



Administrative Board Regulation Policy

Introduction

This policy aims to familiarize both current and newly appointed members of the Administrative Board with the Association, its mission, objectives, and activities. It also seeks to define their duties and responsibilities towards the Association and other matters regulating the work of the Administrative Board in the Association, in addition to what is stated in the Articles of Da'em for Women Enhancement Association.

Each member of the Administrative Board shall record a copy of this policy for review and approval. This policy shall be reviewed as needed or periodically, and all members shall be informed of any updates or amendments made to it.

1. Basic Information about the Association:

Name of the Association: (Da'em for Women Enhancement) Registration Date: 14-3-2013 in the Register of Charitable Associations affiliated with the Ministry of Social Development.

Da'em for Women Enhancement is a national non-profit organization aiming to empower women legally, economically, psychologically, and socially, in a manner that promotes their rights, enhances their role, develops their performance within the family and society, and grants them full citizenship for a balanced civil society. This is achieved through conducting studies, programs, and projects to empower women, integrate them, and highlight their role in the family and society, thereby strengthening and improving their performance through coordination and cooperation with relevant local and international institutions, both governmental and non-governmental, with the ultimate goal of achieving a democratic society. The Association operates according to principles that it does not deviate from, most importantly: transparency and integrity, justice and equality, good governance, active participation, commitment, and responsibility.

Organizational Structure of the Association, The Association consists of a General Assembly and an elected Administrative Board whose term is four years. The number of board members shall not be less than seven, in accordance with the Articles of Association. Both bodies are accountable individually and collectively.

Duties of the Administrative Board: The Administrative Board manages the Association's affairs, appoints employees, approves related matters, and prepares internal regulations, publications, financial and administrative documents for the Association and its branches for submission to the General Assembly for approval. It prepares the draft annual budget, the annual report, and the final financial statements for submission to the General Assembly for approval. The Board may form specialized administrative committees to assist it in some administrative

matters, define their powers, operational bases, and supervision. The Board may authorize signature powers within the Association regarding certain financial, administrative, and legal matters to one or more board members. It may also manage movable and immovable funds of the Association, dispose of or pledge them, or donate them according to the powers granted by the General Assembly, in addition to any other tasks or authorities delegated to it by the General Assembly.

2. Information about the Administrative Board:

- The Administrative Board consists of no fewer than seven members (President, Secretary-General, Treasurer, Vice President, Member, Member, Member). A member of the Administrative Board must be at least thirty-five years old, have experience in women's empowerment and human rights, and demonstrate notable interest in the purposes for which the Association was established. The member must not have been convicted of any misdemeanor affecting honor.
- The term of membership in the Administrative Board is four years, with renewal possible through election for two consecutive terms.

3. Description of the Duties of the Administrative Board:

- The Association’s Articles regulate the roles of the Administrative Board members within the principles of good governance, accountability, justice, transparency, and participation. This includes the preparation and approval of policies, adherence to them, and ensuring that the Association complies with them, such as the conflict of interest policy, financial policies, codes of conduct, human resources policies, authorized signatories’ powers, fundraising and financing policy, travel and transportation allowance policies, document retention policy, and other policies.
- In addition to what is stated in the Articles of Association, the responsibilities of Administrative Board members include developing the Association’s strategy, understanding and supporting its mission, attending board meetings regularly, preparing for meetings in advance, maintaining confidentiality, providing conscious and unbiased guidance, avoiding conflicts of interest, participating in committees and Association events, supporting the Executive Director, contributing to resource mobilization, and promoting the Association’s work.
- **Legal Compliance:** Administrative Board members must ensure that the Association complies with applicable laws. In addition to the Associations Law, compliance with other relevant legislation is required, including labor law, social security law, tax law, anti-money laundering and counter-terrorism laws, and other laws directly related to the Association’s work.
- **Members of the Administrative Board shall not receive remuneration for work** within the Association. Board members are prohibited from being employees of the Association; however, by law, members may work for the Association with remuneration after approval by the General Assembly, for a specified period, and at a market-equivalent salary.



