



## **BYLAWS**

### **INTERNATIONAL CLUB OF RABAT - ICOR**

#### **PREAMBLE**

The purpose of these Bylaws is to specify the constitution of the International Club of Rabat - ICOR.

They are intended for all its members as well as for each new member who agrees to comply with them by becoming a member. Its complete, updated edition is accessible on the organisation's closed Facebook group.

#### **ARTICLE 1 - SPECIFIC OBJECTIVES**

The specific objectives of ICOR are as follows :

- a. To provide advice, welcome, contacts, associative activities to its members;
- b. To adopt voluntary action plans in the different fields in accordance with the general program approved by the association during its general assembly;
- c. Promote understanding, well-being and harmony between the members of the Association and third parties;
- d. Organize fundraising events, which serve to support social projects or associations selected by ICOR.

The association pursues its activities in Morocco without social, political or denominational distinction in a framework that is completely independent of political and trade union organizations.

The association is non-profit making and operates through the voluntary work of its members.

#### **ARTICLE 2 - MEMBERSHIP**

Membership is open to long term and short term international residents of the greater Rabat area, as well as returning Moroccans who have lived abroad for a minimum of three years consecutively. The percentage of returning Moroccans is limited to 25% of the total international membership to be added to as outlined in the constitution.

To become a member of ICOR, each applicant must complete a membership form on which he/she states his/her first and last name, date of birth, address, neighborhood, email address, nationality, ID-number, amount of time spent in Morocco, previous expatriations and further information. This information is required and, failing this, is an obstacle in the consideration of the application for membership or renewal.

To acquire membership the following criteria must be fulfilled:

- a. Membership form must be completed in full;
- b. Should be able to communicate in English sufficiently to be able to participate in Club activities;
- c. Must be a resident of the greater Rabat area;
- d. Must pay the set membership fee.

To acquire membership for international residents the following specific criteria must be fulfilled:

- a. Must be exclusively a foreign (non-Moroccan) passport holder;

To acquire membership for returning Moroccans the following specific criteria must be fulfilled:

- a. Must have lived abroad for 3+ consecutive years;
- b. Must have sufficient English language skills.

All membership applications are checked by the Membership Committee for eligibility.

Foreign passport holders have automatic access to the association as long as they fill in the membership form completely and pay the dues. The Membership Committee can contact the applicant for clarifications, if needed.

Returning Moroccans do not have the same automatic access to ensure the compliance of the 25% limit. To this end, the Membership Committee proposes guidelines, which are approved by the board. In case of rejection of an applicant, the Board has to be involved and the applicant informed of the decision, once it has been confirmed.

Membership applications can be accepted at any time throughout the year, but for returning Moroccans some delay as to confirmation might occur following the 25% limit.

Registration to the association and confirmation of membership is required to have access to a membership card and membership only platforms of information. Participation in activities is possible during the registration process.

### ARTICLE 3 - MEMBERSHIP FEE AND PAYMENT

Payment is for individuals with the option to add a spouse/life partner (if membership criteria is met) and children (17 years and under), fees are as follows:

- Individual → 400 dirhams
- Add spouse + 200 dirhams
- Add children + 100 dirhams (includes all children 17 years and under in the family, for the one price)
- Dependent children of ages 18-25: 100 dirhams per person

Guest participation to an activity, where availability allows (members have priority sign up) : 50 DHS per person. The guest will also cover the amount subsidised per participant by ICOR, where applicable.

Changes to current fees may be proposed by the Board and approved by the General Assembly.

Conditions of payment will be communicated, once the membership application has been approved. Any subscription paid to the association is non-refundable; no reimbursement of subscription can be required in case of resignation, exclusion, departure or death of a member during the year. No partial payment in proportion to the time of attendance is accepted.

Membership is annual, the Club year runs from September 1 to August 31 of the following year.

### ARTICLE 4 - MEMBERS

Referring to the three types of members outlined in the ICOR constitution, the following is specified:

- a. Founding members are the following: Heather McCrimmon, Benedikta Harris, Habiba Boumedién, Rozenn Babin, Birgitte Sandberg Jensen, Sian Jones, Aya Malhas-Kassidi, Naomi Dahhan, Ilhame Ouansafi and Veronica Veneros Morier.
- b. Persons not qualifying to be active members of the association may be offered to become honorary members by consideration of the Board in case of exemplary efforts to support ICOR. The final decision lies with the General Assembly.

