

# Kuwait Society for the Handicapped



# **Kuwait Society for the Handicapped**

**Cairo Street, Hawalli**

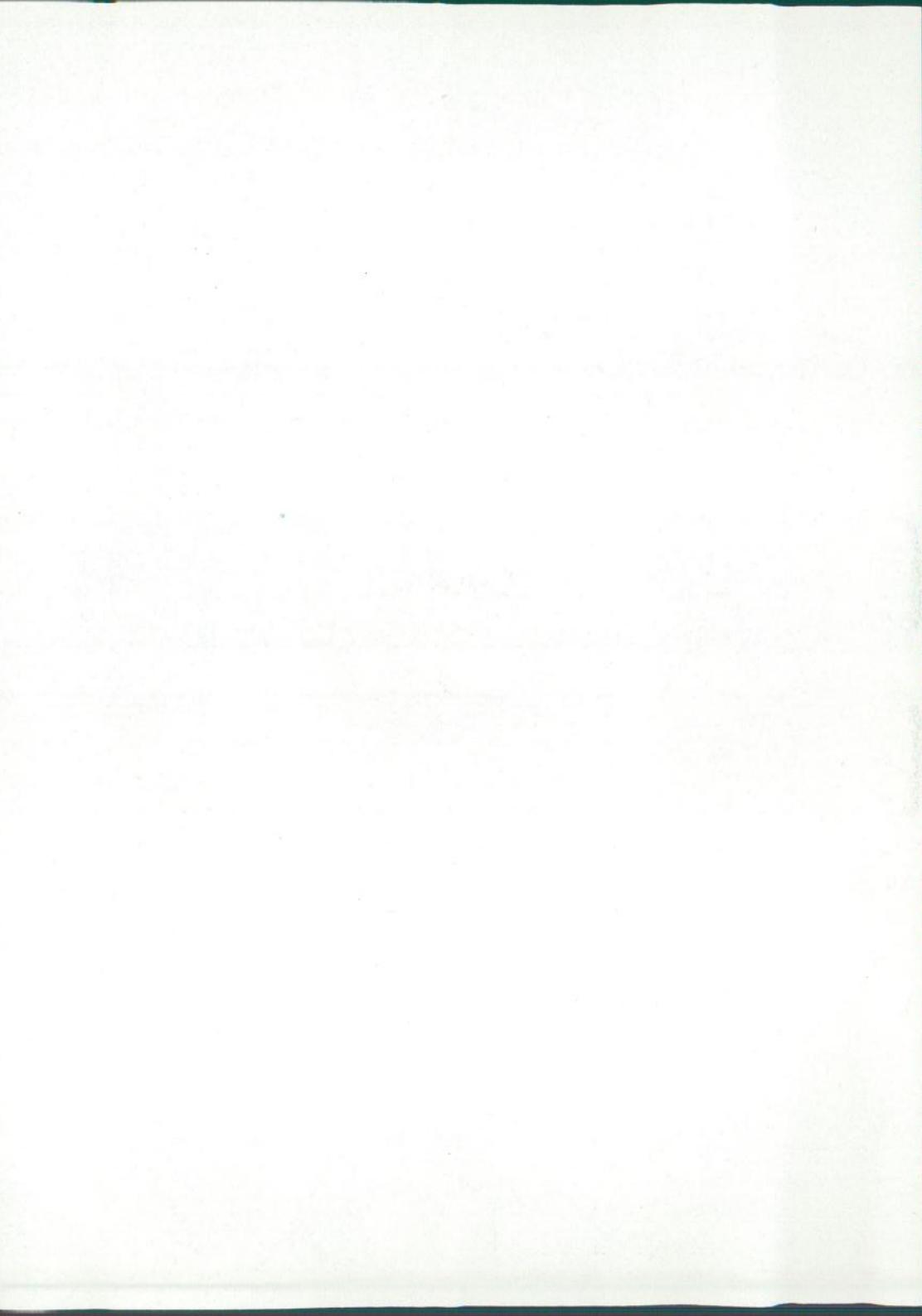
**Cable: Handicapped - P.O.Box: 6832**

**Tel. 2531407-2531277-2531510**





**His Highness Sheikh Jaber Al Ahmed Al Jaber Al Sabah  
Emir of the State of Kuwait**



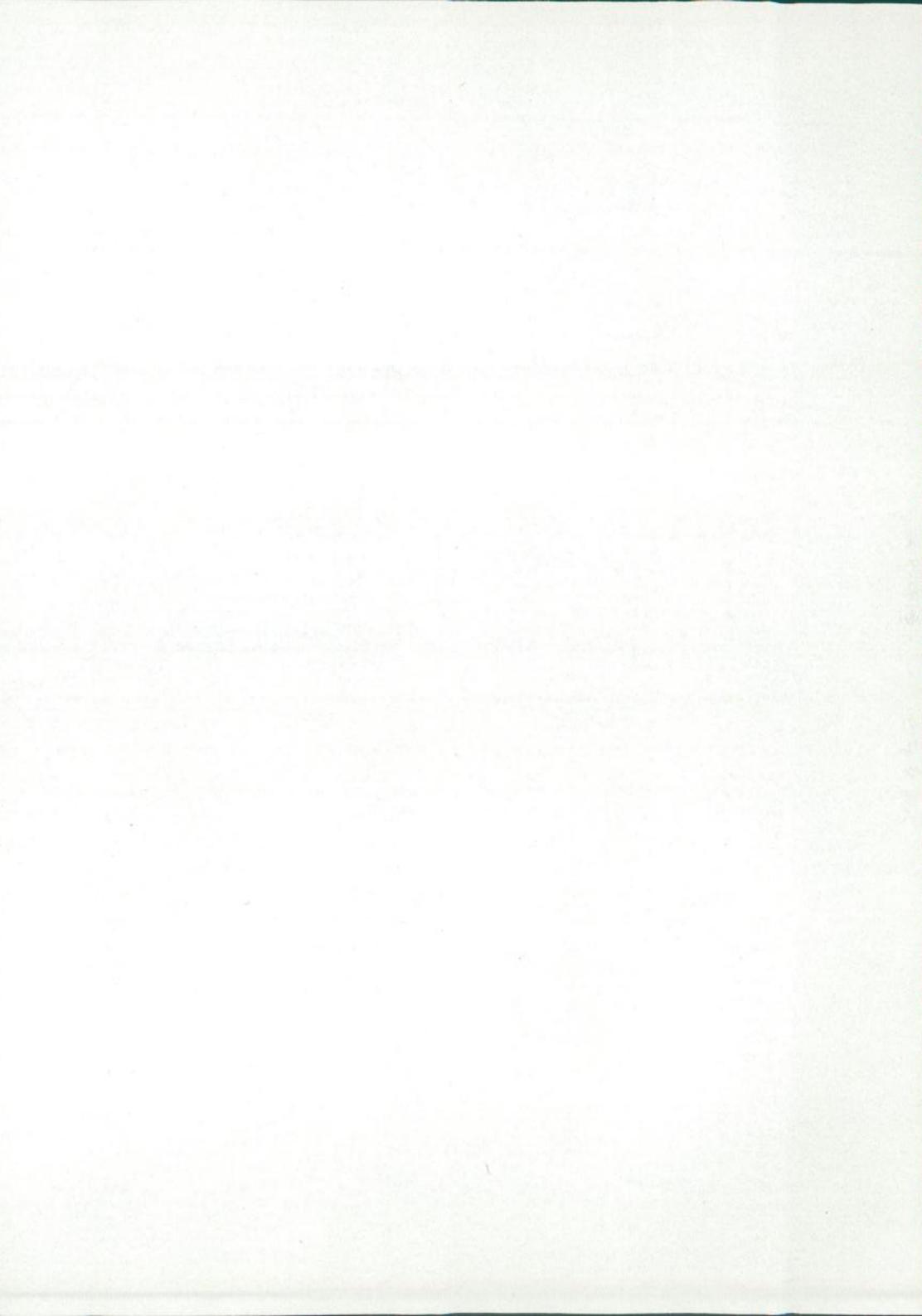


**His Highness Sheikh Saad Al Abdullah Al Salem Al Sabah**  
**Crown Prince and Prime Minister**



## **MEMBERS OF THE BOARD OF DIRECTORS OF THE SOCIETY**

Mr. Abdul Rahman Salem Al-Ateeqi	Chairman
Mrs. Munirah Khaled Al-Motawa	Secretary General
Mrs. Moodi Sultan Al-Issa	Treasurer
Mrs. Fawziyah Ahmed Salamah	Member
Mrs. Wafeeqah Al-Thaqeb	Member
Mrs. Bassima M. Al Sabah	Member
Mr. Ali Al-Saleh Al-Abdullah	Member



## INTRODUCTION :

God said in the Holy Koran, "Whoever does an atom of good shall be rewarded with good", and the Prophet Mohammed (Peace Be Upon Him) said "The faithful in their cordiality solidarity and sympathy are like one single body, and if one member feels pain the whole body suffers a sleepless night and fever".

The Great Prophet also said "Whoever shall make a good law shall have its reward and that of whoever observes it until the day of Resurrection".

As a nation privileged with the Grace of the Almighty, by being followers of the true religion of Islam, and guided by the Holy Koran and the teachings of His Prophet, we have at all times and on every occasion reviewed our ways to ensure that we consistently observe the teachings of Islam, as a certain way to continue to enjoy our welfare and that we overcome prejudice and eradicate hatred in our society. The efforts of the Kuwaiti Society for the Care of the Handicapped are a form of social solidarity which Islam strongly urges us to apply, as illustrated by the above-quoted verse and teachings. We have always realised that such solidarity purifies the soul and cleans it from all imperfections.

The enthusiastic contributions by many generous persons in this country towards the care for the handicapped and relieving them and their families from their heavy burden, indicates the sincere desire so evident in this country to see the spirit of cooperation and selflessness prevail in our society.

