



CONSTITUTION OF
THE JORDANIAN AMERICAN ASSOCIATION
(San Francisco Bay Area and Northern California)

Edition 2
Approved on
March 3rd, 2013

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Article I - Name

The name of this association is the **JORDANIAN AMERICAN ASSOCIATION**, A California non-profit Corporation.

Article II - Purpose

The purpose of which this Association is formed is:

1. To foster philanthropic works and drives for the better awareness of the cultural and social life of people of Jordanian origin and to promote greater harmony among the Jordanian people and people of Arabic speaking origin now living in the United States.
2. To exhibit Jordanian and other Arabic arts and literary works,
3. To encourage the study, knowledge and interest in the Arabic language and culture and to secure the general physical and fraternal welfare of the people of Jordan and the people of Arabic speaking origin in the United States of America.
4. To establish a library of literary Arabic works in the Arabic and English Languages and to establish language classes for children and adults who are interested in learning the Arabic language.
5. To revive, and promote the Jordanian Art and Culture in all its aspects.
6. To promote social and cultural functions to enable the Jordanian Community members to get to know each other and to be part of a “family Unit” and to interact with other communities in the area.
7. To assist new Jordanian immigrants and students in getting oriented to the new way of life in the United States.
8. To participate in Cultural, Social and Sport exchanges with other Arab American associations and or social and cultural centers.
9. To encourage its members to join and participate in various sports events and competitions.
10. To carry out and support issues related to the history and culture of Jordan and the Arab World.

Article III - Prohibited Activities

No part of the assets or earnings current or accumulated of the Association shall at any time be distributed to or inure to the benefit of any private individual, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered, to pay reasonable allowances for authorized expenditures incurred on behalf of the Association and to make payments and disbursements in furtherance of its purposes.

Political activities are prohibited except for;

- 1) Encouraging Jordanian Americans to vote in the national and local United State government elections.
- 2) If the activity is specifically intended for educational purposes as determined by the Board of Directors.

A motion and a majority vote are required for any political activity occurring at the JAA, sponsored, or promoted by the JAA.

Article IV - Offices

The principal office of the Association shall be located at such location as the Board of Directors shall designate.

Article V - Membership

Section 1: Classification

The association shall have four classes of members. These are Full Members, Associate Members, Honorary Members and Lifetime Members.

Full Members: Any person over 18 years of age who is a Jordanian or derives his or her origin from Jordan through either paternal or maternal ancestry. A non Jordanian spouse of said full member is also entitled to full membership. Full members can vote and serve on the Board of Directors. Additionally, a full member must pay his annual dues, participate in the JAA activities, and respect the Jordanian culture, traditions, and leadership.

Interim Full Members:

Any person who wishes to be a JAA member for the first time is considered an interim non-voting member for a period of one full year after he or she pays their dues. After one year of membership, the JAA Board of Directors will review the status of the interim member and grant him/her the status of full voting and permanent member. The Board of Directors may however decide to deny the full membership status to the interim members if there is a legitimate reason for denial. In such case, the Board of Directors must inform the interim member of the decision and the reason for denial.

Interim members are not entitled to serve on the board of Directors until they become full voting and permanent members of the JAA.

Interim membership does not apply to sons and daughters of any person who is a current or a past member of the JAA. They are considered automatically full voting members once they reach the minimum age of 18 years and meet other criteria for membership.

Associate Members: Any person over 18 years of age who pays yearly membership dues and who believes in and participates in the activities of the Association and is not eligible for full membership as defined in this document is entitled for associate membership. Associate members may not vote or hold office in the Association.

Honorary Members: The majority of board of directors may grant honorary membership status to a person or persons who have performed outstanding services for the Association or the Jordanian community. Honorary member's rights and privileges are determined according to their eligibility for full or associate membership. Honorary members are exempt from paying the association dues. Honorary membership may not be revoked unless the person violates the rules, regulations, orders or by-laws of the Association. The majority vote of the Board of Directors is required to revoke an Honorary Membership.

Section II: Membership Approval

To be eligible for full or interim membership, an individual must:

- 1) Receive two recommendations from at least two full members.
- 2) Fill out the designated membership application.
- 3) Be approved by the Board of Directors with at least 2/3 majority.