### ARTICLE 5 - RIGHTS AND RESPONSIBILITIES OF THE MEMBERS

- a. ICOR membership gives access to a wide variety of workshops and activities: cultural, sports, coffee mornings & pub nights, book & chess Clubs, community outreach and more;
- b. Membership gives access to the association's online resources;
- c. Right to vote for adult members on association matters based on the principle of one vote per individual member or family unit, as is applicable;

- d. Right to propose and coordinate an activity, even if not a member of the Activities Committee or one of its Sub-Committees;
- e. English speaking social connection for children too, with fun activities & community outreach opportunities, for all ages;
- f. Membership card that grants access to benefits reserved for members with businesses in Rabat.

As outlined in the membership agreement and to be able to profit from the benefits, ICOR members need to adhere to:

- a. Absolve ICOR of any responsibility for any incident or accident that occurred during the activities practiced within the framework of the association;
- b. Acknowledge the responsibility to take out personal insurance for any risks associated with participation in the activities of ICOR;
- c. Authorize ICOR to use photos taken (including of their children) as part of ICOR's activities for its online presence or other publications;
- d. Participate in a positive way in the activities of ICOR, aware of the volunteer work done by those responsible for the activities;
- e. Follow the procedure indicated when registering for an event, and to notify the person in charge as soon as possible if they are delayed or cannot attend;
- f. Notify ICOR of any change of address or other contact information (phone, email) in order to continue to receive information;
- g. Not use members' contact information for commercial purposes;
- h. Not promote any businesses through ICOR, other than the established advertising system in place, for the set prices.

The benefits acquired by the membership are strictly personal and nominative. The member undertakes not to transfer or forward access to other persons who are not members of the association. In case of breach, his/her access may be deactivated and/or he/she may be removed from the association.

#### ARTICLE 6 - COMPOSITION AND OPERATION OF THE BOARD

The Board shall preferably have minimum two female and two male Board members. In case of difficulties in finding candidates as outlined in the constitution, the Election Committee can propose alternative proposals to the Board of Directors, such as (and not limited to):

- one gender Board
- spouse or adult child as additional Board member
- change as to the long term and short term international, as well as returning Moroccan ratio
- another additional year of a member of the Board, even if the term is actually ending following the constitution

To ensure continuity each year minimum three of the same members shall preferably remain on the Board and a replacement of the whole Board at the same time shall be avoided and can justify one or several members taking on another term after having otherwise reached the maximum.

The Board implements and monitors projects defined and approved by the General Assembly. Depending on current events, the Board may invite, during its meetings, project coordinators to review their area of intervention, or any other person it needs to hear about specific missions.

Each member of the Board undertakes to participate actively in the meetings necessary for the proper functioning of the association. In the event of inability to participate in a meeting, he/she may be represented by the President/Vice-President to whom he/she sends his/her proposals and instructions if a vote has to be taken. The President/Vice-President will present these instructions on his/her behalf during the meeting and will vote according to his/her instructions.

#### ARTICLE 7 - ELECTIONS

Elections will be held annually in May. The President names an Election Committee consisting of three members who are not candidates for the incoming Board of Directors. They can however include members of the outgoing Board. The Election Committee is responsible for the preparation of the elections in cooperation with the Secretary General and for the smooth implementation for the election process. The Election Committee ratifies the validity of the elections in the election protocol.

#### ARTICLE 8 - MANDATES OF THE BOARD

The mandates of the Board are besides from what is mentioned in the constitution of the association as follows:

- a. To create the working committees it deems necessary to achieve the objectives of the association and to delegate to them the functions it deems necessary for this purpose;
- b. To create the administrative positions it deems necessary for the proper functioning of the association with the assignment of clear and defined functions;
- c. To elect and replace the accountant, if required;
- d. Appoint the members of the Board when a vacancy occurs of the positions other than the Executive Board;
- e. Appoints an ad hoc Committee to manage the replacement of a vacance of any of the three legally necessary executive positions: President, Secretary General or Treasurer;
- f. To accept donations or legacies in favor of ICOR.

