These Bylaws became effective, as approved by the Board of Trustees on May 10, 2015. The BoT approved the amended Articles discussed at its second meeting on September 26, 2015, its sixth meeting on October 15, 2017, and at its tenth meeting on October 12, 2019.
Article 1: General

1.1 Charter
The Doha Institute (hereafter designated as the “Institute”) is an institution of graduate studies and research based in Doha, and registered as a private institution for public benefit in accordance with Decree-Law number (21) of 2006 regarding Private Foundations for Public Benefit. The “Arab Center for Research and Policy Studies” (hereafter designated as the Founder), established the Institute under its ownership as a not-for-profit independent institution organized and operated exclusively for educational, research, and public service purposes.

1.2 The relationship between the Institute and the Founder
The Founder, represented by its President, owns the Institute, and guarantees the independence of its governance, continual funding, and facilitates its operations in accordance with its mission and objectives, through an independent Board of Trustees (Board), which oversees the affairs of the Institute represented by its Chairman. The bylaws enacted herein delineate the mechanisms for the Board’s formation, its scope of work and authorities. The relationship between the Founder and the Institute is organized through a charter of cooperation approved by the Founder and the Board. The charter provides the framework and mechanisms of cooperation between the Founder and the Board of Trustees, particularly in relation to research projects and teaching activities, exchanging expertise and competencies, and the use of common resources and facilities.

1.3 Mission
The Doha Institute is an independent academic institution for postgraduate studies in the social sciences, humanities, public administration, development economics, business administration, clinical and social psychology, social work, conflict management and humanitarian action, critical security studies, and human rights. The Institute

المادة 1. أحكام عامة

1.1 الترخيص
"معهد الدوحة للدراسات العليا" (المعهد) هو مؤسسة للدراسات العليا والأبحاث، مقرها الدوحة ومركزة جمعية ذات خصخصة خاصة ذات نفع عام طبقًا لأحكام القانون رقم (21) لسنة 2006 بشأن المؤسسات الخاصة ذات النفع العام، أنشأها "المؤسسة العربية للبحوث ودراسة السياسات" (المعهد) وعلى ملكيته، بوصفه مؤسسة مستقلة غير ربحية تُنظم وتُدار لأغراض التعليم والبحث وخدمة المجتمع على وجه الحصر.

2.1 علاقة المعهد بالمؤسس
يملك المؤسس، ممثلًا برئيسه، المعهد، ويضمن استقلالية إدارته واستمرار تمويله وتسير عمله في خدمة رسالته وأهدافه من خلال مجلس أمناء مستقل (المجلس) يُشرف بمثابة رئيسه على شؤون المعهد.

وتحدد هذه اللائحة آلية تنفيذه ونطاق عمله وصلاحياته.

ينظم ميثاق التعاون، يقره المجلس والمجلس، العلاقة بين المؤسس والمعهد، كما يحدد أطر التعاون بينهما وألياته، وخصصًا فيما يتعلق بمشاريع البحث ونشاطات التدريس، وتبادل الخبرات والكفاءات، والاستفادة من الموارد والتسهيلات المشتركة.

3.1 رسالة المعهد
معهد الدوحة للدراسات العليا مؤسسة أكاديمية مستقلة للدراسات العليا في العلوم الاجتماعية والإنسانية، والإدارة العامة وأعمال الثالثية، وإدارة الأعمال، وعلم النفس الاجتماعي والإنساني، والعمل الاجتماعي، وإدارة النزاع والعمل الإنساني،
The Institute aims through its teaching and learning programs and the research activities of its faculty to achieve its message of universal participation by preparing a new generation of academics and researchers who are independent thinkers and proficient in using international scientific standards and modern interdisciplinary research methodologies and tools, and leading professionals who can advance human knowledge and respond to the needs of the Arab region, resulting in social, cultural and intellectual development.

The Institute will adopt the Arabic Language as the main language for study and research, supported by other common languages.

1.4 Constituents
The Institute consists of the School of Social Sciences (SOSH), Humanities and the School of Public Administration and Development Economics (SPADE), Excellence Center for Training and Consulting (ECTC), and the Language Center (LC). The Board of Trustees may approve the establishment of other schools and research centers to further serve the Institute’s mission.