Section III: Membership Dues

The Board of Directors shall establish the amount of annual dues. The amount of the annual dues shall be included and updated in the Board of directors' by-laws. Such dues are payable annually during the calendar year by all full and associate members in order to become or remain active members of the association. Annual dues will also be accepted on the day of the general membership meeting provided the member pays his/her dues for the previous and the upcoming calendar years. Dues paid on the day of the general membership meeting shall enable the full member to vote and be counted for the needed quorum.

Article VI - Government

The constitution shall be the governing code for the Jordanian American Association. All administrative authority is vested in the Chairman or Board of Directors as herein after proved for. All legislative authority is vested in the general meeting of the voting membership of the association.

Article VII - General Membership Meeting

Section I: General

There shall be an annual general membership meeting of the voting membership of the association to be held in January of each year. The Board of Directors shall determine the date.

If conditions exist such that it makes it not possible to have the general membership meeting in January, the meeting may be postponed with a 2/3 majority vote by the Board of Directors provided:

- 1) The Board of Directors consults with the Executive Committee for their recommendation prior to making the decision.
- 2) General Membership Meeting shall not be deferred beyond March.
- 3) A detailed communiqué is sent to all active voting members of the association explaining the reason for the delay and informing them of the new date.

Section II: Notice of Meeting

Written or printed notice stating the place, day and hour of the meeting and the purpose for which the meeting is called shall be delivered to all voting members not less than 15 days or more than fifty days before the date of the meeting. If mailed, such notice shall be deemed delivered when deposited in the United States mail and addressed to the member at his or her address as it appears on the records of the Association with postage thereon prepaid. Members may sign a written waiver of notice in lieu of notice.

Section III: Quorum and Voting

Twenty percent of the full and active members shall constitute a quorum. Affirmative votes of a majority of Full Members present will carry a motion. No voting by proxy shall be permitted in any general membership meeting. Full active members shall have the power to elect the directors as set forth in this article. Only full and active members shall have the right to vote.

Meetings shall be governed by "Roberts Rule of Order" as such rules may be revised from time to time in so far as such rules are not inconsistent or in conflict with these by-laws, with the Articles of Incorporation of this Association or with the law. Should there be any conflict, a point of order, differences in interpreting the constitution, or any other issue inhibiting the proceeding of the meeting, the President, with assistance from the Board of Directors, shall be the person making the final decision on the issue at hand. Should the conflict persist, the president shall call upon the members of the Executive Committee, or their designees, to confer and briefly discuss the issue at hand. A quick final decision based on majority vote shall be made. The president shall convey the final decision of the Executive Committee to the general membership and the meeting shall proceed without any further delay.

Section IV: Qualifications of the Board of Directors

A candidate for the Board of Directors shall meet the following criteria:

- 1) Active full member of the JAA
- 2) Over 21 years of age.
- 3) US citizen or a permanent resident of the United States.

Interim members are not entitled to join the Board of Directors. This requirement may be waived under the following conditions:

- 1) The number of potential candidates that are full members is not sufficient to fill vacancies existing on the Board of Directors.
- 2) The member is unanimously endorsed by the Nominating Committee, the Executive Committee, and approved with a minimum 2/3 vote by the Board of Directors.

The Nominating Committee must ensure that any candidate for the Board of Directors meets the criteria stipulated in this section.

Section V: Nominating Committee

At least one month before the annual meeting of the general membership of the Jordanian American Association, the chairman of the Board shall appoint a nominating committee composed of at least three people. The nominating committee shall nominate at least as many persons as there are vacancies to be filled. Those nominated must have agreed to serve if elected.

Section VI: Process

The president shall be the presiding officer at all meetings. The President shall report in writing and present a report of the association progress report, its finances, and work projects for the past year. The Treasurer of the board shall prepare the annual financial report of the association. This report shall be made available for all members attending the general membership meeting.

At the general meeting, the Chairman shall ask the nominating committee Chairman to read the name of the nominees after determining that all names have been verified and are full active members of the association. The chairman shall then ask for nomination from the floor. He must remind the voting members that the nominees must first be determined to be eligible.

