



**Note: The English version of this charter has been translated from the original Arabic version. The English translation is for reference purpose only. The Arabic version is the legal binding copy.**

## **The articles of Association of “the Oman Association for Quality in Higher Education”**

### **Part 1: General provisions Article**

**(1):**

A **non - profit** association shall be formed in the name of “**The Oman Association for Quality in Higher Education**”.

The association shall enjoy a legal entity status as well as financial and administrative independence and shall adhere to the laws for private associations in the Sultanate. The head office shall be in the governorate of Muscat and its remit shall cover all the Sultanate. It may establish subsidiary units as and when required upon approval from the concern authorities .

### **Article (2): Association objectives:**

1. To spread a culture of quality in higher education by offering programmes, initiatives and quality enhancement.
2. To participate in the provision and enhancement of opportunities of technical support and training for higher education employees.
3. To enhance the activities of the association to ensure its continuity.
4. To establish and enhance relations with similar, local, regional and international professional associations.
5. To achieve coordination and integration among local higher education institutions and other concerned parties locally, regionally and internationally by exchanging opinions, advice and best practices and through joint activities that facilitate quality performance and in accordance with the association’s jurisdictions.

### **Article (3):**

The association should not engage in politics, the formation of parties or interfere in any religious matters. The association should also avoid dealings with tribal or groups as stated in the laws in force for private associations. Particularly the association should not engage in the following:

1. Engaging in any activities other than that specified by the articles of the association unless approved by the Ministry of Social Development.
2. Joining an association, authority or club outside the Sultanate unless approved by the ministry.
3. Holding public events or festivals without getting a license to do so from the ministry.
4. Permitting gambling or alcohol drinking in the association premises.
5. Offering grants to external authorities except through the Oman association for charity organizations.

### **Article (4):**

The following terms and phrases whenever mentioned in the articles of the association, shall have the meanings expressed next to them unless the context requires otherwise.

- Association: The Oman association for quality in Higher education.
- Board of directors: Board of the directors of OAQHE of at least seven elected members.
- General Assembly: Comprises all the members who fulfilled their commitments according to the articles of the association and at least 6 months had elapsed after their membership with the exception of the first meeting.
- Institution: Higher education institution comprising: (University/ University College/ College/ Institute). It practices teaching, provides academic programmes, technical or vocational programmes and awards, Ph.D. master, bachelor or diploma (2 years) or other vocational certificate.
- Member: The member who has fulfilled the obligations arising from the association law and at least 6 months had elapsed after the membership with the exception of the first meeting.
- Rapporteur: The secretary of the Oman association for quality in higher education.
- Training Institutions: Training centers and institutions licensed by competent authorities awarding academic degrees.
- The ministry: The ministry of Social Development.
- The minister: The minister of Social Development.

## **Part 2: Membership conditions and the rights and duties of the members**

### **Section 1: Membership conditions:**

**Article (5):** Membership is open to:

- Higher education institutions
- Individuals on condition they satisfy the following requirements:-
  - Not less than (18) years of age.
  - Has not been convicted of a felony or crime related to honour or honesty
  - Has a good name and conduct
  - Has interest in serving the association and achieving its objectives.

### **Article (6):**

A willing member shall submit an application from to the Rapporteur. Applications shall be registered by membership number (serial number) and presented to the board of directors for approval. Applicants shall be notified of the board's decision.

### **Section 2: Duties and Rights of members.**

#### **Article (7):**

Members of the Association shall adhere to the provisions of the law of "Private Associations in the Sultanate" issued by the Royal Decree No.14/2000 as well as to the articles of the Association. A member should consider their membership as voluntary aimed at serving the higher education sector and exert maximum effort to promote the objectives of the association.

The member has to:

1. Contribute to the association activities according to his ability and capabilities.
2. Be an exemplar for the association in his conduct and behavior.
3. Encourage the association's various activities.
4. Refrain from anything that may harm or disadvantage the association.
5. Abide by and be committed to the association resolutions issued by both the General Assembly and the Board.
6. Pay the annual financial subscription determined by the Board of Directors and ratified by the general meeting.

**Article (8):**

A member who resigns or whose membership is terminated may not claim a refund of any financial contributions or donations paid to the association. A member or a member whose membership has been terminated for any reason or the heir of a deceased member may not claim a refund of any earlier contributions or donations and they have no right to any of the association's funds.

**Article (9):**

Association members are eligible to attend all General Assembly as well as Extraordinary General Meetings. Members are also eligible to nominate themselves for the Board's membership after one year of his Association membership and satisfying the necessary requirements of Board membership.

**Article (10):**

Membership may be deemed ineffective or suspended in the following cases:

1. Withdrawal from the Association
2. Death.
3. Loss of any of the membership conditions.
4. Dismissal.
5. Delaying the payment of due subscription fees for one year provided that the member has been notified of the same.

The Board of Directors shall issue a decision of membership ineffectiveness or suspension and the member has to be informed of the same within 30 days of issuing the decision.

