

**ARTICLES OF ASSOCIATION**  
**(CONSTITUTION AND INTEGRATED INTERNAL BYLAWS)**  
**OF**  
**JORDANIAN COMMUNITY IN THE UK (JCUK)**  
*(A Company Limited by Guarantee, operating on a non-profit basis)*

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## **PREAMBLE – PURPOSE, VISION, VALUES**

### **Purpose**

Unite Jordanians in the United Kingdom under a democratic, transparent, and inclusive organisation.

### **Vision**

A recognised community that preserves Jordanian cultural identity and builds strong, respectful bridges with UK institutions.

### **Values**

Integrity, inclusivity, accountability, service, and respect for diversity.

## **ARTICLE I – LEGAL STATUS & GOVERNING LAW**

### **1. Legal Form**

JORDANIAN COMMUNITY IN THE UK is registered under the number 17126706 as a Company Limited by Guarantee (CLG) under the UK Companies Act 2006.

1A. The Arabic name of JCUK shall be "الجمعية الأردنية في المملكة المتحدة". This name may be used for official and community purposes alongside the English name.

### **2. Non-Profit Operation**

The company operates on a non-profit basis. All income and property shall be applied solely towards the promotion of its objects. No surplus shall be distributed to members or directors.

### **3. Governing Documents**

This Constitution (including the Internal Bylaws and Schedules) forms JCUK's governing document. It is subject to:

- UK law,
- Companies House regulations,
- Charity Commission standards (if and when registered as a charity).

### **4. Registered Office**

268 Ealing Road, Wembley, England, HA0 4LL

## **ARTICLE II – OBJECTS & POWERS**

### **1. Objects (Primary Purposes)**

- To provide a representative, democratic, and inclusive organisation that Promotes cohesion and a sense of belonging for Jordanians in the UK.
- To preserve and promote Jordanian culture, heritage, language, and traditions.
- To support the social, educational, and welfare needs of community members through providing educational, social, and cultural programmes and initiatives.
- To support youth, families, and new arrivals to the UK.

- To foster mutual understanding and cooperation between the Jordanian community, Jordanian institutions and UK institutions through building partnerships and mutual initiatives and projects.
- To encourage civic participation and integration while respecting diversity and representing the community positively and responsibly.
- To establish a democratic governance system through a General Assembly.

## **2. Powers**

To achieve its objects, JCUK may:

- Raise funds, receive grants, and hold property.
- Employ staff and volunteers.
- Enter into contracts and partnerships.
- Publish materials and organise events.
- Affiliate with other organisations.

## **ARTICLE III – MEMBERSHIP**

### **1. Eligibility for Membership**

1.1 Membership of JCUK is open to individuals who are lawfully resident in the United Kingdom as shown in 1.2

1.2 Eligibility for Full Member Category includes:

- Jordanian holding a National Number and one of following:
  - British citizens
  - Persons with Indefinite Leave to Remain (ILR)
  - Persons with Settled Status or Pre-Settled Status
  - Holders of Skilled Worker visas
  - Holders of Student visas
  - Holders of any other valid immigration permission permitting lawful residence in the United Kingdom
- Physical residence in the UK
- Be of eighteen years old and over (18+)

1.3 In addition, all applicants must:

- be of good character, conduct, and standing;
- not be subject to any statutory, regulatory, or court-ordered restriction that prevents participation in a membership organisation; and

- not have engaged in conduct reasonably considered likely to bring JCUK into disrepute or undermine its objectives.

## 2. Meaning of Good Character and Standing

2.1 "Good character, conduct, and standing" means that the individual:

- has not been convicted of serious criminal offences involving dishonesty, fraud, or misconduct relevant to trust or governance;
- has not been subject to regulatory, professional, or legal findings that would reasonably affect suitability for participation in a governance body; and
- is not subject to restrictions that materially impair their ability to act in JCUK's interests.
- is not engaged in serious material or reputational harm to Jordan or the community (including disrespect to members, profanity, defamation), or misuse of the organisation's name for political, partisan, or personal commercial purposes.

2.2 The Board shall interpret this requirement reasonably, proportionately, and in good faith, having regard to the JCUK's objectives.

## 3. Political Neutrality

No Member or Director shall use the JCUK's name, resources, or platforms for political promotion or partisan activity. JCUK shall remain politically independent and shall not endorse, support, or campaign for any political party, political organisation, or political candidate.

## 4. Admission to Membership

4.1 Applicants shall indicate the specific membership category for which they are applying (e.g., Full, Honorary, Affiliate, or Friend of the Community).

