

## Internal Regulations

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# NAMES

## NORTH AFRICA AND MIDDLE EAST SCIENCE CENTERS NETWORK

### Article 1

#### 1.1 Name

The name of this Network shall be North Africa and Middle East Science centers network (NAMES) a nonprofit organization.

#### 1.2 Registered Office

The registered office of the Network shall be located at:  
Bibliotheca Alexandrina  
P.O. Box 138,  
Chatby,  
Alexandria 21526,  
EGYPT

#### 1.3 Language

This is a bilingual, Arabic and English, network. All correspondences and official papers shall be drafted in Arabic and English.

### Article 2

#### 2.1 Mission Statement

Networking for a better future

#### 2.2 Mission

The goal of NAMES is the democratization of science throughout the region by enhancing the public understanding and involvement in science among an increasingly diverse public by means of informal education.

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### 2.3 Vision

The purpose of creating NAMES is to foster cooperation between member science centers and museums with the aim of benefiting from the collective available resources and experiences within the region. Networking and collaboration within the region and with the rest of the world enhances the knowledge of the dynamic and ever-changing pace of science and technology necessary for achieving the common goal of science democratization. The network also aims to help establish new science centers and museums in all countries of the region.

### 2.4 Objectives

#### 2.4.1 Long-Term Objectives

- Identifying the current situation, means and venues of science communication throughout the region.
- Promoting best practices, supporting effective communication, and encouraging excellence and innovation in informal science learning.
- Providing professional development for the science communication field in the region, collaborating to enhance the performance of those involved in the field, and making best use of all available resources within the region.
- Spreading the message of informal education and strengthening the position of science centers/museums within the community at large.
- Emphasizing and popularizing the cultural and scientific heritage of the region.

#### 2.4.2 Short-Term Objectives

- Creation of common promotional and educational publications.
- Collaboration in the fabrication of hands-on exhibits.
- Creation of one or more traveling exhibitions.

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- Sharing in the production of planetarium shows and/or arabized versions of already existing shows.
- Organizing and implementing collaborative training courses, seminars, and conferences.

### Article 3

#### 3.1 Definitions

##### 3.1.1 Science Center

A Science Center is an informal educational center for promoting science and technology. A Science Center may include science museums, aquariums, planetariums, zoos, botanical gardens, space theaters and natural history museums.

##### 3.1.2 Children's Museum

Children's museums are institutions committed to serving the needs and interests of children by providing exhibits and programs that stimulate curiosity and motivate learning.

#### 3.2 Membership

NAMES will comprise three categories of members.

##### 3.2.1 Full Members

Full membership is only opened to not-for-profit institutions and organizations in North Africa and the Middle East region that can be identified as science centers involved in the promotion of scientific knowledge.

Centers must submit a written notification to NAMES Executive Direction, through the corresponding institutional authority, stating their interest in becoming members of NAMES and vowing to assume, support and promote its activities.

Full membership is granted by consensus of at least two-thirds (2/3) of the Board to the institution or organization as a whole and not individuals.

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### 3.2.2 Sustaining Members

Sustaining membership is not necessarily for science centers themselves but can be granted to other institutions, associations, commercial corporations, private companies, government enterprises, as well as individuals, that share and support the overall mission of the network and demonstrate a strong interest in it.

Sustaining membership is granted by consensus of at least two-thirds (2/3) of the Board.

### 3.2.3 Individual Members

Individual Membership is only opened to: scientists, scholars, researchers and writers or working in the field of science and technology in the North Africa and the Middle East region. Individual Membership does not include institutions and organizations. Individual Members represent their person and not the institution(s) they are affiliated to. Individual Members can participate in the Network's activities but have neither the right of voting nor nomination for the Network's Board of Directors.

Individual Membership is granted by consensus of at least two-thirds (2/3) of the Board members.

### 3.2.4 Honorary Members

Honorary membership may only be by election of at least two-thirds (2/3) of the Board and must be based on particular merits in the field of science.

## Article 4

### 4.1 Board of Directors

**4.1.1** In addition to the President and the immediate former President, the Board consists of five members that are elected from among the Full members for a two-year term that can be extended only once.

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**4.1.2** The Board appoints among itself, and by vote, the Vice-President and the Treasurer.

**4.1.3** The Board also appoints an Executive Director from among member countries of NAMES.

**4.1.4** The Board meets at least once a year. The President calls the meeting by a written invitation sent at least 30 days before the meeting date. The agenda must be attached to the invitation. The meeting is valid if the President, the Vice-President and at least one-third of other members are either present or represented. If this quorum is not reached a new Board meeting should be called not more than two days later. It will be deemed quorate regardless of the number present.