Our Society, which was established only thirteen years ago, now stands firm and confidently looks into the future with increased optimism inspired by the support of persons of charitable hearts and by the faithful efforts of all the Society's personnel.

Finally, while we bid farewell to an old year and prepare to welcome a new one, we pray that God help us to continue the good work and serve the interests of this hospitable country, always seeking God's grace and guidance.

**Abdul Rahman Salem Al-Ateeqi.**  
**Chairman.**



# IN THE NAME OF GOD THE MOST MERCIFUL THE MOST BENEFICENT

The progress of nations is not measured by the number of their factories or high buildings alone, but also by their achievements in caring for the individual and putting him on the right course to become a useful citizen who is aware of his duties towards society. Caring for the handicapped is one aspect of modern civilization, because it involves a form of constructive cooperation between members of the human race. It also means that it is a task which is both difficult and sensitive, requiring considerable efforts and large amounts of money. Needless to say, the efforts of the Government of Kuwait in this field are outstanding and deserve our deepest gratitude. Our Society was established to contribute towards this worthy cause. This society continues to exert increased efforts, and while we have not achieved perfection, we regard our efforts as a brick in this great edifice.

Kuwait, while laying down the foundations of its new renaissance, has been anxious to establish a close alliance between charitable human works on the one hand and construction and development works on the other hand. Through this noble alliance the humanitarian project for the care of the handicapped was born as an expression of the charitable spirits which inspired a group of Kuwaiti women and men to give their efforts and money towards relieving the pain suffered by handicapped children and by helpless families lacking whatever it takes to help their handicapped children.

The project continued, fired with this untiring humanitarian spirit, overcame all the obstacles, and became a reality in which we take great pride.

We thank God Almighty for the grace and providence surrounding our beloved country, and pray that God favour us at all times with the strength to do good works and that He protects our country against evil.

