Formation of Charitable Associations and Community Organizations Manual

Funded by
The European Union
This code of conduct was prepared and printed for PNGO in cooperation with Al-Dameer Association for Human Rights in the framework of promoting the right to form associations within the project "Contributing to respect, protection and promotion of the right to associations in the Gaza Strip" implemented by Al-Dameer Association for Human Rights in partnership with the Palestinian NGO Network and funded by the European Union.

Note: This study has been produced with the assistance of the European Union. The contents of this study are the sole of responsibility of PNGO and can in no way be taken to reflect the views of the European Union.
Palestinian NGO Network

An independent civil democratic assembly aiming at supporting and empowering the Palestinian society through promoting principles of democracy, social justice, sustainable development and human rights. The network includes 133 Palestinian NGO members working in various humanitarian, social and development fields.

Al-Dameer Association for Human Rights

A non-governmental Organization (NGO) dedicated to defend human rights. The association was established in 1993 by a group of legal professionals and others who are interested in human rights and democracy issues especially the Palestinian prisoners issue. It provides its services to the Palestinian society through defending human rights issues.
The Project: “Contributing to respecting, protecting and promoting the right to form associations in the Gaza Strip”

This project, implemented by Al-Dameer Association for Human Rights in partnership with the Palestinian NGOs Network and funded by the EU, seeks to contribute to respecting, protecting and promoting the free right to establish associations in the Gaza Strip. It works on achieving a number of set objectives, most importantly:

- To enhance the abilities of human rights organizations and their partners in the Gaza Strip to connect between rights holders and duty holders to contribute to promoting the right to freely establish associations.

- To enhance the accountability of concerned government representatives (local and national duty holders) and to push towards procedures that support mechanisms and policies which promote the respect and protection of the right to establish associations in the Gaza Strip.

By spread knowledge and raise public awareness on the right to form associations, to strengthen pressure and advocacy campaigns for this right, and to protect this right through monitoring laws and legislation.
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انتمتع الفلسطينيين بالحق في تشكيل الجمعيات وتنظيمها، وغيرهم من الحقوق والحريات القدرة
بموجب القانون الأساسي الفلسطيني والقانون الدولي لحقوق الإنسان، الذي ينص على أن حق الفرد في تشكيل الجمعيات، ووطنه وحريته الشخصية، شيكوية من المنح حقه في تشكيل الجمعيات والانضمام لها، وتنظيم التعاون في تنفيذ الأعمال التي يمكن تنفيذها
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Union: to combine two or more associations creating one representative body, whereby each association maintains its independent legal personality.

The Concept of the Rule of Law: that associations are subject in their practices, relationships and conduct towards their employees to the provisions of the law without any violations. In other words, associations are committed to respecting and applying in-effect legislation, including those regulating their works.

Community activity: Any service, social, economic, cultural, civil, developmental or other activity that is voluntary and which will improve the level of citizens in society socially, healthily, professionally, spiritually, artistically, athlete, culturally or educationally.
A meeting between no less than seven persons on the idea to establish an association.

The introduction of the (Internal Regulations) Articles of Association.

Registration of the Association in the Relevant Department.

In case of application approval:
- The founders will be given a certification of registration.
- The founders may open bank special account.
- Calling for general assembly meeting.
- Election of Board of Directors.

In case of rejecting the application with reasons:
- The association shall be deemed registered by law.
- The notice of receipt of the application, may be shown as proof.
- The applicants may appeal this decision at the concerned court within a maximum period of thirty days.

In case of two months pass without the department replying:
- The applicants may object to the Minister's decision at the Council of Ministers.
- The applicants may appeal this decision at the concerned court within a maximum period of thirty days.

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- The founders will be given a certification of registration.
- The founders may open bank special account.
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- Election of Board of Directors.
## Registration of Foreign Association/Charity

The foreign association shall deliver to the ministry a filled in special registration form to open branches for its work in Palestine.

The bylaw of association shall be shown to the department’s legal division to make sure they meet legal conditions.

The department may contact the founders to complete information required in the application or any of its annexes.

The department shall issue a notice of receipt of the complete requirements.

The department shall send a copy of the application form and its attachments to the Ministry of Foreign Affairs and the Ministry of Planning to take their opinion.

The department shall present a recommendation to the minister to accept, or to reject it for incompleteness or incompleteness of any of the required attachments or for failing to meet registration conditions.

If the minister reject the application, it may be appealed before the concerned court.

If the minister initially approve the association’s application, he shall raise the application to the cabinet.

