winner. If the age is equal, then the winner will be chosen by lottery.
8. Elections are held by secret ballot.
9. If only 12 members who meet the legal requirements for nomination apply within the specified deadline for accepting nominations, these candidates will be considered to have won by acclamation for membership in the Executive Committee.
10. The last names on any ballot paper containing more than 12 names of candidates will be cancelled.
11. If one or more positions on the association's Executive Committee becomes vacant and the remaining term is more than six months, a replacement shall be elected. If the remaining term is less than six months, the association's Executive Committee shall continue its work until the end of its term. If the total number of vacant positions reaches half or more of the members of the Executive Committee, the General Assembly shall be called to elect a new Executive Committee within a maximum of one month. The invitation shall be issued by the President, otherwise by their Deputy, or by the oldest remaining member of the Executive Committee. If the invitation to hold elections is not issued within this period, the Ministry of Youth and Sports shall have the right to call the General Assembly to convene in accordance with the rules based on a referral by a quarter of the General Assembly members who meet the legal requirements.

## Section Three: Managing General Assembly Sessions

### Article Twenty-Five: Chairing Sessions

General Assembly sessions are presided by the President of the Executive Committee, and in their absence, the Vice-President, and in their absence, the oldest member of the Executive Committee present at this meeting, with the exception of an election session, which is presided by the oldest member of the General Assembly who is not a candidate.

### Article Twenty-Six: Calls for Meetings of the General Assembly

Members shall be notified of the invitation to attend General Assembly meetings either in writing, by posting the invitation at the Association's headquarters, or by publishing it for three consecutive days in two daily newspapers, while adhering to the aforementioned deadlines for notification of the invite before the meeting date.

### Article Twenty-Seven: Topics Presented to The General Assembly

The Executive Committee may decide to include other items on the agenda.

Any member may request the Executive Committee to include a specific topic on the agenda, provided that they submit a written request to this effect to the Club Secretariat eight days prior to the scheduled meeting date. The Executive Committee shall make the appropriate decision in this regard.

If the Executive Committee agrees to include the item on the agenda, it must only announce the new item five days prior to the General Assembly by posting a notice to that effect on notice boards at the Club.

Discussions are limited to the topics on the agenda.

A group of members representing a quarter of the Club's membership and meeting the legal requirements may submit a request to the Executive Committee to convene an extraordinary general assembly meeting to discuss a specific, urgent, and important topic or topics. Their request must be in writing, duly signed, and deposited with the Club's Secretariat, which will verify the authenticity of the signatures.

The signatories of this application must have paid their dues in full within the legal period specified in the general regulations for the previous years and for the year in which the application was submitted, and must also have met all other conditions stipulated in these regulations. Each application that addresses matters related to the bylaws must be signed by a quarter of the Club's members.

A request to amend the bylaws must be based on a proposal from the Executive Committee or a proposal from a quarter of the General Assembly members who meet the legal requirements. If the request meets the above requirements, the Executive Committee must convene the General Assembly to discuss the topics contained in the request within forty-five days from the date of submission of the request to the Club's Secretariat.

The Executive Committee may include any other items it deems appropriate on the agenda of this meeting.

### Article Twenty-Eight: Attendance Register

The Club's Secretariat maintains a list of the names of Club members entitled to attend, participate in, and vote in general assemblies. Members entitled to attend register their presence by affixing their signature on the list in the designated place. Sign ins are supervised by the Honorary Secretary and assisted by two members of the general assembly selected by the President of the Club.

The Honorary Secretary and the two members mentioned may enter the name of any member whose name was mistakenly omitted from the list.

## Article Twenty-Nine: Force of General Assembly Decisions

- a. Decisions taken by the General Assembly in a legal manner are binding on all participants, even those who are absent or opposed.
- b. Decisions of the General Assembly shall be recorded in minutes signed by the President of the Executive Committee and the Honorary Secretary, and in the absence of the President, by the Vice-President and the Honorary Secretary.
- c. Decisions of the General Assembly are kept at the Club's Secretariat.
- d. All members have the right to view the minutes of the General Assembly meetings.

