



Kingdom of Bahrain
Bahrain Medical Society

Internal By-laws of the Specialty Associations

of the Bahrain Medical Society

Approved on 5 February 2008

English translation. Unofficial, provided for convenience.
The Arabic text is the official version and prevails in case of any difference.

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Chapter One: Definition and General Provisions

Article 1

Pursuant to Chapter Seven of the Society's Articles of Association, an association of physicians is formed within the framework of the Bahrain Medical Society under the name

Article 2

The name, address and logo of the association shall appear alongside the logo of the Bahrain Medical Society on all of its publications.

Chapter Two: Objectives

Article 3

As set out in Article 58 of the Society's Articles of Association, the specialty associations aim to achieve the following:

(a) In the scientific field: Encouraging scientific and medical research, and holding medical seminars, lectures and other activities aimed at raising the standard of the specialty in this profession in the country.

(b) In the professional field: Contributing, together with the Board of Directors, to the regulation of the profession and of the specialty concerned.

(c) In the social field: Strengthening the bonds of solidarity and mutual support, and reinforcing understanding and cooperation among members.

(d) Building relations: Contributing to closer ties with similar societies in Arab and non-Arab countries, by holding scientific conferences and taking part in them, and by participating in Arab and international specialty federations.

The association also works towards the following objectives:

1. Developing the field of medicine and raising the standard of the specialty in Bahrain.
2. Strengthening relations and cooperation between physicians in Bahrain and their colleagues in the Gulf, the Arab world and the rest of the world.
3. Upholding and consolidating the fundamental principles of professional ethics.
4. Strengthening relations and coordination with the other medical specialty associations of the Bahrain Medical Society, through a Higher Council of the Specialty Associations of the Bahrain Medical Society, for the development of the various medical sciences.
5. Raising the scientific standard of the association's members and encouraging academic activity and scientific research in the field of medicine.
6. Contributing to raising medical awareness and health education in the field of

Chapter Three: Conditions of Membership

Article 4

First: Full membership of the association, with the right to vote and to stand for election

1. The member must be a full or associate member of the Bahrain Medical Society.
2. The member must hold a specialty qualification in medicine, or be enrolled in a training programme in this specialty, or have worked in this field for at least one year.
3. A member of the Bahrain Medical Society may hold full membership of one association only, consistent with their specialty under paragraph First (2) above, and associate membership of more than one specialty association under paragraph Second (1) below.

Second: Associate membership, without the right to vote or to stand for election

1. Physicians who have a professional connection with, or an interest in, a particular specialty, and who do not meet the conditions for full membership of the association, may become associate members by applying to the association's administrative body, provided that they are full or associate members of the Society.
2. Health professionals and members of the allied medical professions connected with a particular specialty may obtain associate membership of the association, and the applicant is not required to be an associate member of the Society (Article 10 of the Society's Articles of Association).

Chapter Four: The General Assembly

Article 5

The General Assembly is the highest authority of the association. It sets the association's plan of work and oversees its implementation.

Article 6

The General Assembly consists of all members who have paid their financial dues and who have been members of the Society for at least two months.

Article 7

The General Assembly of the association holds an ordinary meeting once a year under the supervision of the Bahrain Medical Society and in the presence of a delegate of the Board of Directors of the Bahrain Medical Society. The administrative committee of the association shall notify the Society's Board of Directors of the date of the General Assembly meeting at least two weeks beforehand. A meeting held in the absence of the Bahrain Medical Society's delegate is not legally valid (Article 58 of the Articles of Association of the Bahrain Medical Society).

Article 8

A meeting of the General Assembly is legally valid when an absolute majority of members is present. If this is not achieved, the administrative committee shall call another meeting within a period of not less than two weeks from the date of the first meeting, and that meeting is legally valid if at least ten per cent of the members are present.

Article 9

The General Assembly of the association holds an extraordinary session in the following cases:

1. At the request of the Board.
2. By a decision of the association's administrative committee approved by two thirds of the members of the administrative committee.
3. At the request of at least one third of the members of the General Assembly, the notice of which shall state the purpose of the meeting. The same procedures as for the ordinary session apply to the extraordinary session.

Article 10

The ordinary General Assembly is competent to discuss the following matters:

1. Considering the reports and proposals submitted by the administrative committee or by the committees, and giving its opinion on them where required.
2. Discussing the administrative committee's activity report and financial report at the end of each term, and making recommendations on them.
3. Electing the members of the administrative committee (every two years).