### نسج جمعية خيرية أو هيئة اجتماعية

تقدم الجمعية الأجنحة طلبًا خاصًا بمتسجيها لدى الوزارة لفتح فروع في فلسطين.

يعرض النطاق الأساسي على القسم القانوني في الوزارة للتحقق من استيفائه الشروط القانونية.

يمكن للدائرة ملاحظة المؤسسات الاستكملات الخلوية القائمة في الطلبات.

 تقوم الدائرة بإصدار إشعار باستلام الطلبات الكاملة.

تقدم الدائرة برسالة مجهولة عن طلب تسجيل الجمعية الأجنحة وملفاته إلى وزارة الشؤون الخارجية ووزارت الطبيعة الاستثنائية برأي هكذا منهما.

تقدم الدائرة توصية إلى الوزير بقبول الطلب أو برفض الطلب لعدم استيفاتها أو عدم استيفاء الطلبات.

في حال رفض تسجيل الجمعية يكون قرار الرفض مسببا وقابل للطعن أمام المحكمة.

في حالة الموافقة الوزير البدنية على طلب الجمعية، يقوم برفع الطلب إلى مجلس الوزارة.
The idea behind establishing an association begins according to the following sequence:

1. A meeting between no less than seven persons on the idea to establish an association to achieve legitimate objectives of public concern, without aiming at attaining financial profits to be shared among the members or achieving any personal benefits.

2. Defining the association’s area of interest. This area could be society, economics, culture, relief, development, health, the environment, arts, sports, religion, education or others.

3. Naming the association with a name chosen by the founders. This name shall not be identical or close to the name of any other registered association and shall stem from the primary nature of the association’s activities or reflect its objectives when possible.

4. The founders shall choose at least seven people to form a first founding council (temporary board of directors) to last for one year.

5. An address or temporary headquarters shall be determined for the association.
Second: Introduction of the (Internal Regulations) Articles of Association

The articles of association are the legal framework or reference controlling an association’s work. They shall include the following:

1. The association’s name and address.
2. The purpose, the objectives and activities which the association seeks to achieve.
3. The association’s resources, how it is funded, how it covers the expenses for its activities and how it spends its funds.
4. Membership conditions, types, reasons for termination and fees.
5. The organizational structure of the association.
6. How the articles of association may be amended and how the association may merge or unite with other existing associations.
7. How the general assembly may convene.
8. The specializations of the chairman of Board of Directors, his deputy, the secretary general and the treasurer.
10. Rules of the association's dissolution and how to manage its funds and properties when the association dissolved.

The system of the association is an essential guide to the association which governs the whole process of the association. It must be based on the following:

1. Name and address of the association.
2. The purpose, the objectives and activities which the association seeks to achieve.
3. The association’s resources, how it is funded, how it covers the expenses for its activities and how it spends its funds.
4. Membership conditions, types, reasons for termination and fees.
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7. How the general assembly may convene.
8. The specializations of the chairman of Board of Directors, his deputy, the secretary general and the treasurer.
10. Rules of the association's dissolution and how to manage its funds and properties when the association dissolved.
Registration takes place by heading to the NGO registration department at the Ministry of Interior with the following papers:

- A filled-in registration form obtained from the NGO registration department at the Ministry of Interior. This form shall include the name of the association, its address, its main activity and the names of all of its founders. The names shall include those of the applicants and the other founders and shall also include their contact information and personal identification numbers. The signatures of at least three of the founders delegated to register and a signature representing the association shall be underwritten. The following papers shall be attached to the form:
  - A written authorization by all of the founding members authorizing at least three of them to follow up registration procedures and signatures.
  - Three copies of the articles of association signed by the members of the founding committee.
  - Copies of all of the founding members' identity cards or passports.

A notice shall be delivered by the employee who received the application form including a serial number with the application’s date of receipt. This notice shall be stamped by the department and shall specify the received attachments and the names of the form applicants.

The department shall determine the concerned ministry according to the association’s objectives stated in its articles of association after consulting the association founders applying for registration.

