



Founded 2007

The By-Laws Of The Syrian British Medical Society (SBSM)

Article 1: Name of the Organization

The Syrian British Medical Society (SBSM) is a Company Limited by Guarantee and not having a share capital.

Article 2: Mission Statement

The Syrian British Medical Society is a non-profit, non-political organization embracing all healthcare professionals of Syrian decent, residing in the UK.

The Society aims at promoting the highest professional and ethical standards amongst British-Syrian Healthcare Professionals, and the creation and promotion of academic and professional links with the Healthcare Profession in Syria and related organizations worldwide.

Article 3: Objectives

1. To promote the highest professional and ethical standards amongst British-Syrian Healthcare Professionals.
2. To encourage cultural and social functions within the organisation.
3. To create and promote links between British professionals and institutions and their Syrian counterparts.
4. To create and promote academic links with the medical profession in Syria and related organizations worldwide.
5. To provide help and advice to Syrian medical students, doctors, dentists and other healthcare professionals who like to pursue training in the UK, within the guidelines of the UK professional bodies.

6. To provide advice to British doctors, dentists, other healthcare professionals who like to pursue training or elective periods in Syria.
7. To offer specialist medical, professional and academic advice to Syrian hospitals, medical colleges and pharmaceutical industries.
8. To provide advice to Syrian patients who wish to have medical treatment in the UK.
9. To provide worldwide academic representation of Syrian doctors, dentists and other healthcare professionals working in the UK.
10. To create and promote links with other Syrian Medical Societies and Associations throughout the World.
11. To create and promote links with Arab Medical Societies and Associations in the UK.
12. To organize and participate in academic medical, dental and pharmaceutical conferences and activities worldwide.

Article 4: Membership

Membership applications must be approved by the Society's Executive Council, upon the recommendation of the Membership Officer, who has the task of verifying the authenticity of the documentation supporting the prospective Member's application.

Section 1: Eligibility and Membership Categories

1- Full Membership:

Full Membership is open to all Medical Practitioners, Dentists, Pharmacists, Allied Healthcare Professionals, and scientists in fields allied to medicine, who are:

- a- Of Syrian descent or are spouses of a person of Syrian descent, and
- b- Fully registered with a recognised professional body (e.g. GMC, GDC, or equivalent).

Full members are eligible to vote on all issues put forward to the Annual General Meeting. Only Full Members are eligible for election to the Executive Council.

2- Associate Membership:

Associate Membership is open to:

- a. All postgraduate (who are not currently in a paid job) and Undergraduate students of medicine, dentistry, pharmacy, allied healthcare professions, and sciences allied to medicines, who are of Syrian descent or spouses of a person of Syrian descent.
- b. Medical practitioners, Dentists, Pharmacists and allied healthcare professionals and scientists allied to medicine worldwide

Associate Members are not eligible to vote at the Annual General Meeting, and are not eligible for election to the Executive Council.

3- Honorary members:

Honorary Memberships can be granted to contributors, sponsors, and other individuals, who, in the view of the Executive Council, have made significant contribution to health sciences or made efforts to promote the Society and support its mission.

Nominations for Honorary Membership must be made by **two** existing Full Members of the Society, and approved by the Executive Council. If the Executive Council approves the nomination for Honorary Membership, the President of the Society should write to the proposed Honorary Member, inviting him/her to take up Honorary Membership at the next meeting of the General Assembly.

Section 2: Membership termination and changes

Membership is terminated if:

1. a member is deceased, or
2. a member's name is removed from the register of the relevant professional body, or
3. a member fails to pay the annual subscription fee.

When a Full Member of the Society leaves the United Kingdom permanently, his/her membership category will automatically be changed to Associate Membership.

Section 3: Membership Fees

Full Membership fees are set at £50 per annum, Associate Membership at £15 per annum, and Honorary Membership is free. The membership will start from November to October every year. The fee will be reviewed at the Annual General Meeting as proposed by the Executive Council.

Article 5: The General Assembly (GA)

Section 1: Meeting

The General Assembly (GA) consists of all members of the Society (Full, Associate, and Honorary). It is the highest authority that sets the Society's targets and policies.