# THE KUWAITI SOCIETY FOR THE CARE OF THE HANDICAPPED

The Kuwaiti Society for the care of the Handicapped is a charitable society with an independent legal entity, established in May 1971, to cater for the numerous cases which are not looked after by government institutions and which do not satisfy the conditions specified by these institutions for non-Kuwaitis. The Society started its activities by providing care for 20 cases in an old government building. Now the number has risen to 120 resident cases in addition to 12 daytime care cases.

## Objects of the Society

1. To provide physical, psychological and social care for the seriously handicapped children who are not accepted by the government institutions or who do not satisfy the acceptance requirements.
2. To provide financial and moral assistance to the families of handicapped persons, to guide them and change their attitude towards the handicapped, to exploit the efforts of the families of handicapped persons and provide them with information that may prove helpful in facilitating the services rendered by them.
3. To enlighten society through information media on the causes of handicaps and methods of prevention.
4. To co-ordinate with government and public bodies involved with this work, whether directly or indirectly, according to their respective specialisations.

For example, there is a regular co-ordination with the Ministry of Educa-

tion in matters related to special education, and the training of university students, especially physical medicine students, as well as helping students of the Faculty of Psychology and Social Service in their research work.

Similarly, the Ministry of Public Health provides a wide variety of medical materials and needs, and makes available to the Society the necessary number of doctors required to examine children and care for them.

The Ministry of Social Affairs and Labour provides the Society with yearly financial assistance and helps in organising conferences and tournaments in Kuwait or abroad.

Similar help is provided by a score of other Ministries and government and private bodies.



## DECLARATION RESOLUTION OF THE FORMATION OF THE KUWAITI SOCIETY FOR THE CARE OF THE HANDICAPPED.

Under the provisions of the Law No. 24/62.

The Ministry of Social Affairs and Labour hereby declares the formation of the Kuwaiti Society for the care of the Handicapped, under the Registration No. 54 - Clubs and Societies of Public Interest, with headquarters in Kuwait, and having the following objects :

1. To provide the health and social and educational conditions suitable for bringing up children and handicapped children, to provide care for such children and to prepare them to become active members of society.
2. To provide specialised clubs and institutions to care, accommodate, guide and train handicapped children, physically and mentally, especially those children who cannot obtain such care from other institutions within society.
3. To offer the material assistance needed by the families of handicapped children and provide these families with the required enlightenment and guidance, through the services of specialists.
4. To cooperate and coordinate resources with the government bodies and the concerned private organisations in order to enlighten the public in connection with the social problems affecting this category, by implementing various scientific problems for avoiding such cases of handicap.
5. To provide artificial means, such as appliances and limbs, to handicapped persons in order to enable them to live and play a normal role within society.

6. To seek the assistance of persons and bodies with experience and know-how in these fields, in order to help achieve the objects of the Society in the optimum manner.

Management of the Society is entrusted to a board of directors consisting of the Society chairman and six working members elected by the Society in general assembly. The fiscal year of the Society starts on January 1st and end on December 31st every year. The first fiscal year, however, starts on the date of formation of the Society and ends on December 31st in the same calendar year. The general assembly should hold its annual meeting within 2 months after the end of the fiscal year.

The funds of the Society should be deposited in its name at a bank in Kuwait. The cashier may maintain a petty cash fund not exceeding one hundred Kuwaiti Dinars.

By this declaration the Society has become a legal entity with effect from May 15, 1971.

## THE FOUNDERS ARE :

1. Abdul Rahman Salem Al-Ateeqi
2. Abdullatif Thunayan Alghanim
3. Ahmed Sayyed Hashim Al-Gharabally
4. Saadoun Mohammed Al Jassem
5. Rashed Abdul Aziz Al-Rashid
6. Abdullatif Yousuf Al-Hamad
7. Salem Al-Marzouk
8. Yousuf Ebrahim Al-Ghanim
9. Dr. Abdul Rahman Al-Awadhi
10. Dr. Abdul Mohsin Al-Abdul Razzak
11. Dr. Abdul Razzak Yousuf Al-Abdul-Razzak
12. Munira Al Qatami
13. Dr. Sadieeqa Ali Al-Awadhi
14. Hamed Abdul Salam Shuaib
15. Abdul Aziz Al-Shaheen
16. Abdul Rahman Al-Mazrouie
17. Fawziyyah Abdullah Al-Awadhi
18. Ebrahim Al-Attar
19. Munira Khaled Al-Mutawa
20. Ruqaya Al-Qatami
21. Sheikha Al-Gharabally
22. Ghanima Hassan
23. Ali Al-Saleh
24. Mudy Sultan
25. Mariam Ebrahim
26. Ghanima Qadiri
27. Abdul Mohsin Makki Al-Jumaa
28. Abdulla Abdul Aziz Al-Rushaid

## HEADQUARTERS OF THE SOCIETY

When the Society was established in 1971, it did not own any land or building, and started its operations in an old building. However, the Society personnel and supporters decided to have a building for the Society which would be adequate to house all its occupants whose numbers were continuously increasing. When the idea was put forward to the people of Kuwait many noble-hearted persons and bodies offered their assistance. The first supporter was the government; the Ministry of Social Affairs and Labour assigned an annual grant of KD. 10,000 for the project; the figure now is KD. 50,000 per year.

The first project of the Society was constructed in April 1974 over an area of 3000 square metres. It includes 6 wards

built according to the most modern methods. It also has sleeping quarters, a physical therapy section and a hydrotherapy section. The project includes a club where the children practise their favourite sports, hobbies and activities. The Society provided within this project an area very much similar to a classroom for teaching the children, in addition to the numerous other facilities. The project housed 95 permanent resident cases and 6 day-time cases.

In view of the increasing number of cases, a new building was constructed next to the old one, to house 250 children.

All the children moved to the new building in August 1982, and new cases, permanent and day-time, were admitted.