Duties and Authorities of the Chair of the Administrative Board: Presiding over the meetings of the Administrative Board and the General Assembly, representing the Association before official and private entities and individuals, supervising the Association's work and its affiliated committees directly and indirectly, and performing any other tasks stipulated in this Articles of Association or delegated by the General Assembly or the Administrative Board.

- **Duties and Authorities of the Secretary:** Preparing the agendas of the General Assembly and Administrative Board, recording their minutes, and maintaining their records and registers.
- **Duties and Authorities of the Treasurer:** Receiving cash amounts received by the Association and depositing them in the bank designated by the Administrative Board, recording them in the Association's records, and retaining financial documents, ledgers, and records for at least five years. Receiving in-kind donations, valuing them according to local market prices, and recording them in the Association's records. The Board must ensure their preservation and proper storage until a decision is made on their disposal for the Association's purposes or the purpose for which they were donated. Executing decisions issued by the Board regarding the Association's financial transactions and supplies. The Treasurer signs related commitments authorized by the Chair of the Board and submits a monthly report on the Association's financial status to the Board. All financial books and documents are to be stored at the Association's center and made available to competent administrative authorities, with documents and financial records retained for at least five years.

4. Criteria for Selecting Administrative Board Members and Recruitment of New Members:

- In addition to the conditions specified in the Articles of Association, the Da'em for Women Enhancement team observes specific criteria for selecting Administrative Board members to ensure diversity in experience and qualifications, such as providing opportunities for women or youth and attracting individuals with expertise in specific fields.
- Beyond the requirements of the Articles of Association, members must comply with the conflict of interest policy, maintain a good reputation, demonstrate commitment and loyalty to the Association's work, and adhere to the content of the Association's Code of Conduct.

5. Administrative Board Meetings and Decision-Making:

- The Administrative Board shall hold 12 meetings annually, at a rate of one meeting per month. Meetings are deemed legal with the presence of 51% of board members. Decisions are issued by an absolute majority of those present; in the event of a tie, the Chair has a casting vote.
- Meetings may be held online or in person, provided that in-person meetings occur at least four times per year. Minutes shall be printed and signed by members, and the Secretary



shall enter them in PDF format to be uploaded exactly as is on the Takamul platform for boards affiliated with the Ministry of Social Development within a maximum of 48 hours.

- Invitations to meetings shall be sent via phone calls, and the meeting's agenda and materials for discussion shall be distributed at least 48 hours prior to the meeting.
- The Secretary is responsible for maintaining meeting minutes, preparing discussion materials, and preserving records related to meetings and board plans.

6. Committees:

Committees, if formed, shall be assigned through the minutes of the Administrative Board meeting, specifying their tasks and the legal timeframe for completing assigned duties. Performance shall be reported at the next board meeting. The Administrative Board participates in forming monitoring and evaluation committees for ongoing projects.

7. Evaluation of Administrative Board Members:

The Association follows performance evaluation standards for Administrative Board members based on their fulfilment of expected roles, attendance at meetings, and other responsibilities.

8. Termination of Membership:

A member may be dismissed by a decision of the Administrative Board in accordance with the Articles of Association if they engage in actions that cause significant material or moral harm to the Association, exploit their membership for personal gain directly or indirectly, or violate the Articles of Association despite written notification to cease such violations. If the member in question is a board member, they may not attend or vote in the meeting convened for this purpose.

9. Vacancy of a Position:

If a board member's position becomes vacant during their term for any reason, the candidate who received the highest number of votes after the elected members in the previous board election shall assume the vacant position, completing the remaining term. If the Board cannot implement this provision, it shall exercise its powers until the next General Assembly meeting, which will approve this appointment or elect a person to fill the vacant position. The new member shall serve for the remainder of the predecessor's term.

10. Interpretation of the Law and Authorities:

Reference shall be made to the Articles of Association Bylaw approved by the Ministry of Social Development – Directorate of Associations Registry, certified according to legal procedures.

Date of Policy Approval: At the Founding Meeting of 2018 Date of Last Update: 02/2018