The General Assembly meets **once a year** at the **Annual General Meeting (AGM)**. The meeting is chaired by the President or by the Vice President in the absence of the President. In the absence of both, the Assembly will be chaired by a nominated Executive Council Member.

Targets and policies of the society will be announced and agreed at the Annual General Meeting (AGM).

Full, Associate, and Honorary Members can propose motions to implement or change policies for the AGM to discuss and vote upon. Motions must be seconded by a Full Member. However, only Full Members are eligible to vote.

Section 2: Proposal of motions

The proposal of motion need to be submitted to the General Secretary in writing. Proposed motions will be put forward for discussion at the Annual General Meeting. **30%** of the Full Membership need to be present for the motion to be put to vote. The motion will pass if attains the agreement of the majority (50% + 1) of the Full Members in attendance.

Extraordinary Meetings of the General Assembly can be called by the Executive Council, in special circumstances.

Section 3: Vote of No Confidence

Motions for a 'Vote of No Confidence' need to be submitted to the General Secretary in writing by at least **10% of the Full Members**. Motions will be put forward and discussed at the Annual General Meeting or at an Extraordinary Meeting. 30% of the Full Members need to be present for the motion to be put to vote. The motion will pass if attains the agreement of the majority (50% + 1) of the Full Members in attendance.

Article 6: The Executive Council

The Executive Council consists of 11 Officers elected by the General Assembly from the Full Membership of the Society for a three-year term. Officers can be re-elected for a maximum of two consecutive terms.

Section 1: The Executive Council

The Executive Council consists of **11 officers** as follows: President, Vice President, General Secretary, Treasurer, Membership Officer, Scientific Affairs Officer, Social Affairs Officer, Media Officer, Conferences and Meetings Officer, Female Affairs Officer, and Trainee Representative Officer.

1. The President:

The roles of the President include:

- 2.1. Chairing the Executive Council and the Annual General Meeting and setting the agenda for such meetings.
- 2.2. Being in charge of all the official correspondence related to the Society together with the Secretary.

- 2.3. Overseeing the execution of the Society policies and motions passed by the General Assembly.
- 2.4. Representing the Society in communications and contacts with other bodies and organizations, as directed by the Executive Council and/or the General Assembly.
- 2.5. Calling for Extraordinary Council Meeting, when special circumstances arise requiring such a meeting.

2. Vice President:

The roles of the Vice President include:

- 2.1. Supporting the President and assuming his/her roles and responsibilities in his/her absence.
- 2.2. Overseeing the scientific, teaching and research society affairs together with the responsible officer.
- 2.3. Overseeing the conferences and meetings affairs together with the responsible officer.

3. General Secretary:

The Society's General Secretary has the following roles:

- 2.4. Co-coordinating:
 - 2.4.1. Dates and venues of the Executive Council Meetings and informing the Executive Council members of the details.
 - 2.4.2. Dates and venues for the Annual General Meeting and informing the Society members of the details.
- 2.5. Liaising closely with the Executive Council Members in assembling the agenda ahead of the Executive Council Meetings.
- 2.6. Together with the President, the General Secretary is responsible for all the official correspondences related to the Society.
- 2.7. Calling for and coordinating the Executive Council election with the help of Membership Officer, upon the direction of the President. To that end, the General Secretary:
 - 2.7.1. Invites and receives nominations of the candidates.
 - 2.7.2. Distributes and collects the ballot papers.
 - 2.7.3. Chairs the interim elections committee which will be elected by society members either by e-mail one month before the AGM or at the day of AGM.
- 2.8. Being in charge of all of the administrative activities of the Executive Council.

3. Treasurer:

The Treasurer has the following duties:

- 3.1. Ensuring membership fees are collected in a timely manner.
- 3.2. Managing the society's Business Bank Account. The Treasurer, the President, and the General Secretary are signatories to the Account. Two signatures will be required on cheques paid out of the Business Account.
- 3.3. Authorising all the payments from the Society's Business Bank Account along with the President or the General Secretary.
- 3.4. Preparing and presenting the Society's Annual Financial Report at the Annual General Meeting.
- 3.5. Preparing the Society's annual budget and presenting it to the Executive Council for approval, prior to presenting the approved budget to the Annual General Meeting.

