

American University of Beirut

“Zaki Nassif Program for Music Friends Club” (ZNPM Friends Club)

BY LAWS

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Article 1: Name

An organization called the "*Zaki Nassif Program Friends Club*" (*ZNPM Friends Club*) has been established at the American University of Beirut. It shall be referred to hereafter, as *the Club*.

Article 2: Objectives

The primary aim of the Club is to raise funds to support programs and activities that enhance the culture of Music at AUB and the region, particularly through sustaining the *AUB Zaki Nassif Program for Music* that was founded in December 2004, hereafter referred to as *the Program* and whose main mission consists of:

- Preserving, promoting and disseminating the oriental musical heritage, in particular that of Zaki Nassif and, contributing to the advancement of music education and research at AUB and in the region.
- Reinstating and sustaining musical studies programs and music curricula at AUB.
- Assisting in the development of courses and programs at AUB.
- Organizing competitions among schools and university students in Lebanon to raise awareness about music in general and Zaki Nassif musical heritage in particular.
- Inviting professional musicians and academics to the University.
- Awarding prizes, scholarships, and fellowships to students.

Article 4: Membership

Membership is open to individuals and Corporations that believe in *the Program's* mission and ideals it upholds and who accordingly, support *the Club* by their contributions, fixed on yearly basis. Members' commitment and dynamism are crucial elements to have them regarded as representatives of the *Program's* ideals, to accordingly enhance the *Program's* activities.

Two *Club* members shall nominate each candidate to *the Club*. *The Club's* Executive Committee (see Article 5) decides on final admission. Nominations shall be in writing and shall include a rationale for the nomination.

Club Members meet at least once a year at the beginning of each academic year to follow-up on the *Program's* activities and elect Executive Committee members (See Article 5).

Article 5: The Executive Committee

An Executive Committee referred to hereafter as, *the Committee* shall handle the tasks of the *Club*. *The Committee's* membership consists of at most 10 members that include: *The Club's* President, a Deputy-President, a Secretary and a Treasurer.

The Committee may assign specific duties to other *Club* members.

The Committee shall hold meetings upon call from the President, or two of its members.

Tasks of *the Committee* include:

(i) Programming its yearly activities for the next academic year and establish its functioning budget.

(ii) Overseeing and following up throughout the academic the *Program's* activities.

The Committee shall serve for a period of four years and is elected by the *Club* members.

Article 6: Funds

The Club's funds are provided by membership fees and fundraising activities. All proceeds are deposited in the *AUB Zaki Nassif Fund*, established in December 2004, hereafter referred to as *the Fund*. Membership fees should be paid by *The Club* members at the beginning of AUB's fiscal year namely during the month of October. It will be the duty of the Treasurer to follow up on this matter.

The Committee, in consultation with the chair of the *Program* and the Dean of the Faculty of Arts and Sciences, shall propose the appropriate distribution of *the Club* funds during every academic year. Funds shall then be disbursed in accordance with the University's own procedure. An annual report shall be prepared covering the various areas of expenditures and revenues. For that purpose the Development Office will provide *the Club* Treasurer with a quarterly report of funds received by *the Club*. The Treasurer will make sure that these funds have been deposited by the Comptroller's Office in *the Fund's* Account.

Article 7: Duties and Prerogatives of the Committee

The Committee shall take all actions and suggest all measures considered conducive to the attainment of *the Club's* objectives.

The Club's President shall represent *the Club* and preside over its meetings. The President shall call meetings of *the Committee*, whenever necessary and calls for a General Assembly at least once a year.

The Secretary shall draw up and maintain the minutes of the meetings. The Secretary shall be responsible for the *Club's* correspondence, in consultation with the Chair.

Elections of the members of the Executive Committee shall be in the spring of the outgoing officers' term of office. Nominations shall be submitted in writing, and the election by the General Assembly shall take place by secret ballot.

Article 8: Amendments

Amendments to these bylaws can be proposed by a simple majority of *the Club* members. Written notice of the proposed amendments shall be distributed to *the Club* members prior to voting. A two-thirds majority is required for any amendment.