**Consolidated Membership Categories Table**

| <b>Tier</b>               | <b>Category 1 – Full Member</b>                                                                                                                                                                              | <b>Category 2 – Overseas Honorary Membership</b>                                | <b>Category 3 – Affiliate Membership</b>                                                                                                    | <b>Category 4 – Friends of the Community</b>                  |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Eligibility</b>        | 1. Jordanian National Number and one of:<br>- Permanent Legal UK Residency (e.g. UK citizen/ILR)<br>- Temporary UK visa (e.g. Student or Temporary worker visa)<br>2. Physical residence in the UK<br>3. 18+ | - Jordanian National Number<br>- British/dual<br>- Resident outside UK<br>- 18+ | - Spouse/civil partner/son/daughter of Jordanian national who does not have Jordanian citizenship<br>- No National Number required<br>- 18+ | - Non-Jordanian<br>- Supportive of Jordanian culture<br>- 18+ |
| <b>Required Documents</b> | - Jordanian ID<br>- Jordanian passport<br>- British passport/ILR<br>- UK visa/BRP                                                                                                                            | - Jordanian ID<br>- Jordanian passport                                          | - Passport/ID<br>- Marriage/birth certificate                                                                                               | - Passport/ID                                                 |

|                      |                                                       |                                                            |                        |                         |
|----------------------|-------------------------------------------------------|------------------------------------------------------------|------------------------|-------------------------|
|                      | - UK address proof<br>- Student proof (if applicable) | - British passport (if dual)<br>- Overseas residence proof |                        |                         |
| <b>Voting Rights</b> | Full voting                                           | None (advisory only)                                       | None                   | None                    |
| <b>Annual Fee</b>    | £10                                                   | £5 or donation                                             | £5 or family bundle    | £5                      |
| <b>Notes</b>         | For Jordanians residing legally in UK                 | For Jordanians abroad                                      | For Jordanian families | For cultural supporters |

4.2 Applications shall be submitted in such form as the Board may determine and shall be reviewed and approved by the Membership Committee or the Executive Board within 30 days of submission.

4.3 The Board may refuse membership only on reasonable, objective, and non-discriminatory grounds.

4.4 Upon approval, the applicant's name shall be entered into the Register of Members, and membership shall take effect from that date of approval.

## 5. Rights and Voting

5.1 Full members shall have the right to attend, participate, and speak at general meetings, vote on resolutions, stand for election to the Board (subject to eligibility), and receive governance communications.

5.2 Each full member shall have one vote on each resolution. Voting may be conducted in person, by proxy, or by electronic means as determined by the Board.

## 6. Code of Conduct

The Board shall adopt a Code of Conduct establishing behavioural standards for Members and Directors, including professionalism, confidentiality, respectful communication, social media use, conflicts of interest, anti-harassment, and inclusion. Compliance with the Code of Conduct is a condition of membership and service.

## 7. Termination, Discipline, and Appeals

7.1 Membership shall cease if: the member resigns in writing; ceases to be lawfully resident in the UK; is removed by resolution for serious misconduct; or becomes legally disqualified.

7.2 The Board may suspend or expel a member on reasonable, substantiated grounds.

7.3 A member facing disciplinary action shall be given written notice of the reasons and a reasonable opportunity to respond before any final decision is made.

7.4 A member may appeal a termination or expulsion decision within 21 days of receiving notification. The appeal shall be reviewed by an independent panel or the full Board, excluding any individuals directly involved in the original decision.

## **8. Administration**

8.1 JCUK shall maintain a Register of Members in accordance with the Companies Act 2006.

8.2 Annual accounts shall be independently examined or reviewed where required by law or by resolution of the Board to ensure financial transparency.

8.3 Membership shall be administered in a manner consistent with fairness, transparency, non-discrimination, and proportionality.

## **9. Interpretation**

9.1 "Lawfully resident" means holding valid permission under UK immigration law to reside in the United Kingdom.

9.2 "'Ordinarily resident' means the place where a person normally lives voluntarily and for a settled purpose, in accordance with UK legal standards."

## **10. Declarations & GDPR**

10.1 Information and documents are true and accurate.

10.2 Commitment to respect the organisation's constitution, bylaws, and values.

10.3 Category 2, 3 and 4: Acknowledgement that membership is honorary/advisory and confers no voting or candidacy rights.

