



**AOAC INTERNATIONAL**

**Arab Section**

**BYLAWS**

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## **Preamble and Definitions**

This document represents the Bylaws of the Arab Section of AOAC INTERNATIONAL, approved by the Board of Directors of AOAC INTERNATIONAL on Monday, March 14, 2022.

**Section:** Arab Section of AOAC INTERNATIONAL

**Association:** AOAC INTERNATIONAL

**Arab Countries:** Countries members of the League of Arab States: **Algeria, Bahrain, \*Comoros, \*Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, \*Mauritania, Morocco, Oman, Palestinian Territories, Qatar, Saudi Arabia, \*Somalia, \*Sudan, Syria, Tunisia, the United Arab Emirates, and Yemen.** (\*Shared countries with the AOAC INTERNATIONAL Sub-Saharan Africa Section.)

**Arab Region:** Region defined by the geographic area of member countries of the League of Arab States

**AIDSMO:** Arab Industrial Development, Standardization and Mining Organization

**ASMC:** Arab Standardization and Metrology Centre

**GFoRSS:** Global Food Regulatory Science Society

## **ARTICLE I: Conflict of Bylaws**

In the event of any conflict between the Bylaws of the **ARAB Section of AOAC INTERNATIONAL** (hereinafter referred to as the “**Section**”) and **AOAC INTERNATIONAL** (hereinafter referred to as the “**Association**”), the latter shall prevail.

## **ARTICLE II: Name, Address, Geographical Area Served, Operation of the Section**

The name by which this Section shall be known is the “**Arab Section of AOAC INTERNATIONAL**”.

The geographic area of the Section shall include Arab countries i.e., countries members of the League of Arab States namely: **Algeria, Bahrain, \*Comoros, \*Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, \*Mauritania, Morocco, Oman, Palestinian Territories, Qatar, Saudi Arabia, \*Somalia, \*Sudan, Syria, Tunisia, the United Arab Emirates, and Yemen.** (\*Shared countries with the AOAC INTERNATIONAL Sub-Saharan Africa Section.)

### **The address of the Section shall be:**

The Arab Industrial Development, Standardization and Mining Organization (AIDSMO), Standardization and Metrology Centre, Agdal, BP 8019, Intersection Avenue de France, Impasse des Pas, Rabat, Morocco.

The section will be operated by the Global Food Regulatory Science Society (GFoRSS), a non-for profit organization incorporated in Canada under the *Canada Not-For-Profit Corporations Act* S.C. 2009, c. 23 including the Regulations made pursuant to the Act, registered federally under Corporation Number 1237611-3, located in the Food Risk Analysis and Regulatory Excellence Platform ([PARERA](#)), of the Institute of Nutrition and Functional Foods (INAF) of Laval University, Quebec, QC. Canada, with a registration number in the Province of Quebec, Canada, NEQ 1175821132 and location of incorporation at 2425 rue de l’agriculture, Québec (Québec), G1V 0A6, Canada.

GFoRSS is a disciplinary organization of the International Union of Food Science and Technology (IUFoST) for Food Regulatory Science.

The section will be operated in accordance with Letter of Agreement signed between GFoRSS and AIDSMO on February 03<sup>rd</sup>, 2022 and the Bylaws and operations of GFoRSS.

### **ARTICLE III: Purpose and Objectives**

The Section shall promote and support the purpose and objectives of the Association, “promoting quality measurements and methods validation in the analytical sciences”<sup>1</sup> by:

- Promoting interest and participation in the Association’s purpose and programs;
- Providing a regional focus and forum for the Association and its members and for addressing analytical needs in the Arab region;
- Providing a means of increasing the knowledge and technical skills of food and agriculture analytical scientists especially through seminars, forums, workshops and other similar technical updates;
- Providing a means to improve communications with the Association’s membership;
- Identifying and communicating with appropriate non-member laboratories, organizations, educational institutions, firms and individuals in the Arab region in order to encourage their participation in Section and Association programs; and
- Developing cooperative relationships with educational institutions, government, industry, and other organizations in the Arab region with an interest in analytical method development and validation.

### **ARTICLE IV: Membership**

#### **Section I. Members**

Any scientist from government, industry, and academia from the Arab Region, is eligible to be a member of the Arab Section of AOAC INTERNATIONAL. Membership is confirmed according to the modalities decided by the board of the Arab Section of AOAC

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<sup>1</sup> AOAC INTERNATIONAL Bylaws, Article 2

INTERNATIONAL, including the payment of the relevant membership dues where applicable.

Members of the Arab Section of AOAC INTERNATIONAL will be accepted automatically as members of GFORSS/ Arab Laboratory Network.

However, only **current Association members** shall be eligible for election to the Section's Executive Committee.

The Section Secretary shall maintain a membership list. Members shall be those individuals who meet the requirements for membership established by the Executive Committee.

Members of the Section will be identified on the Section's Website hosted at Arabaoac.org, upon their consent to have such information made publically available.