Article 11

The extraordinary General Assembly is competent to decide on the following:

1. Proposals to amend the association's internal by-laws, which are submitted to the Board of Directors of the Bahrain Medical Society for approval.
2. Withdrawing confidence from, or granting confidence to, some or all of the members of the administrative committee.
3. Any important matter concerning the future of the association.

Article 12

Decisions of the General Assembly are taken as follows:

1. Ordinary decisions: by a majority of the votes of those present.
2. Decisions to withdraw confidence from all or some of the members of the administrative committee: by a two-thirds majority of the votes of the full members of the association.
3. Proposals to amend the association's internal by-laws: approved by a two-thirds majority of the full members and submitted for approval, provided that they do not conflict with the Articles of Association.

Article 13

The ordinary or extraordinary General Assembly may not consider matters that are not on the agenda of the meeting, except with the approval of a majority of the votes of the members present.

Article 14

The General Assembly elects three of its members to supervise the conduct of the General Assembly meeting, provided that they are not candidates for membership of the new administrative committee.

Chapter Five: The Administrative Committee

Article 15

The administrative committee is the highest executive authority of the association. It implements the policy set by the association's General Assembly and the decisions it issues, in pursuit of the association's legitimate objectives under the umbrella of the Bahrain Medical Society.

Article 16

The administrative committee consists of five members elected by the General Assembly from among its members for a term of two years, by direct secret ballot.

Article 17

At its first meeting, the administrative committee distributes its offices among its members. A member standing for the office of President must not have held that office for three consecutive terms. No member may hold the same office, in any of the positions, for more than two consecutive terms. A candidate must have been a member of the Society for at least two years and must be Bahraini.

Article 18

The administrative committee consists of the President, the Vice President, the Secretary and the Treasurer, in addition to two administrative members who take on specific responsibilities such as training, education, public awareness, social activities and the like. Their respective duties are as follows:

The President: 1. Chairs the meetings of the administrative committee and of the General Assembly. 2. Signs the minutes of meetings with the Secretary, and payment orders with the Treasurer. 3. Decides on urgent matters that cannot wait, provided that they are put before the

administrative committee at its next meeting. 4. Represents the association on the Higher Council of the Specialty Associations of the Bahrain Medical Society. 5. Oversees all of the association's activities.

The Vice President: Performs the duties of the President in the President's absence.

The Secretary: 1. Prepares the agenda for meetings of the administrative committee and of the General Assembly, records the minutes, and signs them with the President. 2. Oversees all clerical work, correspondence, files, meetings, records, papers and contracts.

The Treasurer: Coordinates and organises financial matters with the Society.

Article 19

The administrative committee sends out the notice of the ordinary General Assembly meeting of the association at least two weeks before the date on which it is to be held, and opens nominations for membership of the new administrative committee. Nominations close three days before the date of the General Assembly.

Article 20

A member who wishes to stand for membership of the new administrative committee must submit a written application to the Secretary, provided that they are a full or associate member of the Society and have paid all of their subscriptions.

Article 21

The administrative committee may form a number of committees to carry out its programmes in its various areas of work.

Article 22

The administrative committee meets regularly once a month, and may hold emergency meetings as the work requires. A meeting is legally valid when a majority of its members is present. The Secretary prepares the agenda for meetings and notifies the members of it before the meeting.

Article 23

The administrative committee has the right to carry out all the work that the association's management considers necessary to achieve its objectives. In particular, this covers the following:

1. Preparing the annual programme that the association follows.
2. Reviewing the reports of the committees and taking appropriate decisions on them.
3. Preparing the association's budget.
4. Preparing the annual report on the association's activities.
5. Preparing and distributing all of the association's scientific and health-education publications.

Article 24

Decisions of the administrative committee are taken by a majority of the votes of those present. In

the event of a tie, the President has the casting vote.

Article 25

The administrative committee may hold an extraordinary meeting, with an absolute majority of all its members present, at the invitation of the President or at the request of three members of the committee, to consider urgent matters. Such a meeting is limited to discussing the items approved on its agenda.

Article 26

A member of the administrative committee who is absent from four consecutive meetings, or from six non-consecutive meetings, without an acceptable excuse is considered to have resigned from the committee.