## CASES REGISTERED AT THE SOCIETY

Case	Kuwaiti		Non-Kuwaiti		
	Male	Female	Male	Female	
Paralysis	26	26	49	39	
Mental Retardation	39	29	129	103	
Paraly & Retard	110	140	100	87	

- \* Kuwaiti: includes Kuwaitis without nationality certificates (370).
- \* Non-Kuwaiti: Arabs and non-Arabs (507).
- \* Number of accepted cases: 136 cases and 9 daytime cases (65 Kuwaitis, 41 Foreign and 39 Arabs).
- \* 201 cases were not admitted because the handicapped persons involved were too old.
- \* There are 66 deceased cases.
- \* There are 6 cases that have been transferred to the Ministry of Social Affairs & Labour.
- \* There are 25 cases that have left and not returned to the Society.

# ADMITTANCE PROCEDURES

## Conditions for Admittance

1. All cases of serious retardation, whether the handicapped person is a Kuwaiti or non-Kuwaiti, especially the cases to which the conditions of acceptance at government institutions do not apply. Such cases include compound cases of paralysis and mental retardation (since the Ministry of Social Affairs and Labour institutions accept cases of mental retardation only) of the age 4–15 years, whether Kuwaiti or non-Kuwaiti.
2. The nationality card or identity card (Kuwaiti) or passport (non-Kuwaiti) should be submitted.
3. Non-Kuwaiti cases are accepted according to the priority of the application date or according to the Social and Physical condition of the child.
4. The child's guardian should be residing in Kuwait.
5. The child should not be less than 2, or more than 16 years old.

## Admittance Procedures

1. Non-Kuwaiti families living in the desert are treated as Kuwaiti families, especially if the head of the family is a member of the Kuwaiti armed forces.
2. We always start with the complex cases such as paralysis and mental retardation, because this group requires considerable care and treatment.



3. We start by conducting a social research study, psychological and medical-development tests.
4. After the selection of cases for admittance by the Secretary, the social research worker visits the child's family to acquaint herself with its way of living.
5. The child is sent to the hospital to undergo the medical tests and establish the absence of contagious diseases.
6. A file is then opened for the child after completing the "psychiatric card" and after completing the physical and medical checks.
7. After completing all the data, and during the period of waiting, the parents are invited to visit the Society to attend guidance and instruction sessions on the care of their handicapped children.

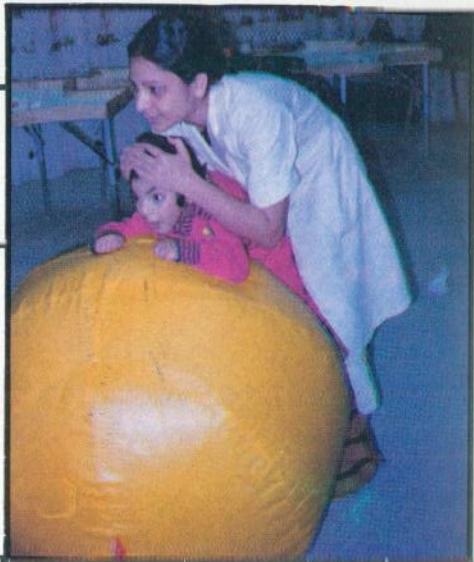
## MEDICAL SERVICES

Medical services are the most intensive and comprehensive services of the Society. In addition to the normal medical services there are many workers in the field of physiotherapy and speech-therapy.

The physician's role may be summarised as follows :



1. Receive cases transferred by the registration committee of the Society, examine such cases and draw a detailed medical report.

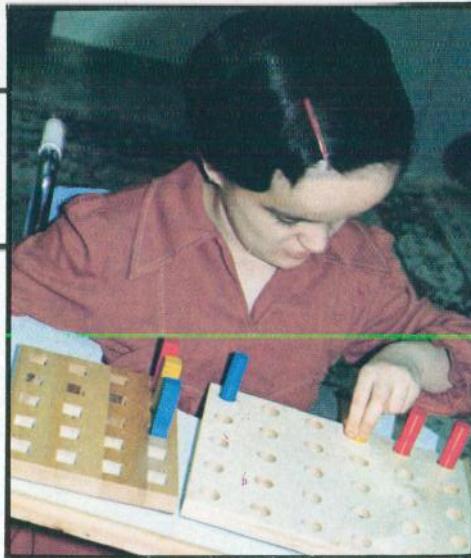


2. Issue medical files for every case, the first at Sabah Hospital, and, upon acceptance of the case by the Society, a second file is to be opened at the Society. The doctor issues his guidance and instructions to the head nurse in respect of the handicapped child and the appropriate treatment.
3. Examine periodically all the resident cases and take the necessary medical and therapeutic actions.
4. Supervise and control all the activities and services rendered by the technical sections of the Society such as those rendered by the various specialists.
5. Co-operate with the management of the Society and propose programmes in order to ensure the proper co-ordination of the various activities.

It is worth mentioning that Sabah Hospital has, on behalf of the Ministry of Public Health, drawn a work schedule by rotation for doctors, to visit the Society from 4:00 pm. to 6:00 pm. daily.

## SOCIAL SERVICES

1. The social services provided by the Society aim at studying the family aspect of the case in order to understand and define the family trends and potentials and to overcome the obstacles preventing the proper treatment of the case and assisting the family of the handicapped person.
2. These services seek to facilitate contact and close ties between the handicapped person and his family and to ensure a warm and natural return to family life.
3. Change the negative trends and attitudes of the family toward the handicap, and the handicapped person.
4. The services of the Society seek to link the handicapped person to the outside world, to acquaint him with society



by implementing a wide range of programmes involving visits, travels and celebrations.

5. The social services of the Society aim at acquainting society with the handicapped by inviting concerned parties to visit the Society, and by explaining the causes of handicaps and the methods of minimizing them.