## **Section II. Privileges of Membership**

All current members of the Section shall be privileged to participate in the affairs and activities of the Section and to vote on Section matters.

## **Section III. Dues**

The Executive Committee shall establish dues, if any, annually.

## **ARTICLE V: Officers**

### **Section I. Officers**

The officers shall be President, President-elect, Vice-President, Secretary, and Treasurer.

Elected officers of the Section are the President, President-elect, Secretary, and Treasurer.

An Officer of GFORSS, member of the Association, will **be appointed** to be act as Vice-President of the Section, as approved by GFORSS and will be an Officer of the Section.

The officers shall have the responsibility to administer and execute the activities of the Section within the framework of the policies established by the Executive Committee.

## **Section II. Eligibility**

The President, President-elect, Vice President, Secretary, and Treasurer shall be members of the Association and the Section.

## **Section III. Terms of Office**

The terms of Elected Section officers shall be for **three (3) years**. No elected individual can hold more than one elected position within the Section at any time. The term of office will begin with the adjournment of the Section meeting at which they are elected.

## **Section IV. Duties of Officer**

1. The President shall be the principal executive officer of the Section and shall:
  - a. Be responsible for all the business and affairs of the Section between meetings of the Executive Committee and in accordance with its policies;
  - b. Call regular and special meetings or authorize mail or electronic mail (fax or email) ballots by the Executive Committee as needed;
  - c. Preside at all Executive Committee meetings and at the annual Section Meeting;
  - d. With the approval of the Executive Committee, appoint all committees and designate the Chairman of each, and fill any vacancies occurring herein in accordance with the provisions of these Bylaws; and
  - e. Perform such other duties as are usually pertinent to the office of the President and are assigned by these Bylaws and by the Executive Committee.

2. The President-elect shall:

- a. Serve as a primary program planner for the annual Section meeting;
- b. Perform the duties of the President in the event that the President is absent or cannot serve;
- c. Perform such other duties as the President may delegate;
- d. Succeed immediately to the office of President in the event of the President's resignation or death; and
- e. Succeed automatically to the office of the President at the expiration of his/her term of office.

2. The Vice-President shall:

- a. Support the President and President-Elect in their mission and mandate
- b. Be responsible for the liaison with GFoRSS and its Board
- c. Support the management of the Section as operated by GFoRSS and according to the set conditions of operations.

3. The Secretary shall:

- a. Keep a record of the proceedings of all Section meetings;
- b. Record and distribute minutes of all meetings of Executive Committee to Committee members;
- c. Assist the Executive Committee with mailings and related items for the annual Section meeting;
- d. Maintain an accurate membership roster of the Section;
- e. Assist the Executive Committee with the conduct of Section elections, including preparation and distribution of ballots for election of officers and the Executive Committee;
- f. Keep the Manager, Sections of the Association informed of updates to Section membership rosters and changes in Section Bylaws;
- g. Serve as official liaison between the Section and the Association; and
- h. Prepare an annual report of the actions and activities of the Section for the Association.



4. The Treasurer shall:

- a. Have charge of the Section's finances according to the financial guidelines set forth by the Association;
- b. Be responsible for the collection of dues, registration fees, and other monies due the Section, and for all disbursements approved by the Executive Committee, and keep an accurate record thereof;
- c. Submit an annual report to the Executive Committee of the Section and to the Association detailing all financial transactions and the financial condition of the Section and Subsections of the Section, if applicable; and
- d. Submit periodic financial reports to the Executive Committee as the members of that Committee deem necessary for their information.

## **ARTICLE VI: Executive Committee**

### **Section I. Composition**

There shall be an Executive Committee comprised of the officers of the Section, the immediate Past President, and up to eight members, at large, who meet the requirements for voting and membership as stated in Section III below. The members-at-large shall, preferably, be representative of the area the Section serves.

The Executive Committee may designate members of committees of the Section to be ex-officio members of the Executive Committee. The President shall preside over all Executive Committee meetings.

### **Section II. Terms of office**

Terms of office of the Executive Committee shall be three years.

### **Section III. Eligibility**

All members of the Executive Committee must fulfill the requirements for membership in the Section and in the Association.

## **Section IV. Duties**

1. The Executive Committee shall be a standing Committee of the Section and have the responsibility for planning the annual Section meeting, and establishing policies and such other activities necessary to meet the objectives of the Association and the Section as set forth in their respective Bylaws.
2. The Executive Committee shall fill any vacancy occurring among its officers or membership. If the office of President becomes vacant, the President-Elect shall serve for the remainder of the term.

Such service shall not affect such person's eligibility to become President of the Section upon adjournment of the next annual Section meeting.

In the event that the office of President becomes vacant when the office of President-Elect is also vacant, the Executive Committee shall take action to fill both vacancies

3. The Executive Committee shall have the power to form, expand, or terminate committees or task forces to carry out the purpose and objectives of the Section, except where such changes are in conflict with these bylaws.
4. The Executive Committee shall oversee the organization and administration of any Subsections of the Section in accordance with Article VIII of these Bylaws.

