

# **Association of Sudan Doctors Union**

## **In the UK and Ireland**

Bylaw Draft

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Saturday, May 4, 2013)

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## Chapter one

### Bylaw's Preamble

In 1946, an association of doctors was formed under the name of the Sudanese Medical Association. In 1974, doctors were reorganized under the name of the Doctors Union, wherewith elections were held in which the doctors of Sudan in the capital and the regions participated. The first Central Committee of the Sudan Doctors Union was established and the statutes of the Union were approved. In 1976, the Sudan Doctors Union was formed in the United Kingdom and Ireland as a branch of the Main Union in Sudan. However, the Sudan Doctors Union was dissolved after the military coup in 1989, which undermined the then existing democratic system. Since then, the Sudan Doctors Union in the United Kingdom and Ireland has been trying to restore legitimacy to the Main Union at home.

The Sudan Doctors Union in the United Kingdom and Ireland is a non-profit organization.

## Chapter Two

- 1) The Union/Association: means the Sudan Doctors Union in the UK and Ireland.
- 2) Bylaw: shall mean the bylaw of the Union after its approval by the absolute constitutional majority of two thirds of the members present at the legal meeting of the General Assembly on 4/5/2013.
- 3) Office Statute: shall mean all internal statutes issued by the Executive Office of the Union after securing the approval of Executive Office's simple majority.
- 4) Member: every member who holds full membership, registered in the Union's lists and pays their monetary contribution (for other types of membership and their benefits consult chapter five of this bylaw pursuant to Membership).
- 5) Executive Committee: shall mean the 15 members of the Executive Committee elected by the General Assembly.
- 6) General Assembly: shall mean all members registered in the Union and pay their fees.

## Chapter Three

### General Provisions

- 1) This Bylaw derives its legitimacy from the Statute of the legitimate Sudan Doctors Union, and if any statement in it contradicted the Statute then the legitimate Sudan Doctors Union's Constitution shall prevail.
- 2) Method of Approval: this bylaw was approved by a two-thirds majority of the members present at the legal meeting of the General Assembly.
- 3) Method of Amending: any amendment or an addition to this bylaw should be made under the approval of two-third of members with full membership in a legal meeting of the General Assembly.
- 4) Official languages of this bylaw are Arabic and English.

## Chapter Four

### Aims and Means

#### Aims:

- 1) The Union serves in place of the Main Sudan Doctors Union.
- 2) The Union adopts all the aims stated in Constitution of the Main Sudan Doctors Union.
- 3) The Union adopts all issues of interest to Sudanese doctors in the United Kingdom and Ireland, works to resolve them and stands with all doctors and supports them in urgent and emergency conditions such as illness and unemployment.
- 4) The Union encourages doctors to develop their abilities and engage in academic pursuits in the UK and Ireland, and provides all possible assistance to members to pursue higher majors.
- 5) The Union stands in solidarity with the Sudanese doctors at home and works with all strength and earnestness to restore the legitimate Union in Sudan and then be in full association with the Main Union, supports its positive positions and contributes to all its programs and activities and works to preserve them.
- 6) The Union interacts with the problems and issues of the Sudanese society in the national and social fields in proportion to the capacity of the members.
- 7) The Union works to strengthen the bonds between its members and their families and to build lines of connection between the Sudanese doctors working in the UK and Ireland as well as their families.
- 8) The Union works to support the British Sudanese Academy for Medical Specialties and provides full support to the specialized associations under the umbrella of the Academy.

(British Sudanese Academy for Medical Specialties)

Means:

- 1) Encouragement and support for members to participate as lecturers and visiting examinees in postgraduate programs of all fields of medicine in Sudan either individually or through specialized associations.
- 2) Seeking to provide training opportunities for colleagues working in all fields of medicine inside and outside Sudan, including the organization of conferences and training courses.
- 3) Making efforts to organize medical convoys and to collect books, journals and equipment to send home as support for training and medical services.
- 4) Working with the competent authorities within Sudan to formulate laws, regulations and guidelines in order to protect the profession's ethics and to regulate its practice in accordance with the latest and highest international standards protecting the rights of patients and their families.
- 5) Working on issuing scientific and news bulletins and journals, thus contributing to raising public and health awareness among Sudanese in the UK, Ireland and Sudan.
- 6) Working to benefit from the means of publication and available media to serve the objectives of the Union.
- 7) Work on the formation and registration of a charitable organization in accordance with the laws of the United Kingdom.