The department shall issue a notice to the association founders of its decision on determining the concerned ministry within two weeks from receiving the application form. The founders may object to this decision to the minister, who shall decide which ministry shall be considered the concerned one within two weeks of the objection.
The association founders may object to the Minister’s decision at the Council of Ministers. The Ministry of Justice shall be the concerned ministry of associations whose basic activities do not fall within the specializations of any other existing ministry. The department may ask the founders to amend the articles of association or provide new ones within two weeks of applying. The department may provide these comments once only and should the articles of association be amended, it may not provide any other new comments on the articles other than those regarding the amendments, if present. The minister shall issue his decision on the compliance of the application to registration conditions within two months of submitting the application and providing all additional information or missing application papers. The two months duration starts from the provision of the required information. Should two months pass without the department replying and providing a decision, the association shall be deemed registered by law. A decision issued by the minister to reject registration shall include a reason. The applicants may appeal this decision before the concerned court within a maximum period of thirty days from receiving a written notice of the rejection. Upon the application fulfilling the formalities required, the association shall be duly publicized and registered. Should two months pass from the date of applying without a reply from the department, the association shall be deemed registered by law. No association in the process of registration shall practice its activities before the registration process is completed. The founding members shall be deemed a temporary Board of Directors until an election for a new Board of Directors is held.

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Should a registration application be accepted, the following shall take place:

- The association’s founders shall receive an official registration certificate and a letter of accreditation of the founding council.
- The department shall inform concerned parties of the decision to accept the association’s registration in order to publish the decision in Palestinian official gazette.
- Registration may be proven by showing the registration certificate issued by the ministry.

Should a response not be received, the notice of receipt of the application, which has been received by the department two months or more before the issuance of a rejection decision, may be shown as proof.
Fourth: Membership to the General Assembly, Conditions of Membership, Affiliation
Mechanisms and Duties

The founding members (temporary Board of Directors) shall call for membership to the General Assembly through announcements with conditions complying to the association’s articles of association. Each fully legally competent person may affiliate to the association should he meet the conditions required by the articles of association.

1. The association’s founders shall be considered members of the association upon its registration at the NGOs Register at the concerned ministry department.

2. Anyone wishing to become a member of the association shall submit a membership application to the Board of Directors including the following: (full name, address, date of birth, profession, ID number and nationality).

3. An applicant shall undertake to commit himself to implementing the provisions of the association’s articles of association and the decisions of the Board of Directors.

4. The Board of Directors shall be authorized to accept or reject an application. Should an application be rejected, the applicant may object to this rejection at the closest meeting held by the General Assembly.

5. An association member may vote personally at all General Assembly meetings and shall have one voice for each vote. He may also participate in Board of Directors elections and may nominate himself as a member of the Board.

6. An association member may participate in its activities and benefit from its services.

7. A member shall be committed to paying membership fees and all other amounts decided by the Board of Directors and authorized by the General Assembly to be paid by the association’s members.

8. Termination of a member’s membership of an association shall not exempt the terminated member from paying due amounts to the association.

9. The number of members of a General Assembly shall be unlimited. However, the number of members of an association shall not be lower than the number of people required to register the association, which is seven.
The Tasks of a General Assembly

A general assembly shall be concerned with carrying out the following tasks:

1. Placing the association's policies and general directions.
2. Changing the amount of annual membership fees.
3. Discussing the Board of Director's report on the association's various works and activities during the previous year.
4. Electing members of the Board of Directors through a secret vote.
5. Approving the establishing of other branches for the association.
6. Approving the appointment of a legal auditor for the association upon a recommendation by the Board of Directors.
7. Approving final accounts.

Meeting of the General Assembly

- The General Assembly shall hold a regular meeting at least once a year to look into the Board of Director’s report on the association’s activities and the auditor’s report on its financial status. It shall also verify the auditor’s report and appoint a new auditor, as well as, other issues the assembly wishes to include in the agenda.
- The General Assembly may also, upon the request of a third of its members, call for an irregular (urgent) meeting to discuss an urgent matter or a new situation.
- An association’s General Assembly meeting shall be deemed legal upon the attendance of an absolute majority of its members. Should an absolute majority not be available, the meeting shall be postponed for a period not exceeding fifteen days. The new meeting shall be considered legal should at least a third of the association’s members attend it.
• Board of directors shall decide on the time, the venue and the agenda of ordinary and urgent meeting.

• A General Assembly meeting shall be held upon a written invitation to all of its members who are entitled to attend it. The invitation shall show the venue of the meeting, its time and its agenda and shall be received in advance of the meeting.

A General Assembly meeting shall be held upon a request by the following:

a. The absolute majority of Board of Directors members.

b. At least a third of the members of the General Assembly.

General Assembly meetings shall be chaired by the chairman of the Board of Directors, his deputy or the oldest member.