10.4 Consent to data processing and storage under UK GDPR for administrative and electoral purposes.

## **ARTICLE IV – GENERAL ASSEMBLY (GA)**

### **1. Supreme Authority**

The General Assembly is the supreme governing body of JCUK, composed of all Full Members.

### **2. Powers of the GA**

The GA shall:

- Elect and remove Board members.
- Approve amendments to this Constitution.
- Receive and approve annual financial statements and reports.
- Decide on winding up or merger.
- Set strategic direction (via resolutions).

### **3. Annual General Meeting (AGM)**

An AGM shall be held each calendar year, within 12 months of the previous AGM. Business includes:

- Board report.
- Financial report and independent audit summary.
- Election of Board directors (every two years).

- Any other resolutions.

#### **4. Extraordinary General Meeting (EGM)**

An EGM may be called by:

- The Board, or
- At least 15% of Full Members (written request stating purpose).

#### **5. Notice & Quorum**

- Minimum 21 days' written notice for all GAs (including agenda and resolutions).
- **Quorum:** 20% of Full Members (or 200 members, whichever is lower). If quorum not met, the meeting is adjourned to the same time/place one week later – then any attending Full Members form a quorum.

#### **6. Voting**

Only Full Members may vote at General Meetings. Students who are ordinarily resident in the United Kingdom and enrolled in UK educational institutions qualify as Full Members and therefore exercise voting rights as Full Members.

The following conditions must apply:

- Each Full Member has one vote.
- Voting may be in person, electronically, or by proxy (if the Board establishes a secure system).
- Ordinary resolutions: 50%+1 majority of votes cast.
- Special resolutions (amendments, winding up): 75% majority.

### **ARTICLE V – BOARD OF DIRECTORS (GOVERNING COUNCIL)**

#### **1. Composition of the Board**

The Board shall consist of **11 directors**, all of whom must be Full Members of JCUK.

#### **2. Powers and Duties**

The Board has legal authority to manage JCUK's affairs, including:

- Strategic oversight and compliance with UK law.
- Approval of budgets and major contracts.
- Supervision of committees and staff.
- External representation.
- Ensuring accountability and transparency.
- Appoint a Chief Executive Officer (CEO) to run the day-to-day administration of JCUK, and to determine their terms of appointment, delegated authority, and reporting lines (which shall be set out in a written letter of appointment).

#### **3. Officer Roles and Responsibilities**

The roles of Chair, Vice Chair, Secretary, and Treasurer shall be defined in the Bylaws and shall include:

- Chair — leadership of the Board, meeting oversight, external representation.
- Vice Chair — support to the Chair and acting Chair when required.
- Secretary — governance records, minutes, notices, compliance.
- Treasurer — financial oversight, reporting, and budget management.

These definitions may be expanded in the Bylaws.

#### **4. Election and Term of Office**

- Directors are elected by the GA for two-year terms.
- A director may serve two consecutive terms maximum in the same office.
- The Chair may serve a maximum of two consecutive terms (four years total) before standing down for at least one term.
- The Board shall establish nomination criteria for candidates standing for election, which must be published with every notice of election and included in the nomination form. Such criteria must comply with UK law and the non-discrimination principles of JCUK

#### **5. Meetings of the Board**

- Frequency: at least once every three months.
- Chair: elected by the Board from among its members.
- Quorum: 50% + 1 of serving Directors.
- Decisions: by majority vote; Chair has a casting vote only if tied.

#### **6. Vacancies**

- If a vacancy occurs, the Board may appoint a Full Member to serve until the next AGM election.
- If more than 40% of seats become vacant, a special election must be held.

#### **7. Conflicts of Interest**

Any director with a direct or indirect interest in a proposed contract or transaction must:

- Declare it in writing.
- Not vote on the matter.
- Withdraw from the meeting during discussion if requested.

#### **8. Elections**

- Elections shall be held every two years at the AGM.
- Only Full Members who are ordinarily resident in the UK can vote. Other members can participate in discussions.
- The General Assembly shall appoint a Returning Officer to administer elections, verify eligibility, and announce results.
- Voting may be conducted:

- in person
- electronically
- by secure online ballot
- by proxy where permitted
- Election results shall be announced at the AGM and recorded in the minutes.