## Chapter Five

### Membership

#### Terms of Membership:

- 1) In order to become a member of the Union, the applicant should fill a form in addition to the payment of the scheduled subscription fees determined by the Executive Committee on a monthly, semi-annual or an annual basis; or under a Standing Order to the Union's bank account or any other method approved by the Financial Secretary or his/her representative.
- 2) Applications for membership shall be submitted to the Executive Committee. If the Executive Committee decides to reject any application, it shall notify the applicant on the decision and the reasons for rejecting the application within a maximum period of 21 days.
- 3) Membership can't be transferred from one person to another.

#### Full Membership

Full Membership: is exclusive for Sudanese doctors residing in the UK and Ireland in order to study, receive training or work, provided that their stay in the UK and Ireland shall not be less than six months. However, the applicant must apply to the Executive Committee and pay the first premium of membership so that they become full members with all entitlements and duties as per the Constitution or Bylaw.

Full membership shall be cancelled in the following cases:

- 1) Resignation
- 2) Final departure from the UK and Ireland
- 3) Changing work from medicine to another field on a permanent basis
- 4) Dismissal from the Union by a decision of fifty per cent plus one of the total number of full members present at a meeting of the General Assembly
- 5) Death

- 6) Failing to pay subscription fees for six consecutive months without reasons.

#### Associate Membership

The Associate Member shall not pay any contributions nor shall he/she be entitled to vote on any resolution or to be elected for the Executive Committee.

Associate membership is automatic for the following categories:

- 1) All Sudanese doctors in the UK and Ireland, who stayed for more than six months in order to work, study or receive training.
- 2) Sudanese medical students who study in medicine colleges in the UK and Ireland.
- 3) Sudanese doctors working outside the UK and Ireland but are not members of unions in the countries where they work.
- 4) Doctors who study or work outside the UK and Ireland but come to the kingdom for a period exceeding six months.
- 5) Any Sudanese resident (not a doctor) in the UK and Ireland who works or receives training in any health related field or medicine in general, and who accepts the objectives of the Union and respects its Constitution, may apply for the associate membership.
- 6) Any doctor of any other nationality is entitled to apply for the associate membership.
- 7) The associate member can participate in all activities of the Union, including attending the General Assembly meetings and participating in the discussion, but do not have the right to nomination nor voting.
- 8) The Executive Committee is entitled to assign the member to join an office or a committee within the Union in accordance with the Constitution, and may exempt the member.
- 9) The Associate Membership shall be cancelled in the following cases: 1- Resignation; 2- final departure from the UK and Ireland; 3- dismissal by a decree from the General Assembly; 4- death.

Honorary Membership: the Executive Committee shall be entitled to grant honorary membership to any individual who has contributions in the field of health services or has contributed to the Union.

## Chapter Six

### The General Assembly

- 1) Is the highest and final authority in decision-making, and it is the body that authorizes or amends any bylaw.
- 2) It's constituted of all members who are registered in the Union's records and who pay their contributions.
- 3) The General Assembly shall meet every two years in the time and place determined by the Executive Committee to discuss the speech of the session, the budget and any other matters and decide on them. It shall also elect the Chairman of the Union and the other members of the Executive Committee.
- 4) Usual or unusual meetings may be convened if the Executive Committee calls for them or at the request of 50% + 1 of the full members registered in the Union's records.
- 5) The General Assembly shall decide on the suspension decisions taken by the Executive Committee against any member, and shall have the right to dismiss the member from the membership of the Union or the membership of the Executive Committee.
- 6) The meeting of the General Assembly shall be legal if attended by more than half of the full members of the Assembly (50%+1).
- 7) If the quorum is not completed, the meeting may be delayed for no less than half an hour, then re-held again with any number of attending members, and if this is not possible for any reason then the Executive Committee may call for a second meeting within a maximum period of six months on the same agenda and it shall be legal with any number of attendees.
- 8) Decisions shall be made at the General Assembly meeting by a simple majority (50%+1).
- 9) The Secretary General shall send an invitation to all members to attend the General Meeting at least six weeks before the date of the meeting.