Election shall go by secret ballots.

The number of names receiving the most votes shall be elected as trustees for the Board for the two-year term and take office during the first meeting of the new fiscal year.

Section VII: Special Meetings

The Chairman shall have the power to call a special meeting of the voting membership whenever it deems necessary, for any purpose, on a motion made and duly passed by the majority of the Board at a regular meeting dully called for that purpose. The chairman of the Board shall set the time and the place of such meeting. The Secretary shall notify all voting members by mailing a notice at least fifteen (15) days prior to the convening of such meeting. The notice shall include the time, place and the purpose for the meeting.

No business may be transacted at any special meeting of the voting membership other than which it was called.

Regular meetings of the general membership shall be held annually and as deemed necessary. Special meetings may be called by the President or by 20% of full active members. The chairperson shall chair meetings, by the President or by a chairperson chosen by 20% of the full and active members calling the meeting.

Article VIII - Board of Directors

Section I: Representation

To conform to the articles of Jordanian American Association, filed with the state of California, Board of Directors is established. The Board consists of a minimum of seven members. The number of directors may be increased by the general membership to a maximum of eleven directors.

Election of officers of the Board shall be annually. In the event of a vacancy in the Board of Directors, the President of the Board may appoint a person from the general voting membership to complete the balance of the calendar year within 30 days and after approval of the Board of Directors. The Board of Directors shall maintain a minimum of seven members.

The Board of Directors is authorized to spend up to a maximum of \$ 10000.00 without the necessity to consult with the general membership of the Jordanian American Association.

Section II: Term Limits

Board members are elected by the general membership to serve for a two-year term. A Board member may not run more than two consecutive terms; but may run again in the future and after being out of the board for a period of at least one year.

The JAA President is elected by the Board of Directors for one year term. He or she may run again for the second year but shall not serve As A president for more than two consecutive years.

Section III: Duties of the Board of Directors

1. The Board of Directors shall be the representative of the Jordanian American Association in the administrative of its properties and affairs. It shall be responsible for receipts and disbursements.
2. The Board of Directors shall have right to promulgate and adopt by-laws for the conduct of its meetings and affairs provided, however, that such by-laws must be consistent with this constitution.
3. The Board of Directors shall hold one regular meeting at least twice per month. Two-third majority of the elected and appointed members of that Board shall constitute a quorum for transaction of business.

4. The President shall vote only in the event of a tie.
5. The Board of Directors shall prepare a budget for the new fiscal year within the first thirty days of their taking office. The budget shall be submitted and approved by the executive committee.
6. At the end of each fiscal year, the Board of Directors shall prepare a report containing in detail all receipts and expenditures of the association, including any and all special funds, endowments, etc., held for specific purpose; such report shall be made available to all voting members of the association.
7. The Board shall have, at a minimum, one quarterly written communication to the general membership. This communication shall report progress made or planned by the Board and a brief summary of the overall state of the JAA.
8. The Board of Directors shall create such standing committees as deemed necessary to accomplish the purpose of the Association. The Chairman shall appoint all members of such committees from the membership of the association after consultation with the Board of Directors. The President shall create and appoint all other special committees he deems necessary for the accomplishment of any special purpose of the association.
9. To establish Major policies governing the affairs of the association and devise mature means for the association's growth and development, to provide for maintenance and locations of present and future headquarters of the JAA, to pass upon applications for membership, elect, remove and fill officers of the Board of Directors, do any and everything required to fulfill the objectives of the association.

Section IV: Board of Directors meeting

Time and Place:

Meetings of the Board of Directors may be held at any place designated by the two-thirds majority of the Board of Directors from time to time. The chairperson, the President, or any 3 members of the Board may call the meeting.

Notice of Meetings:

Written notice of the time and place of each meeting shall be given to each member of this Board of Directors at least five days in advance of such meeting, unless the meeting is regularly scheduled and the Board members are aware of the time and place of the scheduled meetings. In any event, Board meetings shall be no less frequent than twice a month.

