

Basic Law and Rules of Procedure

Of the Lebanese Forwarders Syndicate

Basic Law

Article I: The Syndicate was established in Lebanon by virtue of decree numbered 1/132 on March 10, 1995 under the name “Lebanese Forwarders Syndicate”

Article II: Location

The head office of the Syndicate is in Beirut- Lebanon. However to facilitate the Syndicate’s actions, the establishment of branches in Provinces may be adopted with the approval of two-thirds of the members of the Executive Board.

Article III: Objectives of the Syndicate

The Syndicate aims to:

- 1- Protect and promote the profession, ?? it, defend its interests and work on its progress and development in all economic, industrial and commercial aspects. And in this field, it may issue publications and magazines concerned with the news of the profession, locally and globally.
- 2- Protect the interests of the Syndicate’s members and defend their rights, in addition to working to improve their social, health, cultural, financial and vocational standards and conditions according to the laws and regulations in force.
- 3- Create athletic, social and cooperative projects for the Syndicate’s members, according to the applicable regulations.
- 4- Strengthen cooperation between employers and employees, find ties of mutual understanding and serious pursuit to amicably resolve differences that may arise between them using negotiation methods set forth in the applicable laws.
- 5- Provide professional and financial assistance to its members, within its available resources.

Article IV: The Syndicate shall not deal in politics, and participate in meetings or demonstrations of a political nature; also members are prohibited from discussing any subject of partisan, sectarian or political nature in any meeting of the Syndicate.

Article V: The Syndicate members shall not express their intellectual and ideological principles and liberties in any of the Syndicate’s meetings and each member shall be known in the Syndicate by his union status.

Article VI: The Syndicate shall abide by the decisions of its board only, and shall not be bound by resolutions issued by other Syndicates, but the Syndicate has the right to cooperate with other bodies or institutions that are consistent in their goals and interests with the objectives and interests of the Syndicate, according to its rules of procedure.

Article VII: The Syndicate shall expel any member who tries to cause division among its members, or tries to adversely affect "the interests of the Syndicate" following the legal methods and means.

Article VIII: The Syndicate has a legal personality and its cultural right and it represented at the authorities and other entities by its president. In the event of the absence of the President, the Syndicate shall be represented by its Vice President or a representative delegated by the Executive Board of the Syndicate in conformity with applicable regulations.

Article IX: It is not permitted for any of the Syndicate member to affiliate to any other syndicate belonging to the same profession or which interests are inconsistent with the interests of the Syndicate.

Article X: The Bar Council shall appoint an attorney as a consultant on important issues and to advocate for the interests of the Syndicate when appropriate.

Article XI: The Syndicate shall set a "Rules of Procedure" that derives its provisions from the provisions of the "Labor-Code", the provisions of Decree number 7993, dated on 03/04/1952, the provisions of the Basic Law and customary practices, and it shall be certified by the General Authority with the majority of two-thirds of its members and from the Ministry of Labor.

Rules of Procedure

Article 1:

This Rules of Procedure was developed in accordance with the provisions of Article 11 of the Basic Law, and the provisions of Article 89 of the Labor Code and it becomes effective only after its ratification by the Ministry of Labor and in conformity with regulations.

Section I: Syndicate membership, terms of membership, chapter members and expulsion of members.

Article 2:

Syndicate membership

Terms of Membership:

Each forwarder (natural or legal person) who is a holder of a license to practice the profession from the competent official authorities, has the right to belong to the Syndicate if he meets the following conditions:

A – For natural persons:

1 –A Lebanese citizen

2 – Holder of a license to practice the profession from the competent authorities, and he has to submit a copy of it.

3 – He must have completed the age of 23.

4 - He should be enjoying all his civil rights, and not convicted of a felony or offense according to paragraph - e - of Article IV of the Legislative Decree Law No. 102/59, and he should submit a judicial record dating back to not more than three months.

5 – He must have paid the membership fees and the annual subscription specified in the rules of procedure.

6 – He must be registered in the commercial register and he should submit a copy of his registration certificate.

7 - He should not be an employee, worker or laborer at any public department or institution, or in an independent division, municipality, or a body that operates or invests a land, marine or aerial public facility.

8 – He should submit two employment letters issued by forwarders affiliated to the Syndicate to prove that the applicant has experience in the field of transportation and enjoys a good reputation.

9 – He has to engage in the profession in a decent office, owned or rented, or occupied in any legal way, and he should submit a legal proof in this regard.

