

Bylaw of the Federation of the Chambers of Commerce, Industry and Agriculture in Lebanon

By virtue of the provisions of article 4 of the legislative decree number 36 issued on the 5th of August 1967,

The decree number 9656 was issued on the 28th of December 1996 which formed:

“The Federation of the Chambers of Commerce and Industry in Lebanon”

and was published in the Official Gazette number 2 dated 09/01/1997,

And on the 23rd of April 1997, the law number 626 was issued to amend the name of the Chambers of Commerce and Industry, according to its article 1:

“The word (and agriculture) will be added to the name of the Chamber of Commerce and Industry wherever mentioned in the legislative decree number 36 issued on 05/08/1967 in a way that this name becomes the following: Chamber of Commerce, Industry and Agriculture”.

In its meeting held on 7 March 2005, the Board of Directors of the Federation of the Chambers of Commerce, Industry and Agriculture in Lebanon has decided to draft the following bylaw:

Definitions and Terminology:

For the purpose of this bylaw, the following words should have the meanings indicated in front of them:

- * **Decree** : The decree number 9656 dated the 28th of December 1996
- * **Legislative decree** : The legislative decree number 36/67
- * **Federation** : The Federation of the Chambers of Commerce, Industry & Agriculture in Lebanon.
- * **Chamber** : The Chamber of Commerce, Industry & Agriculture
- * **General Assembly** : The General Assembly of the Federation of Chambers of Commerce, Industry & Agriculture in Lebanon
- * **Board of Directors** : The Board of Directors of the Federation of Chambers of Commerce, Industry & Agriculture in Lebanon.
- * **Office** : The Office of the Federation of the Chambers of Commerce, Industry & Agriculture in Lebanon
- * **President of the Federation:** The President of the Board of Directors of the Federation.

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CHAPTER I

The Union Constitution – Name – Head Office – Objectives – Bodies

Article 1 : Constitution and definition of the Union:

It was constituted among the following chambers:

1. Chamber of Commerce, Industry and Agriculture in Beirut and Mount Lebanon
2. Chamber of Commerce, Industry and Agriculture in Tripoli and North Lebanon
3. Chamber of Commerce, Industry and Agriculture in Saida and the South Lebanon.
4. Chamber of Commerce and Industry and Agriculture in Zahle and Bekaa.

and any other chamber that may be constituted later, a federation that enjoys legal personality as well as financial and administrative independence and is subject to the control of the Ministry of Economy and Commerce.

Article 2 : Name

The Federation will be known under the following name:

“the Federation of the Chambers of Commerce, Industry & Agriculture in Lebanon”

Article 3 : Head office & Place

The Federation will have its permanent Head Office in Beirut.

Article 4 : Objectives:

The Federation will handle the coordination between the different chambers of commerce, industry and agriculture in Lebanon in order to take care of its common interests in a way of enumeration but not of limitation:

- To work in order to unify the efforts of the chambers to handle the public economical affairs.

- To hold economical conferences.
- To make local and international exhibitions and participate therein
- To represent the chambers in their common interests before the public institutions.
- To cooperate with the competent authorities in order to develop the national economy. To gather and coordinate the information and statistics of economical aspect.
- Accept the settlement of disputes that arise among the chambers through arbitration.
- To give opinion to the competent authorities before approving the creation of new chambers and that upon authorization to constitute mixed chambers.
- Exchange opinions, information and data with international and foreign organizations and committees in order to develop the national economy.
- To make all communications in order to obtain information that falls within the scope of its competence.
- To handle communications and exchange opinions with all Arab and Foreign Unions.

Article 5 : Bodies

The Federation comprises the following bodies:

1. General Assembly
2. Board of Directors
3. Bureau

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CHAPTER II

General Assembly

Article 6 : Membership of the General Assembly:

Only the members of the Board of Directors of the chambers forming the Union and mentioned in article 1 of the present bylaw shall constitute the General Assembly.

Article 7 : Convocation of the General Assembly

A – The President of the Federation convokes, upon decision of the Board of Directors, to an ordinary general meeting that will be held during the first three months of every year attended by the delegate of the Ministry of Economy and Commerce to examine the following matters:

- 1- The report of the Board of Directors on the conduct of the Federation activities for the ending year and the agenda of next year.
- 2- The audited financial statement
- 3- The budget the previous year and discharge of the members of the Board of Directors.
- 4- The ratification of the balance sheet project.

