



ARISE CONSTITUTION

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ARAB RESEARCH INSTITUTE IN SCIENCE & ENGINEERING

Providing Opportunities for Technological Advancement

CONSTITUTION
Of the
ARAB RESEARCH INSTITUTE IN SCIENCE & ENGINEERING
ARISE

Part One
Introduction to ARISE

Article 1: Definitions

This document is a statement of Constitution governing the establishment and operation of the Arab Research Institute in Science & Engineering, hereby referred to as ARISE. This document will herein be referred to as "ARISE Constitution".

Article 2: Objective

ARISE was founded to serve as a professional platform for scientists and engineers to communicate, cooperate and exchange knowledge in science and engineering fields aimed at providing opportunities for technological advancement in the area of applied industrial research and development.

Article 3: Nature

ARISE is an independent, non profit, non-governmental, self-financing and scientifically oriented institute. ARISE shall not be involved in any political activities. Its operation shall not be subject to any political tendencies or external influences.

Article 4: Vision

ARISE will become the most prominent science and engineering applied industrial research and development institute in the Arab world.

ARISE will develop, through the efforts of its members, to become an internationally recognized professional institute.

ARISE membership will include scientists and engineers from industry and academia from all Arab countries. Scientists and engineers from all over the world could become members of ARISE and participate in its activities.

ARISE shall always remain a privately owned, independent, non-profit, non-governmental, self financing, scientifically and professionally oriented institute.

ARISE members will fully control its activities and direction far from any external influences.

Article 5: Mission

ARISE motto is:

“Creating Opportunities for Technological Advancement”

ARISE will bridge the gap between the needs of practicing engineers from industry and researchers from the academic world.

ARISE will encourage its members from the academic world, both faculty and students, to undertake applied industrial research and development. It will support student projects aimed at advancing technological know-how for the benefit of industry.

ARISE will encourage its members from industry to interact with the academic world and to offer science and engineering faculty and students the opportunity to understand the needs of industry and to help direct science and engineering education to meet these needs.

ARISE will support its members in setting up a continuous and open dialogue between engineers from industry and the academic world aimed at enabling students of science and engineering to cope with the challenges of industry promptly following graduation.

Article 6: Activities

ARISE activities cover various fields of science and engineering. Areas of activities of ARISE are shown in Appendix B provided at the end of ARISE Constitution. Additional areas of activities can be added as ARISE is joined by members interested to work in new areas.

- 1- ARISE activities will include efforts ,initiatives and programmes that will lead to the creation of a suitable environment that allows researchers at higher educational institutions to conduct applied industrial research and development work that meets the needs of industry.
- 2- ARISE will seek opportunities to provide consulting services to industry.
- 3- ARISE will offer technical training by capitalizing on the knowledge and experience of its members from both academia and industry.
- 4- ARISE will promote mechanisms for creating partnerships between private and public sectors and networks between industry and academia.
- 5- ARISE will promote mechanisms for increasing and matching industry demand for knowledge with supply of such knowledge by academia.

Article 7: Location

During the initial phase following its establishment, ARISE activities will be conducted on line. At a later stage, when membership becomes sufficient and activities increase, ARISE will acquire offices that provide the operational base from which ARISE will offer its members a variety of services that meet their expectation and aspirations. ARISE Head office will be located in Beirut, Lebanon.

Article 8: Participation

Membership in ARISE is open to two categories of individuals, professionals and students. Requirements for membership for these two categories are set to ensure that members meet minimum requirements allowing them to participate effectively in ARISE activities. Membership requirements for the two categories are clearly stated in Appendix A provided at the end of ARISE Constitution.

Part Two

ARISE Organization & Management

Article 9: Management Organization

The organizational framework of ARISE shall consist of the following main bodies:

- The Board of Trustees (BT)
- The Management Board (MB)
- The Technical Committees (TC)
- Members

The Board of Trustees (BT)

Article 10: Composition of the BT

The BT shall be composed of a maximum of nine (9) members and a minimum of six (6) members. Members of the BT shall be selected from prominent individuals acting as researchers, academicians, industrialists and industrial developers interested in the objectives of ARISE and having the desire to support ARISE in meeting its objectives. Members of the BT shall be identified by the MB and contacted to determine their interest in participating in the BT.