10 – He has to pledge to equip his office with an iron safe to deposit shipping documents and delivery permissions.

B- For legal persons:

1 - The company must be a Lebanese company and registered in the commercial register in Lebanon, and in witness whereof, the company requesting affiliation must submit copies of the following:

- The company's registration certificate
- Commercial circular for the company
- Statute

2 – In case of partnerships or limited liability companies, the capital of each company must not be less than five million Lebanese pounds (5,000,000L.L.) and the absolute majority of its shares are owned by partners Lebanese or Lebanese companies where any sale of its shares to non-Lebanese persons or non-Lebanese companies is prohibited.

3 – In case of joint-stock companies or partnership commendams, their capitals must not be less than thirty million Lebanese pounds (30,000,000L.L.) and at least half of their shares are nominal shares for Lebanese shareholders and their rules of procedure prohibits selling them to non-Lebanese people or to non-Lebanese companies.

In all cases described in this paragraph, the managing director who is vested with the right to sign in the name of the company, its head of the Board of Directors or its Director-General should be of Lebanese nationality and not convicted of a felony, attempted felony or an outrageous offense, and has previously practiced the profession for at least five years as a manager.

Article 3:

Affiliation mechanism

The person asking to join the Syndicate shall present the documents proving meeting the conditions referred to in Article 2 above, in addition to a mandatory information application provided by the Syndicate. And the secretariat of the Syndicate receives the application and it gives the applicant a notice of receipt, then it refers this request to the Committee on Affiliation to check and study the file and prepare a report on the availability of membership condition in addition to its recommendations. These recommendations are then discussed in the first meeting of the Syndicate Council, to take the decision of acceptance or rejection by secret ballot maximum within a minimum period of fifteen days.

Article 4:

The Council of the Lebanese Forwarders Syndicate organizes:

- 1 – A general list of all forwarders working in Lebanon and are affiliated to the Syndicate in a sequential manner, stating the date of registration of each member and any occurring changes.
- 2 – Special records of companies working in this field, arranged in a sequential manner.
- 3 – A file for each member of the Syndicate, containing all the information about him.
- 4 – It grants each member after the acceptance of his membership a certification and enrollment card signed by the president and secretary, and each member shall be given a final sequential number that shall not be given to any other member, even if his membership was annulled for any reason.

Article 5:

The Syndicate Council can organize any additional lists deems appropriate.

Article 6:

Any applicant has the right to object to the decision to reject his application to join the Syndicate before the department of labor and professional relationships in the Ministry of Labor within 15 days from the date of notification in writing of the decision of rejection by the Syndicate Council and the Ministry should take the appropriate decision thereon.

Article 7:

The applicants whom the applications were refused are entitled to file a new application with the demise of the causes of the rejection of the previous application.

Section II: Discharge and withdrawal from the Syndicate

Article 8:

- The Syndicate Council has the power to discharge any member, with the exception of members of the Executive Board for the following reasons:

- 1 - Violating the goal, statute or rules of procedure of the Syndicate
- 2 – Losing one of the conditions imposed to accept his affiliation.
- 3 – Breaching the obligations imposed on him by the regulations of the Syndicate, especially the obligation of non-delivery of goods without presenting the original shipping document or providing a bank guarantee; or the obligations set forth in the Syndicate Obligations Guide put by the Syndicate, where a copy of this Guide shall be sent to the Ministry of Labor to be sent later to the competent authorities in the public and private sectors.
- 4 – A member is considered resigned if he fails to pay his annual subscription fee despite of

receiving a written warning in this regard, and the deadline of payment set is one month from the date of notification; and the content of this article should be mentioned in the warning letter. And in this case (resignation of member for failing to pay the subscription fee), it is necessary for the member who wishes to renew his affiliation to repay a new subscription fee.

The Syndicate Council has to contact the member to know the circumstances and reasons that led to studying his situation. In the case of the non response of the member and not answering the Council's queries, a default decision to dismiss the member and this decision should be taken with a majority of two-thirds of the members of the Council.

A member who has been dismissed from the Syndicate for reasons he deems illegal, has the to object to the dismissal decision to the Ministry of Labor within fifteen days "of notification of the dismissal decision in writing," and the Ministry should take thereon necessary decision, and the membership of the objector is considered pending until settling dispute.

Article 9:

A dismissed member has the right to apply for a new affiliation at the demise of the reasons that called for his dismissal, and he is required to repay affiliation fees.