B – The General Assembly will convene as well upon the convocation of the President of the Federation in the extraordinary meetings where needed and upon the decision of the Board of Directors during which the agenda will be determined.

C – One third of the members of the General Assembly will be entitled to request the general assembly to convene in an extraordinary meeting. A letter requesting the convocation of the assembly should be addressed to the President of the Federation signed by one third of the general assembly members and stating the reasons and the agenda of such meeting should be attached thereto.

D – In all cases, the convocation will be sent with the agenda signed by the President of the Federation, by mail or by telegrams, with a notice of receipt during 21 days prior to the meeting.

Article 8 : Quorum of the General Assembly

The discussions of the General Assembly won't be legal unless the number of the presence represents at least more than the half of the number of members constituting the General Assembly. And in case this quorum was not reached the

convocation will be repeated for another meeting in which the discussions will be legal with whoever attends.

The convocation for holding the second meeting shall be sent within ten days as of the convening of the first meeting and according to the provisions of paragraph (D) of article 8.

The right to participate in the General Assembly, the discussion and the voting shall be made in person.

Article 9 : Meetings of the General Assembly:

1. The President of the Federation shall preside over the General Assembly. And in case of his absence, the vice president will substitute him per interim and in case of their absence the eldest member of the Federation will preside over.
2. The General Director of the Federation will handle the tasks of the secretary.
3. The members of the Bureau shall form a Bureau for the General Assembly.
4. The secretary of the meeting organizes an attendance sheet in which he should mention the names of the attending members and their capacities and each of them shall sign in front of his name. At the opening of every meeting, the office verifies the names of the present members. The attendance sheet shall be signed by the President, the secretary and shall be attached to the minutes of the meeting at the end and shall constitute an integral part of it.
5. The President shall open the meeting and administrate all its activities after that the office of the General Assembly verifies the validity of the quorum. And he declares that the General Assembly is legally held and therefore, starts to state the subjects included in the agenda. Then, he announces the opening of deliberation and discussion on every subject apart by giving the words to the one who ask for it in order of names.
6. The President of the Federation has the right to prevent the speaker from talking without the decision of the Bureau in the following cases:
 - If the speaker started talking without the permission of the President.
 - If the speaker mentions any humiliating words.
 - If the speaker deviates in his speech from the subject for which he was given the forum to speak about.

In any other cases the speaker cannot be prevented from talking unless by a decision of the General Assembly Bureau.

7. When the President notices that the General Assembly has completed the discussion, the door will be closed on the discussion of every single subject and by order. Then, he convokes the General Assembly to vote for the decisions suggested one after one.

Article 10 : Decisions of the General Assembly

1. The president presents the projects of decisions to the present members and the decisions shall be adopted by the majority of the participants' votes. In case of equal votes the president will have the casting vote.
2. The vote shall be made by secret ballot if the General Assembly takes its decision by the absolute majority of the votes of the present members.
3. The decision made duly and fulfilling the conditions of the quorum will be considered legal and binding for all the members including the absent members among them or the infringers.
4. The president closes the meeting at the end of the agenda.

Article 11 : Minutes of the Meetings of the General Assembly:

Minutes shall be organized for every meeting of the General Assembly in which the facts and the complete text of the decisions adopted and discussions made will be registered therein.

- The president and the secretary of the meeting shall sign the minutes as well as the delegate of the Ministry of Economy and Commerce if his presence in the meeting represents a legal obligation.
- The minutes as well as the attendance sheet will be inserted in the special record, numbered and signed by the president of the Federation and shall be kept before the secretary at the Federation Head Office.
- Every chamber member of the federation has the right to request a copy of the minutes of the meeting after its ratification by the General Assembly.
- The copy shall be signed by both the president and the secretary of the federation.
- The minutes of the meeting as well as the attendance sheet represent after its duly organization and signature, the document of identification related to the validity of the meeting of the assemblies and the content of their decisions.

Article 12 : In the Competences of the General Assembly:

The Federation General Assembly is the supreme power that deliberates and takes the decisions concerning all the matters that fall within the competence of the Federation as stipulated in the legislative decree number 36/67 modified and the decree number 9656.