**Article (11):**

Membership invalidated for non-payment of due subscription fees may be revalidated in case the member settles any due fees during the first quarter of the following year.

### **Part 3:**

#### **Section 1: The General Assembly Article**

##### **(13):**

The General Assembly is open to all the members whose subscription fees have been settled and whose memberships have been valid for at least (6) months with the exception of the first meeting for both institutions and individuals. Institutions are allowed to select a number of persons to represent them as follows:

1. Universities: maximum of 4 members
2. University Colleges and colleges: maximum of 2 members

##### **Article (14):**

The general assembly shall convene upon an invitation from the chairman of the board, or upon a request by one third of eligible members or upon an invitation by the ministry when necessary.

##### **Article (15):**

The agenda shall be attached with the invitation to the General Assembly. The General Assembly may not discuss anything not included in the agenda unless agreed on by one third of eligible members.

##### **Article (16):**

The General Assembly shall be called to meet once per year during the 3 months following the financial year's closure (conclusion) to discuss the following:

1. The board's annual report about the association work and activities.
2. The budget and final accounts of the concluding year and the proposed budget of the following year.
3. The report of the association account auditor.
4. Election of board members or replacing those whose membership has expired.
5. The appointment of account auditor and determining their remuneration.
6. Any other items as presented by the board.

**Article (17):**

The General Assembly may be invited to an Extraordinary Meeting to discuss any of the following:

- The amendment of the articles of the association.
- The dissolution of the association.
- The termination of membership of all or some members.
- Any other important and urgent issues presented by the board or the minister.
- A major violation of the law or the internal regulations of the association
- The nullifying of one of the board's resolutions.

**Article (18):**

The General Assembly shall be held at the premises of the association unless the meeting invitation refers to another venue. Members shall be invited in writing 15 days prior to the meeting and a copy of the agenda, final accounts and proposed budget shall be attached to the invitation.

**Article (19):**

The ministry shall be notified of every General Assembly at least 15 days prior to its date attaching copies of the following:

- The invitation letter.
- The agenda.
- Any other related documents.

The ministry may send its representatives to attend the meeting.

**Article (20):**

The annual assembly shall not be valid or commence unless attended by an absolute majority. In case the quorum is not complete the assembly shall be postponed and held within 15 days. The second meeting shall be valid with a quorum of 50% of the members and if this quorum is not secured the minister may authorize the board of directors with jurisdictions of the general assembly.

**Article (21):**

The General Assembly shall be presided by the chairman or the deputy chairman in the absence of the chairman or the eldest member in the absence of the deputy chairman.

**Article (22):**

The General Meeting resolutions shall be passed by absolute majority of the attending members. The extraordinary meeting resolutions shall be taken by 2 thirds of the members.

**Article (23):**

The association resolutions shall be recorded on a special record signed by the chairman and the rapporteur.

**Article (24):**

A member of the General Assembly may not take part in discussions or vote in case of conflicting interest related to any item of the agenda resolution except when electing the Board of Directors.

**Article (25):**

A copy of the minutes of the General Assembly shall be sent to the ministry within 15 days of the meeting being held.

The minutes shall be attached with a list of the attending members and resolutions.

**Section 2: Board of Directors.**

**Article (26):**

The association shall be managed by a board of directors of at least 7 members including the chairman. The duration of the board shall be 2 years. On expiry memberships may be renewed for 1 term only.

**Article (27):**

In its first meeting the board shall elect a chairman, deputy chairman, rapporteur and treasurer from among its members.

**Article (28):**

The Board of Directors shall manage the affairs of the association and shall be collectively responsible to the minister for all association work in accordance with the provisions of the law and articles of association. The board of directors shall also be responsible for the association funds and belongings and shall have jurisdiction over the following:

1. Managing the association affairs technically, financially and administratively and setting the association internal regulations according to the models set by the ministry.
2. Forming necessary committees provided that it is represented by at least one member. Resolution of the committees shall be valid and enforceable within the committees' jurisdictions as determined by the board. The committees' work shall be presented to the board for ratification in its first meeting.
3. Appointing staff and monitoring their performance.
4. Inviting Annual General Meeting (AGM) and Extraordinary Meeting in accordance with provisions of the law.
5. Appointing new members and accepting resignations of the members
6. Implementing the resolutions of the General Assembly.
7. Investigate the violations of members.
8. Direct supervision of the association programs and projects.
9. Determining the value of the petty cash.
10. Preparing the final accounts and budget of the concluded financial year, the proposed budget for the next year and the annual report to be presented to the General Assembly.
11. Discussing the ministry's remarks and preparing the necessary response.
12. Providing the ministry with copies of the minutes of the board of directors meeting and the general meeting within two weeks of the meetings being held.
13. Participating in setting the organisational structures and administrative systems to enhance the mission and vision of association.
14. Approving and following up of the implementation of strategic and operational plans of the association.
15. Approving financial transactions within the limits determined by board of directors.
16. Approving the minutes of the annual inventory stock.
17. Approving the spending of the petty cash.
18. Reviewing operational by laws for the project, proposals and the proposed budget prior to presentation to the board.