1.5 The Institute’s financial resources
The Institute’s financial resources consist of the following:
1- Funds allocated by the Founder.
2- Gifts, grants, subsidies and any other resources accepted by the Board of Trustees.
3- Investment returns of the Institute’s funds.
4- Payments for services rendered and tuition.
1.6 Dissolving the Institute
The Founder may decide to dissolve the Institute, which automatically leads to the dissolution of all its units, apparatuses, and affiliates.
Subject to the relevant laws and regulations, the decision to dissolve the Institute shall elucidate on the disposition of funds and assets which return to the founder.

Article II. The Board of Trustees
2.1: Role
The Board of Trustees shall oversee the affairs of the Doha Institute, to ensure it is governed and managed in accordance with its mission, bylaws, established policies and internal systems. The Trustees shall promote the interests of the Institute before external parties and shall ensure that the Institute’s financial resources are maintained for future generations as well as for current purposes.

2.2: Composition and Membership of the Board of Trustees
2.2.1: Board Membership
The Board shall be an autonomous decision-making and self-governing body in all its matters, including the reappointment of its members, and how it carries out the Institute’s mission. The number of Trustees shall be no less than nine (9) and no more than fifteen (15), consisting of two membership categories: permanent and elected members. All members shall have the same duties and responsibilities except for those related to the duration of membership.

2.2.2: Establishment of the First Board of Trustees and its Duties
The Founder appoints the Chair of the Board and two other members who are permanent members of the Board. In preparation for the first Board meeting and after necessary consultations, the Chair, with the support of the two permanent members, shall appoint six ordinary members. The ordinary members fall into three groups of two each based on the

المادة 2. مجلس الأمناء
1.2 دور المجلس
يتولى مجلس الأمناء الإشراف على شؤون المعهد، وضمان تسييره وإدارته بفعالية، والمحافظة عليه ومواقفه وسياسات المعهد، وأنظمة الداخلية. ورفع أعضاء المجلس (الأمانة) مصلحة المعهد أمام الأطراف الخارجية، وحرصهم على الحفاظ على موارده المالية لتنفيذ الغايات الراهنة ومن أجل الأجيال القادمة.

2.2 تشكيل مجلس الأمناء والعضوية فيه
1.2.2 العضوية في المجلس
يتمتع المجلس باستقلالية القرار وحق التسيير الذاتي لشؤونه، ويشمل ذلك تجدية عضويته وضمان دومها في خدمة رسالة المعهد. لا يقل عدد الأعضاء عن تسعة (9) ولا يزيد عن خمسة عشر (15) يتألفون من فئتين من الأعضاء: دائمين ونتخبين، ليم الحدود والواجبات ذاتها فيما عدا ما يتعلال منها بمدّة العضوية.

2.2.2 تعيين المجلس الأول ومهامه
يعين المؤسّس رئيس المجلس وعضوين آخرين أعضاء دائمين في المجلس. يقود رئيس المجلس تحضيرًا لعقد الاجتماع الأول للجلس، ومساعدته عضوين دائمين الآخرين، ويعد إجراء المشاركّات اللازمة. يتعيين ستة أعضاء آخرين كأعضاء عاديّة ضمن ثلاث فئات زمنية.
duration of their membership, which is two years, three years, and four years respectively. The Chair convenes the first Board meeting with the eight Trustees prior to start of operations at the Institute in order to elect the Vice-Chair, and to review and approve the final version of the drafted institutional bylaws presented by the Chair. Within the framework of the adopted bylaws, the Board shall then establish the parameters for its work and elect its standing committees. The Board shall review and approve the documents presented by the Chair including the draft policies and procedures, and other internal documents needed to facilitate the work of the Institute. Additionally, the Board shall ascertain the soundness of the plans to launch the Institute on the targeted date including completion the hiring process for senior management positions at the Institute.

2.2.3: Reappointment of Board Members

The nominations committee formed in accordance with Article 6.4, shall prepare a list of nominations to add new members to the Board. In accordance with Article 5 of these bylaws, the Board may elect to reappoint Trustees in each group after the termination of their first term, for a maximum of a four-year term per member. When a Trustee does not wish to be reappointed or the Board does not approve his/her reappointment, a successor is elected from the list of nominations presented by the nominations committee for a renewable period of a four-year term maximum. The number of Trustees can be increased to the maximum of (15) members – in accordance with Article 2.2.1, for a maximum of a four-year renewable terms. Increasing the number of Trustees in a group shall take place by electing Trustees from a list of nominations presented by the nominations committee, and in conjunction with renewing the membership of that particular group.