The General Assembly holds its meeting at least once per year within the three months following the end of the financial year. And it may hold where needed an extraordinary meeting upon the decision of the Board of Directors.

The General Assembly convenes in its annual meeting to examine mainly the reports of the Board of Directors and its programs for the next year as well as the report of the auditor concerning the situation of the Federation and its accounts for the past year. And it ratifies the report and these accounts or refuses them, and discusses the project of the Balance Sheet and Budget drafted by the Board of Directors for the next year, approves or modifies it if it wants. And it approves and discusses the previous suspension of account and the discharge of the members of the Board of Directors.

The General Assembly delivers the necessary authorizations to the Board of Directors, and it decides on every point included in the agenda, on all the proposals suggested to him and on all the matters related to the interests of the Federation in general.

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CHAPTER III

The Union Board of Directors

Article 13 : In the membership of the Board of Directors:

The Board of Directors consists of the presidents and the Bureau members of the of the Board of Directors of the Chambers that constitute the Federation. And no other person shall be authorized to attend the meetings.

Article 14 : In the term of the Board of Directors:

The term of the Board of Directors was fixed at two renewable years.

And in case of the expiration of the term of the Federation Board of Directors and another Board was not elected for any reason, the expiring Board of Directors continues in practicing its competences until the election of a new Board of Directors.

Article 15 : In the loss of membership of the Board of Directors:

The member of the Federation Board of Directors loses its membership in the following cases:

1. At the end of the term of the Board of Directors of the Chamber of which he is part.
2. If he resigns from his post at the committee of the office of the Chamber of which he is part or if his membership was annulled for any reason.
3. If the Board of Directors of any Chamber of those constituting the Federation decided to replace its representatives or any of its representing members at the Federation Board of Directors.

In all these cases, the member whose membership has expired for any reason continues in assuming the responsibility until a successor replaces him.

Article 16 : In the meetings of the Federation Board of Directors

The Federation Board of Directors convenes at least once every three months upon the convocation of the President of the Board of Directors at the head office of the Federation in Beirut. The Board is entitled to hold its meetings in any district in Lebanon provided that the place of the meeting will be determined in the

convocation and in this case the meeting will be presided over by the president of the chamber of the district where the meeting is held.

The Board of Directors convenes as well in an extraordinary meeting upon the convocation or the written request of one third of its members. The Chairman of the Federation Board of Directors in coordination with the Bureau members determine the agenda of the meetings of the Board and inform in writing the members at least three days before the meeting.

The first extraordinary meeting of the Board of Directors convenes upon the convocation of the Chairman of the Board of Directors of the Chamber of Commerce, Industry and Agriculture in Beirut and Mount Lebanon who presides over the meeting to elect the Chairman of the Board of Directors, his vice-chairmen, the General Secretary, General Treasurer and the two consultants during one month as of informing the Federation General Director through the chambers about the election of all the chairmen and members of the Bureau Committees of the Board of Directors of the Chambers constituting the Union.

Excepting the secretary, none should be entitled to attend the meetings of the Board of Directors unless upon the convocation of the Chairman.

Article 17 : In the quorum:

The meetings of the Board of Directors can not be deemed legal unless the meeting is attended by more than half of the members legally constituting the Board and if the quorum was not reached a second convocation will be addressed for another meeting to be held within a maximum of 10 days and the legal quorum will be in the second meeting with the attending members.

Article 18 : In the decisions of the Federation Board of Directors:

The Board of Directors will take its decisions by the absolute majority of the votes of the present members.

The vote of the chairman will be the casting vote in case of equal vote.

Every member of the Board of Directors enjoys only one vote.

The names of the infracting members of the Board of Directors will be listed when the decisions are taken by the majority and upon the request of the infringers.

Article 19 : In the minutes of the Board of Directors:

The decisions of the Board of Directors will be confirmed as per minutes to be kept in a special record numbered, sealed by the seal of the Federation and signed by the President of the Federation and the secretary.

The copies of these minutes or their conclusions prepared to be presented to the Ministry of Economy and Commerce or of Justice or to third party should be

signed by the Chairman and the secretary and in case of absence of the chairman one of its vice- chairmen.

It is not allowed to take out or extract copies of the minutes of the meeting of the Board kept in the head office of the Federation and it is prohibited to let third parties examine them other than the members of the Board of Directors and after obtaining a written permission from the president of the Federation or the one who handles the tasks of presidency.