Article 11: Interaction Between the BT and MB

The BT shall act as an advisory body and shall provide direction regarding the general policy of ARISE. Recommendations, opinions and advice offered by the entire BT, or any member thereof, will be put forth to the MB. The MB shall discuss and evaluate any and all direction received from the BT. The MB shall respond to the BT, or any member thereof, in a timely and objective manner. Interaction between the BT and the MB is meant to enhance the performance of ARISE to meet its announced objectives. This interaction is considered highly important to the success and growth of ARISE.

Article 12: Role of the BT

Pursuant to Article 11, the BT will perform the following tasks:

- 1- Support ARISE MB in realizing ARISE Vision, Mission and Objectives by promoting it on the Arab and International scenes.
- 2- Support ARISE in securing funds needed by ARISE to conduct its activities.
- 3- Review and endorse a yearly operational report prepared by the MB. This report shall include a comprehensive account of all ARISE activities and future plans.
- 4- Review and endorse a yearly financial report prepared by the MB. The report shall include a complete account of the financial status of ARISE with a fully documented financial statement. The BT can, if necessary, select a reputable financial auditor to assist in the review and evaluation of the financial report.
- 5- Provide ARISE with recommendations opinions and advice based on the review and evaluation of the operational and financial reports, in addition to other information that the BT may request from the MB from time to time.

Article 13: Organization of the BT

Members of the BT shall select and agree on one of the members to act as the Chairperson of the BT and one member to act as Vice Chairperson in case for any reason the Chairperson is unable to exercise his role. The president of ARISE shall be head of the MB as well a member of the BT. One more member from the MB, preferably the Vice president of ARISE, will also be a member of the BT. ARISE President and other MB member on the BT shall liaise between the BT and the MB.

Article 14: Membership Duration of the BT

Membership in the BT, including the positions of Chairperson and Vice Chairperson, shall be for a period of five years. Membership may be renewed as long as the individual is interested in playing an active role as a BT member. Any BT member who is absent from three consecutive BT meetings without valid reasons shall lose his BT member status.

Article 15: Meetings of the BT

The BT shall hold a minimum of one meeting every two years. During this meeting, the BT shall review the operational and financial reports prepared by the MB for the period since the previous BT meeting. Following this review, the BT shall recommend actions necessary to improve the performance of ARISE and shall provide advice on financial issues regarding the forthcoming period of time pending the next meeting. The date for the BT meeting shall be set by the MB and notified to the BT members. At least four members from the BT in addition to ARISE president must attend the BT meeting for it to be considered an official meeting.

The Management Board (MB)

Article 16: Composition of the MB

The MB shall be composed of a minimum of five (5) members and a maximum of seven (7) members including ARISE President. Members of the MB shall be selected from university professors and researchers, industrialists and industrial developers interested in the objectives of ARISE and having the desire to support ARISE in meeting its objectives. Members of the MB shall be identified by ARISE President and contacted to determine their interest in participating in the MB. In making the MB members identification, ARISE President shall ensure a balance between individuals from the academic and industrial worlds.

Article 17: Role of the MB

Pursuant to Article 16, the MB shall perform the following tasks:

- 1- Promote ARISE on the Arab and International scenes and ensure that ARISE remains on the path for realizing its Vision, Mission and Objectives.
- 2- Support ARISE in securing funds necessary for conducting its activities.
- 3- Prepare yearly operational and financial reports for submittal to the BT.
- 4- Prepare yearly budget and submit it to the BT.
- 5- Set up and plan operational programs relating to the fields of activities of ARISE.
- 6- Work on the establishment of close cooperation and interaction between the academic world and industrial institutions.

- 7- Participate in efforts aimed at expanding membership in ARISE from the academic and industrial institutions.

Article 18: Organization of the MB

The MB shall be headed by the President of ARISE. The President, in consultation with members of the MB, will select one member of the MB to act as ARISE Vice President, one member to act as secretary and one member to act as treasurer. Other individual will act as members of the MB.

Article 19: Membership Duration of the MB

The position of ARISE President shall be permanently occupied by the Founder of ARISE until such time as he would like to withdraw from the position of President or is unable to deal with the responsibilities of the position. Membership in the MB, including the position of Vice President, shall be for a period of three years and may be renewed if the individual is interested in continuing his effort as an active MB member.

Article 20: Meetings of the MB

The MB shall hold a minimum of two meetings every year. During the second yearly meeting, the MB shall prepare the operational and financial reports, which shall be submitted to BT. During the meeting, the MB shall prepare a plan of actions necessary to enhance the performance of ARISE. The date for the MB meeting shall be set by the President and notified to the MB members. At least three members from the MB, including ARISE president or Vice president must attend the MB meeting for it to be considered an official meeting.