Institutional Bylaws

لائحة المؤسسة

بوافع عضويَّةً لمدة سنتين، وعوضوين أخرين لمدة ثلاث سنوات، وعوضوين آخرين لمدة أربع سنوات.

يدعو رئيسَ المجلس الأعضاء الانتقائيين لحضور الجلسة الأولى قبل بدء العمل في المعهد لانتخاب نائب للرئيس، ومراعاة مسودة اللائحة المؤسسة التي يفرضها عليه رئيسِ المجلس وإقرارها في صيغتها النهائية. ويقوم المجلس في نطاق تلك اللائحة بوضع قواعد لعمله، وانتخاب لجاته الدائمة. كما يقوم بمراجعة ما يفرضه عليه رئيسِ المجلس من مسودات الوائح الداخلية والأنظمة والسياسات اللازمة لتسهيل العمل في المعهد واعتمادها، والتأكد من سلامة الخطة المعدة لإطلاق العمل في المعهد في المعهد الموسوم له بما في ذلك استكمال التغييرات النسبية لمناصب الإدارة العليا في المعهد.

٢.٢.٢.٣ ٣ تجديد عضويَّة المجلس

تقوم لجنة الترشيحات المؤلفة وفقًا للمادة ٦.٤ من هذه اللائحة بإعداد ترشيحات لإضافة أعضاء إلى المجلس، ويجري إعادة تعيين أعضاء كل فئة زمنية عند انتهاء فترة التعيين الأول لكل الفئة لفترة أربع سنوات لكل عضو كحُرٍّ أقصى، وذلك من خلال انتخاب يقوم به المجلس، وفقًا للمادة ٥ من هذه اللائحة. وله حال عند رغبة عضو من الفئة المتبقيَّة مَدتها في الترشح أو عدم موافقة المجلس على التجديد له. يجري انتخاب من يخلف العضو المعني من الأسماء المقدمة من لجنة الترشيحات، ولفترة أربع سنوات كحد أقصى قابلة للتجديد.

يمكن زيادة عدد الأعضاء؛ بحيث لا يزيد عدد أعضاء المجلس عن خمسة عشر عضوًا – بحسب المادة ٢.٢.١ من هذه اللائحة، ويعني العضو الجديد لفترة أربع سنوات كحُرٍّ أقصى قابلة للتجديد، وأن يجري ذلك بالانتخاب من بين الأسماء المقدمة من لجنة الترشيحات. وأن يتم ذلك بالتزامن مع موعد تجديد عضويَّة تلك الفئة.
2.3: Membership Qualifications
The Board members shall be Arabic-speakers, from Qatar, the Arab World and beyond, with proven records of achievement in their chosen professions or occupation. The Board shall be composed of well-respected individuals who are willing to serve the Institute within the framework of its mission and purpose. The Board shall be composed of at least three distinguished Arabic-speaking academics and researchers in the fields of social science and humanities, and/or university administration. It is preferable that in addition to academics and researchers the Board includes individuals from the private and public sector in Qatar and Arab countries who have a proven record of public service, particularly in support of education. All members of the Board represent themselves and do not represent any external public or private entity.

2.4: Resignation and Vacancies
Any Trustee may resign by giving a written statement to that effect to the Chair of the Board of Trustees. A vacancy in the Board may be filled at any Board meeting through elections, whereby all the members vote for nominees presented by the nominations committee in accordance with Article 2.2.3. The appointment of the new Trustee is valid until the expiration of the predecessor’s term, with the possibility of renewing that term by elections for a maximum of a four-year term.

2.5: Nominations to the Board
The nominations committee reviews the Board membership periodically, and nominates individuals for Board membership elections in its annual meeting, in accordance with guidelines, criteria’s, and written procedures established and pre-approved by the Board for this purpose.

2.6: Removal of Trustees
The Board may remove any Trustee from his/her position by a majority vote of two-thirds of the entire Board for any justifiable reason, including two unjustified absences.
2.7: Powers and Duties of the Board
The Board of Trustees shall:
1- Ensure that the Institute’s mission is clearly prepared and periodically reviewed by the Board, and that the Mission is always accessible to the Institute’s community and external parties interested in its affairs.
2- Establish policies and procedures for the operation of the Board of Trustees and its standing committees specify the duties and responsibilities of both the Chair and Vice-Chair, and execute the functions of the Board in accordance with Article 4.
3- Appoint the President of the Institute in accordance with a clearly documented and transparent procedure approved by the Board, whereby a special search committee is elected for these nominations. In the event the position of the President of the Institute is vacant for any reason, the Chair of the Board of Trustees will perform the functions of the President on an interim basis or delegate one of the Vice Presidents to act as Acting President.
4- Approval of the Institute’s strategic plan, and provide support and guidance for it, including review and approval of annual budgets, and exercising long-term fiduciary responsibilities.
5- Evaluate the performance and management of the President, and provide individual and collective advice on issues that may arise.