Quorum and Voting:

A two-thirds majority of the entire membership of the Board of Directors shall constitute a quorum for the transaction of any business. In the absence of a quorum a lesser number may adjourn the meeting to a future time. The affirmative vote of a majority of members present at a Board meeting at which a quorum is present shall be necessary and sufficient to the making of decisions by the Board. Each Director shall have one vote, which must be cast in person.

Consent Action:

Any Action requires or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if a written consent to such action is signed by all members of the Board of Directors and such written consent is filed with the minutes of the proceedings of the Board.

Emergency Board Action:

Decisions may be taken by the Board of Directors in cases of emergency as determined by the officers of the association as long as a minimum number constitutes a quorum are consulted and a majority thereof give their consent.

Compensation:

Members of the Board of Directors shall receive no compensation for their services, but they may be reimbursed for expenses incurred while acting on behalf of the Association.

Section V: Finances

Fiscal Year: the association's fiscal year shall be the calendar year. The association's membership year shall begin on February first for a period of one year.

General Funds: the general contributions, pledges, dues and other general income of the association shall be deposited in a legally recognized banking institution and shall constitute the general fund.

Special Funds: The Board of Directors may create other funds titled under specific or separate accounts for the purpose of receiving accumulating pledges, gifts, inheritance, which may be designated for the fulfillment of any specific purpose or purposes not inconsistent with this constitution.

Investing: The Board of Directors may invest or reinvest funds which have been accumulated under paragraph B and C of this Section in a manner consistent with the rules relating to Directors for prudent investment.

Section VI: Resignation

A Director may resign from his or her position by a letter of resignation. The resignation will be effective upon announcement by the Board of Directors.

Article IX - Officers of the Board

The officers of the Board of Directors are the president, vice president, treasurer, and secretary. Officers are nominated and elected by the Board of Directors. Qualification requirements for these positions at the JAA are:

- 1) A candidate must be an active full member in good standing.
- 2) A candidate must be a Jordanian National with a National Number or any person that qualifies to be a Jordanian National based on the applicable laws and regulation of the Hashemite Kingdom of Jordan.
- 3) Must be a US citizen or a legal resident of the United States.

President:

The president shall be the chief executive of the Association and shall have general charge of the business, affairs and property of the Association and of implementing the general directives of the Board of Directors. She or he shall have the authority to hire and discharge employees, to execute contract or other instruments on behalf of the Association, to co-sign checks, drafts or other orders from the payment of money, to sign notices or other evidences of indebtedness, and to lease space for the Association.

A candidate for President must be fluent and articulate in the English language. Although it is not a condition, it is also desired that the candidate for JAA presidency is able to communicate, at least verbally in the Arabic language.

The JAA president has the authority to spend up to a maximum of \$ 500.00 of the JAA fund should an urgent situation arises where he or she may not be able to gather the Board of Directors to obtain a formal approval. The JAA President shall notify the Board of Directors of the expenditure in the first meeting following the expenditure.

Vice President:

There shall be one Vice President who in the order of rank may act for the president in his or her absence and to perform such duties as assigned by the President or the Board of Directors. In the event of vacancy of the office of President, the Vice President shall serve as President until the Board of Directors shall elect a new President.

Secretary:

The Secretary shall record all notes and minutes of all proceedings of the Board of Directors, he or she shall give or cause to be given notice of all meetings where required, and shall perform such other

duties as may be prescribed by the Board of Directors or the President. The Secretary shall be entitled to make use of the services of such assistants as he or she shall designate in the performance of his or her duties. He or she shall be responsible for the day to day management of the Board office, if any. He or she shall have authority to co-sign checks of the Association.

Treasurer:

The Treasurer shall have the custody of all funds, securities and shall keep in books belonging to the Association full and accurate accounts of all receipts and disbursements. The Treasurer may endorse on behalf of the Association for collection, checks, notes and other obligations and shall deposit the same as well as monies, security and other valuable effects of the Association in such depositories as shall be designated by the Board of Directors. He or she shall disburse the funds of the Association taking proper vouchers for such disbursements of all transactions of the financial condition of the Association. The Treasurer shall be entitled to make use of the services of such assistants as he or she shall designate in the performance of his or her duties. He or she shall have authority to co-sign checks of the Association.