#### ARTICLE 9 - MANDATES OF THE MEMBERS OF THE BOARD

The mandates of the board members are besides from what is mentioned in the constitution of the association as follows:

The PRESIDENT is in charge of the following:

- a. Act as spokesperson of ICOR or to designate the person who is to do this in his/her place;
- b. Chair the board, to convene its meetings, to set the corresponding agenda and to assign specific functions to the members of the board and the working committees;
- c. Make decisions in the event of a tie on the board;
- d. Preside over the general assembly and present reports on the activities of the association;
- e. Represent the board in all public and private acts;
- f. Execute the decisions of the board;
- g. Sets up the Election Committee that has to consist of 3 members that are not candidates to the board;
- h. Carry out any other action indicated by the general assembly or the board.

The SECRETARY-GENERAL is responsible for the following:

- a. Attend the meetings of the association, prepare and control the corresponding minutes of the assembly and the board;
- b. Archive all the association's correspondence and contacts with the association's collaborators;
- c. Maintain contacts with local authorities;
- d. Preparation of the annual elections.

The TREASURER is in charge of the following:

- a. Keep the books of income and expenses of the association;
- b. Collect the membership fees, issue the corresponding receipts and assign membership number;
- c. Depositing in the bank account intended for this purpose, the money collected for any concept such as dues, donations, profits from various events, and keeping all bank statements for the accounting report of each month;
- d. Make payments as agreed by the general assembly and the board;
- e. Coordinate with the accountant the accounting activities of ICOR and the submission of the tax return, if required;
- f. Submit reports to the board and the general assembly on matters under his responsibility;
- g. Prepare the annual budget with indicative percentages of the total budget in addition to fixed costs;
- h. Present the accounts of the association to the annual general meeting for approval;

- i. Manage the petty cash and provide the corresponding monthly and annual reports;
- j. Coordinate with the other chairs of the association's committees as to foreseen expenses.

The candidate should preferably have financial skills.

## VICE PRESIDENT

The primary mandate of the Vice-President is to assist and represent the President when required. The Vice-President shall moreover be flexible and assume any role needed.

## The ACTIVITY COMMITTEES CHAIRS (2)

Preferably one of the two activity chairs is francophone. One of the two must be a long term international. The activities chairs are responsible for the following:

- a. Establish connections for activities as required;
- b. Share information between the board and sub-committees;
- c. Prepare the business plan and calendar for the coming year to be approved by the board;
- d. Coordinate with the Treasurer regarding required financial resources;
- e. Coordinate activities and sharing of information between sub-committees;
- f. Update the association's calendar of events;
- g. Ensure that the sub-committees are aware of what others are planning and ensure cooperation as necessary;
- h. Coordinate/research and support activity club leaders, e.g. (but not limited to) :
  - o Health and Fitness
  - o Welcome
  - o International Kids' Club (IKC)
  - o Cultural
  - o Charitable and community involvement
- i. Can assign a sub-chair from among the membership to support the execution of mandated projects and contribute to Board meetings upon invitation.

The MARKETING AND COMMUNICATION CHAIR is responsible for the following:

- a. Form a communication and marketing team as needed;
- b. Sharing of information between the board of directors and the committee;
- c. Responsible for online/social media;
- d. Manage promotional material for potential members;
- e. Generate external communications;
- f. Coordinate with the Treasurer regarding required financial resources.
- g. Can assign a sub-chair from among the membership to support the execution of mandated projects and contribute to Board meetings upon invitation.

The MEMBERSHIP CHAIR has the following responsibilities:

- a. Form a membership committee;
- b. Maintain the membership list;
- c. Review membership applications and inform of acceptance/rejection;
- d. Add new members to the closed Facebook group and WhatsApp group
- e. Update the admission guidelines for returning Moroccans, if required;
- f. Manage the welcome procedure and activities for new members.
- g. Can assign a sub-chair from among the membership to support the execution of mandated projects and contribute to Board meetings upon invitation.

#### ARTICLE 10 - TRANSFER OF MANDATES

The outgoing board must give the new board access to the following documents within one month after the election:

- a. The accounting books, with the original documents and accounting supports;
- b. The final balance sheet duly approved by the general assembly;
- c. Bank statements and original cheque books;
- d. The minutes of the association;
- e. The correspondence file;
- f. The archives of contacts and sponsors;
- g. The updated register of members.