Article 3: Meetings
3.1: Regular meetings
Regular meetings of the Board shall be held at least twice per academic year. The first regular meeting shall be held in Autumn, and the second meeting which is the annual meeting, shall be held in the Spring of each year. The date of each meeting shall be specified by the Chair of the Board after consulting the President of the Institute. A written notice for each meeting, together with copies of meeting documents, shall be sent by regular mail, or electronically, to the confirmed mailing address of each Trustee, at least seven days before the scheduled meeting.
3.2: Meeting Agenda
At its regular meetings, the Board shall receive reports from the executive committee, and reports of other committees ranging from the standing, special or interim committees, in addition to the reports of the President of the Institute. Based on these reports and other matters presented to the Board, the Trustees shall take any action they deem appropriate. In the annual meeting, election of new Board members to replace those whose membership has expired, and/or increasing the number of Board members to the maximum number stated in these bylaws, as well as electing members of standing committees shall take place at the annual meeting of the Board of Trustees. The Board shall also approve the annual budget and appoint the President and other Institute officers when needed. In addition, the Board shall review fiscal forecasts and funding programs pertaining to the Institute and take necessary measures in relation to them.

Any meeting, including special meetings, may be resumed after adjournment in order to complete any issue that should have been completed at that particular meeting. There shall be no requirement for further notice of that meeting, provided that the date, time and place of the continuation are announced before adjourning the previous meeting.

3.3 The Board of Trustee may invite a representative from the Faculty Assembly to attend its annual meeting to present a memorandum to the Board on behalf of the Faculty Assembly.

3.4 Special meetings
The Chair of the Board may by virtue of his position or based on a combined request of three members of the Board, call a special meeting of the Board. Notice of any special meeting of the Board shall be in writing and sent to each Trustee by regular mail, or electronically, no less than five days prior to the date of the meeting. Emergency meetings of the Board may be called by the Chair with less than five days notice on the condition that only the subject for which the emergency
meeting is convened shall be discussed at the meeting.

3.5 Quorum
Quorum to conduct the business of the Board is present when a majority of members are in attendance for a meeting. The Trustees must adopt decisions made by the majority of Board members in any meeting with the required quorum. Use of video conference calls or other similar communication methods by means of which all persons participating in the meeting can communicate with each other shall be permitted, provided that such an arrangement is proposed to and approved by the Chair prior to convening the meeting.

3.6 Board Secretary
In consultation with the President of the Institute, the Chair shall appoint a member of the administrative staff who qualifies to serve as the Board’s Secretary. Under the direct supervision of the Chair, the Secretary shall perform tasks undertaken by the secretariat in any similar institution, including keeping and distributing detailed minutes of Board meetings, informing the Trustees of the time, place and agenda of normal, special and emergency meetings, and carrying out any other tasks assigned to him/her by the Chair. The Secretary shall keep minutes of each meeting which shall fairly reflect any decisions made and actions taken. After receiving feedback from the Trustees on previously circulated version(s) of the minutes, the Chair shall sign a final copy of the minutes prepared by the Secretary. The original and final copies shall be kept by the Secretary with the Board records.
**Article 4: Officers of the Board**
The Chair and Vice-Chair of the Board are the officers of the Board. The Vice-Chair shall be elected for a period of four years, or until the expiration of the candidate’s board membership.

**4.1: Chair of the Board**
The following are the duties of the Chairperson:
1. To preside over meetings of the Board, the Executive Committee, and any ad hoc committee formed to search for the President of the Institute or for the nomination of new board members.
2. To become an ex-officio member of all Board Committees.
3. To perform other duties determined by the Board or the Executive Committee.

**4.2: Vice-Chair of the Board**
The Vice-Chair will preside over meetings of the Board in the absence of or at the request of the Chair. The Vice-Chair shall be an ex-officio member of the Executive Committee.

**Article 5: Elections of the Board of Trustees**
Except for the Chairperson and the two permanent members of the Board who are appointed by the Founder, non-permanent members of the Board, members of the standing committees and their chairpersons, and the Vice-Chair shall be elected through secret ballot during the annual meetings of the Board held in Doha. A candidate is elected when he/she receives a majority of the votes of the Trustees present at the meeting. The term of the newly elected Board member begins on October 1st of the year in which he/she was elected.