## Chapter Seven

- 1) The Executive Committee is the supreme executive authority of the Union which works to achieve its objectives in accordance with the Constitution and the guidelines of the General Assembly and the recommendations of its various offices. It answers to the General Assembly regarding the implementation of the decisions of the General Meeting.
- 2) It develops the detailed programs of the various activities in accordance with the recommendations of the General Assembly, and it issues the internal statutes governing the activity of the Union. It's also entitled to amend or repeal bylaws provided that is not in contradiction with the Constitution.
- 3) It manages the Union, collects fees from members, accepts donations and supervises the accounts of the Union.
- 4) The Executive Committee shall be composed of twelve members; the General Assembly shall elect the Chairman of the Executive Committee and ten other members; the representative of the Republic of Ireland shall be elected by the Executive Committee of the Ireland Assembly every two years. And in the event that this is not possible, the Executive Committee may fill the position as it deems fit by choosing one of the Union's members who is a resident of the Republic of Ireland.
- 5) The Executive Committee shall, at its first meeting, assign the various offices to its members. The Executive Committee may reorganize and form offices for its members, except for the office of the Chairman.
- 6) The Executive Committee shall have the right to hold face-to-face meetings or any other modern means of communication established by the Executive Committee.
- 7) The Executive Committee shall have the right to seek the views of the members on an issue and may request them to reach a decision which shall have the power of the General Assembly resolution unless otherwise stated in the Constitution. The Executive Committee shall, also, have the right to use all modern means of communication such as

e-mail, fax, ordinary mail, the internet or otherwise to conduct a dialogue on any agenda of the General Assembly or to hold a referendum on any specific proposals.

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- 8) Decisions in the Executive Committee shall be taken by a simple majority. In the case of equal votes, the Chairman shall have the casting vote.
- 9) The Executive Committee shall have the right to issue a preliminary or final warning or to freeze the membership of any member of the Union, including members of the Executive Committee, if the member violates the Constitution or exploits the name of the Union in an activity contrary to its objectives and principles, or conducts communications in the name of the Union anywhere in the world without the knowledge of the General Assembly or the Executive Committee, or used the name of the Union to achieve purely selfish gains.
- 10) The Executive Committee shall have the right to suspend the activities of any member of the Executive Committee if the member is unable to perform his/her duties as a result of a physical or psychological illness, or has been absent from the meetings of the Executive Committee for a continuous period of six months without an excuse that the Committee deems acceptable, or lost his/her full membership in the Union for any of the reasons stated under Full Membership.
- 11) The Executive Committee shall present the suspension or freezing decision at the nearest meeting of the General Assembly to decide upon it.
- 12) The Executive Committee shall have the power to freeze membership only. It shall not be entitled to dismiss any member of the Union, as this is the exclusive right of the General Assembly.
- 13) The Executive Committee shall have the right to accept or reject the resignation of any member after an in-person discussion on the resignation.
- 14) The Executive Committee shall determine the fees for contributions and any other additional contributions it deems necessary for conducting the business of the Assembly.

- 15) In the event that a seat in the Executive Committee is empty due to resignation, dismissal or death; the Executive Committee shall conduct complementary elections within a maximum period of six months from the date of vacancy either by holding a general meeting of the General Assembly or by elections using the mail, the internet or any other suitable method approved by the Executive Committee; and the Executive Committee shall supervise the elections.
- 16) If more than half of the seats of the Executive Committee at any time, for any reason, became empty; then the Committee have lost its legality and shall become a Steering Committee and should call for a meeting of the General Assembly to elect a new Executive Committee.
- 17) The Executive Committee can involve all those who are willing and able, in membership, in its various offices.

#### Offices of the Executive Committee

1)

Chairman's/Captain's Office:

It consists of the Chairman and Deputy Chairman.