4. Membership Officer:

The Membership Officer is in charge of:

- 4.1. Receiving the membership applications.
- 4.2. Verifying the supporting documentation and eligibility for each category of society membership.
- 4.3. Setting up and maintaining the Society's membership database, which should be accessible to all Executive Council members.
- 4.4. Issuing invoices to members when Membership Fees are due.
- 4.5. Issuing reminders to members who fail to pay the Membership Fees.

5. Scientific Affairs Officer:

The Scientific Affairs Officer has the following duties:

- 5.1. Promoting links with UK academic institutions and their counterparts in Syria.
- 5.2. Coordinating, with the help of the Society members, the undergraduate elective studies and postgraduate clinical attachments in line with local and National guidelines and regulations.
- 5.3. Coordinating and facilitating the exchange in academic staff.
- 5.4. Promoting medical, dental and allied health research links.

6. Social Affairs Officer:

The duties of the Social Affairs Officer include:

- 6.1. Promoting and organising regular social and cultural activities for the society members and their families.
- 6.2. Organising social and cultural events accompanying the society scientific meetings.
- 6.3. Create links and joint social and cultural events with other similar societies in UK and worldwide.

7. Media officer:

The Media Officer is in charge of:

- 7.1. Maintaining the Society's web site.
- 7.2. Editing and publishing the Society's on-line regular bulletin with help of the Executive Council members.
- 7.3. Receiving material for publication in the Society's on-line regular bulletin from the Society members and other bodies.
- 7.4. Promoting the Society in the local, national, and international media in line with the Society's policies and the Executive Council directions.

8. Conferences and Meetings Officer:

The Conferences and Meetings Officer is responsible for:

- 8.1. Planning and organising the Society's scientific meetings in coordination with the Social Affairs Officer and other Executive Council officers.
- 8.2. Organising and promoting joint scientific meetings with other societies.
- 8.3. Recruiting suitable society members to scientific committees prior to the relevant meetings.

9. Female Affairs Officer:

The Female Affairs Officer has the following duties:

- 9.1. Empowering the Society's female members.
- 9.2. Promoting links between the Society's female members and their counterparts in Syria and worldwide.
- 9.3. Representing the Society's female members and their interests within national and international arenas.
- 9.4. Promoting knowledge and education of women regarding issues related to female and child health.

10. Trainee Representative Officer:

The Trainee Representative Officer will represent the views and interests of the Trainees on the Executive Council. The Trainee Representative Officer will be nominated from the ranks of trainees and elected by the trainees. The Trainee Representative Officer is entitled to vote on the Executive Council, despite being an Associate Member.

Section 2: The executive Council meeting:

The Executive Council will meet at least every 3 months. **A quorum of 6/11** of the Executive Council Members should be available for the meeting to be valid. Executive Council members who fail to attend **two successive** Council meetings without a valid reason and a tabled apology will be relieved from their duties on the Executive Council, and their position on the Executive Council will be put up for by-election. The successful replacement will hold the post until the end of the life of the existing Executive Council.

The Executive Council meetings will be chaired by the President or by the Vice President in the absence of the President. In the absence of both, the Executive Council will be chaired by a nominated Executive Council member.

Executive Council sets targets and courses of action to promote the Society, prepares budgets, and reports to be discussed at AGM.

The Executive Council Members will be elected by the Full Members and the duties will be allocated in agreement/election between the council members.

Article 7: Society Subcommittees

Subcommittees may be formed according to need as proposed by the Executive Council. Each subcommittee will be chaired by a member of the Executive Council, and the membership will be drawn from the General Assembly.

Article 8: Election

Election of Executive Council is by secret ballot by Full Members in attendance. One proxy vote per member is allowed. No vote is acceptable by mail or by e-mail.

Election will take place at the AGM. Self-nomination must be sent to the General Secretary, and nomination will close one calendar month prior to the AGM date.

Executive Committee Members will be elected for a term of 3 years. Members can be re-elected for a maximum two consecutive terms.