**4.1.5** The Board has the authority to annul the membership of members who act against the regulations of the Network or manifest misconduct.

## 4.2 Executive Direction

The Executive Director will be elected from among member countries of NAMES.

The Executive Director, the Vice-Director and the Advisory Board's three members will be elected for a two-year term that may be prolonged once.

The Executive Director's and the Vice-Director's functions are to:

- a) Represent NAMES before public and private, domestic and international institutions;
- b) Coordinate and promote NAMES activities in order to comply with its objectives;
- c) Receive new NAMES members;
- d) Ensure compliance with Assembly agreements;
- e) Convene and preside the General Assembly;

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- f) Report and account for its financial and technical operation before the General Assembly;
- g) Transfer relevant files and documents to his/her successor;
- h) Communicate with the BA Financial Administration officers.

### Article 5

#### 5.1 The General Meeting

It is the supreme authority of the Network. The General Meeting is composed of representatives of the Full Members institutions. Only full members have the right to vote, at the rate of one vote per member. All other members can participate as observers and are allowed to address the audience if they want.

The role of the General Meeting includes:

- a) Approval of accounts and budget;
- b) Election of the President;
- c) Election and revocation of Board members;
- d) Modification of the Internal Regulations;
- e) Adoption of Internal Regulations;
- f) Dissolution of the Network, designation of the "liquidator" and the destination of the association assets;
- g) Decisions on any other matter for which the actual Internal Regulations have not explicitly indicated the decision body.

**5.1.1** A biannual General Meeting on its own right will be held every two years in one of NAMES full members' countries. The General Meeting is convened by the Board, by written notice delivered at least 45 days prior to the meeting. The announcement must include the agenda of the meeting.

**5.1.2** The Board must also organize a General Meeting if at least two-thirds (2/3) of the Full Members request so.

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**5.1.3** The General Meeting is only valid if it has been summoned according to the previous conditions and if at least one-third (1/3) of the Full Members are present or represented.

**5.1.4** If the required quorum is not present a second General Meeting has to be convened at the earliest two days later. Decisions can then be taken regardless of the number of members present.

**5.1.5** No one can use more than one proxy vote. This should be a written document submitted to the president of the meeting. Only a member of the General Meeting can use a proxy vote.

**5.1.6** All decisions, except when otherwise specified, are taken by simple majority. In case of equal votes, the president's vote finalizes the decision.

**5.1.7** No decision may be taken about a subject not on the agenda. Any on-the-spot items that need to be discussed have to be submitted in writing prior to the day of the meeting to the Board with approval of at least two-thirds (2/3) of the Full Members.

**5.1.8** Decisions of the General Meeting must be acknowledged to all members.

**5.1.9** Minutes of the General Meetings are kept in a register signed by the Chairman of the meeting and kept by the Executive Director.

**5.1.10** Any proposal aiming to modify the Internal Regulations or to dissolve the Network must initiate from the Board or at least two-thirds (2/3) of the Full Members.

**5.1.11** The Board must inform the members at least three months in advance of the date of the General Meeting which is to decide on such a proposal.

**5.1.12** Any of these Internal Regulations items may be altered, amended or repealed, or a new draft of the internal regulations

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may be adopted, at any meeting of the Board of Directors by the affirmative vote of at least two-thirds (2/3) of the entire Board of Directors; provided that the proper notice of such meeting shall state the substance of the internal regulations to be altered, amended, repealed or adopted.

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### Article 6

#### 6.1 Fiscal Year

The fiscal year of the Network shall end on 30 June each year, or any other date the Board of Directors selects.

#### 6.2 Depositories

All deposits shall be made in the name of the Network. Cheques, notes, drafts, bills of exchange, acceptances, undertakings or other instruments or orders for the payment of money shall be signed by any two of the following individuals: the President, the Secretary-Treasurer, the Executive Director.

#### 6.3 Subscription Fees

Full Members are to pay an initial amount to subscribe to the Network, in addition to a yearly membership fee.

These fees are subject to change according to the needs of the Network. The change in fees is decided by a consensus of at least two-thirds (2/3) of the Board. The fees are announced at the beginning of each fiscal year.

Full fees are to be paid during the first three months of the current fiscal year. If the fee is not paid during this period, the membership will be annulled.