Chairman/ Captain

- 1) Presides over all meetings of the Executive Committee and the General Assembly of the Union, when he/she attends, unless otherwise stated.
- 2) Represents the Union in any event he/she is invited to, and may delegate the Deputy Chairman or any member of the General Assembly to be his/her representative in the event or forum.
- 3) May assign any member of the General Assembly to perform a task or chair a committee.
- 4) Signs deeds and issuances of pay after the Financial Secretary signs them.
- 5) If the votes are equal in the Executive Committee, the Chairman has the casting vote.
- 6) The Chairman shall abide by any decision taken by the Executive Committee.

- 7) No member shall hold the Chairman office for more than three consecutive terms.

#### Deputy Chairman

- 1) Shall assist the Chairman in the abovementioned tasks and shall act on his/her behalf in his/her absence, or if so charged by the Executive Committee or the Chairman himself/herself.
- 2) Be responsible for the publication of Al-Hikma Magazine or any other publications of the Union.
- 3) Shall assist the other offices in the conduct of their work, and shall carry out any work assigned by the General Assembly or the Executive Committee.

2)

#### Office of the Secretary General:

It consists of the Secretary General and the Deputy Secretary General.

#### The Secretary General

- 1) Prepares and convenes meetings of the General Assembly and the Executive Committee and sends the agenda well in advance of the date of its convening in accordance with the Bylaw after consultation with the Chairman.
- 2) Records the minutes of the meetings and sends the decisions in bulletins to the concerned authorities, as the case may be.
- 3) Oversees the implementation of resolutions of the General Assembly, the Executive Committee and the various committees.
- 4) Participates with the Financial Secretariat in preparing the membership lists and submits them to the Executive Committee.
- 5) Keeps records of the Assembly and all documents and correspondence of the General Assembly and the Executive Committee.

- 6) Communicates the decisions of the General Assembly and the Executive Committee to the members in accordance with the guidelines of the Executive Committee.
- 7) Prepares the draft report of the Executive Committee for submission to the General Assembly.
- 8) Carries out any tasks assigned by the General Assembly or the Executive Committee.

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#### Deputy Secretary General

- 1) The Deputy Secretary General shall assist the Secretary-General in the abovementioned tasks and shall act on his/her behalf in his/her absence or if so charged by the Executive Committee or the Secretary General himself/herself.
- 2) Shall assist the rest of the offices in the conduct of their work and shall perform any work assigned by the General Assembly or the Executive Committee.

3)

#### Office of the Financial Secretariat

It consists of the Financial Secretary.

Union Finance:

The Union gets its funding from:

- 1) Contributions, gifts and unconditional donations.
- 2) Any other income from the investment of the Union by legitimate means approved by the Executive Committee or the General Assembly.

#### The Financial Secretary

- 1) The Financial Secretary shall keep the following books:  
The income and contributions book.  
Book of expenses.  
Book of budgets and accounts.

- 2) Any financial records belonging to the Union.
- 3) Shall issue a receipt for any amount disbursed from the Union's funds and shall co-sign with the Chairman, the Deputy Chairman or the General Secretary the checks issued out of the Union's funds.
- 4) Organizes expenditures in accordance with the guidelines of the Executive Committee.

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- 5) Shall submit a financial report to the members of the Executive Committee at each meeting, and shall assess ways of investing the funds of the Union via legitimate means and submit them to the Executive Committee.
- 6) Prepares the annual budget to be approved by the Executive Committee after the legal review to be submitted to the General Assembly meeting with the speech of the session at the end of the session as per the Bylaw.
- 7) Shall regularly brief the Executive Committee about the financial position and shall submit a supplementary summary of any unusual meeting of the General Assembly.
- 8) Carries out any tasks assigned by the General Assembly or the Executive Committee.

4)

Academic Secretariat Office:

The office consists of the Academic Secretary and his/her Deputy.