**Article 6: Board Committees and Their Functions**

**6.1 General**
The Board of Trustees shall establish, from among its members, an Executive Committee, as well as form standing committees that provide it with the necessary support in...
discharging its main functions and responsibilities. When necessary, the Board may also form ad hoc committees to perform specific tasks. Except for the Executive Committee, all other committees shall be composed of three to five Trustees elected by the Board. Any committee shall have the right to utilize advisors as it deems appropriate. Every standing committee shall study and prepare for Board deliberations in the specified field, provide recommendations to the Board in a timely manner and when the chair of a committee is absent, other members shall elect an acting Chair for that meeting only, unless specifically stated otherwise by these Bylaws.

6.2 The Board may combine the duties of its committees as it deems appropriate, with the exception of the Executive and Audit committees, which shall remain separate from any other committees. The entire body of the Board may also sit as a committee.

6.3 Executive Committee
The Chair, Vice-Chair, and the Chairs of the standing committees of the Board are ex-officio members of the Executive Committee. The Chair of the Board shall serve as the Chair of the Executive Committee, and the Vice-Chair of the Board is the Vice-Chair of the Executive Committee.

As mandated by the Board, the Executive Committee shall exercise the powers of the Board in managing and overseeing the business and affairs of the Institute between the Board meetings, and in a manner that does not conflict with the decisions and policies of the Board.

6.4: Nominations Committee
Under the leadership of the Chair, the nominations committee shall periodically review the composition and membership of the Board of Trustees, and nominate candidates for elections at the annual meeting, in accordance with the approved and written standards and procedures.
6.5: Committee for Academic Affairs

The Committee for Academic Affairs is responsible for the Board’s tasks related to overseeing the Institute’s academic direction and development of programs. This includes reviewing all academic reports, proposals and submissions received from and through the President of the Institute. Additionally, the Committee for Academic Affairs shall make recommendations to the Board so that the Board may make well-informed decisions and follow procedures consistent with the Board’s responsibilities as defined in these bylaws, and without infringement on the academic prerogatives of the Institute’s officers, schools and councils. The Committee shall also ensure that the Institute carries out continuous internal and external audits of its programs and academic performance.

6.6 Committee for Financial Affairs and Planning

The Committee for Financial Affairs and Planning shall conduct necessary reviews and studies and make its recommendations to the Board in order for the Board to make decisions pertaining to the following matters:

1- The Institute’s financial reports and annual budget which are prepared by the President of the Institute.
2- The Institute’s campus master plan and the general conditions for using the existing facilities and structures and proposals for adding new facilities and structures, or executing plans to renovate or develop them.
3- Requests for expenditures or fulfillment of obligations incurred by the Institute, which were not included in the budget previously approved by the Board.
4- The Institute’s strategic financial plan, including the anticipated sources of income and expenditure, management of endowments and investments, and all that would secure the medium to long-term financial sustainability of the Institute.

6.6: لجنة الشؤون المالية والتخطيط

تقوم لجنة الشؤون المالية والتخطيط بالمراجعة والدراسات اللازمة وتقديم التوصيات إلى المجلس لاتخاذ ما يلزم من قرارات بخصوص:

1- تقارير المعهد المالية ومتانته السنوية التي يعدها رئيس المعهد.
2- الخطة الرئاسية الخاصة بحرم المعهد والحالة العامة لاستخدام المنشآت والمرافق الموجودة وما يقترح إضافتها من موارد أو منشآت جديدة أو تنفيذها من مشروعات ترميم تلك المراكز أو المنشآت أو تطويرها.
3- طلبات الإنفاق أو الوفاء بالالتزامات المترتبة على المعهد، بما في ذلك المصادر الدخلية والأموال الم-committee والمخصصات، وكل ما من شأنه تأمين الاستدامة المالية للمعهد على المدى المتوسط والبعيد.
4- الخطة الاستراتيجية المالية الخاصة بالمعهد، بما في ذلك مصادر الدخل والأموال المتوقعة، وإدارة الوفاء والاستثمارات، وكل ما من شأنه تأمين الاستدامة المالية للمعهد على المدى المتوسط والبعيد.
6.7: Financial and Administrative Audit Committee

The Financial and Administrative Audit Committee shall conduct reviews and make recommendations to the Board in order for the Board to make decisions or follow procedures pertaining to the following:

1- Appointment or dismissal of the internal auditor.
2- The annual audit plan prepared by the internal auditor and approved by the Board.
3- Reports prepared by the internal auditor in collaboration with the Officers of the Institute, which are then presented to the President of the Institute, who in turn provides them to the Board for review.
4- Appointment of the external auditor for the Institute, determination of the auditor’s compensation and rewards, and retention or termination of the external auditor.
5- Determining the external auditor’s scope of work and the audit plan.
6- Studying the reports from the external auditor and presenting its results to the Board.