Article: 10

All members are entitled to withdraw from the Syndicate through a letter sent to the Council, provided that he is not in debt to the Syndicate's fund. The Council should make a decision to accept or reject the withdrawal no later than fifteen days from the date of the first meeting after submitting the withdrawal request.

Article: 11

All the Council's members are equal in rights and duties within the limits of the laws and regulations in force.

Article: 12

The rights and obligations of the dismissed or withdrawing member extinguish from the date of notification in writing the dismissal decision or approval of the withdrawal.

Section III: Syndicate's Bodies

Article: 13

The Syndicate's bodies are the General Authority and the Executive Council that exercise their powers in accordance with the following:

Article: 14

General Authority

The General Authority consists of all licensed Forwarders in Lebanon who are members of the Syndicate in accordance with the provisions of this Rules of Procedures and enrolled in the schedule established by the Syndicate and sent to the Ministry of Labor, and who have paid their subscription fees before three full days of the date of the General Authority.

Article: 15

The General Authority shall hold a regular meeting at least once a year, at the invitation of the Syndicate Council, and the General Authority may be called to an extraordinary meeting whenever the Syndicate Council deems necessary

The General Authority may be called to an extraordinary meeting based on reasoned written request, signed by one third of the members of the General Authority; and in this case, the President must invite the General Authority to convene a meeting within one month from the date of receiving the request.

If the President refused or failed to do so, the Vice President shall call for the meeting.

Article: 16

The secretariat of the Syndicate shall prepare the agenda of the Authority, and the call shall be made by the media through 2 known newspapers and by posting it at the door of the Syndicate center before twenty days of the date of the meeting, stating the date and place of the meeting and a copy of the call shall be sent to the Division of Labor and Professional Relationships at the Ministry of Labor, before fifteen days of the General Authority.

Article: 17

The President of the Executive Council of the Syndicate heads the meetings of the General Authority, and the secretary shall codify the proceedings, but if the topic of discussion addresses the dismissal of members of the Executive Council, the older member heads the meeting and another person shall be chosen to undertake the secretary's tasks.

Article: 18

The meeting of the General Authority is not considered legal without the presence of more than half of the members who have paid their subscription fees, and if this majority doesn't meet, the call shall be repeated for a meeting at a maximum of twenty days from the date of the first meeting, and the second meeting of the General Assembly shall be considered legal when the number of attendees is no less than one third of the members of the General Authority; in the

absence of a quorum, a third session shall be held during a week from the date of the second meeting and it shall be legal with disregard to the number of attendees.

Article: 19

The General Authority is not entitled to discuss any topics except the topics listed in the agenda.

Article: 20

Decisions of the General Authority are taken with a majority of votes, except for decisions on amending the Basic Law and the rules of procedure, or the dismissal of one of the members of the Executive Council, where it must abide by a majority of two-thirds of the members of the General Council.

Article: 21

The decisions of the General Authority apply for all members, including absentees and offenders.

Article: 22

Each member of the in the General Authority shall have one vote, and representation is not permissible regarding attending and voting.

As for companies, they shall be represented by the owner, one of the owners or manager authorized to sign it its name according to the secretariat of the commercial register.

Article: 23

The powers of the General Authority include all that would achieve the goal and purposes of the Syndicate, especially the following mentioned things, for example, but not limited to:

- v Election of members of the Syndicate Council
- v Amendment of the Basic Law and the Rules of Procedure
- v Studying and adoption of the budget
- v Ratification of the balance sheet of the Syndicate and quitus of the members of the Council

- v Decision of investing the Syndicate's funds
- v Decision to dismiss members of the Executive Council of the Syndicate.
- v Determination the membership and subscription fees and their amendment
- v Proposition of dissolving the Syndicate

Article: 24

Deliberations of the General Authority are recorded as minutes signed by the President and Secretary in person.

All decisions of the General Authority must be reported to the Ministry of Labor, within fifteen days from the date of issuance.

Each member or interested party may object to the decisions of the General Authority or the decisions of the Syndicate Council to the Ministry of Labor, in the period of one month from the date of issuance of the decision.

Syndicate Council

Article: 25

An Executive Council manages the affairs of the Syndicate and it is composed of ten members elected by the members of the General Assembly.

Article: 26

The Syndicate Council meets at least once every two months, according to a written invitation from the President attached to the agenda of the meeting issued by the Secretariat and signed by the President, and the meeting shall be legal at least in the presence of half of the members plus one, and in the case of absence of a quorum, the meeting shall be postponed for up to two weeks where it is considered a legal meeting in the presence of one-third of the members of the Council, in condition that a written invitation is sent to members containing the text of this article.