Article 20 : In the voting at the Board of Directors:

The voting on the decisions of the Board of Directors will be made by raising hands, verbal declaration or secret ballot according to what the president of Federation decides or upon the request of the majority of the members.

Every member is entitled to request from the president the right to talk periodically, and every member has the right to ask the president to include one or a number of matters in the agenda of the next meeting.

None of the members shall be entitled to participate in the meeting of the Board of Directors while examining the matters which concern him or one of his relatives till the fourth generation or one of his principals.

Article 21 : In the competences of the Board of Directors:

The Board of the Federation and in a way of enumeration enjoys the following competences:

- To execute the decisions and recommendations of the General Assembly.
- To put a directive policy for the Federation as well as plans and work programs and supervise their implementation.
- To discuss the proposals submitted to it and take the adequate decisions and recommendations in its concern.
- To convoke the General Assembly for an extraordinary meeting where needed.
- To supervise the activities of the Federation Bureau, and to be in charge of its works towards the General Assembly.
- To administrate the funds of the Federation and its properties as well as the methods of funds reimbursement and the ways of its disbursement.
- To appoint the general manager of the Federation, determine its functions and obligations and determine the functions of the Federation employees as well as the conditions of their employment as per a bylaw to be organized according to the regulations.
- To appoint the auditors of the Federation and determine its remuneration at the beginning of every year.

- To elect the Committees of consultations needed for the execution of its tasks and to ask for the assistance of experts and qualified persons.
- To give opinion for the competent authorities before approving the new events of the chambers as well as while authorizing the establishment of the mixed chambers consisted of Lebanese citizens and foreigners.

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CHAPITRE IV

In the Office of the Federation Board of Directors

Article 22 : Formation of the Office

The office of the Federation Board of Directors is consisted of the Chairman of the Federation Board of Directors, the vice-chairmen of the Union of the Board of Directors whose number is four, the General Secretary, the General Treasurer and two consultants. The Board of Directors appoints them and they should not be selected from the same chamber.

Article 23 : Election and duration of the Office and its membership

- The Board of Directors elects among its members the Federation Bureau and that during the first meeting it holds.
- The election will be made through the secret ballot and by the absolute majority of the totality of the present members.
- The office will stand for two years and the reelection can be made for those whose term has expired.
- The membership at the Federation Bureau will be cancelled under the same cases of cancellation of the membership of the Board of Directors.
- If the position of an elected member of the Federation Bureau becomes vacant for reason of death, resignation or any other reason, a successor should be elected according to the same principles and that within one month as of the date of vacancy. The membership of the successor will expire at the expected date of expiration of his predecessor.

Article 24 : In the Bureau meeting:

The Bureau will convenes at least once per month upon the convocation of the chairman and in his absence upon the convocation of one of the vice-chairmen and will held an extraordinary meeting upon the convocation of the chairman or one of his vice-chairmen where needed. The persons who are not members can not attend the meetings of the Bureau unless convoked by the chairman.

The meetings of the Bureau will be deemed legal when attended by the majority of its members.

The decisions of the Bureau will be taken by the majority of the votes of the present members.

Article 25 : In the competence of the Bureau

The Bureau undertakes the following activities :

- 1- To execute the decisions of the Federation Board of Directors
- 2- To supervise the administration of the Federation activities
- 3- To prepare a project of the annual balance sheet and budget and present it to the Federation Board of Directors in order to ratify it before presenting it to the Federation General Assembly.
- 4- To prepare the agenda of each of the General Assembly and the Board of Directors of the Federation.
- 5- To study and coordinate the proposals submitted by the chambers members at the Federation and the Federation Board of Directors.
- 6- To coordinate among the Lebanese chambers and the Union of Chambers of Commerce, Industry and Agriculture in the Arab Countries.
- 7- To take the decisions which fall within the competences of the Federation Board of Directors in case of urgent matters and of the impossibility of holding a meeting of the Board of Directors provided that it will ratify these decisions in the first meeting held by the Board of Directors.

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CHAPTER V

Chairman – Vice Chairmen – Secretary General – General Treasurer

Article 26 : Election & Competence of Chairman

The chairman of the Federation Board of Directors is elected among the members of the Federation Board of Directors during the first meeting held by the Board.