## **Section V. Meetings**

1. The Executive Committee shall hold at least one meeting a year for the purpose of planning the annual meeting of the Section. Additional meetings may be called as needed by the President or by mutual consent of at least three members of the Committee with proper advanced notice.
2. A majority of the members of the Executive Committee shall constitute a quorum.
3. If a seated member of the Executive Committee cannot attend a regularly scheduled meeting, he may deliver absentee votes, in writing, to another seated member.

## **ARTICLE VII: Nominations and Elections**

### **Section I. Nominations**

The Past President, President-elect, and two additional members appointed by the Executive Committee shall serve as a Nominating Committee to select candidates for President-elect, Secretary, Treasurer or Secretary/Treasurer and Executive Committee members at large.

### **Section II. Elections**

The ballots for voting shall be presented to the members, either at the annual Section meeting or by mail, fax, or email, at the discretion of the Executive Committee. Candidates receiving a majority of the votes, either: (a) of the members present and voting at the annual meeting; or (b) received in accordance with the provisions of Section XIII, voting by Mail Ballot, shall be elected to office.

## **ARTICLE VIII: Meetings**

### **Section I. Section meetings**

The Executive Committee shall schedule and carry out an annual meeting of the Section and such other meetings as desired. There shall be at least one meeting of the Section annually. The Executive Committee shall determine, in advance, the time and the place for each meeting. It may call special meetings as needed upon notice to the members at least 30 days prior to the scheduled meeting date.

### **Section II. Scheduling of meetings**

Section meetings should not be scheduled within one month before or after the annual meeting of the Association.

### **Section III. Quorum**

A quorum of the Section shall be the larger of 10 or 10% of the Section members attending the regularly scheduled meeting of the Section.

## **ARTICLE IX: Fiscal year**

The Executive Committee as required to meet its operational requirements will establish the fiscal year of the Section, in consultation with GFORSS. This fiscal year must consist of twelve consecutive months and correspond to the operational cycle of the Section as a whole. It is advised that the fiscal year of the section corresponds to the Fiscal year of operations of GFORSS.

GFORSS shall administer funds for the Section, in an independent manner of GFORSS's own operations.

The Section Treasurer and Section Vice-President, shall coordinate financial management of the Section with the Treasurer and other Officers of GFORSS as required.

## **ARTICLE X: Dissolution**

### **Section I. Mandatory Conveyance**

In the event of voluntary dissolution of this Section or revocation of its Charter by the Association, and after the discharge of all debts and obligations, any remaining funds and property of the Section shall be conveyed to AOAC INTERNATIONAL. Said conveyance shall be made within sixty (60) days after the Section's debts and obligations have been discharged.

The Association Sections Manager shall be notified, in writing, of said action immediately upon its completion.

## **ARTICLE XI: Amendments to the Bylaws**

### **Section I. Proposals**

Amendments to these Bylaws may be proposed by action of the Executive Committee or by petition to the Secretary over the signatures of at least five (5) Section members.

## **Section II. Notification**

The Secretary shall provide copies of all proposed amendments as well as any explanations, pro or con, that the Executive Committee deems appropriate, to the members attending the annual meeting of the Section.

Proposed amendments to be presented at an annual meeting should be received by the Executive Committee for consideration thirty (30) days prior to the scheduled meeting date. Alternately, the Executive Committee may elect to mail copies and explanations of all amendments with ballots for voting to all members of the Section.

## **Section III. Approvals**

A two-thirds vote of the Section members voting on a proposed amendment to these Bylaws shall be necessary for approval.

## **Section IV. Board Approvals**

In addition to the two-thirds vote of the Section members, amendments to the Articles shall also require approval of the Association's Board of Directors.

## **ARTICLE XII: Voting**

By direction of the Executive Committee, unless otherwise required by these Bylaws, voting on any matter, including election of officers and amendment of the bylaws may be conducted by mail or by electronic mail (fax or email), provided in each case, votes of at least 10 members or 10% of the membership, whichever is larger, shall be received by the closing date for receipt of the ballots by the Section.

Any and all actions taken in pursuance of a mail, fax or email vote shall be binding upon the Section in the same manner as would action taken at a duly called meeting.

## **ARTICLE XIII: Actions of Sections**

No act of the Section or its members shall be considered an act of the Association unless expressly authorized, ratified, or affirmed by the Board of Directors of the Association.

ADOPTED AS OF

\_\_\_\_\_ Monday March 14, 2022 \_\_\_\_\_

*by the **Board of Directors of AOAC INTERNATIONAL***

AND

\_\_\_\_\_ Wednesday April 27, 2022 \_\_\_\_\_

*by the **Executive Committee of the Arab Section of AOAC INTERNATIONAL***

Dr. Amine KASSOUF

(President of Arab Section of AOAC INTERNATIONAL)