The Technical Committee (TC)

Article 21: Composition and Organization of the TC

Each TC shall be composed of a Chairperson, a Vice Chairperson and a Secretary. In addition, the TC will include professional members and student members from ARISE. The number of professional and student members shall be set by the committee Chairperson as required to cover the activities that the TC is conducting. Each committee shall be composed of a maximum of seven (7) members. Each TC shall deal with a specialty field of science or engineering. For the same science or engineering field, more that one TC may be formed depending on the variety of projects being handled by ARISE.

Article 22: Role of the TC

Pursuant to Article 21, TC's shall perform the following tasks:

- 1- Provide technical advice and support to the MB.
- 2- Handle technical aspects related to its field of specialty.
- 3- Review, assess and evaluate proposals for cooperation received by ARISE from universities or industry.
- 4- Propose activities and/or projects to the MB that can form a basis for cooperation between universities and industry.
- 5- Supervise Projects Managers appointed by the MB to handle specific projects.

Article 23: Membership Duration of the TC

The positions of Chairperson, Vice Chairperson and Secretary of any technical committee shall be for a period of two years subject to renewal if the individuals are interested in continuing their effort related to the TC activities or completing ongoing projects.

Article 24: Meetings of the TC

Each TC shall meet as necessary to follow up on its activities requirements. A minimum of three yearly meetings must be conducted by each TC. During the meetings, the TC shall review the work on hand and agree on further actions necessary for prompt and effective follow-up of the activities. Dates for the TC meeting shall be set by the Chairperson and notified to the TC members. At least three members from the TC including either the Chairperson or Vice Chairperson shall attend the meeting for it to be considered an official meeting.

Part Three

ARISE Finances

Article 25: Financial Needs

ARISE is a non-profit organization. Consequently, its revenues are needed to cover its operational expenses and finance its activities. Expenses of ARISE are classified below:

- 1- Office Expenses: These expenses cover rent, utilities, telecommunications, maintenance and other similar expenses.
- 2- Office Staff Expenses: As ARISE activities and membership increases, it will become necessary to have staff employed by ARISE to support operational activities and member needs. Such staff could be employed on a full time or part time basis.
- 3- Conferences and Meetings: ARISE activities will involve conducting conferences and technical meetings to promote ARISE activities. Such conferences and meetings will be planned and decided upon by the MB and their expenses will be covered from ARISE financial revenues.
- 4- Promotion and Advertising: Expenses to promote ARISE and its activities as well as advertising will be covered from ARISE financial revenues.
- 5- Sponsored Projects: ARISE will sponsor projects that involve studies and/or research and development projects aimed at creating opportunities for ARISE. Expenses to promote such activities will be covered from ARISE financial revenues
- 6- Other Expenses: The MB may authorize expenses that are not listed above but which are necessary for the operation of ARISE.

Article 26: Sources of Revenue

ARISE revenues will be secured from the following sources:

- 1- Membership fees when such fees are decided by ARISE MB.
- 2- Contributions and donations in support of industrial research and development projects from Arab institutions, banks, organizations, foundations, etc.
- 3- Contributions from international organizations supporting science and engineering and industrial research and development projects.
- 4- Contribution from United Nations organizations.
- 5- Contributions from industries interested in supporting their research and development needs through work conducted by or jointly with universities under the umbrella of ARISE.
- 6- Revenues agreed upon with industrial institutions resulting from profits earned by such industrial institutions as a result of work performed by ARISE in support of such industrial institutions.
- 7- Revenues from consulting services provided or from courses offered by ARISE members from academia and industry.
- 8- Returns earned from investment of ARISE funds.
- 9- Income from marketing and sales of information and publications developed and published by ARISE.
- 10- Any other revenues approved by the MB.

ARISE MB shall approve all revenues and ensure that any contributions made in favor of ARISE are in support of its activities and do not affect its autonomy nor entail any external influences to the operation, work flow or meeting the objectives of ARISE.

Article 27: Monitoring of Expenditure

The MB shall monitor all expenses to ensure effective use of all available funds. All expenditure shall be fully recorded and complete documentation shall be maintained in support of and verification of all expenditure. Once every three months, a financial review shall be made covering all ARISE revenues and expenditure. A complete financial statement shall be issued and reviewed by the MB. A complete annual accounting statement shall be prepared by ARISE President. Every year a consolidated financial statement shall be prepared by AISE president and reviewed by the MB. This financial statement shall be submitted to the BT for its review and endorsement.

