

Chapter One

-Administrative section-

Article #1: [Definitions]

- 1- **Rules of Procedure:** a set of laws, regulations, and resolutions governing the work of the House of Justice. It is divided into chapters to explain the progress of work in the House of Justice, separate and distribute the tasks and powers of department managers, and shows the rights and duties of employees in accordance with the rules of Islamic law.
- 2- **The House of Justice:** the judicial institution supervising the liberated areas in the southern region, It is the only main reference to all procedural and judicial matters, which is competent to resolve disputes and consider all incidents of marriage, divorce, and all contracts and agencies. The House of Justice is the body designated to defend rights and review grievances under the provisions of Islamic law. Its headquarters is located in Sijn Gharz where it operates to achieve the goals assigned to it.
- 3- **Unified Arab law:** the law adopted and applied in the House of Justice in Houran. It derives its provisions from Islamic law and is approved by the Resolution of the Council of Arab Ministers of Justice No. 228-128, dated 19/11/1996. The law takes into consideration the remarks of Sham Islamic Commission, the Shamna Center for Studies and Shariah Research, and the Syrian Islamic Council.
- 4- **The Board of Directors:** the supreme authority in the House of Justice, responsible for setting the general policy of the House of Justice, approving the administrative and financial plans, appointing the President of the House of Justice via direct voting, and supervising the implementation of decisions and regulations. The Board of Directors meets periodically to review the latest developments and emergencies, and to develop appropriate solutions.
- 5- **President of the House of Justice:** the legal personality representing the House of Justice, the head of the administration, and the Attorney General in

Houran. The president is the head of the pyramid in the institution. He is authorized to represent the House of Justice, and sign and conclude agreements on its behalf, after such agreements have been personated to the Board of Directors. The president has also the right to nominate his vice president to the Board's consideration.

- 6- **Office Manager of the President of the House of Justice:** organizes the work and schedule of the President of the House of Justice by sorting mail, presenting documents for signing, and determining the schedule of interviews between the President of the House and citizens.
- 7- **Vice President of the House of Justice:** assumes the tasks of the President in his/her absence via an official written authorization produced by the President to his Vice President. The latter also handles the tasks assigned to him by the President of the Court during his/her presence and does not exceed the limits of his work mandate.
- 8- **Administrative Affairs Manager:** supervises the conduct of administrative work within the court by following up the organization of the offices' work in the Directorate of Administrative Affairs, and by organizing attendance, proposing rewards and penalties, and issuing circulars and draft resolutions ratified by the Chairman of the Board.
- 9- **Head of the Enforcement Office:** responsible for the organization of internal and external security, security of the court, and the security of prisoners by organizing their exit and presentation before the judges and investigators, and organizing their visits schedule and their overall condition.
- 10- **Head of the Preaching Office:** responsible for preaching of Islam within the court through the preaching programs for both prisoners and security personnel through lectures, direct lessons, or other means involving audio or video clips.
- 11- **Head of the Service Workshop:** responsible for all the service and technical work in the court, including maintenance for electricity, water, telephone, and hygiene.

- 12- **Complainant cleric:** responsible for organizing the preaching file and writing, documenting, and sending the complaint to the competent court according to the records in the House of Justice.
- 13- **Chief of the Secretariat:** responsible for documenting and recording all documents, received and issued memos and leaves, and all requests for purchase, repair, notifications, and habeas corpus in serial numbers and in dedicated records.
- 14- **Head of IT Department:** responsible for automating the judicial system; following up the development of judicial work within the Court; monitoring the work of the network computers; and maintaining the computer hardware and its attachments, and developing it commensurate with the sites
- 15- **Attendance Monitor:** responsible for preparing staff records; documentation of attendance, absence, delay, registration of leave; and the preparation of daily reports.
- 16- **Warehouse Secretary:** responsible for all items in the warehouse that are delivered to him/her and entered into the warehouse under the notes of entry, and exit the warehouse under the notes of release.
- 17- **Secretary of the Secretariat Repository:** responsible for receiving submissions through official documents and receipts, documenting the submissions in the records, and returning them upon release or at the request of their rightful owner.
- 18- **Correspondent:** responsible for receiving, delivering, and communicating the notices issued by the House of Justice to the concerned persons in accordance with the mechanism of work of the House of Justice.
- 19- **Head of the Finance Department:** responsible for receipt and documentation of funds in accordance with accounting principles and the entry of received funds into the Fund. He/She is also responsible for disbursing funds under orders and records of salaries and wages to be paid to employees in the House of Justice assets.
- 20- **Media Office:** responsible for the implementation of all media functions within the court, including documenting and photographing interviews and

meetings, covering conferences and special meetings, managing the page of the House of Justice, formulating official statements, disseminating news within the media policy prescribed by the Chairman of the Board, presenting a constant good image of the House of Justice, and publishing useful news and the important work of the House of Justice.