General Assembly decisions shall be issued by an absolute majority (a half + 1) of the number of votes of present members. However, in some cases, the law explicitly requires that General Assembly decisions be issued by a majority of two thirds of the association's members. These cases are:

- The amending of the association's articles of association.
- The dissolution of the association.
- No confidence in the Board of Directors.
- The union or merging of the association.
All members of the General Assembly shall have the right to run and elect provided they meet conditions set by the association's articles of association and provided they have paid the annual fee stipulated in the articles of association.

Upon the end of the registration and withdrawal period, a final list of candidates shall be published and distributed among the members of the General Assembly.

No official body shall interfere with or try to affect meeting proceedings or elections or activities of any association. However, a number of high-status persons may be used to supervise elections to ensure their integrity and transparency and also to ensure transparency regarding sources of funding, budgets, and spending methods.

A minimum of seven and a maximum of thirteen members shall be elected. The Board of Directors may not include two or more members of first or second degree family relation.

Votes shall be counted and election results shall be announced in a public meeting attended by members of the General Assembly wishing to attend. The meeting shall be documented in an official minutes of meeting.

The Ministry and the concerned ministry shall be informed of the names of the winners of the election and shall receive the minutes of meeting of the result announcement.

1. All members of the General Assembly shall have the right to run and elect provided they meet conditions set by the association's articles of association and provided they have paid the annual fee stipulated in the articles of association.

2. Upon the end of the registration and withdrawal period, a final list of candidates shall be published and distributed among the members of the General Assembly.

3. No official body shall interfere with or try to affect meeting proceedings or elections or activities of any association. However, a number of high-status persons may be used to supervise elections to ensure their integrity and transparency and also to ensure transparency regarding sources of funding, budgets, and spending methods.

4. A minimum of seven and a maximum of thirteen members shall be elected. The Board of Directors may not include two or more members of first or second degree family relation.

5. Votes shall be counted and election results shall be announced in a public meeting attended by members of the General Assembly wishing to attend. The meeting shall be documented in an official minutes of meeting.

6. The Ministry and the concerned ministry shall be informed of the names of the winners of the election and shall receive the minutes of meeting of the result announcement.
Sixth: Forming the Association’s Board of Directors

The new Board of Directors shall hold its first meeting within thirty days of the elections. The following posts shall be determined:

- Chairman of Board of Directors.
- Deputy Chairman of Board of Directors.
- Secretary General.
- Treasurer.

The distribution of the above posts may be carried out through consensus among the Board members or through elections among them. The ministry and the concerned ministry shall be informed of the names of the Board's members in the form of minutes of meeting. These minutes shall include, in addition to the names, the capacities of all members, their ID numbers and their signatures.

The Board of Directors shall be responsible for all of the association’s works and activities.

It shall carry out the following tasks:

1. Manage the association’s affairs.
2. Prepare required regulations and instructions.
3. Appoint the employees required for the association, determine their specializations or terminate their services according to the provisions of the law.
4. Establish committees it sees necessary to improve work and determine the specialization of each one.
5. Prepare the final audits for the fiscal year ended and the draft budget for the new fiscal year.
6. Provide the General Assembly with annual financial and administrative reports and any future plans or projects for the association.
7. Call the General Assembly for a regular or urgent meeting.
8. Implement the decisions of the General Assembly according to the provisions of the law.
9. Follow up the association’s situation with official bodies.

<table>
<thead>
<tr>
<th>Meetings of the Board of Directors</th>
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<tbody>
<tr>
<td>1. Meetings of the Board of Directors shall be convened upon an invitation by the chairman or his deputy.</td>
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<td>2. The Board of Directors shall hold its meetings on a regular basis, a minimum of one meeting every three months.</td>
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<td>3. A Board of Directors meeting shall be held on an exceptional basis as necessary upon an invitation by the chairman, his deputy or upon the request of a third of its members.</td>
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<td>4. The Board’s meetings shall be considered legal upon the attendance of two thirds of its members.</td>
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<td>5. The Board’s decisions shall be enacted with an absolute majority.</td>
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<td>6. Board meetings shall be recorded in official minutes of meetings including the meeting's agenda, attendance, decisions made by absolute majority of its members, and recommendations, if present.</td>
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</table>
The association shall take into account the following:

1. The association shall have a fixed address to be used as permanent or temporary headquarters.

2. The association shall deposit its cash funds in its name at the bank it chooses. It shall also inform the concerned ministry of the bank as follows:
   - Two of those authorized to sign shall head to the bank accompanying with them the association’s registration certificate, their ID cards or their passports and a decision by the Board of Directors of their association to authorize two of its members to sign on its behalf. These should be the Board’s chairman and the treasurer.
   - The members heading to the bank shall accompany with them a certificate proving the association’s address.
   - The bank forms required for the opening of a new account shall be filled in and undersigned by those authorized by the association.