## **9. Nomination Criteria for Election to the Board of Directors**

A candidate for election to the Board of Directors must satisfy all of the following conditions:

- Full Membership Requirement: Must be a Full Member for at least three (3) months prior to the nomination deadline.
- Minimum Age: Must be 21 years or older.
- UK Residency Requirement: Must have been ordinarily resident in the United Kingdom for at least twelve (12) months immediately prior to nomination.
- Legal Eligibility: Must not be disqualified under the Company Directors Disqualification Act 1986 or the Companies Act 2006.
- Bankruptcy Status: Must not be an undischarged bankrupt.
- Criminal Record Standard: Must not have been convicted of any offence involving:
  - violence
  - hate crime
  - fraud
  - breach of trust
  - human rights violations
  - or any offence incompatible with the duties of a director under UK law.
- English Language Proficiency: Must possess sufficient English proficiency to communicate effectively with UK institutions and official bodies.
- Experience or Community Involvement: Must demonstrate practical or professional experience, or active community involvement in the UK (work, study, volunteering, or community projects).
- Required Submissions: Must submit, by the published deadline:
  - a brief CV
  - a position paper (max 300 words) outlining their vision and intended projects.
- Conduct During Campaign: Must commit to responsible civil discourse, free from sectarianism, racism, incitement, or partisan exploitation.
- Conflict of Interest Declaration: Must sign a Conflict of Interest Declaration before the election and update it annually if elected.

## **10. Disqualification from Office**

A Director shall be disqualified if they:

- Cease to be a Full Member
- Become legally disqualified under UK law
- Become an undischarged bankrupt
- Are convicted of an offence incompatible with the duties of a director
- Fail to submit an annual conflict of interest declaration.

## **ARTICLE VI – COMMITTEES**

### **1. Standing & Ad Hoc Committees**

The Board may establish committees to assist its work (e.g., Finance, Membership, Events). Each committee shall have written Terms of Reference (TORs) approved by the Board.

### **2. Committee Rules**

- Committees may include non-Board members.
- Committee chairs report to the Board.
- All committee decisions and recommendations are subject to Board ratification.

### **3. Founding Council (Transitional)**

- For the period until the first GA elections, a Founding Council (composed of the original incorporators and selected reputable individuals) shall exercise the powers of the Board.
- The Founding Council must call the first GA within 12 months of incorporation and stand down once elected directors take office.

## **ARTICLE VII – FINANCE, ACCOUNTS & AUDIT**

### **1. Financial Year**

The financial year shall run from 1 April to 31 March.

### **2. Finance Committee**

- The Board shall appoint a Finance Committee (at least three members) to oversee budgeting, expenditure, and internal controls.
- The Committee reports quarterly to the Board.

### **3. Annual Accounts & Audit**

- The Board must prepare annual financial statements in accordance with UK accounting standards for CLGs.
- An independent audit is required if annual income exceeds £25,000 (or earlier if required by law / by member resolution).
- The audited (or examined) accounts shall be presented to the GA for approval.

### **4. Financial Delegation & Spending Authority Clause**

The Board shall adopt a Financial Delegation Policy specifying spending authority as follows:

- Treasurer — may approve expenditure up to £300.
- Finance Committee — may approve expenditure up to £1000.
- Board of Directors — must approve any expenditure above £1000.

Two signatories are needed for expenditure over £300 and up to £1000. Three signatories needed for expenditure above £1000. All expenditure must comply with UK financial regulations and the JCUK's financial controls.

## **5. Banking & Signatories**

- All JCUK bank accounts shall require at least three authorised signatories (directors) for any payment above the limit of £1000.
- Dual authorisation refers to approval; three signatories refer to bank execution.

## **6. Compliance with External Standards**

JCUK shall comply with:

- Companies House filing requirements.
- Charity Commission guidance (if charity registered).
- UK anti-money laundering and data protection laws.

## **7. Financial Transparency**

To ensure accountability:

- Digital Receipts: Every payment generates a PDF receipt (e.g., JCUK-2026-XXXX) attached to Template B.
- Dual Authorisation: All outbound transactions from the JCUK's UK bank account require approval from both the Chairman and Treasurer.
- Annual Disclosure: A financial summary showing income and event expenditure will be emailed annually to all active members.

# **ARTICLE VIII – DISCIPLINARY RULES**

## **1. General Principles**

- All members and directors must act in good faith and in JCUK's best interests.
- Any allegation of misconduct shall be investigated fairly and confidentially.

## **2. Conflict of Interest (Members & Directors)**

- A mandatory declaration of interest must be made annually and whenever a conflict arises.
- Breaches (e.g., undisclosed conflicts) may lead to sanctions.