**Article (29):**



The Board of Directors shall meet periodically at least once every 2 months. Any members failing to attend more than half of the sessions held during a year without valid reasons shall be considered resigned.

**Article (30):**

The Board of Directors meeting shall be valid by being attended by simple majority and resolutions shall be taken by the majority of the attending members. In case of equal votes the side of the chairman shall be the ruling one.

**Article (31):**

In case a member's place became vacant in between 2 General Meetings the place shall be filled by the member with the highest votes in the last elections, if he or she declines the next in votes shall be appointed.

**Article (32):**

Minutes of the Board of Directors meetings shall be recorded in minutes signed by the chair of the Board and rapporteur.

**Article (33):**

The chairman of the Board shall have jurisdiction to:

1. Preside over the general assembly and the extraordinary meeting
2. Represent the association in connection with others the association as well as in court
3. Decide on the agenda of board meeting and follow-up its resolutions
4. Sign all contracts and agreement approved by the Board on behalf of the association
5. Co-sign with the rapporteur on minutes, administrative decision and issues related to the staffing
6. Co-sign with the treasurer on cheques and expenditures documents
7. Resolve urgent matters that cannot be postponed until the next meeting of the board of directors

**Article (34):**

The rapporteur shall have jurisdiction to:

1. Prepare the agenda, send invitations to members , prepare the minutes and resolution and record them in special records to be presented to the next meeting for ratification
2. Maintain a record of the members names and their basic information

3. Documentation and generation of the minutes of board meeting and the general assembly and co-sign them with the chair of the board.
4. Prepare the association annual report including the outcome of operational plans and present them to the board
5. Prepare the agenda of the general assembly and any extraordinary meetings and call for the meetings according to the provision of the law.
6. Provide the ministry with the minutes of the general assemblies.
7. Supervise all the administrative work and maintain the association's documentation and records.
8. Read all incoming mail and present them to the board as per jurisdictions.
9. Receive membership applications.

**Article (35):**

The treasurer shall have jurisdiction to:

1. Supervise the association funds and expenditure, monitor the issuing of receipts of all revenues, receiving and depositing them in the bank account of the association and supervise its entering in the association financial books.
2. Manage and supervise financial and inventory.
3. Supervise the annual stock checking.
4. Spend the legally approved funds, keep expenditures documents and co-sign them the cheques with the association chairman.
5. Prepare the final accounts and balance sheet to be presented to the financial auditor for review and also to prepare the audit report to be presented to the board
6. Participate in preparing the proposed budget and presenting to the board.
7. Prepare responses to any remarks received by the association regarding its finances.

**Article (36):**

The general assembly shall appoint auditor not from the board members and fix the necessary remuneration. If the association expenses or revenues exceeds 100,000 OMR then auditor should be chartered accountant and his work shall commence on appointment.

The auditors shall have jurisdiction to:

1. Check the association books and documents any time and may ask for any necessary information or clarification.
2. Set up financial system to ensure smooth running of the association's operations
3. Check the annual final treasury inventory and present a report to the board of directors.

4. Present a report on the final accounts and balance sheet to the board of directors including his comments one month prior to the general assembly.

#### **Part 4: The Association Funds and its Utilisation**

##### **Article (37):**

The association funds comprise:

1. Subscriptions (institutions and individuals)

Universities	600 OMR Annually
Colleges	300 OMR Annually
individuals	50 OMR Annually

2. Donations and gifts provided that the minister approves its acceptance.
3. Revenue from activities.
4. Government subsidies.
5. Other revenues approved by the ministry

##### **Article (38):**

The association's financial year shall starts on 01/01 and closes on 31/12 of the next year with the exception of the 1<sup>st</sup> financial year as it should start on the date of association registration and closes at the end of December of the next year.

##### **Article (39):**

The association funds shall be positive in its name and accredited in its name and accredited bank in the sultanate and the ministry has to be notified. In case of changing the bank the ministry has to be notified within one week. Funds may be drawn by cheques co-signed by the chair of the association and the treasurer

##### **Article (40):**

The board of directors shall determine the amount of money to be kept by the treasurer in cash to meet the association's urgent expenses.

**Article (41):**

The association funds are dedicated to achieving its purposes and cannot be used otherwise.  
The association may utilise an extra revenue to secure and income generating fixed source.

**Section 5: The Dissolution of the Association**

**Article (42):**

If the board of directors realises the association is unable to achieve its strategic aims and objectives then an extraordinary general meeting may be called to dissolve it. In case two thirds of the members agree on the dissolution a decision from the minister shall be issued and a dissolver shall be appointed.

**Article (43):**

The association resources shall be transferred to one of the existing association determined by the ministry.