3. The association shall maintain at its headquarters the official financial and administrative records that include all financial transactions and administrative decisions owing shall also be maintained:
   A. Mail sent or received shall be maintained in special files and organized records.
   B. The articles of association and the names of the Board members in each election cycle and the dates of their election.
   C. All names of the members of the association, copies of their ID cards and their dates of membership.
   D. The Board of Director’s sequenced minutes of meetings, the minutes of the General Assembly meetings, financial assets and detailed earnings and expenses records.

Seventh: Commitments of the Association following its Registration and Formation of its Board

1. The association shall have a fixed address to be used as permanent or temporary headquarters.

2. The association shall deposit its cash funds in its name at the bank it chooses. It shall also inform the concerned ministry of the bank as follows:
   - Two of those authorized to sign shall head to the bank accompanying with them the association’s registration certificate, their ID cards or their passports and a decision by the Board of Directors of their association to authorize two of its members to sign on its behalf. These should be the Board’s chairman and the treasurer.
   - The members heading to the bank shall accompany with them a certificate proving the association’s address.
   - The bank forms required for the opening of a new account shall be filled in and undersigned by those authorized by the association.

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   B. The articles of association and the names of the Board members in each election cycle and the dates of their election.
   C. All names of the members of the association, copies of their ID cards and their dates of membership.
   D. The Board of Director’s sequenced minutes of meetings, the minutes of the General Assembly meetings, financial assets and detailed earnings and expenses records.
4. No later than four months after the end of the financial year, the Association shall prepare two reports from its General Assembly and shall keep at least two copies of each at its headquarters as follows:

- The reports shall be: Each year contains a full description of the activities of the Association during the past year. Financially certified by a legal auditor and includes in detail the full income and expenses of the Association according to the applicable accounting principles.

- The Department shall notify the Association of receipt of the financial and annual reports.

- The concerned ministry shall be responsible for the follow-up of the work of the association. It shall verify the accuracy of these reports by virtue of a reasoned decision of the competent minister in each case and the Association shall enable the concerned ministry to implement this decision.

- The concerned ministry shall maintain a file for each association falling within its specialization. This file shall include a copy of the association's bylaw, its registration decision, its annual and financial reports, any correspondences between the association and the Concerned Ministry and any reports, notices or decisions related to the association.
5. The concerned ministry shall be entitled to follow up the activities of associations upon a reasoned written decision issued by the concerned minister according to each case. The ministry shall verify that the association has spent its funds for purposes intended for them.

6. The association shall deliver a written statement (notice) to the ministry it was registered at including any amendments or changes made to its position, regulations, objectives or purposes and any changes to all or part of its Board of Directors. This notice shall be delivered within a maximum of one month from the change or amendment date.

7. The association shall inform the concerned ministry of its wish to collect donations from the public by setting up concerts, charity markets, sport contests or any other form of social fund raising with set objectives.

8. No association shall maintain cash funds exceeding one month’s expenses.

9. Associations shall be exempted from taxes and custom fees on their movable and immovable funds which are required to implement the objectives stated in its articles of association. These exemptions shall apply in case the association did not use these funds for purposes other than the objectives specified for them for less than five years. Otherwise, due taxes and custom fees shall be paid.
يُشترط في كل جمعية أجنبية تقوم بإقامة خدمات اجتماعية داخل الأراضي الفلسطينية التسجيل لدى وزارة الداخلية للتمتع بحقوق في فلسطين.
1. تقدم الجمعية الأجنبية طلبًا خاصًا بتسجيلها لدى الوزارة، ويجب أن يحتوي طلب تسجيل الجمعية الأجنبية على المعلومات الآتية:

- اسم الجمعية الأجنبية.
- عدون مرخصين في الرئيس، إن وجد.
- عدون وأسعار، مؤسس الفرع أو الجمعية.
- جنسيات المؤسسين.
- عدون واسماء أعضاء مجلس إدارتها.
- أهداف الجمعية.
- نشاط الجمعية الأساسي.
- اسماء المس놀ين عن الفرع المولى إنشاؤه وجنسيتهم.

2. يجب أن يضم التطبيق التصريح بالآليات الخاصة بالفرع عند حله أو تصفية أعماله، أو الانسحاب الجمعية الأجنبية.