21- Department of Internal Inspection and Monitoring: responsible for supervising the work of the directorates; inspecting their records and work through an prior plan; and producing a report of the results to the Chairman of the Board of Directors stating the pros and cons, developing the appropriate solutions, and making suggestions in writing.

22- Directorate of Planning and Studies: develops the necessary plans for the success of the House of Justice. It also develops studies and future programs for permanent development and simulation of reality, and archives the plans as assets.

23- Training and Rehabilitation Department: responsible for the development of the programs necessary for training, rehabilitation, and development of functional skills necessary to promoting the work to the fullest.

24- Medical Office: supervises the health conditions within the institution.

Article #2:

- 1- Resolve disputes and conflicts arising between residents of the southern region by taking the necessary procedures and measure to address grievances, restore rights, and punish the perpetrators.
- 2- Document and conclude marriage and divorce contracts, as well as all civil contracts of sale and purchase.
- 3- Apply the provisions and articles of the unified Arab law derived from Islamic law on all cases before the courts of the House of Justice in Houran.
- 4- Direct and organize all public events and bodies in Houran to achieve security and justice among the people.

Objectives of the House of Justice:

- 1- Endeavor to establish a developed judicial institution to reach stable a judicial system.
- 2- Work towards a secure and stable society.
- 3- Protect the gains of the revolution through a suitable system of laws.
- 4- Reach a moderate Islamic society.

Article #3: [The structure of the House of Justice in Houran]

Board of Directors: The Board of Directors is formed from a number of members who possess the necessary knowledge, wisdom, experience, piety, and the following conditions:

- Puberty, rationality, uprightness, awareness, and perception;
 - Good morals and conduct;
 - Legal qualifications;
 - Not previously convicted of any heinous crimes;
 - Have held important posts in the House of Justice;
 - Have strong and good relations and status in the community in which they live.
- **Functions of the Board of Directors:**
- 1- Appoint the General Assembly or elect the President of the House of Justice in the Council by a two-thirds majority.
 - 2- Develop general strategic plans [administrative - media - security - advocacy]
 - 3- Develop plans and studies to collect the financial resources of the House of Justice.
 - 4- Develop training programs to qualify and train the workers in the House of Justice.
 - 5- Add new members to the Board of Directors by overall compromise or by a two-thirds majority.
 - 6- Freeze or dismiss the membership of a member of the Board of Directors by consensus or by a two - thirds majority for reasons prejudicial to the membership of the Board of Directors.

- 7- Appoint or dismiss the heads of administrative departments under the terms of admission and dismissal stipulated in the rules of procedure.
- 8- Develop a job description for the employees of the House of Justice on the qualifications and other required work conditions.
- 9- Dismiss the President of the House of Justice with the approval of 75% of the members of the Council.
- 10- The Board of Directors shall meet periodically and as required with a quorum of 60%, including the Chairman of the Board of Directors.
- 11- Decisions shall be taken by a simple majority [half + 1]. In case of equal votes, the Chairman of the Board shall have the ruling vote.
- 12- Appoint a secretary who shall be responsible for organizing the meetings of the Board, preparing the agenda, writing the minutes of the meetings, rewriting the minutes into official memos to be sent to the concerned persons, and sending invitations to concerned members two days before the date of the meeting.
- 13- Appoint the Vice President of the House of Justice based on the recommendation of the President of the House of Justice and with the approval of two thirds of the members of the Board.

- **Qualifications of the President of the House of Justice in Houran:**

1. Good conduct and reputation.
2. Puberty, rationality, awareness, perception, and sound senses.
3. Qualifications and legitimacy.
4. Diligence, intelligence, acumen, and knowledge of people affairs.
5. Be part of the revolution.

