

# **American Jordanian Women Association**

## **Preamble**

We the American Jordanian women of Jordanian heritage by ancestry or affinity, residing in Michigan, recognize the need to promote and strengthen the Jordanian heritage in Michigan , do hereby promulgate the following Constitution and By-Laws.

## **Article 1-Name**

The name of the association shall be “American Jordanian Women Association, hereinafter called AJWA or Association

## **Article 2 Registration**

AJWA shall be incorporated as a non-profit, non-political, and non-religious organization under the laws of the State of Michigan. AJWA shall be headquartered in the State of Michigan.

## **Article 3 Mission Statement**

To promote and strengthen the Jordanian heritage among its members.

## **Article 4 Vision Statement**

To create strong Jordanian Women Unity & Friendship and to promote Jordan and its culture, traditions, and heritage. Raise funds to support programs important to the Jordanian women and provide young Jordanians with opportunities to gain experience, embrace their tradition, identity, and culture. To establish awards and recognitions to assist Jordanian women with educational tutoring, job placement, college, and graduate degree programs.

## **Article 5 Membership**

- Section 1: A person meeting the requirement set forth in Section 2 of this Article may apply for membership in AJWA under the applicable grade of membership.
- Section 2: Membership in AJWA shall be designated as Active, or supporter as follows:
- (a) Active- Active member shall be defined as a person of Jordanian descent who support the mission and vision of JAWA.
  - (b) Supporter- A supporter shall be defined as an individual or a corporate legal entity approved by the Executive Board
- Section 3: Under cases, the Executive Board may Grant membership to individuals. or corporations who do not meet the definition under Section 2 above as Honorary and or life members.
- Section 4: Only Active members can vote and shall be eligible to be on the Executive Board.

## **Article 6 -Budget, Dues and Donations**

- Section 1: The general assembly shall approve any revisions to the dues.

- Section 2: Initial dues are paid with the membership application and renewed on the anniversary of the member's election to AJWA.
- Section 3: Membership dues shall be:  
(a) The active membership dues are \$25.00 dollars annually.
- Section 4: All members are entitled to receive a copy of the AJWA's By-law's and Membership Card.
- Section 5: AJWA may accept donations and contributions and engage in funds raising activities subject to the requirements of the pertinent law and regulations.
- Section 6: Operating Funds - the funds of AJWA shall consist of fees, dues, contributions and donations and other amounts which may have been received or collected under the foregoing section. Such funds shall only be disbursed by the authority of the Executive Board.
- Section 7: Scholarship Trust Funds – To be recommended by the Scholarship committee. And approved by the executive board,
- Section 8: The fiscal year shall be the calendar year. The Board shall present a budget for the following year during the month of January General Assembly meeting. The Board shall present a balanced budget that includes income and expenses. The General Assembly shall vote on the budget.
- Section 9: All disbursements and financial actives shall be presented to the Board for approval and shall be signed by the president or the vice president in case the president is not available and the treasurer.
- Section 10: No part of the earnings of AJWA shall be distributed to its members, trustees, officers, or other private persons except for paying reasonable compensation for services renders or expenses paid.
- Section 11: The Board may authorize payment for specific functions/activities in furtherance of AJWA goals and mission. Any such authorization shall receive unanimous Board approval.

#### **ARTICLE 7 – Governance**

- Section 1: The Executive Board, hereinafter Board, shall be the governing body of AJAW and shall be comprised of the officers and the directors. The Board responsibility shall be, but not limited, to the following:
- (a) The Board shall manage the affairs of AJWA in conformity with the provisions of the By-laws.
  - (b) The Board shall hold a regular monthly meeting at a time and place designated by the President. Special meetings may be held as required by the President or by the majority members

of the Board. Board meetings may be held in person or via electronic means.

- (c) The Board shall not receive any compensation for their services as officers, directors, and committee chairpersons of AJWA. The Board shall define compensation for all services retained by AJWA in. conducting its business and affairs.
- (d) Minutes of the meetings of the Board shall be kept and preserved as a record of the business transacted at such meetings.
- (e) Any officer or committee chairperson may resign at any time. Upon such resignation, it shall be their responsibility to give an accounting of their duties, responsibilities, and functions to the Board. The Board shall accept such resignation, and the resulting vacancy may be filled by the President with the concurrence of the Executive Board.
- (f) Officers and committee chairpersons who do not attend three scheduled meetings without a reasonable cause during their term must be replaced. The Executive Board will appoint a replacement to serve the balance of the term.

Section 2: Officers – The officers shall be a President, Vice President, Secretary and Treasurer and they shall serve for two-year term. One or more of the current board members have the priority of being selected as President or any executive position by the current board members for the following year.