Also, the President of the Council may invite the Council whenever he deems it necessary or at the request of two-thirds of the members.

The session is chaired by the President, and in his absence by the Vice President, and by the secretary in the case of absence of both.

Article: 29

The Executive Council of the Syndicate manages all the things that achieve the goals of the Syndicate and ensures respecting the laws and regulations that govern the affairs of the profession and maintain its dignity and interests. And it assumes in particular, for example, but not limited to:

- Implementation of decisions of the General Assembly.
- Deciding affiliation requests.
- Managing the funds of the Syndicate and collecting the affiliation and annual subscription fees.
- Mediating disputes between Syndicate members.
- Studying suggestions received from the members of the Syndicates and answering them.
- Contacting official references or other official bodies, institutions or persons to pursue the demands of the Syndicate in all matters relating to its interests.
- Doing all the work relating to the management of the Syndicate as included in the terms of reference of the General Authority.

- Call the General Authority.
- Beginning proceedings in courts
- Deciding to join regional and international federations of trade Syndicates or associations that deal with the same profession.
- Agreement on administrative expenses as long as they do not exceed 25% of the Syndicate's annual resources.
- Preparation of the budget, preparation of the balance sheet and the preparation of the annual report.
- Setting and determination of the wages, salaries, powers and duties of the employees and contractors of the Syndicate and expelling them.
- Contracting with technical experts, legal advisers and lawyers...

Material: 30

The Syndicate Council has the right to use consultants from members of the General Authority, and it may invite them to attend any of its meetings in that capacity.

Article: 31

The Syndicate Council shall provide a copy of the annual report and balance sheet to the Labor and Professional Relationships Division in the Ministry of Labor, signed by the President and Treasurer during the three months following the fiscal year.

Article: 32

In the event of refusal or failure of any member to carry out his responsibilities, his representative takes over his place according to the Rules of Procedure but if such thing is not mentioned in the Rules of Procedure, the Executive Council of the Syndicate shall take the appropriate decisions after questioning the dilatory or refraining member and this shall be reported in writing to the Ministry of Labor which in turn takes the necessary decision.

Article: 33

Any amount of the Syndicate's funds shall not be used except by the decision of the Executive Council duly.

Section IV: Powers and Duties

Article: 34

Powers of the president

1 – He is the president of the Syndicate, President of its Council, its spokesman, and its official representative with all the authorities and all the references.

2 – He signs on behalf of the Syndicate with the secretary all correspondences, statements, contracts and documents and all that is issued by the Syndicate.

- 3 – He signs with the treasurer receipts and bills of withdrawal of funds from the bank adopted by the syndicate, and all transactions related to the Syndicate’s funds.
- 4 – He calls for the Syndicate Council’s meetings and general assemblies, and presides over these meetings.
- 5 – He oversees the activities of the Syndicate Council and pursues the implementation of its decisions.
- 6 – He is entitled to in case of emergency, to disburse a maximum amount of 1,000,000 L.L., provided that he justifies it to the Council in the first subsequent meeting.
- 7 – In case of emergency, the president has the right to sign individually all kinds of financial and administrative decisions, provided that the he has a pre-authorization from the Syndicate Council with a majority of half plus one of its members.
- 8 – He organizes the secretary the annual report, and with the treasurer the financial statement at the end of the year and the draft of annual budget.
- 9 – He puts with the secretary and treasurer of the delisting regulations and submits them to the Division of Labor.
- 10 – He signs with the secretary on the membership cards.
- 11 –The president can mandate one or more members of the Council to represent him in Syndicate representation when needed.
- 12 - The president has the right to give an order or authorizes the treasurer and accountant united to approve the disbursement of an amount not to exceed 1,000,000 L.L. in exceptional circumstances, provided that the Council approves the disbursement of the amount mentioned in its first meeting.
- 13 – He resolves disputes between members or disputes of members with others in professional matters.

Article: 35

Powers of the Vice President

- 1 - Replace the President in his absence in all his powers.
- 2 – He assumes the functions of the presidency in the event of vacancy, until a new president is elected within a period of one month, and if that is not possible for reasons of force majeure, he becomes president of the Syndicate for the remaining period.
- 3 – He assumes the functions of the secretary in his absence.