## **3. Sanctions**

The Board (or a designated disciplinary panel) may impose:

- Warning (written)
- Suspension of membership or director rights (up to 6 months)
- Termination of membership / removal from office

## **4. Appeals**

- An affected person may appeal a sanction to a Neutral Disciplinary Panel comprising three disinterested members elected by the GA for that purpose within 21 days of receiving notification.

- The Panel's decision is final and binding.

## 5. Complaints Policy

JCUK shall maintain a Complaints Policy covering complaints against Members, Directors, Committees, and complaints submitted by members of the public. The policy shall define procedures for submission, investigation, resolution, and appeal. All complaints shall be handled fairly, confidentially, and in accordance with UK law.

## ARTICLE IX – AMENDMENTS & WINDING UP

### 1. Amendments to the Constitution

- This Constitution may be amended only by a **special resolution** of the General Assembly (75% of votes cast).
- No amendment may remove the non-profit asset lock or change the liability guarantee without prior legal advice.

### 2. Winding Up (Dissolution)

- JCUK may be wound up by a special resolution of the GA.
- Any remaining assets after paying all debts **shall not be distributed to members or directors**.
- Instead, they must be transferred to another UK non-profit organisation with similar objects (or to a charity), as determined by the GA at the time.

### 3. Members' Guarantee

- Each member (Full and Categories 2,3 and 4) undertakes to contribute up to **£1** (one pound) to JCUK's assets if it is wound up while they are a member, or within one year after they cease to be a member.

## **INTERNAL BYLAWS (OPERATIONAL RULES)**

*The following Bylaws are adopted by the Board and can be amended by the Board without a member vote, provided they do not conflict with the Articles above.*

### **1. Bylaw 1 – Governance Framework (Board Operations)**

#### **1.1 Council Mandate**

The Board of Directors shall exercise strategic oversight, ensure legal compliance, represent JCUK externally, and be accountable to the GA.

#### **1.2 Board Functions**

- Approve annual plans and budgets.
- Supervise committees and receive their reports.
- Approve membership fees (if any) and major expenditures.
- Publish an annual report and make key decisions publicly available (subject to GDPR).

#### **1.3 Decision Making**

- Ordinary decisions by majority at a quorate meeting.
- All resolutions to be recorded in signed minutes.
- Minutes to be available to members on request.

#### **1.4 Transparency & Accountability**

- Annual report to GA.
- Publication of non-confidential Board decisions on JCUK website.
- GDPR accountability policy maintained.

### **2. Bylaw 2 – Election Governance & Procedures**

#### **2.1 Election Governance Bodies**

##### **2.1.1 Independent Election Committee**

##### **2.1.1.1 Establishment & Composition**

The Board shall establish an Independent Election Committee consisting of five (5) external individuals. Members of the Election Committee must not be:

- Directors
- Full Members
- Candidates
- Individuals with any personal, financial, or material conflict of interest with JCUK

The Election Committee shall be composed of independent persons such as governance professionals, auditors, legal practitioners, retired civil servants, or community dignitaries who are not members of JCUK.

#### 2.1.1.2 Powers and Duties

The Election Committee shall hold delegated authority from the Board to regulate and oversee the General Assembly elections, including:

- publishing the election timeline, rules, and code of conduct
- reviewing, vetting, and approving or rejecting candidate nominations
- appointing the Returning Officer
- adjudicating regulatory disputes and complaints
- issuing binding determinations on breaches of election rules

The Election Committee may invite external neutral observers to observe the election. Observers shall not participate in decision-making.

### 2.1.2 Returning Officer

#### 2.1.2.1 Appointment

The Election Committee shall appoint an independent Returning Officer at least 30 days before the AGM. JCUK shall bear all reasonable costs associated with this appointment.

#### 2.1.2.2 Independence

The Returning Officer must be an independent third party (e.g., auditing firm, corporate secretarial service, governance consultant) with no conflict of interest with JCUK or any candidate.

#### 2.1.2.3 Operational Mandate

The Returning Officer shall have full operational control over:

- electronic voting systems
- proxy voting verification
- in-person ballot administration

The Returning Officer shall ensure compliance with Section 360A of the Companies Act 2006 regarding electronic voting.

#### 2.1.2.4 Counting & Certification

The Returning Officer shall:

- secure all ballots
- verify voter eligibility

- count votes across all channels
- issue a signed Certificate of Results to the Chairperson

#### 2.1.2.5 Finality of Operational Decisions

Any decision made by the Returning Officer regarding the validity of ballots, proxy forms, or electronic submissions is final and not subject to appeal.