Article X - Removal

Any member of this association may be expelled from membership who shall violate any of the rules, regulations, orders or by-laws of the association or who violates any contract made by or with this association or who does any act which tends to interfere with the accomplishment or the objectives sought to be accomplished by this association. When a member of this Association is charged with any act for which such member may be expelled, notice of the same shall be served on such member personally or by registered mail at his or her last known address, and if, after due opportunity to be heard, the Board of Directors as it so decides, such member may be expelled and his or her name dropped from the list of membership; provided however, that any member who has been dropped from the list may appeal such expulsion to the membership of the association and the action of the majority of the members at any duly called and held meeting at which such appeal is considered shall be final.

Additionally, the Jordanian American Association is essentially a social organization embracing all Jordanians regardless of their pious or political background. Although faith is generally encouraged, the JAA does not and shall not follow any specific religious teachings that may interfere with its open social values or established character. Any person or a member that is seen or considered as a potential threat to the established ethics and morals of the JAA may be denied membership or expelled if he or she is already a member.

Article XI - Duties of the Chairperson of the Board

Call and chair all meetings of the Board of Directors and acts to fulfill the mandates of the Board of Directors.

Article XII - Committees

The following shall be the standing committees of the Jordanian American Association:

Constitution and By-laws

Nominations

Public Relations

The Board of Directors shall establish such other committees as they deem necessary to carry out the work of the association.

The Chairman shall appoint all members of such committees from the membership of the association after council talks with the Board.

The president is automatically the chair of all committees although he or she can appoint another person to chair.

Article XIII - Indemnification

The Association shall indemnify any officer or director against expenses actually and necessarily incurred in connection with the defense of any action, suit or proceeding in which he or she is made a party by reasons of being or having been such officer or director, except in relation to matters as to which he or she shall be adjudged in such action, suit or proceedings to be liable for negligence or misconduct in the performance of a duty. Such indemnification shall not be exclusive of any other rights to which such officer or director may be entitled under any by-law, agreement, and resolution of the Board of Directors or otherwise.

Article XIV - Amendment

Section I: Constitution Amendment

The constitution of the Jordanian American Association except as otherwise herein provided, may be amended, changed or modified by 2/3 vote, at a general meeting provided that changes have been submitted in writing to the Board of Directors prior to the date of the general meeting so that it can be placed on the agenda. This agenda shall be mailed to the general membership at least fifteen days prior to the date of the meeting and shall outline the details of the changes. A quorum (twenty percent active members), must be present at the meeting when a vote is called for any motion.

Section II: By-Laws Amendment

The by-laws may be amended by the affirmative vote of 2/3 of the Board members present in the regular meeting of the Directors, or in the special meeting called for that purpose, provided however, that the motion to make such amendments was made at the previous regular meeting of the Board of Directors.

Article XV - Rules and Procedures

In the event there is no provision in the constitution and by-laws governing any circumstances that may arise in the meeting of the Board of Directors, the same shall be governed by Robert's Rules of order, providing, they are wholly consistent with the constitution and by-laws of the association.

Article XVI - Dissolution

In the event of dissolution or otherwise winding up of the Association all funds and properties remaining after paying or adequately providing for debts and obligations shall be distributed as follows:

1. Fifty percent to be distributed for scholarships for needy outstanding students attending local colleges in the Bay Area as selected by the executive committee.
2. Fifty percent to be distributed for medical research as chosen by the executive committee.

Article XVI - Executive Committee:

This is a permanent committee consisting of the current president in addition to the most immediate available four past presidents of the JAA. The main purpose of this committee is to work closely with the Board of Directors to ensure that the JAA is progressing towards its goals in a healthy manner. The Executive Committee shall meet at least quarterly (4 times per year) to assess the overall welfare and well being of the JAA. After each of these meeting, the committee shall prepare and submit a written report to the Board of Directors stating its findings and making recommendations.

The Executive Committee has the leverage to appoint a maximum of additional four members from the general membership for assistance should the need arise.