In the name of God the Most Merciful  
the Most Beneficent

## PSYCHIATRIC SERVICE PROGRAM AT THE KUWAIT SOCIETY FOR THE CARE OF THE HANDICAPPED.

### Psychological Service at the Society

1. Participation in providing conditions appropriate for meeting the requirements of developing the psychological as well as the moral knowledge aspects of the personality and providing an atmosphere conducive to the mental health of children.
2. The continuous follow-up and psychological appraisal of every child in order to ensure that the care and development programs are suitable to each individual case and to the degree of incapacity.
3. Providing advice and guidance to the parents of handicapped children in order to modify their attitude towards the incapacity and reduce its negative effect on family relations. This activity also aims at promoting the efforts of the family members towards helping the handicapped child, to provide guidance and information to the family in



order to ensure that the child lives among an understanding family which is able to extend to him all the care and assistance he may need.

4. Acquainting Society personnel dealing directly with children, especially nurses, occupational — therapists, teachers and their assistants, with the right psychological techniques of dealing with handicapped children and providing them with the necessary information about the mental characteristics of such children, especially in connection with intelligence, moral matters and working as a team to draw individual and group improvement programmes.



# VOLUNTARY WORK AND VOLUNTARY WORKERS

The Society has about 250 members; twenty five of them, mainly Kuwaiti Ladies, are active voluntary members. A number of these voluntary members undertake various duties each day at the Society's Centre.

The Secretary General of the Society, Mrs. Munirah Al-Motawa, supervises the work of the voluntary workers in general and oversees particularly the activities of the female voluntary workers in various fields especially those related to education. Voluntary work may be divided as follows :

## 1. Entertainment Activity

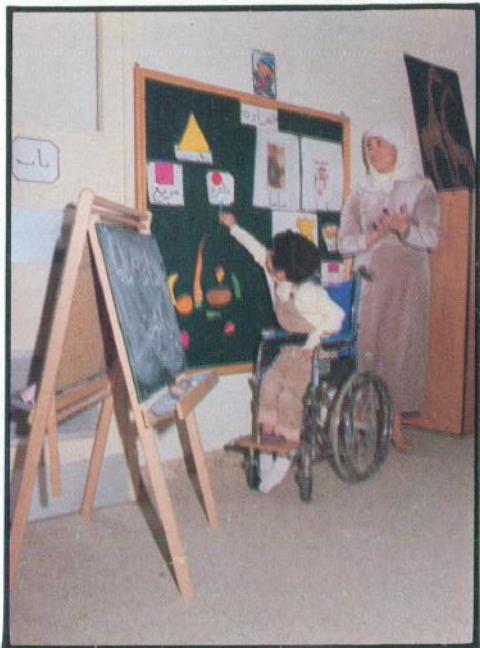
This takes the form of parties and visits, in and outside the Centre, every Monday for the children of the Society accompanied by the foreign lady-members, to the gardens, the sports and sea clubs, during the winter seasons and to swimming pools during summers.

## 2. Teaching Activity

Some of the volunteers take part in the basic education, and musical training of the children, and assist the teachers in their daily programme.

## Voluntary workers at the Society

1. A doctor specialized in Pediatric medicine.
2. Every day from 4 pm. to 6 pm. a doctor from the Pediatric Section of the Sabah Hospital is on duty at the Centre to provide medical care for the children.



3. The Society has a dental clinic run and supervised by a member of specialised dentists.

## Social Service

A volunteer social specialist works in co-ordination with the technical staff to perform the more complicated tasks such as visits to the houses of the handicapped before admitting them to the Society.

## The Plate of Charity

The Society organises an annual charity bazaar whose revenues represent a large portion of the Society's income.

## PERSONNEL OF THE SOCIETY

STAFF	NUMBER		
Director	1		+ 4 Evening duties
Matron	1		
Nurse I/C Floor	3		
Staff Nurses	38	Telephone Operator	1
Aides (Ayahs)	48	Dietitian	1
Physiotherapists	6	Storekeepers	2
Occupational Therapists	4	Cooks	3
Speech Therapist	1	Male Cleaners	15
Psychologist	1	Laundry Workers	5
Social Worker	1	Drivers	5
Accountant	1	Messengers	1
Secretaries	2	Technicians	1
Teachers	3	Watchmen	2

### NOTE :

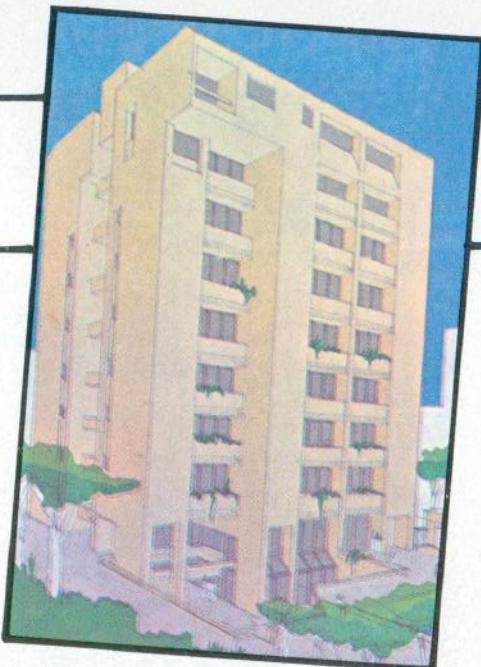
Number of Wards	32
Physiotherapy Depts.	3
Occupational Therapy Rooms	4
Schoolrooms	2
Number of patients	136
Number of Outpatients	9