### 2.1.3 Disputes & Escalation Framework

#### 2.1.3.1 Division of Authority

Election disputes are divided into:

- Operational disputes → Returning Officer
- Regulatory disputes → Election Committee

#### 2.1.3.2 Operational Disputes (Returning Officer)

Operational disputes include:

- ballot validity
- proxy authenticity
- electronic vote transmission
- eligibility at the point of voting

The Returning Officer's decision is final.

#### 2.1.3.3 Regulatory Disputes (Election Committee)

Regulatory disputes include:

- candidate eligibility
- campaign misconduct
- breaches of election rules
- misuse of JCUK resources

The Election Committee must issue a determination within 48 hours.

#### 2.1.3.4 Escalation Framework

Challenges to the integrity of the count (not individual ballots) must be submitted within 24 hours of voting closure. The Election Committee may review the Returning Officer's Scrutineer's Report before ratification.

#### 2.1.3.5 Penalties

Where misconduct is proven, the Election Committee may impose:

- written warning

- removal of non-compliant campaign materials
- deduction of votes
- disqualification from the election

## **2.2 Election Procedures**

### **2.2.1 Election Notice**

The Election Committee shall issue an election notice 30 days before the AGM. The notice must include:

- positions open
- nomination deadlines
- submission requirements
- voting methods
- election timeline
- code of conduct

### **2.2.2 Nominations**

- Candidates must be Full Members for at least 2 months.
- Nominations open 30 days before the Annual General Meeting (AMG); close 14 days before.
- Each nomination must be seconded by another Full Member.

### **2.2.3 Nomination Submission**

Candidates must submit:

- nomination form
- CV
- position paper (max 300 words)
- A signed Conflict of Interest Declaration, which must be updated annually if the candidate is elected to the Board (Form is in Schedule B).

All required documents must be submitted at least 14 days before the AMG.

### **2.2.4 Eligibility Verification**

The Election Committee shall verify:

- Full Membership status
- eligibility under Article V
- completeness of documents
- good standing

### **2.2.5 Ballot Preparation**

The Election Committee shall prepare the final ballot. Ballots must be published at least 7 days before the AGM.

### **2.2.6 Voting Methods**

Voting may be conducted through:

- secure electronic voting
- proxy voting
- in-person voting

All voting channels must comply with the Returning Officer's operational standards.

### **2.2.7 Counting of Votes**

The Returning Officer shall conduct the count transparently and securely.

### **2.2.8 Announcement of Results**

The Returning Officer shall issue a signed Certificate of Results to the outgoing Chair of the Board of Directors. Results must be published within 48 hours.

### **2.2.9 Record Keeping**

All election records shall be archived for three (3) years.

### **2.2.10 Term Limits**

Term limits apply as set out in Article V — Board of Directors

## **3. Bylaw 3 – Financial Compliance (Detailed)**

### **3.1 Milestone-Based Invoicing**

For any project or grant, the Finance Committee shall establish milestone-based invoicing and reporting to ensure accountability.

### **3.2 Independent Audit Appointment**

An independent auditor (or independent examiner for lower income) shall be appointed annually by the GA.

## **4. Bylaw 4 – Disciplinary Appeals Panel**

### **4.1 Composition**

Three Full Members elected by the GA for two-year terms. They cannot be current Board members.

### **4.2 Procedure**

The Panel sets its own rules (fair hearing, right to respond, written decision within 30 days).

## **5. Bylaw 5 – Nomination Criteria for Board Elections**

All candidates for election to the Board of Directors must meet the eligibility criteria set out in Article V — Board of Directors. These criteria constitute the authoritative and binding requirements for candidacy.

### **5.1 Verification of Eligibility**

The Election Committee shall verify that each candidate satisfies all eligibility conditions in Article V, including membership status, residency, legal eligibility, conduct standards, and required submissions.

### **5.2 Required Nomination Documents**

Candidates must submit the following documents by the published deadline:

- Nomination Form
- Curriculum Vitae (CV)
- Position Paper (maximum 300 words)
- Conflict of Interest Declaration — to be updated annually if elected
- Any additional documents specified by the Election Committee

### **5.3 Compliance with Election Rules**

Candidates must comply with all election rules, timelines, and conduct standards issued by the Election Committee, including campaign behaviour, communication guidelines, and restrictions on misuse of JCUK resources.

### **5.4 Determination of Eligibility**

The Election Committee shall issue a final determination on candidate eligibility. Where a candidate does not meet the criteria in Article V, the Committee shall provide written reasons for rejection.