The main responsibilities of this committee are:

- 1) Making recommendations to the Board on all matters pertaining to the advancement of the interest and welfare of the association and its members.
- 2) Assisting the Board of Directors in resolving conflicts that may negatively impact the wellbeing and progress of the JAA.
- 3) The committee shall interfere immediately should the Board of Directors become incapable, unable, or unwilling to run the affairs of the JAA for any reason. The general membership must be immediately informed of the situation and the resolution plans.
- 4) Should there be any conflict related to interpreting any JAA constitutional or procedural item, the committee shall give its recommendations regarding the subject matter to the President of the JAA to assist him/her in making a final decision.
- 5) In the event of an emergency requiring an immediate decision of the Board, and the constitution and by-laws or the known wishes of the Board, and that such action is recorded at the next regular meeting of the Board for ratification. calling of a special Board meeting is neither possible nor practical the president may call a meeting of this committee to act in lieu thereof, providing, however, that whatever act the executive committee takes is not inconsistent with the
- 6) In the unlikely event where the Nominating Committee and the existing Board of Directors fail to find candidates and are unable to form new Board of Directors by the maximum date of March first of the year, the Executive Committee shall interfere to run the affair of the JAA temporarily and until a Board of Directors is formed. In such a case, the Committee shall

immediately inform all the active full members of the association of its undertaking and the plans to resolve the situation.

- 7) The Executive Committee shall convene if either the JAA president, or at least 2/3 of the Board of Directors, or any two members of the committee make a request.
- 8) The outcome of any meeting for this committee shall be recorded and maintained in the JAA records.
- 9) The committee shall designate one of its members to chair any specific or scheduled quarterly meeting.

It is expected that the executive committee attends general membership meetings. If all or any of its members can't attend for any reason, the committee shall designate replacements.

BY-LAWS

By the authority of the constitution article VIII, Section III, Item B, members of the Board of Directors have adopted the following laws:

1. Officers

The officers of the Board shall consist of the president, vice president, secretary, treasurer. Those will be elected by the Board of Directors.

2. Other Officers

On instruction of the Board the president shall appoint any or all of the following additional officers.

- A. Corresponding Secretary - The duties of the corresponding secretary shall be limited to mailing of notices for the meetings and answering correspondence. He or she shall perform any other duties consistent with the title of said position which may be assigned to him or her by the chairman of the board.
- B. Assistant Treasurer - The duties of the assistance treasurer shall be keeping records and dues, pledges and other receivables under the directions of the treasurer.
- C. Parliamentarians - The parliamentarians shall attend all Board meetings to assist the president and Directors in matters of parliamentary procedures.

3. Tenure of officers

All officers shall be appointed for a period of one year and shall serve until their successors are appointed and qualified.

4. Attendance Requirements

Members of the Board are required to attend all regular meetings. If a member is absent three consecutive meetings without good cause, the Board may declare that a vacancy exists and the president shall appoint another member for the remainder of the year. The member appointed shall be approved by the Board.

5. Meetings

The Board of Directors shall decide the place, time, and frequency of all Board meetings.

6. Auxiliary Events

The Board shall require its approval prior to any event to be conducted by any auxiliary function or individual for the purpose of raising funds for the association.

7. Pledges and Dues

The Board shall fix the minimum pledge of the membership of the association.

Rule and Procedures - In event there is no provisions in these by-laws governing and circumstances that may arise in the meeting of the Board, the same shall be governed by Robert's Rules of Order, providing they are wholly consistent with the constitution.

Revisions to this Document

Edition 1

1/29/2011

1. Made corrections such as typo, grammar, structure, and format.
2. Added the Section "Amendments" on page 16
3. Added this Section "Revisions to this Document" to keep records of all future changes and updates.

Note: The original constitution of the JAA was established in 1985 and used by the JAA since then. There were no text changes or any modifications to the original constitution in this new Edition except for the items shown above.

Edition 2

03/03/2013

1. Incorporated all changes/amendments that were approved by the general membership on March 3, 2013.
2. Fixed minor format and typo errors.
3. Removed section called Amendments.

Note: Changes and amendments that were approved by the General Membership meeting on March 3rd, 2013 are summarized and listed in a document dated March 20, 2013 available at the JAA office. The document was signed and dated by all Constitutional Committee members that complied and approved the list.