3. يلحق بالطلب الوثائق الآتية:

- إذن تسجيل الجمعية الأجنبية خارج الأراضي الفلسطينية.
- ثلاث نسخ من النظام الأساسي باللغة العربية موفقة من ثلاثة من أعضاء اللجنة التأسيسية.
- صورة عن حوارات سفر المؤسسين.
- شرح موجز من قبل المسؤول يكفي أن الخدمات التي تقدمها الجمعية تسجّل مع مصالح الشعب الفلسطيني.

All foreign associations providing any social services within the Palestinian territories shall register at the Ministry of Interior to open branches in Palestine.

1. The foreign association shall deliver to the ministry a filled in special registration form containing the following information:

- The name of the foreign association.
- The address of its main headquarters, if present.
- The names and addresses of the association's or its branch's founders.
- The nationalities of the founders.
- The names and addresses of its members of Board of Directors.
- The objectives of the association.
- The association's main activity.
- The names and nationalities of the officials of the branch intended to be established.
- How the branch's funds will be dealt with should the branch be dissolved or liquidated or should the association withdraw from the country.

The following documents shall be attached to the application:

- Proof of the foreign association's registration outside the Palestinian Territories.
- Three copies of the articles of association in Arabic language signed by three members of the founding committee.
- Copies of the founders' passports.
- A brief description by the founders of how the services provided by the association are consistent with the interests of the Palestinian people.
2. The department shall issue a notice of receipt of the complete requirements. The notice shall show the receipt date, a description of the attachments and the names of the applicants and shall also include a serial number which will later be the association’s registration number at the Ministry of Interior upon the approval of the registration request or upon two months of receiving the application and failing to issue a decision of approval or rejection.

3. The department may contact the founders to complete information required in the application or any of its annexes. Upon fulfillment of required attachments, the department shall issue a new notice of complete receipt of the application and shall, in this case, retrieve the old notice.

4. The department shall send a copy of the foreign association’s registration application form and its attachments to the Ministry of Foreign Affairs and the Ministry of Planning to take their opinion regarding the registration of the association.

5. The department shall send a copy of the application and its attachments to the Ministry of Foreign Affairs and the Ministry of Planning within four days of their receipt.

6. The articles of association shall be shown to the department’s legal division to make sure they meet legal conditions.

7. The legal division shall recommend the approval or rejection of the articles of association within one week from submission of the application.

8. Upon receipt of the foreign association’s registration application and its complete attachments, the department shall verify whether the association applying for registration meets the following conditions:
   - The agreement between its articles of association and the Associations Law and regulations.
   - That the association’s objectives are legitimate and serve public interests, and that its services are consistent with the interests and aspirations of the Palestinian people.
   - That the association does not seek to achieve any personal interests or financial profit to be divided among its members.

2. ت تقوم الدائرة بإصدار بطاقة التسجيل الخاصة بالجهة، بين الإشغال فور الانتهاء من التسجيل النوعي، ووصف الهدف للدائرة المذكورة في الوثيقة على طلب التسجيل أو بعد مرور النهرين على انتهاز الطالب في إصدار قرار برفض الطالب أو قبوله.

3. إمكانية الدائرة حتى الاستفسار الدائمين لاستكمال المعلومات الطفيفة في الطالب أو أنها من ملتقطات، تسجيل الدائرة عند استكمال التفاصيل الطفيفة للحالة جديدة بإصدار الطالب الكاب拦截، وتقوم في هذه الحالة بإصدار الإشغال الدائم.

4. ت تقوم الدائرة بإرسال تسجيل الجماعة إلى وزارة الشؤون الخارجية ووزارة التعاونbuzz للاستنفاذ وفقًا للشروط المذكورة في الوثيقة.

5. ترسل الدائرة تسجيل الطالب وملف الطالب إلى وزارة الشؤون الخارجية ووزارة التعاونbuzz خلال يومين أربعة أيام من تاريخ إصدار الشكل.

6. يتطلب الشكل ركوب بناء على تفاصيل المسؤوليات والشروط المذكورة في الوثيقة.

7. يتم إصدار الشكل في حالة طلب تأسيس الجمعية الجيدة وتكامل ملتقطات، تقوم الدائرة بالتصويت على تأسيس الجمعية الداخلية تحت التنسيق الشروط الأئمة.

8. موافقة منظمة الإضافي لتكوين الجمعيات والجهات الأخرى.