# The Executive Committee

## Section One: The Executive Committee and Its Authorities

### Article Thirty: Executive Committee

The Executive Committee consists of 12 members, all of whom are elected by the General Assembly and distribute positions among themselves either by consensus or by ballot. The term of the Association's Executive Committee is set at three years.

### Article Thirty-One: Authorities of the Executive Committee

The Executive Committee is the executive body of the Association, and it has the broadest authorities to manage the Club and organize its affairs. It also appoints specialized committees and determines their work, activities, and terms of office. The Executive Committee's authorities include, but are not limited to, the following:

1. Managing the daily affairs of the Association
2. Election of the Executive Committee's officers
3. Forming specialized committees as it deems appropriate, including financial, sports, and technical committees, appointing their members and trainers, defining their tasks and authorities, and merging and abolishing them.
4. Implementing the General Assembly's decisions, working within its directives, approving various contracts related to the management of the Association's work, and studying projects and proposals that secure the Association's financial resources.
5. Take all measures to achieve the Club's goals, study and approve useful projects in this regard, and take practical and executive steps in this regard.
6. Preparing the draft budget, the final accounts, the annual reports and programs, and approving the draft general budget for the coming year, as well as supervising the Club's accounts and financial resources, determining how to use these resources, opening bank accounts, and identifying the persons entitled to move and disburse the necessary funds to achieve the association's objectives, and adhering to the figures stated in each chapter of the budget when spending, and determining the maximum ceiling for the amounts that the President has the right to disburse in emergency situations.
7. Contracting, committing to, approval of, waiving of, and terminating contracts, borrowing up to an amount of One Hundred and Fifty Million Lebanese Pounds, informing the General Assembly of this at its first meeting, and approving the purchase of real estate for the benefit of the Association.
8. Accepting gifts, aid and donations
9. Establishing administrative and financial systems, the system of staff and employees, and the disciplinary principles in the Club, as well as appointing and dismissing employees and determining their salaries and compensations.
10. Accepting or rejecting membership applications, the membership of temporary members, accepting members' resignations and dismissals, and determining the initiation fees for new members and annual dues, provided that any increase does not exceed twenty percent of the annual dues for permanent members.
11. Approval of the administrative and technical reports submitted to it by the committees, as well as the expected programs and activities proposed by them.
12. Calling the General Assembly to its annual regular, and to its extraordinary meetings to discuss urgent and exceptional matters to amend the bylaws and those during which it meets as an electoral body and to set its agenda.
13. Interpreting the Association's bylaws and internal regulations, proposing amendments to its general regulations, and deciding on emerging issues not addressed by these regulations.
14. Filing lawsuits, withdrawing them, pleading and defending, taking all precautionary measures when necessary, appearing before all courts and all official and unofficial authorities, appointing and dismissing agents, as well as reconciliation, arbitration, waiving and transferring rights within a maximum amount of One Hundred and Fifty Million Lebanese Pounds.
15. Considering all suggestions and complaints and take appropriate decisions regarding them.
16. Establishing branches of the Association in the regions

17. Delegating some of its authorities to the President of the Executive Committee or to whomever it deems appropriate and cancel this delegation when necessary.

## Section Two: Composition of the Executive Committee

### Article Thirty-Two: Executive Committee Positions

The positions of the Executive Committee are determined as follows:

President, Vice President, Honorary Secretary, Honorary Treasurer, and any positions the Executive Committee deems necessary.

### Article Thirty-Three: Adding Executive Committee Positions

New positions may be added to the Executive Committee and the duties of those positions shall be determined after amending the bylaws.

### Article Thirty-Four: Amendment to Executive Committee Positions

Executive Committee positions may be changed in the following cases:

1. When a member of the Executive Committee resigns from their position
2. Upon the approval of the majority of the members of the Executive Committee, during a duly convened meeting held for that purpose only. The position of a member may not be changed by the Executive Committee without duly convening them.