The election will be made by secret ballot and by the absolute majority of the totality of the present members.

The chairman is elected for two years and he is the official speaker in the name of the Federation.

The chairman of the Federation Board of Directors will be considered automatically as President of the Federation and he presides over the General Assembly and convokes it for a meeting. And he presides over the Board of Directors as well as the Office and convokes them to hold meetings.

The chairman accepts all the expenses and disbursement orders and represents the Federation before justice, ministries, special and public administrations as well as before third parties.

He signs all contracts and enjoys the following competences in a way of enumeration but not of limitation:

- Executes the decisions and the recommendations of the Board of Directors and the Office Committee.
- Convokes for the meetings of the Board of Directors and the Bureau and presides over its meetings.
- Convokes as well the consultative committees for a meeting and presides over them.
- Convokes the General Assembly for a meeting upon the decision of the Board of Directors and presides over their meetings.
- Appoints and discharges employees and fixes their salaries.
- All the departments and employees of the Federation are subject to the power of the chairman.
- Appoints the attorney of the Federation
- Is entitled to delegate or authorize some of his powers, temporarily to whomever he wants of the members of the Board of Directors as he deems

adequate and he has the right to modify or annul this delegation or authorization.

- Informs the Board of Directors Bureau at every meeting he holds about all the activities and procedures that he has taken.
- Has the right to appoint the General Director for definite tasks according to time and subject.

Article 27 : Vice – Chairmen

The chairman has representatives who are known as the vice chairmen of the Federation and are elected at the same way, time and under the same conditions of those of the chairman.

The vice chairmen should assist the chairman in all the affairs of the Federation and coordinate between the different foreign and Arab chambers and unions.

And in case of the absence, travel or resignation of the chairman, all his competences will be automatically transferred to one of his vice-chairmen according to the agreement made at the beginning of every year and if no agreement was made, the eldest person will handle periodically the tasks.

The post of chairman should never be vacant for more than one month.

Article 28 : Secretary General

The Secretary General is a member of the Bureau of the Federation Board of Directors and is elected according to the same way as the members of this Office.

The Secretary General handles the following activities:

- Assists the chairman in the preparation of the agenda of the Board of Directors and submits it to the Bureau of the Board.
- Assures the permanent contact between the different chambers and their assemblies and coordinates among them.
- Supervises the convocations for the meetings addressed by the chairman or the Board of Directors including the meetings of the Board of Directors and of the Federation Bureau.
- Undertakes the correspondences charged to him by the chairman.
- Coordinates the works between the Federation committees and presides over the common meetings of the Committees in case of absence of the Federation chairman.

Article 29 : General Treasurer

The General Treasurer supervises the financial affairs of the Federation, and he is entitled to undertake in a way of enumeration but not of limitation the following tasks:

- Handles the execution of the balance sheet under the supervision of the Federation Chairman.
- Organizes the annual balance sheet and Budget and presents it to the Board of Directors and supervises its execution.
- Supervises the collection of the Federation revenues and the payment of its expenses.
- Executes the financial decisions of the Board of Directors
- Signs with the president of the Federation the opening of the bank accounts and withdrawal of funds from the banks and in general all the financial documents and formalities.
- Supervises the Federation accounts and audits in all the financial affairs with the auditor.
- Handles all the financial activities assigned to him by the Bureau.
- In case of absence of the General Treasurer, the Federation Secretary General will replace him.

Article 30 : General Director

The General Director appoints and discharges as per the decision of the Board of Directors and upon the proposal of the Chairman.

The General Director is the head of the administrative pyramid following the chairman and he supervises the employees of the Federation, suggests their appointments and imposes all the sanctions against them except the firing and suggests bonuses for them. He should be holder of a university diploma.

The General Director will handle the tasks of a secretary in the meetings of the General Assembly and the Board of Directors and the Bureau, then he keeps and signs all the minutes.

The General Director will remain liable towards the chairman for all his activities.

All the competences of the General Director are clarified in the bylaw related to the employees.

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CHAPTER VI

Committees originated from the Board of Directors

Article 31 : Committees Constitution

Permanent Committees originate from the Board of Directors which are:

- 1 – Financial committee
- 2 – Committee of Economy and Structure
- 3 – Committee of Public Relations, Exhibitions and Media
- 4 – Committee of Work and Social Affairs.