- **Tasks and powers of the President of the House of Justice:**

1. Preside over the meetings of the Board of Directors.
2. Supervise the administrative work and the judiciary in the House of Justice.

3. Sign and approve all administrative, procedural, and executive decisions and circulars.
4. The President of the House of Justice is the only arbitrator and the only person authorized to sign the adoption of the General Budget after the budget has been reviewed by the Board of Directors.
5. Adopt payroll and wages and approve the payment of bonuses and the imposition of financial sanctions.
1. Sign and view the daily mail [disbursement orders, judgment resolutions, arrest warrants, and decisions of dismissal and appointment]
2. Recommend a vice president to the Board of Directors for approval, and delegated some of his powers to the appointed vice president
3. The President of the House of Justice in Houran shall be the Attorney-General.

Article 4:

Vice President of the House of Justice [qualifications, tasks, and powers]

- **Qualifications:**

1. He must have the same qualifications as the President of the Head of the House of Justice.
2. Good conduct, reputation, and perception.
3. Perception, awareness, sensory integrity, and experience.
4. Appropriate educational and legal qualifications.

- **Tasks and powers:**

1. Carry out the tasks and function entrusted to him by the President of the House of Justice in the latter's presence.
2. Administer and run the House of Justice in the absence of the President of the House of Justice without interfering with the disbursement, because the President of the House of Justice is the only authorized individual to sign disbursement orders, except by an official delegation. In the event of the appointment of the Vice President of the House of Justice, he shall

perform the tasks of the President of the House of Justice for a period not exceeding one month.

Article 5:

The Office Manager of the President of the House of Justice:

- 1- Sort and organize incoming mail according to its importance and priority.
- 2- Explain the contents of the memos and letters directed to the President of the House of Justice, and discover the source of these correspondence.
- 3- Send mail, after being authenticated by the President of House of Justice, to the relevant departments and directorates.
- 4- Schedule the meetings and interviews of the President of the House of Justice.
- 5- Remind the President of the House of Justice of meetings, conferences, and symposia by recording them in the daily memorandum.

Article 6:

Administrative Affairs Manager: [qualifications, tasks, and powers]

- **Qualifications:**

1. Puberty, rationality, integrity, perception, and good management.
2. Good conduct and character.
3. Educational and legal qualifications.

- **Tasks and powers:**

- Supervise all departments and administrative offices in the House of Justice.
- Supervise the attendance employees in the House of Justice and secure special records to document their attendance, leave, and absence.
- Develop programs and mechanisms to carry out the qualification and training of the employees of the House of Justice
- Follow up movement and maintenance of machines belonging to the Court.

- Supervise the service workshop and follow up all its work.
- Follow up the work of the financial department, supervise all financial tables and the Fund, and follow up statements of income and expenditure and financial statements in accordance with the orders issued by the President of the House of Justice.
- Issue appointment decisions approved by the President of the House of Justice.
- Supervise the IT department and constantly endeavor to automate all the administrative and judicial branches of the House of Justice.
- Conduct tenders, auctions, and all forms of purchase and selling of the House of Justice.
- Keep the files for the workers in the House of Justice from the date of their appointment in the House.

Article 7:

Director of Inspection and Monitoring [qualifications, tasks, and powers]

- **Qualifications:**
 1. Puberty, rationality, integrity, perception, and good management.
 2. Good conduct, character, and knowledge of administrative affairs and details.
 3. Educational and legal qualifications.
- **Tasks and powers:**
 1. Establish an annual plan to monitor departments and directorates divided every three months, one control [quarter] This plan is in advance and with the consent of the President of the House of Justice
 2. Inspect and review samples of administrative and financial work to determine the accuracy and validity of work and mistakes committed.
 3. The Director of Inspection and Monitoring shall, at the end of his supervision, submit a report that includes the result of his observations regarding the documents with appropriate suggestions for development

and correction, if any mistakes were observed. This report is delivered to the President of the House of Justice for his consideration.

4. Through supervision and inspection, bonuses may be recommended to hardworking employees, while penalties may be imposed on underachieving employees, with referral to the judiciary, if necessary.

Article 8:

Department of Planning, Statistics, and Studies [qualifications, tasks, and powers]

- **Qualifications:**

- Good conduct - awareness - integrity and practical scientific experience in of not less than five years - university degree in legal sciences or equivalent.

