

Constitution

American University of Beirut

Zaki Nassif AUB Fundraising Committee

Constitution

Whereas on December 2nd 2004, Zaki Nassif Music Program (hereinafter Program) was established at AUB and, on September 16th 2005, the said Program was supported and sustained through AUB Zaki Nassif Fund (hereinafter Fund), and

Whereas the Program is placed under the Dean of the Faculty of Arts and Sciences who appoints a Steering Committee, hereafter Program Committee, whose primary role is the academic development of related Music Activities within the auspices of the Program at AUB, and

Whereas the Program activities have been planned and coordinated with the AUB Office of Development and assisted by a Fund Raising Committee that includes at least two representatives from Zaki Nassifs heirs, and

Whereas on January 11 2008, AUB has been donated by Zaki Nassifs heirs his Music Collection in view of stimulating education and research in the field of Lebanese Oriental Music, availing the Collection to present and future generations,

Whereas the Program and the Fund require sustained and structured efforts for fund-raising, therefore:

#### **Article I: Name**

An organization called the " Zaki Nassif AUB Fundraising Committee " has been established at the American University of Beirut. It shall be referred to, hereafter, as Zaki Nassif Club.

#### **Article II: Purpose of the Zaki Nassif Fundraising Committee**

The primary purpose of the Zaki Nassif Fundraising Committee is to raise funds in coordination with the Office of Development at AUB. These funds are meant to support programs and activities that enhance the mission of the Program, which aims to honor the memory of Lebanese composer Zaki Nassif, preserve all of his heritage, further excellence in the teaching of music and contribute to its advancement by supporting research, conferences, performances, and other activities that would help expanding Music studies, particularly in the Department of Fine Arts at AUB. The scope of the Program can reach as far as global musical traditions, but its primary emphasis shall be on those of Lebanon and the Middle East. It also seeks to protect, Zaki Nassif Music Collection as donated to AUB by his family with the purpose that its archiving will serve as a basis for collecting the output of other important regional musical figures and traditions.

### **Article III: Membership**

Membership is open to those who adhere to the mission of the Program and support it by their contributions and donations. Honorary members may be appointed after consultations between the Programs Committee and the Office of Development.

### **Article IV: Executive Committee of the Zaki Nassif Fundraising Committee**

An Executive Committee of the Zaki Nassif Fundraising Committee, of a minimum of nine and a maximum of eleven members shall be constituted. It must include as voting ex-officio members, one representative of Zaki Nassif heirs, the Chair of the Program Committee and the Arts and the Associate Director of the Office of Development. The others members are elected by a general assembly of the Zaki Nassif Fundraising Committee for a period of three years. Outgoing elected members may be invited to serve for a further number of terms, but outgoing Officers can serve only once for a second term. Once designated, The Executive Committee elects three Officers: a Chair, a Deputy-Chair and a Secretary. These are held on monthly basis upon call from the Chair or two of its members. Specific duties may be assigned to other persons from the Executive Committee or to members from the Zaki Nassif Fundraising Committee.

### **Article V: Duties and Prerogatives of the Executive Committee**

The Chair of the Executive Committee shall represent the Zaki Nassif Fundraising Committee and preside over its meetings. The Deputy-Chair shall carry out functions designated by the Chair of the Board. In the absence of the Chair, the Deputy-Chair shall preside. The Secretary shall draw up and maintain the minutes of the meetings. The Secretary shall be responsible for the Clubs correspondence, in

consultation with the Chairperson or the Deputy-Chair. Members who will not attend one-third of the meetings of the Executive Committee shall be asked to step down.

#### **Article VI: Honorary President of the Zaki Nassif Fundraising Committee**

A distinguished person, recognized for his/her credibility in fund-raising, may be appointed as honorary President of the Zaki Nassif Fundraising Committee. He/She will serve for an undetermined number of years until he/she resigns or becomes incapacitated. The honorary President of the Zaki Nassif Fundraising Committee is an ex-officio non-voting member of the Executive Committee.

#### **Article VII: Funds**

The Funds collected by the Zaki Nassif Fundraising Committee will go directly to the Fund. On a yearly basis, the Executive Committee, in consultation with the Dean of Arts and Sciences, the Chair of the Program Committee and the Associate Director of the Office of Development shall propose the appropriate distribution of collected funds which will be disbursed in accordance with University's own procedures.

#### **Article VIII: Amendments**

Amendments to this Constitution can be proposed by a simple majority of the Executive Committee. Written notice of the proposed amendments shall be distributed to the Zaki Nassif Fundraising Committee general assembly prior to voting. A two-thirds majority is required for any amendment.