Article: 36

Powers of the Secretary

- 1 – He sends invitations in writing for the meetings of the General Authority of the Syndicate on request of the President, provided that the invitations include agendas of the meetings to be held and he shall send them before at least 24 hours of the meetings.

2 – He writes down the minutes of meetings and puts them in a special register signed by all the members who attended the meeting.

3 – He receives all the Syndicate's correspondences and records them in a special register and turns it to the President in three days.

4 – He holds the record of the names and addresses of the Syndicate members, and their place of work, their card number and date of affiliation, giving each member of a nominal page.

5 – He retains all documents, records, registers and seals of the Syndicate and he is responsible for maintaining them. And the Syndicate records are the following:

- Record for Syndicate members.
- Record for the minutes of meetings of the Authority Council.
- Record for the minutes of the meetings of the General Council.
- Record for the messages and incoming and outgoing objections from the Syndicate.
- Any other records necessary for the organization of the work of the Syndicate.

6 – He signs with the President all decisions, correspondences, data, invitations, membership cards and certificates of membership, and all instruments issued by the Syndicate, but he is not entitled to non-implement of any decision taken in a legal meeting.

7 – He notifies the members and applicants of certificates by the decisions of the Executive Council.

8 – He replaces the president and vice president in the event of their absence.

Article: 37

Treasurer powers

1 - All the bills of exchange, receipts must be composed of three copies bearing the logo of the Syndicate and the serial numbers, the first copy shall be given to the right holder after being signed by the treasurer with seal of the Syndicate, and the second copy shall be deducted and signed by the President of the Syndicate or the accountant, and handed to the latter to enable him to organize the accounts of the Syndicate, and the third copy is kept stubs for reference when needed.

2 - The treasurer collects Syndicate funds to meet with receipts stubs numbered and signed by him and President if possible, and recorded in a special register organized for this purpose with its adherence to the provisions of Article 11 of Decree 7993, dated 04/03/1952.

3 - Retain the money the Syndicate in accordance "with the provisions of this order, is not entitled to exchange any amount except upon" the decision of the Association Council, or at "the request of the President within the limits set forth in paragraph 12 of Article 34 of this order, the more money the Syndicate on / 1.000.000 / ll be deposited in the bank accredited.

4 - puts the annual financial report and the final account and the draft budget to be presented to the Bar Council and the General Authority for taking their consent.

5 - signed with President receipts and bonds to withdraw funds from the bank adopted and all transactions that have a relationship with the Syndicate funds.

6 - holds the record "codifies the revenues and expenditures in accordance with" the provisions

of Article 9 of Decree No. 7993 dated 03/04/1952, and to be all the spending or revenue signed and enhanced the documents.

7 - holds a record of "codifies the names of the participants and the payment of dues.

8 - retains all Aleromat belonging to the receipts and bills of exchange, and all the papers cursor to the disbursement of funds from the Fund of the Syndicate, as he must attach all documents installed the amounts paid by him, and annexed to the second edition of the securities exchange and handed over to the accountant, in order so they can be audited and approved recorded in General Accounting restrictions of the Syndicate.

9 - prohibits the treasurer exchange any amount, except under the voucher duly organized, but it can be president after taking the approval of the Council of the Syndicate, that Leger to the treasurer an amount not exceeding Exchange / 1,000,000 / LP in exceptional circumstances.

10 - must be the treasurer and when used right given to him (in paragraph 9 above) to justify the position that paid to take advantage of this right, and stays on the Bar Council to approve the amount spent and the rejection of the justifications provided, in this case remains the amount spent is the responsibility of the Treasurer and must upon return.

11 - The treasurer signed with the President or with the accountant, the governing withdrawals to withdraw any amount from the bank adopted, that the back of the head after obtaining the approval of the Bar Council of the necessary authorization to sign the checks issued by the public accounts of the Syndicate.

Section V: Syndicate committees

Article: 38

The Bar Council to compose from among its members and Syndicate members, committees "specialized permanent or temporary, with at least two members, and the decision of the experienced to do the work and specific studies, relating to the functions of the Syndicate and the decisions of these committees advisory non-binding Council of the Bar, where the back of the approval or rejection any inevitably recommendation to and in accordance with "what he deems the interest of the Syndicate. This shall be entitled to the President and Vice President and Secretary, attend any meeting of the Committee without the right to vote on these committees

Among these committees:

The Affiliation Committee:

This committee receives the affiliation applications presented to the syndicate. It checks all the available and missing legal conditions. Moreover, this committee has the right to check the applicant's residence if needed and rights down its recommendation then submits it to the syndicate council.