- **Tasks and powers:**

1. Document and archive data and studies of the House of Justice.
2. Prepare plans and future studies aimed at improving and developing work.
3. Develop a program that includes lectures and seminars on the work of the House of Justice.
4. Prepare projects and media studies in coordination with the Media Office.

Article 9:

Head of the Enforcement Office [qualifications, tasks, and powers]

- **Qualifications:**

- Good conduct - awareness - management - practical experience - faith in the revolution's principles

- **Tasks and powers:**

1. Responsible for the organization of internal and external escorts.

2. Responsible for the public security of the House of Justice and the security of prisoners.
3. Supervises the prison office in terms of documenting the data of the present prisoners, handling their affairs inside the prison, and finding out the reasons for their detention through the court sentences.
4. Organizes the release and presentation of prisoners before judges and investigators within the court.
5. Organizes visits to prisoners through a schedule that specifies the days, hours, and conditions of the visit. The schedule is then fixed on the bulletin board for the attention of prisoners' relatives.
6. Arranges medical attention to ill prisoners under the supervision of doctors, and transfer the prisoners to a hospital, if necessary.
7. The prison is subject to judicial, administrative, health, and social inspection to review the prisoners' conditions.
8. No person shall be imprisoned, transferred, or released except by order of a competent authority. A prisoner or detainee may not remain in prison after the expiry of the period specified in his arrest or detention order, otherwise the prisoner shall bear the responsibility thereof.
9. Search every prisoner or detainee before admitting them into the prison. Money and other valuables shall be confiscated from prisoners and saved in the prison locker to be handed over to them upon their release.
10. Supervise of the raid department, and follow up its work, and provide instructions and directives on a permanent basis.
11. Develop a program and plans within good morals, treatment, and conduct for the inspection of visitors to the House of Justice without any agitation or problems.

Article 10:

Head of the Preaching Office [qualifications, tasks, and powers]

- **Qualifications:**

- Good conduct and reputation, awareness, and perception.

- Extensive scientific and legal experience with an excellent way in communicating information within the court.
- Educational and legal qualifications.

Tasks and powers:

1. Develop a schedule of preaches through lectures and lessons for prisoners and workers in the House of Justice, while cooperating with personalities who have a long history of experience in this area.
2. Use all available means of audio or video in the preaching program for the best public interest.

Article 11:

Duties and Rights:

Duties:

- All workers in the House of Justice must comply with the laws and regulations of the House of Justice.
- Commit to official working hours.
- Commit to the tasks assigned to them to the fullest extent.
- Preserve the property and the building the House of Justice.
- Preserve the secrets of work under legal liability.
- Give a positive impression of the House of Justice while dealing with visitors.
- Coordinate between all divisions and employees House and provide the work and services well.

Rights:

- Secure the good location and good furniture for the workers in the House of Justice.
- Provide workers with transportation from and to work as much as possible.

- Provide suitable salaries and wages for employees.
- Provide health insurance according to the capacity of the House of Justice.
- Provide other services necessary for work, such as utilities.
- Provide the necessary work items, like records and stationery.

Article 12:

Operational and behavioral sanctions system:

1. Notification
2. Warning
3. Salary decrement
4. Relocation
5. Termination
6. Referral to the judiciary

It is not necessary to comply with the sequence of penalties listed above

Article 13:

Some important terms:

- **Entity:** House of Justice in Houran
- **President:** President of the House of Justice in Houran
- **Task:** Any work that has been named in the Rules of Procedure of the House of Justice.
- **Worker:** Any person appointed in one of the posts mentioned in the Rules of Procedure.
- **Contractual worker:** Any person contracted under certain conditions
- **Temporary worker:** Any person appointed to conduct temporary work.
- **Salary:** A monthly lump sum paid to the worker for his work
- **Organizational structure:** The organizational form of the House of Justice, which shows the links and relations between departments and directorates in such a way that serve the specific tasks.

- **Job Description:**

A set of procedures presented in the form of a statement [description label] that defines the job, present the duties and responsibilities thereof, and establishes the minimum acceptable qualifications and capacities required for the position.

Article 14:

Any contravention of the provisions of the Islamic Shariah shall be null and void.

Article 15:

The Rules of Procedure of the House of Justice in Houran shall be amended, if necessary, with the approval of the Board of Directors.