Section 3: Duties- The duties of the Board shall be to establish policy and direct the activities of AJWA. The duties of the members of the Board shall be as prescribed in the By-laws.

Section 4: Active members shall be in good standing and paid dues for one full year prior to the closing date of nomination to be eligible to be nominated, elected, and serve on the Board. Board members shall reside in the State of Michigan.

## **ARTICLE 8 - Duties**

Section 1: The duties of the Officers shall be:

- (a) General duties of all Officers and Chairpersons shall be to perform the duties and responsibilities that may implement the provisions of the by-laws of AJWA and assist in insuring that all activities of AJWA confirm to all Federal, State and Local laws.
- (b) The President shall preside over all Board, General Assembly and Special meetings; administer the day-to-day activities of AJWA. deliver annual report of the State of AJWA to the General Assembly; calls Special meeting; signs all necessary organizational documents; represent AJWA in civic and social activities.

- (c) The President-elect will assume the duties of the President in his absence; perform; perform duties delegated to her by the President; shall be the chairperson of the Public Relation Committee.
- (d) The Secretary shall keep the minutes of all meetings; shall oversee all official correspondence; keep and file all other papers pertinent to the members and AJWA. Keep. Complete roster and directory of members, and file of activities. Deal with all correspondences of the association. Prepare the agenda for all meetings in consultation with the President. Send out appropriate notices for meetings or other functions of AJWA.
- (e) The Treasurer shall assume all official financial transactions of AJWA, such as collection of dues and payment of bills; shall issue accurate monthly financial statement and reports to the Board and annual audited financial report to government entities as required. The Treasurer shall be the custodian of all funds and properties of AJWA. Deposit all checks, notes and negotiable instruments and disburse funds as authorized by the President. Present financial reports during Board and general Assembly meetings.

Section 2: When a vacancy(s) arises due to resignation or inability to perform duties and responsibilities of any position where no succession is provided in these By-laws, the President, with concurrence of the Board shall appoint a member to fill such vacancy until the next election.

## **ARTICLE 9 – Election**

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Any candidate or nominee for any office shall be an Active grade member in good standing and has paid membership dues for at least one year prior to the nomination deadline. One or more of the current board members have the priority of being selected as President or any executive position by the current board members for the following year.

**Section :2:** Nomination for any Office shall be made to the Executive Committee by petition or from the floor during the November membership drive.

**Section 3:** A majority of vote cast shall be necessary for the election of members of the new Executive Board During the general Assembly meeting in December.

## **Article 10– General Assembly Meeting**

Section 1: The new officers will assume their respective duties during January of the following year.

- Section 2: Amendments and the ratification of the Constitution and By-laws may be voted upon during the General Assembly meeting, During any special General Assembly meeting.
- Section 3: Quorum: The presence in person of 25% of the voting members shall constitute a quorum for the transaction of business.
- Section 4: No voting by proxies
- Section 5: Voting on issues will need 51% of the quorum, a required two thirds of the quorum to vote on amending the By-laws.

#### **ARTICLE 11 – Committees**

- Section 1: The President with concurrence of the Board shall recommend number of committees and functions.

#### **ARTICLE 12– Amendments**

- Section 1: These Constitution and By-laws may be adopted or amended at the General Assembly by majority vote in a quorum consisting of two thirds of the quorum members.

#### **ARTICLE 13– Dissolution Clause**

Upon the dissolution of the association, the Association shall after pay or making provisions for the payments of all the liabilities of the association, dispose to all the assets to an organization that is 501c3 such organization shall be for charitable, educational with the same purpose as the Association.

#### **ARTICLE 14 – Effective Date**

This By-laws was adopted on this day of September 9, 2023, 2023

|              |                   |                       |
|--------------|-------------------|-----------------------|
| Attested by: | President         | Sahar Qaqish          |
|              | Vice President    | Rania Farah Nunu      |
|              | Secretary         | Hilda Kakish Masarweh |
|              | Treasurer         | Suhad Tadros Abboud   |
|              | Board member      | Ikhlas Dababneh       |
|              | Board Member      | Enaam Sweis Hattar    |
|              | Board Member      | Afnan Sweidan         |
|              | Membership Chair: | Tamara Sweis Alrabady |

On Wednesday, August 6th, the Board of Directors unanimously approved the following amendments to the bylaws:

1. **Elimination of Membership Cards** – As membership cards have not been issued in recent years and are no longer considered necessary, the provision for issuing membership cards is hereby removed.
2. **Dissolution of Membership Chair Position** – Following the resignation of Tamara Sweis Alrabady, the position of Membership Chair has been formally eliminated from the organizational structure.

Sahar Qaqish, President

American Jordanian Women Association (AJWA)