The tasks of this committee are assigned to the head of the executive council as well as the Secretary and the lawyer of the syndicate.

The Media and Public Relations Committee:

This committee takes in charge the following tasks:

Supervising the periodicity

Publishing the concept of practice of profession by all the means available

Suggesting the media policy of the syndicate and executing it in coordination with the council

Organizing concerts and preparing conferences in the transportation sector in coordination with the other committees.

Education and Training Committee

This committee takes in charge all the tasks related to teaching the profession of mediation of transport and communication in all the schools, institutes and collages in Lebanon and abroad that deals with teaching this profession in order to cooperate and coordinate with them.

The Road Transport Committee:

This committee takes in charge the contact and the coordination with all the official and private administrations in the road transport sector. It also works on improving the road transport laws and joins the international treaties in this regard.

The Air Transport Committee:

This committee takes in charge the contact and the coordination with all the official and private administrations in the air transport sector. It also works on -improving the air transport laws and joins the international treaties in this regard.

The Importation Committee

The Exportation Committee

Both of these committees take in charge the contact and the coordination with all the official and private administrations in the maritime transport sector. They also work on improving the laws that foster the importations and exportations in order to improve and develop these laws. They are also concerned with the accession to the international treaties in this regard.

Both of these committees can be merged in one single committee called the Maritime Transport Committee.

The Customs Committee:

This committee takes in charge the coordination with the Customs department in order to overcome any obstacles that may occur during the work of the transportation mediator. It also works on improving the Customs laws.

This committee can be asked to pursue the demands of the Importation Committee and the Exportation Committee as well as the rest of the private committees of the Customs department and the port management.

The FIATA and IATA Committee:

This committee contacts the international organizations FIATA and IATA in order to take a closer look at the international laws related to the profession of the mediation transport. Moreover, it attends all the meetings of the organization that are held every year.

The Members' Rights Defense Committee:

This committee works on solving all the problems that may occur during the work of the transport mediator. It works in particular on solving the conflicts among the transport mediators through arbitration as well as solving the conflicts among the transport mediators and customers.

The Committee of Free Trade Zone and Logistic Warehouses:

This committee takes in charge the contact and the coordination with all the official and private administrations especially the Customs and port administrations in order to modify and develop the systems and laws fostering the activities that can be done in the free trade zones to make it more adequate to the requirements of this era. It can also ask for the help of the customs committee when needed.

Article 39:

Any of the committees mentioned previously can be developed, combined or abolished based on decisions taken in majority by the executive council of the syndicate.

Section six: The incomes and funds of the Syndicate

The incomes and finance of the Syndicate

Article 40:

The Incomes and funds of the Syndicated include:

The affiliation fee:

The affiliation fee is fixed at one million five hundred thousand LP which is paid only once except when the member loses his membership at the syndicate.

The member should pay the affiliation fee in 15 days after he receives a written consent of his affiliation request to the syndicate.

The annual subscription

The annual subscription is fixed at five hundred thousand LP.

The donations, grants and financial subsidies

The donations, grants and financial subsidies coming from the official, local and international parties and bodies are accepted following the approval of the general assembly and the general commission and the ratification of the ministry of labor.

Sponsoring the projects created by the syndicate in order to achieve its purpose

Article 41:

The syndicate's council can modify the fees of affiliation and participation with the approval of the two thirds of the council's members and the ratification of the majority of the two thirds of the members in the general commission and the ministry of labor when needed.

Article 42:

In all cases, the funds of the syndicate cannot be allocated and dispensed unless for the purpose for which they were created. Moreover, the syndicate's council can employ money in financial, commercial or real estate operations only after the approval of the general commission and the ratification of the ministry of labor.

Section seven: Membership cards and registration certificates

Article 43:

Each of the members is given before the request of affiliation to the syndicate a membership card from the syndicate including a serial number in addition to his registration number in the records and schedules of the syndicate according to what is mentioned in the clause 4 of the article 4.

Article 44:

A special registration certificate is given by the syndicate's council to the companies engaged in this profession and which are registered in special schedules stipulated in clause 5 of the article 36. This certificate should include the number, date and the stipulation of the company in the special registry. It should also be signed by the president and the Secretary.

Section eight: The elections

Article 45:

The syndicate's council is elected for four years based on a direct secret ballot by the General Commission.

Half of the members of the first elected council by lot after two years and new members are elected at their place. Afterwards, the mandate of each member that has been elected before four years comes to an end.