The committee shall meet with the Institute’s administration and external auditor to discuss the financial statements and the results of the financial and administrative audits. The President of the Institute is shall not be a member of this committee.

6.8: Compensation Committee

The compensation committee, shall determine the salary of the President of the Institute on behalf of the Board and after consultation and approval of its Chair, and in accordance with the applicable laws. Based on the recommendations of the President the Committee will determine the salaries of the Vice-Presidents and Deans of different schools, and any other individuals as required by applicable laws.

1- The Board shall periodically review and approve the Institute’s entire salary scale.
2- The Board shall periodically review and approve the Institute’s policies related to personnel matters.
3- The Board also reviews all matters related to end-of-service, health insurance, savings and other benefits including amendments to these plans, suspension or termination of any

7. 6.7 لجنة التدقيقطيالي والإداري

تقوم لجنة التدقيق القانوني والإداري بالراجعه وإنهاء وإجراءات أو قرارات

بخصوص:

1- تعيين المدقق الداخلي وإنهاء خدماته.
2- خطة التدقيق السنوية التي يعدها المدقق الداخلي.
3- تقارير المدقق الداخلي الذي يعاونه بالتعاون مع إدارة المعهد، ويتم تقريره إلى رئيس المعهد الذي يرفعه لمجلس الأرداء للمراجعة.
4- اختيار المدقق الخارجي للمعهد، قيمة أجره وتعويضاته، واستبقائه وإنهاء التعاقد معه.
5- تكبيد نطاق عمل المدقق الخارجي وخطة تدقيقه.
6- دراسة تقرير المدقق الخارجي، تقديم نتائجها للمجلس.

كما تجمع اللجنة مع إدارة المعهد والمدقق الخارجي لمناقشة البيانات المالية والنتائج التدقيق المالية والإدارية.

لا يكون رئيس المعهد عضوًا في هذه اللجنة.

8. 6.8 لجنة الرواتب والعلاوات

تقوم لجنة الرواتب والعلافات بالتبتة عن المعهد وبعد التشاور مع رئيسه وموافقةه، يتولى رئيس المعهد، كما تحدد، بتوصية من هذا الأخير، رواتب نواب الرئيس وعمداء مختلف الكليات، وأي أشخاص آخرين بحسب القوانين السارية.

1- يراجع المجلس أيضًا مسؤولية المراجعة الدورية لسلّم الرواتب الإداري وإقراره.
2- يراجع المجلس سياسة المعهد الخاصة بشأن الموظفين بصورة دورية، ويزودها.
3- يراجع المجلس أيضًا جميع القضايا المتعلقة بإنهاء الخدمة، والتأمين الصحي والإذخار وغير ذلك من الامتيازات والتعويضات، بما في ذلك ما يجري من
of the plans, or the adoption and approval of new plans.

Article 7: Doha Institute Officers
7.1: Appointment
The Board appoints the President of the Institute based on the duties defined in these bylaws, for a period of four years, renewable for two additional terms based on the evaluation of the President’s performance by the Board of Trustees. It shall also approve the recommendations of the President to appoint the Vice-Presidents and Deans of different schools.

7.2: Authorities
The Board shall exercise its authority with respect to academic, research, and administrative matters through the President of the Institute, the Vice-Presidents and the Deans of the various schools.