And the Board has the right to appoint one internal permanent or temporary consultative committee or more from the members of the Board in order to handle tasks to be determined by the Board of Directors as per his decision. And the Board of Directors is entitled to authorize any committee to have the executive competences.

The number of the member of the committee should not be less than five or exceed eight.

Article 32 : Election of Committees

Once the Federation Bureau is formed, the Board of Directors elects the members of the permanent committees among the members by secret ballot provided that it respects the representation of the chambers.

The term of membership at the committees is for two years and the reelection is possible at the end of such duration.

Each member can not preside over more than one committee.

Each member can not be elected for more than two committees.

The committees elect their president through secret ballot.

The Board of Directors decides the modifications of the formation of committees upon the proposal of the president for reason of resignation, absence or death.

The president of the Federation should preside over the meeting of any committee if he wants, and any member of the Board of Directors has the right to attend the

meetings of the Committees in which he is not member in quality of observer without having the right to vote.

Article 33 : Tasks of Permanent Committees

First : Financial Committee

The financial committee handles the following:

1. The preparation of the project of the Federation Budget for the coming year before the month of December of every year in coordination with the General Treasurer and all the other committees.
2. The preparation of a report related to the financial statement for the accounts of the last financial year in January of every year.
3. The examination of reports prepared by the auditors and the submission of recommendations thereabout.
4. The study of the investments of the financial union and its needs for credits and the presentation of recommendations in this concern.
5. The study of the donations presented to the Union and the submission of recommendations.
6. The study of the subjects referred to him by the Board of Directors or the president of the Union and the presentation of recommendations in their concern.

Second : Committee of Economy and Structure

The committee of economy and structure handles the following tasks:

- . – Study the commercial, industrial and agricultural situations in general and present the recommendations which lead to the development of national economy, its flourishing and the development of rural areas.
- . – Take care of the participation of the Union in the field of economic and legal studies and present the recommendations thereof.
- . – Study the issuance of the magazine for the Union and present the recommendation thereof.

. – Study the subjects referred to him by the Board of Directors or the president and present the related adequate recommendations.

. – Put an economical structure.

Third : Committee of Public Relations, exhibitions and Media

The Committee of Public Relations, exhibitions and Media handles the following tasks:

. – Study the development of the Union relations with the International, Foreign and Arab unions and chambers and present the recommendations aiming at its development and documentations.

. – Suggest the missions of the union in order to attend meetings, forums and conferences and other in other countries and submit the adequate recommendations to organize same in Lebanon.

. – Take care of the activity of the Union concerning the establishment or the attendance of exhibitions in Lebanon and in other countries and submit the adequate recommendations for its organization and enhancement.

. – Take care of the adherents to the chambers and study their problems.

. – Study the subjects referred to it by the Board of Directors or the chairman of the Board of Director and submit the adequate recommendations in its concern.

Fourth : Committee of Work and Social Affairs

. – Study the situation of business, social affairs and living mainly the policy on the workers and employment and make the necessary recommendations in its concern.

. – Study the work affairs between the employers and the workers Public Union, the Ministry of Labor and the Social Security National Fund and present the recommendations in its concern.

. – Submit the proposals to participate in conferences and forums and to put studies which deal with the work and social affairs in Lebanon and abroad.

. – Study the situations of the Social Security National Fund and present the recommendations aiming at ameliorating the performance of its work and propose the designation of whoever needed to prepare reports concerning its situations in order to determine the position of the chambers therefrom.

- . – Study the statutes for the salaried of the Union where needed.
- . – Study all the subject referred to it by the Board of Directors or the President and submit the adequate recommendations in its concern.

Article 34 : Committees Meetings

The Board of Directors determines at the beginning of every year the calendar of the activities of the committees meetings.

The committees convene upon the convocation of the committee president or the president of the Union.

The committees discuss the subjects that fall within their competence and which are referred to it by the president of the committee or the Board of Directors.

The committee deliberates the subjects inserted in the agenda. Two committees can meet together for every case for which the common interest requires the meeting provided that the matter falls within the competence of both committees. At that point, the president of the Union or whoever delegated presides over the meeting. The quorum will be calculated on basis of the number of members of the convening committees.