9. أن هناك مجموعة متنوعة تدور حول قوانين العام، وتضم خصائصها من مصالح الشعوب الفلسطينية وتطالب.

10. أن الجمعية لا تهدف إلا لتحقيق منغمس شرسة أو جمعية الرق بحثًا أقسامها بين أعضائها.
9. The department shall present a recommendation to the minister to accept the application as it meets the conditions described in these regulations, or to reject it for incompleteness or incompleteness of any of the required attachments or for failing to meet registration conditions.

10. The department shall attach the recommendations of the Ministry of Foreign Affairs and the Ministry of Planning with its own recommendation should it receive their recommendations within one month of submission of the registration application.

11. The department shall issue and deliver its recommendation regarding the registration application to the minister within a maximum of one month from the date of receipt.

12. The minister shall approve or reject the application. His decision shall include a reason, in case it is a rejection, and it may be appealed before the concerned court.

13. The minister’s decision shall be issued within a maximum of seven weeks from the date the ministry received the application. He shall take the opinion of the department’s recommendation and the recommendations of the Ministry of Foreign Affairs and Ministry of Planning, in case the two ministries had delivered their recommendations within the period specified in these regulations.

14. The department shall inform the founders of the minister’s decision within a maximum period of one week from its issuance date.

15. The department shall inform the concerned parties about the approval of a foreign association’s registration to publish the decision in the official newspaper.

16. The department shall inform the concerned ministry, the Ministry of Foreign Affairs and the Ministry of Planning about the decision to register a foreign association which has a main activity that falls within the specialization of the concerned ministry.

17. As a consequence of the approval to register a foreign association, the association shall enjoy a legal personality separate from that of its founders.

18. The department shall deliver to the applicant association a notice of receipt of its application.

19. Should the minister initially approve the association’s application, he shall raise the application to the cabinet for its approval.

20. The department shall inform the association of the decisions of the minister.
An association may be dissolved in the following cases:

1. The issuance of a dissolution decision by the General Assembly with the majority specified in the articles of association, which is two thirds of members who have paid their membership fees. In this case:
   - The General Assembly shall attach the minutes of meeting in which the dissolution decision was made with a list of the names and signatures of attendees and shall send them to the department at the Ministry of Interior within one week of the dissolution decision.
   - The department shall implement the General Assembly's decision and shall remove the association's registration from its records, indicating the General Assembly's decision, upon a decision issued by the minister to do so.

2. Should it fail to begin its work during the first year of its registration, its registration shall be cancelled by the ministry upon a written notice, unless failure to work was the result of compelling circumstances.

3. Should it substantially violate its articles of association and fail to correct its situation within a maximum of three months from receiving a written warning from the minister or department.

In all cases of registration cancellation, the association may appeal the minister's decision before a concerned court within sixty days from the date of issuing the decision and may resume its work until a final or temporary legal verdict to stop its work or dissolve it is issued.

الحالات التي يجوز فيها حل الجمعية وهى:

1. صدور قرار بحل الجمعية المعموقة بالأغلبية الساحقة الموصوفة في النظام الأساسي، ولكل من طلبي الأعضاء المتقدمين لرغم الإشكال. وفي هذه الحالة:
   - ترقع الجمعية المعموقة محتملة الاحتياط لم يبق فيه إتخاذ قرار الحلق، مع قيامه بإعتبار الحضور.
   - توقيعاته، ورسائله للنادرة بوزارة الداخلية خلال أسبوع من تاريخ إتخاذ قرار الحلق.
   - تقوم الدائرة بتنفيذ قرار الجمعية المعموقة، وتطلب تسجيل الجمعية من السجلات بالاشتراك إلى قرار الجمعية المعموقة.

2. إذا لم يباشر أعمالها الفعلية خلال العام الأول من تاريخ تسجيلها لما لم يكن التوقف ناشيا عن ظروف فاصلة.
   - خارجة عن إراده الجمعية أو الهيئة، وفي هذه الحالة ينشأ تسجيلها من قبل الوزارة بعد ادارتها بذلك خيارا.

3. إذا تمت مخالفتها للاستقلالية الموجودة في الجمعية المفهومية، ولم تصبح أوضاعها خلال مدة لا تزيد عن ثلاثة أشهر من تاريخ إدارتها خليا بذلك من قبل الوزير أو الدائرة.