The Academic Secretary

- 1) Supports medical training and education in Sudan by serving as a link with those working or interested in the issues of medical education in Sudan, and by providing them with medical journals, articles and various references so as keep them updated with new findings in the sphere of medicine and science.
- 2) Provides support to trainee physicians and helps them complete their higher education and exams in the UK, Ireland or Sudan.
- 3) Prepares for conferences, seminars; and scientific and training workshops whether in the UK, Ireland or Sudan; as well as attends and effectively participates in scientific conferences directly related to medical problems in Sudan.
- 4) Encourages scientific research that is directly related to occupational and medical problems in Sudan.
- 5) Provides support and assistance to specialized associations and to the Sudanese British Academy.
- 6) Provides assistance and support to the joint training program (TAPP).
- 7) Carries out any tasks assigned by the General Assembly or the Executive Committee.

### Deputy Academic Secretary

- 1) Assists the Academic Secretary in the abovementioned tasks, and shall act in his/her absence or if so charged by the Executive Committee or the Academic Secretary himself/herself.
- 2) Serves as a link between the Executive Committee and the British Sudanese Academy of Medical Specialties.
- 3) Assists the other offices in the conduct of their work, and shall carry out any work assigned by the General Assembly or the Committee.

5)

### Office of the Social Secretariat:

It consists of the Social Secretary.

### Functions of the Social Secretary:

- 1) Takes care of the social and recreational aspects that serve to bring together Sudanese doctors and their families in national events so that they can get to know each other and develop a spirit of friendship and cooperation.
- 2) Examines the social problems facing Sudanese doctors in the UK and Ireland such as problems of residence, housing and study.
- 3) Works to help doctors coming to the United Kingdom and Ireland to receive treatment; and gives them assistance, counselling and advice, in cooperation with other bodies according to the available capabilities.
- 4) Carries out any tasks assigned by the General Assembly or the Executive Committee.

### Membership Affairs Office:

It consists of a Membership Secretary and Deputy.

#### Membership Secretary

- 1) Works to increase the membership of the Union by making it attractive.
- 2) Verifies the correctness of the personal information of any member and ensures the renewal of this information, especially the means of communicating with the members.
- 3) Constantly works to develop various means to make membership attractive to the largest number of doctors.
- 4) Carries out any tasks assigned by the General Assembly or the Executive Committee.

#### Deputy Membership Secretary

- 1) Assists the Membership Secretary in the abovementioned tasks, and shall act in his/her absence or if so charged by the Executive Committee or the Membership Secretary himself/herself.
- 2) Assists the other offices in the conduct of their work, and shall carry out any work assigned by the General Assembly or the Executive Committee.

7)

#### Information Office

The office consists of the Information Secretary

- 1) Responsible for the Union's website, works to renew the information on a continuous basis and responsible for the other websites and means of communication belonging to the Union.

- 2) Works to open channels of communication with publishing and media organizations in the United Kingdom, Ireland, Sudan and the rest of the world so that the Union and its various activities get to be known.
- 3) Organizes press conferences when necessary.
- 4) Carries out any tasks assigned by the General Assembly or the Executive Committee.

8)

#### Secretary of Ireland Affairs

- 1) Shall be elected by the Executive Committee of the Commission of Ireland every two years. In the event that this is not possible, the Executive Committee may fill the position as it deems fit by choosing one of the Union's members provided that the member is a resident of Ireland.
- 2) Responsible for opening channels of communication between members of Ireland and their colleagues in the United Kingdom.
- 3) Coordinates cooperation in various activities between the two bodies in the UK and Ireland.
- 4) Coordinates meetings between the Executive Committees of the United Kingdom and Ireland.
- 5) Assists the other offices in the conduct of their work, and shall carry out any work assigned by the General Assembly or the Executive Committee.

## Chapter Eight

### Election Committee

- 1) The Committee shall consist of three persons chosen by the General Assembly at its legal meeting to supervise the process of nomination, voting, counting of votes, and announcement of the result; and determination of any appeals submitted to it.
- 2) If the Executive Committee decides to hold a general referendum of the General Assembly on any subject, or conduct any supplementary elections to the Executive Committee by mail or any other means, it shall elect an election committee of three persons from outside the Executive Committee to supervise the referendum process and announce the result.