## SCHEDULE A — MEMBERSHIP APPLICATION FORM

### Jordanian Community in the UK (JCUK)

الجالية الأردنية في المملكة المتحدة

| Section                                        | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SECTION A –<br/>Personal<br/>Details</b>    | <p><b>Full Name:</b> _____</p> <p><b>Date of Birth:</b> _____ <b>Age:</b> ____ <b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say</p> <p><b>Jordanian National Number:</b> _____</p> <p><b>Nationality:</b> _____</p> <p><b>Passport Number:</b> _____</p> <p><b>Country of Residence:</b> _____</p> <p><b>UK Address:</b> _____ <b>Postcode:</b> _____</p> <p><b>Email:</b> _____ <b>Mobile (UK number):</b> _____</p> <p><b>UK Immigration Status:</b> <input type="checkbox"/> British Citizen    <input type="checkbox"/> ILR    <input type="checkbox"/> Settled / Pre-Settled</p> <p><input type="checkbox"/> Skilled Worker    <input type="checkbox"/> Student    <input type="checkbox"/> Other: _____</p> <p><b>Profession/Sector:</b> _____</p> |
| <b>SECTION B –<br/>Membership<br/>Category</b> | <p><b>Please select your membership category:</b></p> <p><input type="checkbox"/> Category 1 – Full Member</p> <p><input type="checkbox"/> Category 2 – Overseas Honorary Member</p> <p><input type="checkbox"/> Category 3 – Affiliate Member (Spouse, civil partner, or adult child of a Jordanian national)</p> <p><input type="checkbox"/> Category 4 – Friend of the Community</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SECTION C –<br/>Required<br/>Documents</b>  | <p><input type="checkbox"/> Jordanian ID</p> <p><input type="checkbox"/> Jordanian passport</p> <p><input type="checkbox"/> British passport/ILR</p> <p><input type="checkbox"/> UK visa/BRP</p> <p><input type="checkbox"/> Proof of overseas residence (Category 2)</p> <p><input type="checkbox"/> Marriage/birth certificate (Category 3)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Section                                | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | <input type="checkbox"/> Passport/ID (Category 4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SECTION D – Membership Fees</b>     | <p>Annual membership fees are set annually by the Board and published in the Fee Schedule. Current fees are £10 for full members and £5 for others.</p> <p><input type="checkbox"/> I acknowledge that I have reviewed the current Fee Schedule and agree to pay the applicable fee upon approval.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>SECTION E – Method of Payment</b>   | <p><input type="checkbox"/> Secure online payment link (preferred)</p> <p><input type="checkbox"/> Bank transfer (details provided upon approval)</p> <p><input type="checkbox"/> Card payment</p> <p><input type="checkbox"/> I agree to complete payment within 7 days of receiving the payment request.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SECTION F – GDPR Consent</b>        | <input type="checkbox"/> I consent to JCUK processing my personal data for membership administration, communication, verification, and electoral purposes in accordance with UK GDPR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>SECTION G – Liability Guarantee</b> | <input type="checkbox"/> I agree to contribute up to £1 to JCUK’s assets if JCUK is wound up while I am a member or within one year after I cease membership.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SECTION H – Declaration</b>         | <p><input type="checkbox"/> I declare the information is true and accurate.</p> <p><input type="checkbox"/> I meet the eligibility criteria for my category.</p> <p><input type="checkbox"/> I confirm I am of good character, conduct, and standing, and have not engaged in conduct likely to bring JCUK into disrepute.</p> <p><input type="checkbox"/> I agree to abide by JCUK’s Articles, Bylaws, and Code of Conduct.</p> <p><input type="checkbox"/> I declare that I will not misuse JCUK’s name for political or commercial purposes.</p> <p><input type="checkbox"/> I understand Categories 2–4 have no voting rights.</p> <p><input type="checkbox"/> I agree to respectful civil discourse.</p> <p>Signature: _____ Date: _____</p> |
| <b>FOR OFFICIAL USE ONLY</b>           | <p>Application Received by: _____ Date: _____</p> <p>Eligibility Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Section | Fields                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <p>Reason if No: _____</p> <p>Membership Approval (Board/Designated officer): Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Membership category: 1<input type="checkbox"/> 2<input type="checkbox"/> 3<input type="checkbox"/> 4<input type="checkbox"/></p> <p>Membership Number Assigned: _____</p> <p>Date Entered into Register: _____</p> <p>Included on final ballot: Yes <input type="checkbox"/> No <input type="checkbox"/></p> |