#### ARTICLE 11 - FINANCES

The fiscal year of the association is fixed by the Board; unless the Board decides to modify it later, the accounts are drawn up from September 1 to August 31 of the following year.

#### ARTICLE 12 - ACTIVITIES

As a general rule, activities offered by ICOR to its members shall be free of charge and covered by the already paid membership fee, skills within the membership or sponsored partnerships. The responsible Activities Chair proposes the activity to the Board after having agreed on a budget with the treasurer (if costs are involved). A maximum will be set by the treasurer for refreshments during activities.

Exceptionally, when the association does not have volunteer skills among its members for an activity, it may be provided by persons outside the association and/or when the activity requires specific equipment or places (e.g. swimming pool, yoga, golf...), members may be asked to pay the facilitator, entrance fee or other expenses. However, ICOR accepts the creation of such an activity and payment by members only under the following conditions:

- ICOR members benefit from a preferential rate different from the public price;



- the activity is exclusive to ICOR members.

Activities are usually proposed and coordinated by the members of the Activities Committee and its Sub-Committees, but can be proposed by individual members to the Chairs of the Activities Committee who then assess such ideas and present to the Board for approval.

Members sign up for each activity. If the registered person is unable to attend the reserved activity, notice must be given at least 48 hours before the activity so that the organizer can offer the vacated place. In case of illness on the day, the member still needs to inform the coordinator of his absence.

In the event that the activity is paid for, if the cancellation is made less than 48 hours before the activity, payment is due as if the member had been present. If the vacated place can be offered to a substitute who accepts it, it will be refunded to the initial member who cancelled his participation.

People who are not members of ICOR cannot participate in the activities of the association unless otherwise previously designated or in the case of for example a membership drive or fundraisers.

Friends or family members visiting an ICOR member can participate in activities with the member subject to availability. In the event of limited places, ICOR members have priority.

#### ARTICLE 13 - ADDITIONAL SERVICES

- a. Access to private Facebook group: ICOR offers an information platform open to members via a closed Facebook group. This forum is managed by the Communication Committee and a place of exchange where everyone can ask or answer a question. The forum is free of charge and the information provided cannot be remunerated. ICOR disclaims any responsibility with regard to information provided by members. ICOR reserves the right to delete comments when they are deemed obsolete. The moderator reserves the right to refuse publication if the content is deemed inappropriate, purely commercial or third party. The moderator can redirect potentially received commercial advertising to paid ads if he considers that the proposed ad does not meet the conditions of exchange between "individuals".
- b. Membership benefits: these benefits are exclusively offered to ICOR members by partner companies upon presentation of the membership card, which is not to be shared with others. The list of benefits is available in the closed Facebook group, in the "Member benefits" document. In case of difficulty with a partner/advertiser (for example: refusal to apply the privilege), the member sends the information to the Board by an explanatory email so that this partner can be contacted for more information, and reminded of the partnership and its conditions. The Board of Directors reserves the right to refuse any advertiser or partner without having to justify it.

- c. Access to ICOR's 'Little Green Book' resource guide - an extensive list with useful information about living in Rabat, and tips for life in Morocco.

#### ARTICLE 14 - ADVERTISING

ICOR offers advertising for partners; those wishing to advertise through the association should contact the Chair of the Marketing and Communication Committee.

The offer of an activity by a member within the association remains a voluntary investment, exercised in a personal capacity, and cannot lead to a reduction on the advertisements that he/she would like to publish in the framework of his/her professional activity. Relationships with advertisers are managed by the team in charge of Marketing and Communication under the control of the Board.

#### ARTICLE 15 - INSURANCE AND LIABILITY

It is the responsibility of participants in activities organized by the association to take out personal liability and accident insurance for themselves and their family members as agreed to when filling in the membership form.

ICOR cannot be held responsible for any incidents or damage that may occur during visits, outings or other activities carried out within the framework of the association.

*The signatures of the President and Secretary General of the Board of Directors account for their validity.*

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Habiba Boumedién  
President

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Sue Hartland  
Secretary General