في جميع حالات الغاء التسجيل، يحق للجمعية المعمولة في قرار الوزير إمام الحكومة الخصبة. خلال ستون يوماً من تاريخ صدور القرار وتبليغه، والجمعية موصولة عملها إلى حين صدور قرار قضائي نهائي أو مؤقت بتوقفها عن العمل أو حلها.
Should the association not appeal against the minister’s decision to cancel its registration before the concerned court within the appealing period, it shall be considered dissolved. In this case:

1. Neither the association’s nor any of its centers’ or branches’ funds shall be confiscated nor should its headquarters be closed or searched, unless a decision shall be issued by a concerned judicial body to do so.

2. A liquidator shall be appointed to the dissolved association at its expense to carry out an inventory of its funds and belongings.

3. The funds of the dissolved association shall be dealt with according to the provisions of its articles of association. Should there be no mentioning in the articles of association of how funds should be distributed upon dissolution, the dissolved association’s funds shall be delivered to the association specified to receive them by the dissolved association, provided that the specified association has similar goals and objectives as the dissolved one.

4. The association/s which received the funds of the dissolved association undertake/s to spend them inside the Palestinian territories. This guarantee shall be delivered to the department.

5. In all cases, pensions, allowances and rights of the dissolved association’s employees shall be considered and excluded from the dissolution.
Tenth: Merging and Union

1. Two or more associations may merge together.
2. The special merging application form shall be filled and submitted to the NGO registration department.
3. The merging application shall be submitted by at least one representative of each association wishing to merge.

The application shall include the following:

- The names, addresses and ministry registration numbers of the associations requesting to merge.
- The name of the new association resulting from the merge.
- The objectives of the association resulting from the merge.
- The main activity of the association resulting from the merge.
- The articles of association of the new association, which shall be attached to the application.

4. The merging decision shall be approved by the general assembly of each of the associations requesting to merge according to each association's articles of association.
5. The merging decision shall be announced at least in one local daily newspaper at the expense of the association.
6. Should the merging application be approved, the department shall cancel the registrations of the merging associations.
7. Representatives of the merging associations shall promptly transfer all funds and documents to the new association they have merged into.
8. The new association's responsibility of the commitments of the associations that merged into it shall be limited to the funds and rights passed on to it from those associations upon the merging date.
9. Three or more associations may form a union and unions may form a general union among them, whereby joining it shall be voluntary.
10. Any association may become a member or affiliate of any Arab, regional or international organization or union outside the Palestinian territories provided the concerned ministry is informed.

- must be drafted in law and the registration department is informed.
### Formation of Charitable Associations and Community Organizations Manual

#### Appendix 1
Registration Form of an Association

<table>
<thead>
<tr>
<th>Name of the Association</th>
<th>Address</th>
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**Names of the Association's Founders and Names of the Applicants**

<table>
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<tr>
<th>No.</th>
<th>Family Name</th>
<th>First Name</th>
<th>Father's Name</th>
<th>Grandfather's Name</th>
<th>ID No.</th>
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<th>Place of Work</th>
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**Signature of Applicant(s):**

**Application Submission Date:**

**Attachments:**
1. Three copies of the Articles of Association signed by the Founding Council members.
2. Nationality verification of the founders.
3. A written authorization by the founders to the applicants to sign the application form.

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ملف رقم (1)
طلب تسجيل جمعية خيرية / هيئة أهلية

اسم الجمعية أو الهيئة: 

عفوني/ة: 

أعمال الجمعية الأساسية: 

أعمال مؤسسي الجمعية: 

المكان المؤسسي: 

التاريخ: 

الاسم: 

العائلي: 

المشرع: 

ال |/ 

المادة | المرفقات: 1- ثلاث نسخ من النظام الأساسي مرفقة من أعضاء اللجنة التأسيسية 2- توضيح خطي من المؤسسين لتمكين الطالب بالتوقيع على الطلب 3- توجيهات خاصة بالتسجيل
Appendix 2
Written Authorization from all of the Founders

We, the undersigned, members of __________________ association, hereby authorize:

1- ................................................
2- ................................................
3- ................................................

As registration applicants of the __________________ association before the Ministry of Interior.

Founders
1- ................................................
2- ................................................
3- ................................................
4- ................................................
5- ................................................
6- ................................................
7- ................................................

ML-حق رقم (2)
تمليك خطى من جميع المؤسسين

نحن الموقعون أداء أعضا هيئة
تمليك الأخوة

مقدم طلب التسجيل لهيئة

المؤسسين
1- ................................................
2- ................................................
3- ................................................
4- ................................................
5- ................................................
6- ................................................
7- ................................................