Article 27

If an office on the administrative committee becomes vacant for any reason, it is filled by the candidate who received the next highest number of votes at the last General Assembly. If the committee was elected unopposed, an extraordinary meeting is called to elect a replacement member.

Article 28

The administrative committee is dissolved if three of its members resign at the same time. In that case the Bahrain Medical Society takes the necessary steps to call the General Assembly to an extraordinary meeting to elect a new administrative committee, whose term completes the term of the dissolved committee.

Article 29

The administrative committee keeps copies of its minutes and records at the premises of the Bahrain Medical Society, with the originals held by the Secretary. Any member of the association may consult them with the permission of the administrative committee.

Chapter Six: Finance

Article 30

1. The budget of the associations is an integral part of the budget of the Bahrain Medical Society.
2. All revenue of the associations is paid into the account of the Bahrain Medical Society.
3. The Society's Board of Directors covers all expenses of the associations in proportion to the income of each association.
4. The Society's treasury allocates a separate ledger account to each association, to make it easier to use the funds belonging to the association in carrying out its activities.
5. A separate current account is allocated to each specialty association at one of the national banks.

6. Payments from this account are made on the approval of the signatures of: 6.1. The President of the association or the Treasurer of the association, together with the signature of the Treasurer of the Bahrain Medical Society.
7. The Society's Board of Directors provides financial support to each specialty association, at the request of the association's administrative body, for its various activities, in the form of an advance or a grant to the association.
8. Fifteen per cent (15%) of the balance remaining in the association's account at the end of each year is set aside annually.
9. In the event of a disagreement between the Society's Treasurer and the management of the association, the matter is referred to the association's administrative body for decision.

Article 31

The financial year begins on 1 January and ends on 31 December of each year.

Chapter Seven: Dissolution of the Association or Formation of a Branch

Article 32

A decision of the General Assembly to form branches does not take effect until it has been entered in the register kept for this purpose at the Ministry of Social Development and published in the Official Gazette.

Article 33

The association may be dissolved voluntarily in accordance with Articles 26 and 28 of these regulations if it becomes clear that the association is unable to achieve the purposes for which it was established, or if the number of its members falls to a level at which continued activity becomes impossible, or for other reasons. A decision of the General Assembly to dissolve the association voluntarily does not take effect until it has been entered in the register kept for this purpose at the Ministry of Social Development and published in the Official Gazette.

Article 34

After the association has been dissolved, its members are prohibited from continuing its activities, and those in charge of its management and its employees are prohibited from disposing of its funds, as soon as they learn of its dissolution. Any person is likewise prohibited from taking part in the association's activities after the dissolution decision has been published in the Official Gazette.

Article 35

If the association is dissolved, the Ministry of Social Development appoints a paid liquidator for a set period. Those in charge of the management of the association must promptly hand over to the liquidator all of the association's documents and records when requested. They, and the bank holding the association's funds, and those indebted to it, are prohibited from taking any action concerning the association's affairs or rights except on the written instruction of the liquidator.

Article 36

Once the liquidation is complete, the liquidator distributes the remaining funds to the societies or charitable bodies designated by the General Assembly when it took the decision to dissolve. If distribution in that way is not possible, the Ministry of Social Development designates the social bodies to which it considers the association's funds should be directed.

Chapter Eight: Final Provisions

Article 37

These internal by-laws do not come into force until they have been approved by the Joint Council of the Specialty Associations and adopted by the Society's Board of Directors.

Article 38

A copy of Chapter Seven of the Articles of Association of the Bahrain Medical Society, which contains Articles 55 to 67, is attached to these internal by-laws, to help interpret some of their articles.

Article 39

A decision of the General Assembly to amend the Society's Articles of Association does not take effect until it has been entered in the register kept for this purpose at the Ministry of Social Development and published in the Official Gazette.

Article 40

The Society may appoint permanent or temporary employees or workers at the Society's premises, and pay their wages or remuneration as decided by the Board of Directors, within the limits set by the Society's financial regulations and in accordance with the Private Sector Labour Law issued by Legislative Decree No. (23) of 1976, as amended.

Article 41

The Society undertakes to amend these regulations in line with any future legislation, or any amendment to the legislation in force, governing societies and social and cultural clubs under the supervision of the Ministry of Social Development.

Article 42

If any provision of these regulations is ambiguous or unclear, the Board of Directors shall refer to the Ministry of Social Affairs for interpretation and clarification.

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