Every member that his mandate came to an end or has been removed by lot has the right to run for the elections again.

Article 46:

Only the members who have paid all of their participation fees within the legal deadline can participate in the elections. No one is entitled to run for membership at the syndicate's council unless he has been a member in the syndicate for two full years.

Article 47:

The syndicate's council fixes a date for the election and sends a notification letter to the labor and professional relations administration fifteen days at least before the elections. The notification letter of the ministry should mention whether the elections are general, complementary or subsidiary in addition to the date of the lot in case the elections are complementary. Moreover, the names of the council's members whom mandate came to an end or who resigned have to be listed.

The notification letter must be accompanied with a copy of the court's record in which the decision of assigning the election has been taken. The copy should be signed in all its pages by

all the individuals present with a copy of both journals that published this call for elections along with a copy of the call's text and the documents to prove that it's been published on the door of the syndicate's headquarter or any other mean of proof that all the members have been notified.

Article 48:

The call for elections should include the following information:

Fixing the date of the elections, the starting and closing hour in addition to the place or places where the elections will be held.

A call to pay all the previous participation fees while fixing the date of the start of payment and the last date of payment. Moreover, the dates and place or places of receiving the members and the person or people in charge of receiving the payments should be fixed.

The nomination conditions, the stated times of accepting the nomination applications, the place where to receive the candidates, the person or people in charge of receiving these candidates and fixing the deadline of the acceptance of applications, should be accompanied by a summary of the police record of every candidate that doesn't date from more than a month along with a copy of the registration form or the ID of the candidate. The candidate should be a member at the syndicate for two full years. The nomination ends three days before the elections which means before seventy two hours of the elections and no objection is accepted after this date.

Article 49:

The syndicate's council is considered in a permanent session once it takes the decision of the election and its tasks are limited to executing the daily tasks. It doesn't have the right to accept new affiliation applications or fire any of the members. This case is applied when the quorum is lost or when the mandate of the council is over.

The treasurer or the person in charge receives the affiliation from the member with a receipt with a counterfoil. He should inform the syndicate's council within 24 hours after noting these records in the special register.

The Secretary or the person in charge receives the nomination applications along with the needed documents with a written receipt that has a serial number and he submits them to the syndicate's council within 24 hours to take the adequate decision.

The syndicate's council organizes 3 days before the start of the elections a list with 3 copies that includes the members of the general commission who have the right to participate in the elections. This list is signed by the president and the treasurer and has the stamp of the syndicate. A copy of it is submitted to the labor administration 3 days before the elections' date while the second copy is submitted to the elections office assigned by the syndicate whereas the third copy remains at the syndicate in the disposal of all the candidates.

The names of the candidates are posted on the door of the syndicate in the polling center. A copy of the accepted names is submitted to the labor and professional relations administration. No objection is accepted after the end of the nomination which means 3 days before the elections.

Article 50:

Anyone can object in case his name hasn't been mentioned among the names of the eligible candidates or on the list of candidates in front of the labor and professional relations administration that will take the adequate decision. This objection should take place within the period fixed by the law.

Article 51:

An electoral office supervises the electoral activities. It is formed by members assigned by the syndicate's council. They should be three members not more along with a delegate or more assigned by the labor and professional relations administration. Each candidate or group of candidates has the right to mandate an observer who has the right to enter to the electoral office. The number of delegates shouldn't exceed 6 delegates.

If the syndicate's office didn't assign a member of the office, the delegate of the labor ministry takes in charge the supervision of the elections along with the observers who represent the candidates. (Article 5 from the decree 53/7993)

Article 52:

The quorum for the elections is half of the members of the General Assembly in addition to one of those who paid all of their affiliation fees and whose name has been mentioned in the eligible candidates list in the first round.

In case the quorum is incomplete, the elections will be postponed for fifteen days and the second legal round will take place in the presence of third of the members of the general commission at least and no nomination will be possible.

This should be mentioned in the call for the elections in addition to fixing the date and the place of the elections in both cases and mentioning the text of the article.

The delegate of the ministry should verify the status of the elected in the affiliations record or the electoral list prepared by the syndicate or even the receipt of the affiliation (article 4, decree 53/7993).

Article 53:

The ballot office sorts the names and writes a report with 3 copies including the facts of the elections and the results of sorting the names along with notes of the nominated and their objections if available. The report is signed and the original copy goes for the delegate of the ministry of labor. While the second copy goes to the ballot office and the third one is posted in the ballot center.