### Article Thirty-Five: Duties of the President, Vice President, Honorary Treasurer and Honorary Secretary

#### a. Authorities of the Club President:

The Club President is the head of the Executive Committee, the head of the General Assembly, and the official and legal representative of the Club before all official and ordinary authorities and institutions. They enjoy the authorities set out below:

1. Inviting the General Assembly and the Executive Committee to meet exceptionally, in accordance with the regulations, and the right to invite all other committees and determine the topics they wish to discuss and study. When the Club President attends a meeting of any of the committees, they have the right to preside its meeting, as well as supervising the work of the committees.
2. Representing the Club, signing on its behalf, defending its rights, and representing it before the courts as a plaintiff or defendant. Taking all precautionary measures deemed appropriate to preserve the Club's rights, and informing the Executive Committee of these procedures.
3. Opening accounts with banks approved by the Executive Committee and signing applications, transactions and transfers together with the Honorary Treasurer. Signing and endorsing checks of all kinds together with the Honorary Treasurer or any member of the Executive Committee authorized by it for all of the above.
4. Implementing the decisions of the General Assembly and the Executive Committee
5. Organizing the Club's management and supervising all administrative work.
6. Providing useful suggestions to the Executive Committee.
7. Disbursing an amount determined by the Executive Committee from the Association's funds each month. Disbursing, on an emergency basis, an amount not approved by the Executive Committee, provided that it does not exceed Fifty Million Lebanese Pounds, provided that the disbursement of this amount is approved at the first session held by the Executive Committee after the disbursement.
8. Receiving correspondence and complaints, processing them, and signing all correspondence.
9. Along with the Honorary Treasurer, review the financial statements for presentation to the Executive Committee.
10. The right to transfer employees from one job to another and suspend them from work until the Executive Committee makes a decision regarding them.

11. Preparing the annual administrative report on the Club's activities for the previous year and submitting it to the Executive Committee for discussion and to take the appropriate decision regarding it. Reading it to the General Assembly.
12. Signing the minutes of the Executive Committee and the General Assembly in accordance with the Club's bylaws and internal regulations.
13. Supervising spending within the approved budget based on a mandate from the Executive Committee.
14. Delegating some of their powers to others and dismissing the person they delegate to.

b. Authorities of the Vice President:

Replacing the President in their absence and exercising all of their authorities as specified above. If the presidency becomes vacant for any reason, the Vice President shall complete the remaining term until by-elections are held if the remaining term of the Executive Committee is less than six months. If the aforementioned term is longer, the provisions of Articles 23 and 24 of these bylaws shall apply.

c. Authorities of the Honorary Secretary:

The Honorary Secretary shall carry out the duties customarily assigned to their position, and shall have the role of general coordinator between the committees and the Executive Committee and between the various committees, in particular with regard to the following:

1. Supervising the organization and preservation of the minutes of meetings and decisions taken in the meetings of the General Assembly and the Executive Committee, recording and signing them with the President and registering them in the special register prepared for this purpose.
2. Keeping the Club's records and taking care of its seals
3. Assisting the President in preparing the annual report to be submitted to the General Assembly and reading it to it
4. Together with the President, send invitations to attend meetings and communicate the Assembly's decisions to the stakeholders.
5. Signing with the President all minutes of meeting of the Association's meetings.
6. Cooperating with the President to prepare the agenda for the General Assembly and the Executive Committee meetings and present it to the Executive Committee for approval.

d. Authorities of the Honorary Treasurer:

1. The Honorary Treasurer shall be a permanent member of the Finance Committee.
2. Signing checks together with the President and, in cooperation with them, manages the Association's bank accounts.
3. Endorsing checks received into the Club's account for deposit in banks approved by the Executive Committee.
4. Supervising the movement of liquidity in the Association's fund and banks and submitting a monthly report to the Finance Committee and the Executive Committee in this regard, and when necessary.
5. In the event of the Honorary Treasurer's absence, resignation, or inability to perform their duties for any reason, the Honorary Secretary and Acting Honorary Treasurer shall take their place by decision of the Executive Committee, and shall undertake the following duties:
6. Is entrusted with all the Association's fixed and movable funds and is considered responsible for them.
7. Is responsible for collecting the amounts collected by the Club's management from the members and depositing them in bank accounts in the club's name in accordance with the rules.
8. Is responsible for collecting all funds and transfers received in the name of the Club.
9. Providing cash, real estate or bank guarantees if the Executive Committee so decides.
10. All financial accounts shall be placed in a bank acceptable to the government, designated by the Executive Committee, in an account in the name of the Club, represented for this purpose by the President and the Honorary Treasurer, while retaining a cash amount not exceeding Fifty Million Lebanese pounds for emergency expenses.