## NEW PROJECTS

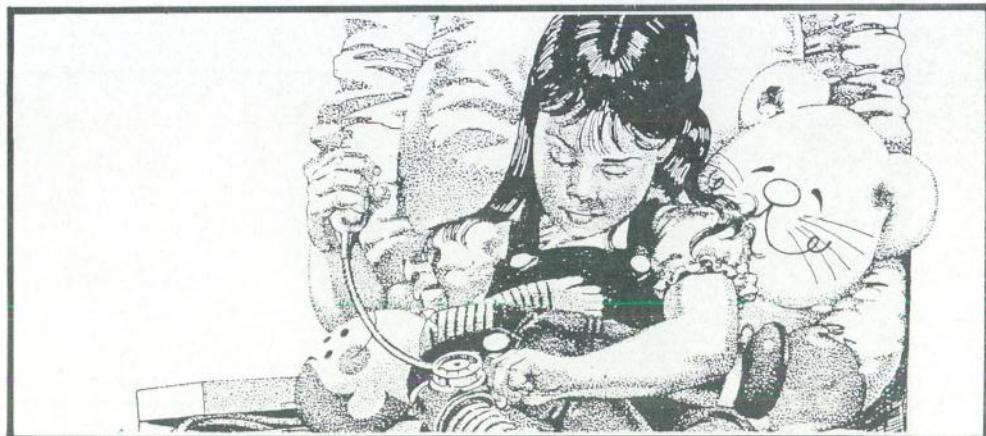
After the expansion of the Society's activities and the increase in its operating costs, the Society started to think of new ways to obtain a source of regular and fixed income for the Society. The Society then decided to invest a portion of its available funds in the construction of a new building. The start of the implementation of this idea was a personal donation of land by His Highness the Crown Prince and Prime Minister, Sheikh Sa'ad Abdullah Al Sabah. The land had an area of 4000 square metres and was located in Nugra. A large number of generous-hearted people contributed to the costs of this building: For example, Mr. Bader Al-Salem donated all the steel requirements for the building.

A second project was the construction of a residential building in Farwaniah on a plot of land owned by the Society. The building costs amounted to 1 million which was donated completely by Mr. Issa Hussain Al-Yousifi. The design costs



were donated by the Kuwaiti Engineer's Office.

A third project is now being undertaken: it involves transforming the Society's old building into a day-time school and expanding the nurses and staff accommodations.



## INTERNATIONAL POSITION OF THE SOCIETY

Although the Society has only recently been established, it has been associated with a number of international associations and societies operating in this field, such as :

1. The International Federation of the Mentally Retarded.
2. The International Union of Handicapped Persons.
3. Mobility International.
4. The International Rehabilitation Organisation.
5. The International Cerebral Palsy Society

### RESEARCH OF THE SOCIETY

The following research has been undertaken by the Society :

1. A World Without Obstacles for the Handicapped, by Munirah Al-Motawa.
2. Oxidization of Medicines in Phenal Ketronia cases, by Munirah Al-Motawa and Samirah Sallam.
3. Heredity and Handicaps, by Drs. Moussa Al-Hammouri, Abdullah Al-Rushaid & Munirah Al-Motawa.

4. An Appraisal Study of Handicapped Persons in Kuwait, by Munirah Al-Motawa.
5. A Study of Handicapped Persons in the Arab Countries, by Munirah Al-Motawa.
6. A Study of Brain Paralysis in Kuwait, by Dr. Moussa Al-Hammouri.
7. An Appraisal Study of Handicapped Persons in Kuwait, by the Society for the Care of the Handicapped.
8. An Appraisal Study of Mental Retardation in Kuwait, by Dr. Moussa Al-Hammouri.
9. An Appraisal Study of the Effect of Parasitam in the Treatment of Mental Retardation, by Dr. Moussa Al-Hammouri.
10. An Appraisal study on the Information Centre, Munirah Al-Qatami.
11. Project for an Independant Establishment for the care of the Handicapped in Kuwait.



## CONFERENCES IN WHICH THE SOCIETY HAS PARTICIPATED

The Society has participated in many Arab and international conferences, in addition to conferences held locally, such as :

1. The 6th Dublin Conference for the Mentally Retarded.
2. The 7th Dublin Conference for the Union of Societies for the Handicapped.
3. The Third Iran Educational, Sports and Cultural Conference.
4. An international conference in West Germany for the organisers of the International Movement of the Handicapped.
5. The 4th International Conference for the Cultural Exchange between Handicapped Persons and their Friends (local).
6. The First Mobility International Conference of the Middle East.
7. Manila Conference of 1978.
8. Geneva Mobility International Conference.
9. Arab Child Health Conference – 1979 (local).
10. The First Orlando-Florida Tournament (1979).
11. World Congress of Rehabilitation International 1980 – Winnipeg, Canada.
12. The Kuwait Regional Conference for the Handicapped, April 1981 (local).
13. The Toronto International Conference (1981).
14. The Second Orlando – Florida Tournament.
15. The International Arts Week Tournament for the Handicapped and their Friends (Bahrain).
16. The Hong Kong Conference (1981).
17. The Toulouse Conference for the Cerebral Palsy – 1983.
18. Management of Cerebral Palsy in developing countries, 1983 – Nicosia, Cyprus.



# ARTICLES OF ASSOCIATION OF THE KUWAITI SOCIETY FOR THE CARE OF THE HANDICAPPED

## Article 1 – Establishment

A charitable Society whose domicile is in Kuwait has been established in 1971 AD for an unlimited duration.

This Society shall be governed by Law No. 14 of 1962 governing clubs and public charitable societies, and its object shall be to carry on social and cultural activities and it shall be called The Kuwaiti Society for the Care of the Handicapped.

## Article 2 – Object

The main object of the Society is to provide the maximum possible care for children and young persons in general who suffer from physical, psychological or social problems, through any of the following methods :

- Providing a health, social and cultural environment suitable for bringing up children and young persons as well as handicapped persons, to look after them during leisure time and prepare them to become sound pillars of society.
- Making available institutions and specialised clubs to provide care, shelter and proper guidance as well as vocational and educational preparation to children who are mentally retarded or physically handicapped and who are not able to obtain such care from society.
- Granting the necessary and possible financial assistance to the families of this category of children, to enlighten and guide these families through the

efforts of specialists in the relevant fields.

- Co-operating and co-ordinating its resources with the government and private bodies concerned, in order to enlighten the public about the social problems that face these categories through scientific programmes aimed at preventing and remedying these problems.
- Seeking to provide artificial means and limbs to patients suffering from handicaps in order to facilitate their existence within society and to enable them to exert their efforts and adapt psychologically and socially to normal life.
- Utilising the expertise and advanced scientific knowledge in this field in such a way as to serve the objects of the Society in the best possible manner.