It will be mentioned if anyone refuses to sign the report.

Article 54:

The winner in the elections is the one who had the relative majority of the votes of the voting members. In case of tie between the candidates, the winner is the one who has been member at the syndicate for a longer period. In case the date of affiliation is the same, the winner will be the older one and if the ages are the same, the winner will be decided based on an election by lot.

Article 55:

The objections against the elections are written and submitted to the labor and professional relations administration in the ministry of labor within seven days after the elections. After this date, no objection will be accepted.

The head of the administration has the right to stop the work of the syndicate council until the objection is solved.

Article 56:

The election isn't final unless it is ratified by the labor and professional relations in the ministry of labor.

Article 57:

If any of the positions in the syndicate's council becomes vacant for any reason, the member who got more votes among the winners of the election executed by the syndicate will succeed it. The new member should continue the mandate of the member he succeeded.

In case the majority of the positions for any reason, the council will be considered dissolved and new elections will take place according to the conditions mentioned previously.

Article 58:

The syndicate's council meets a week after the announcement of the election results of the office commission formed by a president, a vice president, a secretary and a treasurer.

The office commission should notify the professional relations and labor administration within a week after the ratification of the distribution of positions.

The president of age calls all the members of the council in a written invitation to an election session for the new council's commission. It's the one who is in charge of the session until a new president is elected. The new president will take in charge afterwards the session and runs it until the rest of the members are elected.

The elections will happen in a secret ballot

If the president of age doesn't invite the elected members to the session of distribution of positions, the second president of age will take in charge their invitation.

The meeting will be legal with the presence of the majority of the two-thirds of the council in the first session or with the presence of the third of the members in the second round.

Article 59:

The honorary member

The syndicate's council with the majority of the voices has the right to issue a decision that gives an honorary membership to any of the persons who are considered eligible for having this position on condition that he doesn't have a job as a working member. Moreover, the syndicate should check his manners, integrity and behavior for such a membership before taking such a decision.

Every former head of syndicate council is an honorary member at the syndicate.

Section nine: final judgments

Article 60:

The substitution is not possible for the presence of the General commission neither for the voting. None of the members of the syndicate's council can delegate anyone to represent him during the meetings of the council neither to vote instead of him.

Article 61:

The syndicate's council keeps the numerated records in sequence. These records hold the stamp of the specialized departments and in one of them, the incomes of the syndicate as well as the dispensed money are written. In another record, the names of associates and participants are written with the indication to the payment of the participation fees of each member on his own.

Article 62:

At the end of the year, the accountant and the treasurer organize a statement of account regarding the finance of the syndicate. This statement is signed by the president and sent to the syndicates' administration in the ministry of labor. The Secretary keeps a copy of this statement that will be in the disposal of the syndicate members to check it.

Article 63:

The syndicate's council has the right to delegate for a specific period and for a specific task one of the general members based on a decision taken in this regard.

The delegated member should present to the council a statement including the tasks he had accomplished according to the decision of delegation.

Article 64:

It's forbidden to any member of the syndicate's council to hold any meeting or conclude any agreement of any kind that may oblige the syndicate with a certain situation before informing the syndicate's council and getting a formal accreditation in advance.

Article 65:

Every member of the syndicate pledges to keep the norms agreed on and followed by the syndicate.

Article 66:

The syndicate's council has the right to demand an amendment of the basic law and the rules of procedure. The majority of the two-thirds of the council decides that and sends the amendment draft to the members of the general commission one month before the scheduled session to examine the amendment.

It is forbidden to amend the basic law and the rules of procedure unless the two-thirds of the members of the general commission approve it and the ministry of labor ratifies it.

Article 67:

The council is considered dissolved in case it doesn't hold four consecutive sessions on their scheduled dates following the rules of procedure. Therefore, they are called to conduct general elections.

Article 68:

In case they chose to dissolve the syndicate's council following the provisions of the article /105/ of the labor law, the provisions of the applicable laws and especially the provisions of the articles /12,13 and 14/ of the decree number 7993 issued on 3/4/1952 will be applied.

Article 69:

To all the cases not mentioned in the system, the provisions of the section four in the labor law and the decree number 7993 issued on 3/4/1952 are applied in addition to the resolution number 2/147 issued on 10/3/2000.

Article 70:

These rules of procedure are adopted after the ratification of the ministry of labor and they will be posted in the syndicate's headquarter and adopted immediately after being posted.