11. Submitting a statement of the Club's accounts at least every three months to the Executive Committee and whenever necessary upon its request.

### **Article Thirty-Six: Signing On Behalf of The Club in Exceptional Cases**

In exceptional cases, the Executive Committee may authorize two of its members to sign on behalf of the Club regarding specific transactions exclusively designated by it, even if they fall within the authorities set forth in the previous articles of these bylaws, by a two-thirds majority of its members.

## **Section Three: Meetings of the Executive Committee**

### **Article Thirty-Seven: Executive Committee Meetings**

Unless the President decides exceptionally to hold it elsewhere, the Executive Committee shall meet at the Club's main headquarters in a "regular" meeting once every two months. The President of the Executive Committee shall have the right to call it in writing. This right also belongs to the absolute majority of its members, provided that the desire of this majority is notified in writing to the Honorary Secretary, who must immediately call the Executive Committee to a session to be held within a maximum period of one week, provided that its members are informed of the time and agenda of the session three days before it is held. This period may be shortened in exceptional circumstances. The quorum approved in the sessions shall be complete in the presence of the absolute majority of the Executive Committee members specified in the bylaws.

Decisions are taken by an absolute majority of all members present at the session. In the event of a tie, the President's vote shall be decisive.

### **Article Thirty-Eight: Minutes of the Executive Committee Meetings**

The proceedings and decisions of each meeting of the Executive Committee shall be recorded in minutes of meeting, which shall be approved at the following meeting. The minutes shall be signed after approval by the President of the Executive Committee and the Honorary Secretary and shall be affixed to a special register prepared specifically for this purpose, with consecutive page numbers. The minutes of the meetings shall be kept at the Club's headquarters by the Club Secretariat. Copies of the minutes or summaries intended to be presented to others shall be signed by the President or their Deputy and the Honorary Secretary.

### **Article Thirty-Nine: Fall of the Members of the Executive Committee**

The membership of any member of the Executive Committee shall be lost if they are absent from three consecutive sessions or six non-consecutive sessions of this committee without a legitimate reason or excuse acceptable to the Executive Committee.

# Specialized Committees

## Section One: Formation of Specialized Committees

The Executive Committee shall form specialized, sub-committees or temporary committees to assist it in its work and activities whenever necessary.

The Executive Committee shall establish a special system for committees detailing their working methods and the tasks assigned to them.

### Article Forty: Composition of Committees

Specialized committees shall be formed in accordance with the provisions of Paragraph 2 of Article Twenty-Eight of these bylaws.

### Article Forty-One: Conditions for Joining Committees

The applicant for membership must meet the conditions stipulated in the Club's bylaws or be the child of a current or former member who meets the above conditions. They must also be at least 18 years old and possess the technical and sports skills required by the nature of each committee.

## Section Two: Specialized Committee Meetings

### Article Forty-Two: Convening of Specialized Committees, Their Quorum and Majority

The following committees are established by virtue of these bylaws: Finance – Membership – Public Relations and Ethics – Legal – Internal Affairs Committee and Sports Affairs Committees according to the availability of activities, including, but not limited to, the Golf, Tennis, Swimming, Snooker and Squash Committees.

1. **Convening Specialized Committees:** The committees are convened, their agendas determined, and their meetings chaired by their chairperson. In the latter's absence, the vice-chairperson shall chair the committee's meeting, otherwise the eldest member shall chair the meeting. The Club President has the right to convene committees and chair their meetings. Committees meet at the Club headquarters at the designated time and discuss the topics on their agenda.
2. **Quorum and Majority:** Committee meetings are legally valid if at least three members are present. Committee decisions are made by majority vote. In the event of a tie, the chairperson has the casting vote. If the number of members present is limited to three, decisions are made unanimously.