Part Four General

Article 28: Constitution Amendment

The Constitution may be amended if it becomes necessary to change the organization and management structure of ARISE. Changes must be aimed at improving the performance and meeting objectives. Changes may be proposed by members of the BT or the MB. A proposal for constitution amendment must be accompanied by a justification of the proposed amendment. Proposed amendments shall be discussed by the MB and a report prepared with all relevant details. This report shall be passed on to all BT members for evaluation and comment. The MB shall carefully review all comments received from the BT members and take such comments into serious consideration when making its final decision of accepting, modifying or rejecting the proposed constitution amendment. Constitution amendment shall be subject to the approval of the majority of the MB including ARISE President.

Article 29: Delegation of Authority

ARISE President can delegate his authority and responsibilities to any member of the MB. Such delegation shall be made in writing specifying the scope and duration of the delegation.

Article 30: Establishment of Local Branches

ARISE may establish local branches at various geographical locations to conduct activities of ARISE. Branches shall limit their activities to those meeting the objectives of ARISE. Each branch shall be managed by an ARISE member selected by the local branch members and endorsed by ARISE MB.

Article 31: Establishment of Affiliations

ARISE will seek affiliation with other research organizations whose activities are compatible with those of ARISE. All possible efforts shall be made to establish affiliations between ARISE and university research centers, industrial research centers and various international organizations that can share opportunities with ARISE and support ARISE in managing or conducting applied industrial research and development projects. ARISE will seek to establish relations with industry for the purpose of providing expertise and assistance of its members in finding solutions to technical issues that meet industrial requirements and needs.

Article 32: Honorary Members

The MB shall establish an "Honorary Member" list. Honorary member status shall be given to individuals who made special contributions or are in the process of making special contributions to the development and growth of ARISE.

APPENDIX A: Membership Requirements

ARISE membership is open to two categories of individuals, professionals and student members. Conditions for membership under these two categories are given below for determining the member grade.

Professionals: Members can join ARISE under the grade of professional following graduation from a university offering a program in science or engineering. Three grades of professional members are available.

Member: A member grade is given to university graduates with less than five years of work experience or an individual holding a master's degree with less than three years of work experience.

Associate Member: Upon joining ARISE, Associate member grade is given to university graduate holding a bachelor degree with more than five and less than ten years of work experience, or a master's degree and more than three and less than eight years of work experience. Upon joining ARISE, a university graduate with a doctorate degree will also receive associate member grade.

Senior Member: Upon Joining ARISE, Senior member grade is given to a university graduate with a bachelor's degree and more than ten years of work experience, a master's degree with more than eight years of work experience, or a doctorate degree with more than five years of work experience.

Grade Elevation: Grade elevation from member grade to associate member grade, and from associate member grade to senior member grade is automatic upon completion of the years of experience requirements.

Student Members: University students enrolled in a science or engineering program leading to a bachelor's of science or engineering degree can join ARISE at the grade of student member.

A summary of grades and requirements is shown in the table below.

RECEIVED DEGREE	MEMBERSHIP GRADES		
	MEMBER	ASSOCIATE MEMBER	SENIOR MEMBER
	YEARS OF EXPERIENCE		
BS	< 5	5 – 10	> 10
MS	< 3	3 – 8	> 8
PhD	N/A	0 – 5	> 5
STUDENT	Student Member		

APPENDIX B: Fields of Activities

Science

ARISE science activities cover all fields of science in which ARISE members are involved. The following science fields will be emphasized and are listed in alphabetical order:

- Biology
- Chemistry
- Mathematics
- Physics

The above listing does not exclude other science fields. More areas will be added as ARISE membership expands to include scientists with expertise in different areas. The science fields listed above have been selected at this stage as their applications relate more directly to engineering disciplines than other science fields.

Engineering

ARISE engineering activities cover fields of engineering in which ARISE members are involved. The following engineering disciplines will be emphasized and are listed in alphabetical order:

- Chemical Engineering
- Civil Engineering
- Communication Engineering
- Computer Engineering
- Computer Science & Information technology
- Control Systems & Instrumentation
- Electrical Engineering
- Environmental Engineering
- Industrial Engineering
- Material Science & Engineering
- Mechanical Engineering
- Renewable Energy & Energy Efficiency

The above listing does not exclude other engineering disciplines. Additional disciplines will be added as ARISE membership expands to include engineers with expertise in various engineering disciplines.