## الجالية الأردنية في المملكة المتحدة

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Phone (UK Only): \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

**SECTION B – NOMINATOR AND SECONDER** (both must be Full Members of JCUK)**Nominator:**

I nominate the above candidate for election:

Nominator name: \_\_\_\_\_

Membership number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Secunder**

I second the nomination:

Secunder name: \_\_\_\_\_

Membership number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION C – CANDIDATE DECLARATION**

I declare that:

- I am a Full Member of JCUK (at least 3 months).
- I am over 21 years of age.
- I am not disqualified from being a director under the Companies Act 2006.
- I am not an undischarged bankrupt.
- I have no unspent convictions for dishonesty, violence, hate, fraud, breach of trust, human rights violations or any other offences under UK law.
- I consent to my nomination and, if elected, will serve as a director in accordance with JCUK's Constitution.

Candidate signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR RETURNING OFFICER USE ONLY**

Nomination received by: \_\_\_\_\_

Date: \_\_\_\_\_

Candidate eligibility verified: Yes ☐ No ☐ Reason if no: \_\_\_\_\_

Nomination included on final ballot: Yes ☐ No ☐

## **Nomination Criteria for Election to the Board of Directors – JCUK**

### **A candidate must satisfy all of the following conditions:**

1. Be a Full Member of the Jordanian Community in the UK for at least three (3) months prior to the nomination deadline.
2. Have reached the age of twenty-one (21) years.
3. Be ordinarily resident in the United Kingdom for at least twelve (12) months immediately before the nomination.
4. Not be disqualified from acting as a director under the Company Directors Disqualification Act 1986 or the Companies Act 2006.
5. Not be an undischarged bankrupt.
6. Not have been convicted of any offence involving violence, hate, fraud, breach of trust, human rights violations, or any other offence incompatible with the duties of a director under UK law.
7. Possess sufficient English language proficiency to communicate effectively with UK institutions and official bodies.
8. Have demonstrable practical or professional experience, or active community involvement within the UK (through work, study, volunteering, or community projects).
9. Submit, by the published deadline:
  - a brief curriculum vitae (CV);
  - a short position paper (maximum 300 words) outlining the candidate's vision and the projects they intend to pursue if elected.
10. Commit to responsible civil discourse, free from sectarianism, racism, incitement, or partisan exploitation during the election campaign.
11. Sign a conflict of interest declaration before the election, updating it annually if elected.

## Conflict of Interest Declaration

### Conflict of Interest Declaration Form

Jordanian Community in the UK (JCUK) is a Company Limited by Guarantee — Registration No. 17126706

#### Conflict of Interest Declaration

I, \_\_\_\_\_, being a candidate for election to the Board of Directors of the Jordanian Community in the UK (JCUK), hereby declare the following:

1. **Disclosure of Interests** I have fully disclosed any personal, financial, professional, or familial interests that may influence, or reasonably be perceived to influence, my impartiality, judgment, or decision-making as a director.
2. **Commitment to Transparency** I confirm that I will act in good faith, avoid situations where personal interests conflict with the interests of JCUK, and immediately disclose any new or emerging conflicts.
3. **Annual Update Requirement** If elected, I agree to update this Conflict of Interest Declaration **annually**, and whenever a new conflict arises, in accordance with Article V of the Articles of Association.
4. **Accuracy of Information** I confirm that all information provided in this declaration is true, complete, and accurate to the best of my knowledge.
5. **Compliance** I understand that failure to disclose a conflict of interest, or failure to update this declaration annually, may result in disciplinary action or disqualification from office under the Articles of Association.

Full Name: \_\_\_\_\_

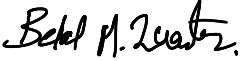
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ADOPTION & SIGNATURE

We, the undersigned, being the Founding Members / Directors of **JORDANIAN COMMUNITY IN THE UK (JCUK)**, hereby adopt this Constitution with Integrated Internal Bylaws on the date last written below.

Signed by JCUK's directors:

| Name                      | Role               | Signature                                                                          | Date       |
|---------------------------|--------------------|------------------------------------------------------------------------------------|------------|
| Mr Ali Qaddoumi           | Chair/director     |  | 7 May 2026 |
| Dr Belal Zuaier           | Secretary/director |  | 7 May 2026 |
| Eng. Abdulrahman Aboutair | Treasurer/director |  | 7 May 2026 |

**To be formally adopted by special resolution by the General Assembly** at it's first meeting to be held on election date on 7 November 2026.