## MEMBERSHIP OF THE SOCIETY

**Article 3 – The Society has the following types of membership :**

- a) Honorary Members
- b) Working Members

## Article 4 – Honorary Members

The Managing Board of the Society has the right to bestow the title of "Honorary Member" on persons who benefit the Society financially or morally or those who hold distinctive positions in sciences and arts related to the care of children and handicapped persons,

although such Honorary Members do not actually practise their professions or occupations.

#### **Article 5 — Working Members**

The Working Member should be a resident of Kuwait, of good reputation and a person against whom no judgement has been issued in respect of a crime against honour and who shall not be less than 18 years old.

#### **Article 6**

Any person wishing to join the Society should submit an application to the Society's Secretary, stating his name and address and he should be nominated by two members of the Society.

#### **Article 7**

The Secretary submits the applications to the Managing Board of the Society at the periodic meeting following the date of the application. No application may be accepted unless it has been unanimously approved by the Managing Board, and if an application has been rejected, the applicant may not submit another application within 6 months of the date of the first application.

### **DUTIES OF THE MEMBERS**

#### **Article 8**

Every member shall perform his duties to the Society accurately and faithfully. He shall respect the laws and internal regulations of the Society and obey its decisions.

#### **Article 9**

Every member shall deal with the persons cared for by the Society on a basis of mutual trust and respect.

#### **Article 10**

If it comes to the notice of the Managing Board that a member of the Society has violated any of its laws, regulations or decisions, the Board or the person nominated by the Board to do so, shall investigate the matter, and if it is found that the said violation has actually been committed, the Board may warn the member, suspend or cancel his membership of the Society. In the event of cancellation the resolution should be passed unanimously by all the attending members of the Board. The violating member is allowed to defend himself before the Managing Board.

### **THE MANAGING BOARD**

#### **Article 11**

The Management of the Society shall be entrusted to a Managing Board consisting of the Chairman of the Society and six working members elected by the General Assembly of the Society.

#### **Article 12**

After the lapse of one year from the date of electing the first Managing Board, the term of membership of three of the Board members shall expire by ballot and the General Assembly shall elect three new members to replace them.

### **Article 13**

The term of membership of the Managing Board is two years. Every year the General Assembly shall elect three new Board members to replace the members whose term has expired.

### **Article 14**

The Managing Board members shall elect a chairman for a term of two years, a secretary and a treasurer for a term of one year.

### **Article 15**

If the Chairman resigns or is unable to carry out his duties he shall first be replaced by the Secretary then by the eldest member, until the election of a new chairman. If the Chairman resigns, the Secretary shall convene an extra-ordinary meeting of the General Assembly to elect a new chairman within a period not exceeding 60 days.

### **Article 16**

If any member of the Board resigns or becomes unable to carry out his duties he shall be replaced by the first reserve member who has obtained the largest number of votes at the election of the Managing Board.

### **Article 17**

The Managing Board shall hold a monthly meeting, and it may hold an emergency meeting upon the decision of the Chairman or a written request made by two members of the Board.

### **Article 18**

Decisions of the Managing Board shall not be final unless the meeting has been attended by two-thirds of the members in addition to the Chairman.

### **Article 19**

The decision of the Board shall be passed by the majority of the votes present. In the event of a tie, the Chairman shall have the casting vote.

### **Article 20**

If a Board member fails to attend four successive periodical meetings of the Board or six periodical meetings during the years without an excuse acceptable to the Board, the Board may consider him to have resigned.

### **Article 21**

The Managing Board shall:

- a) Seek to achieve the objectives of the Society, preserve the foundations upon which it was established and exercise the necessary control to ensure the proper application of its laws, regulations and resolutions.
- b) Implement the resolutions of the General Assembly and study its recommendations.
- c) Draw out the internal regulations of the Society, and make any necessary amendments thereto.
- d) Consider the necessary amendments or additions to the Articles of Association and submit them to the General Assembly for approval.

- e) Invest the funds of the Society.
- f) Consider applications for membership and apply the provisions of these Articles in respect of violations by members of the laws, regulations or resolutions of the Society.
- g) Carry out all the administrative duties relating to the Society and appoint members or other persons to help in the performance of such duties.
- h) Appoint whomsoever it shall deem appropriate to represent the Society in respect of any transaction, or at conferences and seminars.

## Article 22

The Chairman shall supervise the management of the Society and shall:

- a) Preside over the meetings of the Managing Board and the General Assembly, and ensure that their decisions are carried out. He also signs the minutes of their meetings.
- b) Convene meetings of the Managing Board and the General Assembly, manage their meetings and submit to the General Assembly the agenda approved by the Managing Board.
- c) Sign all contracts of any nature whatsoever, concluded by the Society, as well as all papers and correspondence exchanged by the Society and incorporating any financial obligations.
- d) Represent the Society before judicial authorities whether as plaintiff or defendant.

## Article 23

The Secretary shall organise the business of the Society and shall:

- a) Prepare the agendas of the Managing Board and General Assembly meetings and record their minutes.
- b) Keep the correspondence of the Society and maintain a record of the names, addresses and qualifications of its members.
- c) Prepare and distribute the publications and other printed matters of the Society.
- d) Supervise the employees and safeguard the properties of the Society.

## Article 24

The Treasurer shall supervise the funds of the Society and shall:

- a) Collect membership fees and other subscriptions from members and other parties.
- b) Disburse amounts owed by the Society and sign cheques and payment vouchers jointly with the Chairman.
- c) Prepare a monthly statement of the accounts of the Society and present it to the Managing Board, and prepare as well the annual financial report for its presentation to the General Assembly.
- d) Deposit the funds of the Society in a Kuwaiti bank as directed by the Managing Board.
- e) Maintain a sum of KD. 100/- for petty cash payments.