### Article Forty-Three: Tasks of Specialized Committees

Specialized committees have specific planning and reporting tasks as follows:

1. **Planning tasks:** Specialized committees develop plans for policies for their respective activity and undertake the preparation and study of vital sports and social projects within their jurisdiction. They submit their proposals to the Executive Committee, which takes appropriate decisions regarding them.
2. **Reporting tasks:** Committees make decisions within their jurisdiction and implement them through the management of the Club. All committee decisions are not effective unless they are accompanied by an executive mandate from the President to whom they are presented within seven days of their issuance. Otherwise, they are considered automatically effective unless the President returns any decision to the competent committee or refuses to give it an executive mandate and the committee stands by its decision. In that case, the matter is referred to the Executive Committee, which takes the appropriate decision.

The Executive Committee shall determine the authorities of the committees and the nature of the decision-making powers that they have.

# Club Finances

## Section One: Club Revenue

### Article Forty-Four: Club Revenue

The Club's revenue consists of the following resources:

1. Initiation fees, annual dues, entrance fees, and income from club facilities
2. Donations, grants, government aid, and municipal contributions
3. Funds generated from investing the Club's funds, the proceeds of its properties, projects, parties, programs and activities.
4. Other resources permitted by laws and regulations

### Article Forty-Five: Deposit of Club Funds

The Club's funds shall be deposited in one or more acceptable banks pursuant to a decision taken by the Executive Committee. Funds shall be initially deposited by the President or Honorary Treasurer, and in emergency cases by two members of the Executive Committee assigned by it to carry out this task.

Initiation fee and annual dues shall be determined by a decision taken by the Executive Committee before the end of March of each year. The Association's funds shall be spent to achieve its goals and implement its activity programs.

### Article Forty-Six: Financial Records

Records of the Club's finances are organized and maintained in accordance with legal accounting principles.

### Article Forty-Seven: Withdrawal Of Amounts Deposited in Banks

The Honorary Treasurer shall not be entitled to pay any sum from the Association's funds except by a payment order signed by the President stating the purpose of the disbursement. They shall also not be entitled to withdraw any sum from the Club's funds deposited in banks except by checks or disbursement orders signed pursuant to a decision taken by the Executive Committee. However, the President shall have the right, as an exception, to order the disbursement of an amount not exceeding Fifty Million Lebanese Pounds, provided that the Executive Committee approves this disbursement at the first meeting held after the disbursement of the sum.

If the Association is dissolved for any reason and its license is revoked, its assets and funds, if available, shall be transferred to all Lebanese members of the Club.

## Section Two: Club Accounting

### Article Forty-Eight: Appointment of Auditors

The ordinary annual general assembly may appoint one or more auditors. Their term lasts one year and they may be reappointed successively. The assembly may also determine their annual compensation or authorize the Executive Committee to do so.

### Article Forty-Nine: Competencies of Auditors

The auditor(s) shall continuously monitor the financial progress of the Club's operations during the fiscal year for which they were appointed. The auditor(s) shall have the right to review all accounting documents and instruments and obtain all information necessary to carry out their duties. The inventory and budget must be made available to them at least one month prior to the annual general assembly, so that they may submit their report thereon to the annual general assembly.

# General Provisions

## Section One: Ratification And Amendment of The Bylaws

### Article Fifty: The Competent Authority to Ratify and Amend

These bylaws shall be effective immediately upon its approval by the Extraordinary General Assembly, and it may not be amended except by a decision taken by it.

### Article Fifty-One: Quorum and Majority

To approve or amend these bylaws, the quorum and majority stipulated in its previous articles must be present. All provisions that contradict its content shall be repealed immediately upon its approval in the aforementioned manner.

## Section Two: Dissolution Of the Club and Disbursement of Its Funds

### Article Fifty-Two: Club Dissolution

Upon dissolution, the Association's funds and properties shall become the property of its members who meet the legal requirements, in accordance with the provisions of the Association's bylaws.