The decisions of the committees are taken by the absolute majority and in case of equal vote the president or his delegate will have the casting voice.

The secretary monitors the discussion and the reports and prepares the minutes related to the meetings of the committees under the supervision of the president of the committee.

The head office of the union will be the head office of all the committees meetings. The meeting can be held at the head office at any district.

Article 35 : Recommendations of the Committees

The committee takes the necessary recommendations and the president of the committee submits a report in this concern to the president of the Union. The recommendations of the committees are not binding.

The president of the Union has the right to ask the committee to reexamine the recommendations that it submitted to it.

The president of the Union shall put recommendations of the committee in the agenda of the first meeting that the Board of Directors holds.

The president of the committee or its secretary explains the recommendations of the committee for the Board of Directors.

The Board of Directors studies the recommendations of the committee and takes the necessary decisions in its concern and he has solely the right to approve them, refuse them or amend them.

Every committee presents and at the beginning of every year a report including a statement of the realized activities during the past year and a detailed program of the activities intended for the next year.

Article 36 : Assistance of Technical Consultants

Every committee of the permanent committees of the Board of Directors may ask for the assistance in any matter falling within the scope of its competences of any expert or consultant provided that it abides by the balance sheet of the Union and obtains the prior approval of the president of the Union.

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CHAPTER VII

In the Balance Sheet & the Control of the Finances of the Union

Article 37 : In the annual balance sheet:

The Financial Secretary General handles in cooperation with the Financial Committee the preparation of the project of the balance sheet of the annual Union and the suspension of account of the previous year, to present it to the committee of the office.

This project shall be distributed among the members of the Board of Directors fifteen days before the meeting held to discuss the balance sheet and to ratify it. The president of the Board of Directors sends to the Ministry of economy and commerce every year a report concerning the activities of the Union and the final accounts of the ending financial year and the balance sheet of the following year.

The balance year shall be considered effective at its ratification and the ratification of the annual report by the general committee of the chambers.

Article 38 : Control of the Union Finances

The accounts of the Union shall be permanently and continuously controlled by an auditor designated by the Union Board of Directors at the beginning of every financial year. Then, he audits all the accounts, organizes the suspension of the accounts of the annual balance sheet and prepares an annual report to the Board of Directors about the finances of the Union to be read before the General Assembly in its ordinary annual meeting.

The Board of Directors determines upon the proposal of the president of the Union the remuneration of the Union auditor.

Article 39 : Finances of the Union

The finances of the Union are composed of:

1 - Contributions of the chambers members according to the following percentage:

- Chamber of Beirut : 50 %
- Chamber of Tripoli: 25%
- Chamber of Saida: 15 %
- Chamber of Zahle: 10%

- 2 – Revenues resulting from the services presented by the Union
- 3 – Donations and aids presented to the Union
- 4 – Assistance allocated on annual basis by the government to the Union
- 5 – Prices of publications and prints issued by the Union.
- 6 – Returns of the real estates that the Union owns.

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CHAPTER VIII

Modification – Dissolution of the Union

Article 40 : In the modification of the bylaw:

The president of the Union or the president of any of the chambers members has the right to submit to the Board of Directors a proposal to modify the bylaw of the Union.

The Board of Directors holds, upon the convocation of the president of the Union, an extraordinary meeting to discuss the proposal of modification and approve it. The modification won't be legal unless approved by two thirds of the members who represent the Board of Directors. And every single modification of this bylaw will be submitted to the approval of the Ministry of Economy and Commerce.

Article 41 : In the modification of the decree:

The president of the Union or the president of any of the chambers members to present a proposal to modify the decree number 9656.

The Board of Directors studies the proposal of modification and in case it was approved by two thirds of its members, it will refer it to the General Assembly to ratify it.

Article 42 : In the dissolution of the Union:

At the dissolution of the Union for any reason, its assets should be liquidated according to the provisions of article 219 and 220 of the Code of Commerce. And the president of the Union will become the liquidator. The movable funds will be distributed among the chambers members of the liquidated Union each according to the percentage of its contribution in the finances of the Union.

Article 43 :

This bylaw will enter into effect once adopted by the Board of Directors and after obtaining the approval of the Ministry of Economy and Commerce on it.

Ratified by the Ministry of Economy and Commerce on the 7th of April 2005