

# Internal Regulations

## *Fondation USJ*

Université Saint-Joseph de Beyrouth  
(USJ - Saint Joseph University of Beirut)

***The present Internal Regulations are drafted  
in accordance with Article 15 of the Fondation USJ Bylaws***

*The French version of the present text was approved by the University Board during its 221<sup>st</sup> meeting  
on June 19, 2024 and by the Board of Trustees during its 8<sup>th</sup> meeting on June 22<sup>nd</sup>, 2024*



## Table of contents:

### **I. General Provisions**

Article 1: Object

Article 2: Confidentiality

### **II. Specific Provisions**

Article 3: Project or Campaign Commissions

3.1 Members

3.2 Functioning

Article 4: Provisions for Remote Meetings

Article 5: Permanent Team of *Fondation USJ*

Article 6: *Fondation USJ* Activities

6.1 Events

6.2 Communication

Article 7: Mobility

### **III. Approval and Amendment of the Internal Regulations**

Article 8: Approval and Adoption of the Internal Regulations

Article 9: Amendment of the Internal Regulations



## I. GENERAL PROVISIONS

### Article 1: Object

In accordance with statutory provisions and to facilitate the management of *Fondation USJ*, the present Internal Regulations are established to specify the procedures for the implementation of the *Fondation USJ* Bylaws.

### Article 2: Confidentiality

All documents, reports, and materials provided to members of *Fondation USJ* in the execution of their duties are confidential and should not be disclosed.

This confidentiality obligation extends to any individual attending meetings of *Fondation USJ*'s Board of Directors, Fundraising Committee, Investment Committee, Audit and Compliance Committee, and Nominations Committee.

## II. SPECIFIC PROVISIONS

### Article 3: Project or Campaign Commissions

Commissions may be established upon recommendation from the Board of Directors of *Fondation USJ* or at the suggestion of the Director of *Fondation USJ*.

A commission is temporary, with a specific mission, and is explicitly established to contribute to the realization of a particular project.

The mission of a commission is to support the Board of Directors of *Fondation USJ* and, when applicable, the Director of *Fondation USJ* in all activities carried out by the Foundation and to collaborate in achieving the mission and objectives as defined in Article 2 of the *Fondation USJ* Bylaws. It refrains from engaging in any activities that could, in any way, contradict these objectives or the interests of *Fondation USJ*.

#### 3.1 Members

A commission convenes with the President of the Board of Directors and the Director of *Fondation USJ*. It may include experts, figures from the social and economic sectors, university officials, HDF representatives, hospital network personnel affiliated with the University, Alumni, and university partners as deemed necessary.

#### 3.2 Functioning

A commission meets either at the request of the President of the Board of Directors or upon the recommendation of the Director of *Fondation USJ*.

### Article 4: Provisions for Remote Meetings

In accordance with Article 6.3 of the *Fondation USJ* Bylaws and under exceptional circumstances, remote meetings may be convened by the President of the Board of Directors of *Fondation USJ*.

Members may participate remotely via teleconference or video conference using an application that allows for the recording and preservation of the entire session. The session is conducted as if it were held in person.

Provided that the technological means employed offer sufficient guarantees regarding the integrity of the votes cast, and upon the proposal of the President of the Board of Directors of *Fondation USJ*, deliberations may be conducted by electronic vote. Voting is carried out through an application approved for security by the Information Technology Office.



## Article 5: Permanent Team of *Fondation USJ*

The permanent team of *Fondation USJ* consists of:

- **Director of *Fondation USJ*:** Responsible for developing the fundraising strategy and action plan, promoting a philanthropic culture within the University, identifying potential donors, collecting donations, and maintaining donor relationships to support the development of the University and HDF (in accordance with Article 7 of the *Fondation USJ* Bylaws).
- **Operations Manager:** Responsible for implementing the strategy developed by the Director, overseeing *Fondation USJ* operations, and managing donations.
- **HDF Donation and Sponsorship Manager:** Responsible for overseeing donations, maintaining the database of existing and potential donors at HDF, managing in-kind donations, and coordinating efforts between *Fondation USJ* and HDF.
- **Partnership and Project Coordinator:** Responsible for drafting project proposals, reports, and following-up with diverse internal and external partners.
- **Database and Donation Analyst:** Responsible for updating, analyzing, and segmenting the different databases.
- **Communication and Donor Relations Officer:** Responsible for promotional materials, written communications, communication tools, and maintaining personalized relationships with donors.
- **Sponsorship and International Development Officer:** Responsible for creating and mobilizing networks to facilitate international outreach, and identifying new prospects.
- **Administrative Management Officer:** Responsible for providing administrative support to the Director and teams of *Fondation USJ*.

## Article 6: *Fondation USJ* Activities

### 6.1 Events

*Fondation USJ* launches fundraising initiatives and campaigns to engage the USJ-HDF community and raise awareness among potential donors and philanthropists. It promotes all events and activities through the University's communication channels and reaches out to its databases of potential and current donors, as well as Alumni and friends.

Annually, *Fondation USJ* organizes various events such as meetings, ceremonies, launches, inaugurations, luncheons, and dinners involving stakeholders from the University, its hospital network (HDF), Alumni, partners, and donors. Additionally, *Fondation USJ* hosts ceremonies to honor donors through signings, awards, medals, Naming launches, and other events.

These events and gatherings aim to foster information exchange, encourage networking, attract new donors, express gratitude to current donors, and strengthen solidarity between *Fondation USJ* and its partners and friends.

### 6.2 Communication

The activities carried out by *Fondation USJ* through its programs, projects, and campaigns are communicated on the University's and *Fondation USJ*'s websites and social media platforms, as well as through the bi-annual newsletter "*Fond'actions*" and the annual impact reports.

## Article 7: Mobility

Members of *Fondation USJ* permanent team may be required to travel as part of their duties.

When traveling, individuals must provide a detailed description of the nature of their trip and inform the Director of *Fondation USJ*. The President of *Fondation USJ* must be notified at least fifteen (15) days prior to any trip.



### III. APPROVAL AND AMENDMENT OF THE INTERNAL REGULATIONS

#### **Article 8: Approval and Adoption of the Internal Regulations**

In accordance with Article 15 of the *Fondation USJ* Bylaws, the *Fondation USJ* Internal Regulations shall be adopted by the Board of Directors of *Fondation USJ* following approval by the University Board in accordance with Article 66 of the University Bylaws.

#### **Article 9: Amendment of the Internal Regulations**

The present *Fondation USJ* Internal Regulations may be amended by the Board of Directors of *Fondation USJ* with a simple majority vote of its members. Any amendment shall be approved by the University Board.