7.3: The President of the Institute
The President shall be the chief executive and academic officer of the Institute, and its representative before the courts and external parties. The President shall be an ex-officio non-voting member of the Board of Trustees and all Committees formed by the Board excluding committees, which perform financial and administrative audits. The President shall serve as the liaison of the Board of Trustees with the Institute. The President duties include:
1- To attend and participate in all meetings of the Board of Trustees.
2- To preside on meetings of the Faculty Assembly.
3- To preside on meetings of the Doha Institute Council.
4- To submit an annual report on the operations and the condition of the Institute for presentation to the Board, two weeks before the annual Board meeting. This report shall address academic, personnel, fiscal, facilities, public relations, and other matters related to the Institute and shall be in a form

المادة 7. إدارة المعهد

1. التعاون

يُعيّن المجلس رئيس المعهد بناءً على ميوله المحددة في هذه اللائحة وفترة أربع سنوات قابلة للتجديد مرتين بناءً على تقييم مجلس الأعضاء لأدائه. كما يوافق على توصية رئيس المعهد بتعيين كلٍ من نواب الرئيسي وعمداء الكلّيات المختلفة.

2. الصلاحيات

يمارس المجلس صلاحياته الاعتيادية في القضايا الأكاديمية والبحثية والإدارية من خلال رئيس المعهد ونواب الرئيسي وعمداء مختلف الكلّيات.

3. رئيس المعهد

رئيس المعهد هو الرئيس التنفيذي والأكاديمي لمعهد الدوحة، وممثله أمام القضاء وفي علاقته مع الغير. ويكون، بحكم منصبه عضوًا في مجلس الأعضاء من دون حق التصويت، وعضوًا في جميع اللجان التي يشكلها مجلس الأعضاء باستثناء تلك الخاصة بالتدقيق المالي والإداري. ويكون رئيس المعهد حلقة الوصل بين مجلس الأعضاء والمعهد. وتشمل مهام رئيس المعهد ما يلي:
1- حضور جميع اجتماعات مجلس الأعضاء والمشاركة فيها.
2- ترأس اجتماعات الجمعية العامة لبيئة التدريس.
3- ترأس اجتماعات مجلس المعهد.
4- تقديم التقرير السنوي عن حال المعهد وأعماله، وتقديمه إلى مجلس الأعضاء قبل موعد اجتماع المجلس السنوي بسبعين على الأقل. ويتناول هذا التقرير النواحي الأكاديمية وشؤون الموظفين والشؤون المالية والمشتقات والعلاقات العامة وأي شاب آخر خاص بالمعهد، وذلك بالشكل الذي يراه المجلس ملائماً.
5- To submit a report assessing the effectiveness of implementing the previous year’s annual budget, and to present a draft budget for the following year, with estimated long term income and expenditure projections.

6- To submit an annual report on the operations and the condition of the Institute for presentation to the Faculty Assembly at least two weeks prior to the annual Faculty Assembly meeting.

7- To recommend annual plans for the Institute, after engaging in a process of guiding and coordinating the preparation of annual plans to be submitted together with the President’s recommendations to the Board. To direct the execution of the annual plan and corresponding programs after the Board’s approval of the plan.

8- To present to the Board or appropriate committees of the Board requests regarding hiring of faculty, facilities and installations, or providing other resources for the Institute.

9- To be solely responsible for communication between the Board and the Institute, and to provide the required reports and financials of the Institute before the Board.

10- Perform other duties assigned by the Board or the Executive Committee.

7.4: Vice-Presidents of the Institute and School Deans

The President shall appoint the Deans of the Schools, based on the recommendation of the Vice-President for Academic Affairs and approval of the Board of Trustees. The President shall also recommend to the Board candidates with specific responsibilities to serve as his deputies after consulting the Faculty Assembly in regards to filling these positions, and in accordance with Article 7.1.

7.5: Vice-President for Academic Affairs

The Vice-President for Academic Affairs has the primary responsibility for directing the academic and research affairs of the Institute, and approval of the recommendations made by the School Deans to appoint the Heads of
Departments/Programs and presenting those recommendations to the President of the Institute. In addition, the Vice-President for Academic Affairs shall also be an ex-officio member of the Faculty Assembly and of the Doha Institute Council. The Vice-President for Academic Affairs shall perform other duties assigned by the President of the Institute, or by the Board or Executive Committees through the President.

7.6: Vice-President for Administration and Finance
The Vice-President for Administration and Finance shall be an ex-officio member of the Doha Institute Council, as well as being the one responsible for developing and overseeing the financial, administrative and service-based plans and operations in the Institute. These include financial management, human resources, information technology, and facilities and services management. The Vice-President for Administration and Finance also performs other duties assigned by the President of the Institute, or by the Board or Executive Committee through the President.

7.7 School Deans
The Dean of a School is the academic and executive chief of that school and shall be an ex-officio member of the Faculty Assembly and the Doha Institute Council. The Dean’s responsibilities are defined under the internal procedures of the respective School. In addition to the listed responsibilities of each Dean, the Dean shall perform other tasks assigned by the President of the Institute through the Vice-President of Academic Affairs.