## THE GENERAL ASSEMBLY

### Article 25

The General Assembly is made up of all the members of the Society who have settled their membership fees and who have been members for at least six months. All these members shall have the right to attend all meetings of the General Assembly, participate in its discussions, and to vote in respect of its resolutions.

### Article 26

The Chairman shall convene an annual meeting of the General Assembly within two months after the end of the fiscal year, by a personal invitation to all members at least one week prior to the proposed date of the meeting and specifying the date and place of the meeting and the proposed agenda.

### Article 27

The Managing Board may invite the General Assembly to hold an emergency meeting if requested to do so by one-third of the working members provided that they shall specify the purpose of the meeting. The General Assembly shall then meet within thirty days after the date of such request, and in such an event the General Assembly may only discuss the matter for which the meeting has been held.

### Article 28

The General Assembly may only discuss matters listed on its agenda; it cannot discuss a matter in respect of

which a decision has already been taken by the General Assembly, save after one year from the date of such decision.

### Article 29

The meeting of the General Assembly shall not be valid unless attended by the majority of the working members. If such quorum is not reached at the first meeting, the General Assembly shall be reconvened to another meeting within two weeks after the date of the first meeting. The second meeting shall be valid irrespective of the number of members present, provided that such number is not less than ten.

### Article 30

Resolutions of the General Assembly shall be passed by the majority of the working members present and in the event of a tie the Chairman shall have the casting vote.

### Article 31

The following shall be performed by the General Assembly :

- a) Elect members of the Managing Board.
- b) Discuss the report of the Managing Board and review suggestions submitted by the members.
- c) Approve the financial report for the fiscal year.
- d) Prepare the budget for the following year.

### **Article 32**

The Extra-ordinary General Assembly shall consider the following:

- a) Important and urgent matters submitted by the Managing Board or the members.
- b) The resignation of the Chairman of the Society or of all or part of the members of the Managing Board for reasons affecting the existence of the Society.
- c) Suggestions to amending the Articles of Association of the Society and their approval.
- d) The dissolution of the Society or its merger with another body.
- e) Removal of all or part of the Board members from their positions.

### **RESOURCES OF THE SOCIETY**

### **Article 33**

The resources of the Society shall consist of :

- a) Membership fees and yearly subscriptions.
- b) Grants and assistance by the Government.
- c) Assistance and grants that the Managing Board elects to accept.
- d) Proceeds from publications issued by the Society.
- e) Revenue from the Society's properties.
- f) All other resources made available to the Society.

### **Article 34**

All the resources of the Society, including subscriptions and all fixed and movable properties, grants, donations and other properties shall be the ownership of the Society, and the members shall have no rights thereto. Members dismissed or having resigned shall have no right to these funds. The Society shall deposit its funds in its own name with a bank in Kuwait.

### **Article 35**

The financial year of the Society shall commence on January 1st and end on December 31st in every year.

### **ADMITTANCE FEES AND SUBSCRIPTIONS**

### **Article 36**

Every member shall pay an admittance fee of KD. 1/- upon his acceptance as a member of the Society and an annual subscription of KD. 10/-.

### **Article 37**

The annual subscription fee shall become due in full upon notification of acceptance of the applicant by the Society.

### **Article 38**

The annual subscription fees shall become due at the beginning of January in every year, and shall be paid before March 31st. A member who has not

settled his subscription before that date will not be entitled to attend meetings of the General Assembly or obtain any of its publications.

#### **DISSOLUTION OF THE SOCIETY AND AMENDMENT OF ITS ARTICLES OF ASSOCIATION**

##### **Article 39**

These articles may not be amended save by a resolution of an Extra-Ordinary General Assembly on the recommendation of the Managing Board or on a proposal of one-third of the working members and subject to the approval of the government department concerned.

##### **Article 40**

The Society may be dissolved by a resolution of an Extra-Ordinary General Assembly attended by more than one-half of the working members, provided that such resolution shall be passed by a majority of the attending members. The Ministry of Social Affairs and Labour shall, at least 15 days prior to the date fixed for the meeting, be advised of the date and place of such meeting. The management of the Society may not, after the decision to dissolve it, dispose of the Society's properties or documents save by a resolution of the Minister of Social Affairs and Labour specifying the method of dissolution and disposal of the funds and documents and the body to which such funds and documents shall ensue.

##### **Article 41**

The properties of the Society, upon its dissolution, shall ensue to the Ministry of Social Affairs and Labour.

#### **ELECTIONS**

##### **Article 42**

- a) Kuwaiti working members only, are eligible as candidates for election to the Managing Board, and all working members are entitled to participate in the election process provided that they shall have already settled their subscription fees and that they have been members for six months or longer.
- b) The General Assembly shall appoint a committee of three members to supervise and organise the elections, provided that none of them shall be a candidate to the Managing Board. The job of this committee shall end upon the completion of the elections.
- c) Election to the Managing Board shall be by secret ballot.
- d) The newly elected members of the Managing Board shall immediately hold a meeting to check the Chairman, Secretary and Treasurer by secret ballot.

## INTERNAL REGULATIONS

### Article 43

The Managing Board shall issue the internal regulations which shall incorporate a procedure of its meetings and the General Assembly, and shall also include provisions governing administrative and financial affairs as well as other organisational matters.

## COMMITTEES

### Article 44

The Managing Board shall create a number of committees from its members to administer the affairs of the Society and seek to realise its objectives. The internal regulations shall identify these committees, define their functions and responsibilities, specify the number of their members, their formation, the ways of convening their meetings and other relevant matters.

## ANNUAL SUBSCRIPTIONS

### Article 45

If a member fails to settle his annual subscription fees, without an acceptable excuse, within the period prescribed in Article 44 of the Articles of Association, the Secretary shall demand payment within one month from the date of such demand and if he fails to pay within the said period of one month, the Secretary shall send him another advice and if the member fails to pay within fifteen days after the date of that second advice he shall forfeit his membership in the Society and shall be notified thereof in writing.