Article 8: The Assets of the Institute
8.1: Disposition of Assets
The President of the Institute shall be accountable to the Board of Trustees for the safekeeping and disposition of all properties and funds received on behalf of the Institute as stated in the financial authorities bylaws. All real estate, bonds and other assets of the Institute shall be held in the name of, or in a
manner indicating the ownership of such assets by, the Institute.

8.2: Annual Financial Report
The Vice-President for Administration and Finance submits to the President of the Institute periodic reports when requested, and annual financial reports audited by the auditing firm appointed by the Board. The President shall present the annual audited financial statements, together with the recommendation of the President, as part of the Institute’s annual report to the Board of Trustees at its annual meeting or one of its regular meetings.

Article 9: The Faculty Assembly of the Institute
9.1: Composition
There shall be a Faculty Assembly of the Institute (Assembly). It shall be composed of the permanent faculty members holding professorial rank positions (Assistant Professor, Associate Professor, Professor) in the Schools, as set forth in the Faculty Assembly bylaws, adopted by the Faculty Assembly and approved by the Board of Trustees.

9.2: Duties and Responsibilities
The Assembly shall within the framework of policies established by the Board, serve as the academic advisory legislative body for academic affairs of the Institute as a whole. It shall serve as a representative body to reflect and develop the needs and suggestions of faculty with respect to curricula, research policies, affairs of faculty members, the academic policies pertaining to the relationship between the Schools and other matters affecting the academic functions of the Institute. It may also recommend to the Board, through the President, modifications or amendments to academic policies.

المادة 9. الجمعية العامة لبيئة التدريس في المعهد
1. التكوين
تُنشأ جمعية عامة لبيئة التدريس في المعهد (الجمعية العامة). تتألف الجمعية من أعضاء الهيئة التدريسية الدائمة من ذوي المراتب الأكاديمية في الكليات (أستاذ، مساعد، أستاذ مشارك، أستاذ) وذلك على النحو الذي تحددته لاحقًا تعمدها الجمعية العامة وتقرها مجلس الأمناء.

2. المهام والمسؤوليات
الجمعية العامة هي الهيئة الأكاديمية الاستشارية التشريعيّة بما يتعلق بقضايا المعهد الأكاديمية ككل، ضمن السياسات التي يضعها مجلس الأمناء. ويتقدم بدور الهيئة التمثيلية التي يُعرّف وتقدّم حاجات هيئة التدريس ومفاوضاتها في ما يتعلق بالمناهج الدراسية وسياسات البحث، وشؤون أعضاء هيئة التدريس، والسياسة الأكاديمية التي تخص العلاقات بين الكليات، وأيّ شأن آخر يخص وظائف المعهد الأكاديمية. كما يمكن أن يرفع إلى مجلس الأمناء عن طريق رئيس المعهد، توصيات بشأن تغيير السياسات الأكاديمية أو تعميرها.
Article 10: The Doha Institute Council

10.1: Composition
There shall be a council of the Institute (“DI Council”), which is composed of the President of the Institute as its Chair, the Vice-Presidents, the Deans of the two schools, and the Head of the DI Research Committee. All members of the DI Council shall vote on matters coming before the Council. The President shall cast the deciding vote in the DI Council.

10.2: Duties and Responsibilities
The DI Council shall constitute the highest academic executive body of the Institute, and shall fulfil its responsibilities in approving and implementing academic policies upon receiving policy recommendations developed by the Assembly and various schools, or other sources affecting the operation of the Schools. Furthermore, the DI Council shall assist the President and other administrative officers of the Institute in formulating and executing Institute plans and policies, overseeing the daily affairs of the Institute and dealing with all urgent matters that may affect the functioning of the Institute.

Article 11: Schools
Each School is the governing academic body with respect to its faculty members. It self-administers within the framework of the School Bylaws, which have been approved by the Board of Trustees and adopted by the Faculty Assembly.

Article 12: Amending the Institutional Bylaws
Institutional Bylaws may be amended at any meeting by a majority vote of two-thirds of the Board members, on condition that a notice of the meeting and the proposed amendments have been provided to the Board members thirty (30) days prior to the meeting.
Article 13: Rules of Order
The rules contained in the latest edition of Robert's Rules of Order shall govern the proceedings of the Board when applicable and provided they do not conflict with these institutional bylaws.