



الهيئة السعودية للتخصصات الصحية  
Saudi Commission for Health Specialties

## General Scientific Health Societies Bylaws



1439 AH

IN CASE OF ANY DISPUTE, ARABIC VERSION SHALL BE  
REFERRED TO AND SHALL BE FINAL



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# 1 First Chapter

## DEFINITIONS

**Article (1):** The following terms shall have the meanings set forth below:

The Commission	Saudi Commission for Health Specialties
The Society	Saudi Society of (health specialty)
Specialty of the society	The main health specialty of the society which is named after, and shall be explained at the initial foundation stage
Board of Directors	Board of Director of the society
General Society	All members working in the society
Executive Council of the Societies	The body responsible for the societies

# 2

## Second Chapter

### BASIC RULES

#### Article (2): Basic Rules

1. The Saudi Commission for Health Specialties, under Article 2 of its regulations issued by the Royal Decree No. (M/2 dated 6/2/1413 AH), may license scientific health societies whose members are specialists in the fields of specialty of the society, considering that the society of the single-specialty shall not share the same specialty with another society.
2. The license of the society shall be considered at the request of at least seventy-five of specialists in the field of specialty of the society, who shall be registered and classified by the Commission.
3. The branches of scientific health societies may be established in the main regions of the Kingdom in accordance with the working procedures of the societies.
4. Affiliated sections of the society may be established within sub-specialties of the main specialty.
5. The Executive Council of the Scientific Health Societies shall be established and shall supervise the functioning, organization and coordination among the societies, and shall in particular:

5.1 Approve the basic scientific health societies bylaws in accordance with the general framework annexed to these rules, and approve the amendments in the internal regulations and bylaws of said societies.

5.2 Approve the sources of financial support for the societies received in the form of (donations, Waqf [an Islamic endowment of property to be held in trust and used for a charitable or religious purpose], endowments)



- 5.3 Approve and discuss the annual reports of the societies with the Board of Directors.
- 5.4 Supervise, set the controls and mechanisms for the nominations and elections of the Boards of Directors of the Societies.
- 5.5 Approve the decisions of the general societies after they are submitted by their Boards of Directors.
- 5.6 Consider the complaints and differences among the Board of Directors of the society or the general societies members and take the appropriate decision.
- 5.7 Approve the sanctions imposed by the Executive Council.
- 5.8 Consider appeals against the elections of the boards of directors of the societies and how a determination would be made.
- 5.9 Approve the regulations for the establishment of health scientific societies and any amendment thereto.
- 5.10 Approve the subjects that require submission to the Board of Trustees of the Saudi Commission for Health Specialties.
6. The Executive Council of Scientific Health Societies shall consist of:
- Secretary General (Chairman).
  - Chief Executive of the Scientific Health Societies (Vice President).
  - Members of the Council represented by a number of chiefs of various health scientific societies selected by the Secretary General in consultation with the Executive Council, and shall be entitled to select other members who have contributed in the societies and the health activities in the Kingdom.
7. Membership and Meetings of the Executive Council of Scientific Health Societies:
- Membership of the Chiefs of the societies in the Council shall be for a period of three years. The society shall not be entitled to membership in the Council for more than two sessions.
  - The Council shall hold a regular meeting at least every three months and shall hold an extraordinary meeting either at the request of half of its members or by the request of the Chief of the Council.
  - The decisions of the Council shall be valid when issued by a majority vote of those present. In the case of equal votes, the Chief shall have the casting vote.



- d. Meetings of the Council shall not be valid unless attended by the majority, including the Chief or his/her representative.
- e. When a member is absent from attending the meetings of the Council for three consecutive times, or four infrequent times without an acceptable excuse, he/she shall be deemed resigned and his/her membership shall be removed from the Council. The Chief Executive of the Scientific Health Societies shall have the right to nominate a replacement.

#### 8. Scope of the Executive Council of the Societies

- a. Consider, express opinion, and submit the request for the establishment of Scientific Health Societies to the Executive Council of the Societies, then shall be submitted to the Board of Trustees.
- b. Consider and discuss the annual reports submitted by the Societies with the Board of Directors.
- c. Supervise, set the controls and mechanisms for the nominations and elections of the Boards of Directors of the societies.
- d. Approve the decisions of the General Societies after they are submitted by their Boards of Directors.
- e. Consider complaints and differences among the Board of Directors of the society or the General Societies members and take the appropriate decision.
- f. Set sanctions to the inactive societies which shall be submitted to the Executive Council of Societies (warning, freezing the activity of the society from 6 months to a year, or suspension).
- g. Consider and study appeals against the elections of the Board of Directors of the societies and resolve their legitimacy, and submit to the Executive Council if necessary.
- h. The Commission shall be entitled to freeze or dissolve the Board of Directors of the society in the event of any financial or administrative violation or lack of cooperation of the Council with the Commission.
- i. The Commission shall have the right to dissolve the Board of Directors and to form a provisional council for a period not exceeding one year to supervise the work of the society until a new Board of Directors is convened.



# 3

## Third Chapter

# GENERAL FRAMEWORK OF THE MAIN SCIENTIFIC HEALTH SOCIETIES BYLAWS

### Article(3): The Name and Headquarters of the society

In the Kingdom of Saudi Arabia, a scientific health society called the Saudi Society of (the name of the specialty of the society) shall be established and its head office shall be in Riyadh.

### Article(4): Objectives of the society

The Saudi Society of (the name of the specialty of the society) aims to achieve the following

1. Develop the professional scientific intellect in the field of the specialty of society and develop scientific and professional performance of the members of the society.
2. Provide the opportunity for workers in the fields of specialty and interests of the society in order to contribute to the movement of the scientific and professional progress in these fields.
3. Facilitate the exchange of scientific production and scientific and professional ideas in the field of the interests of the society between the concerned institutions and agencies inside and outside the Kingdom.
4. Provide advice, and conduct the necessary studies to increase the level of performance in the fields of interest of the society in various institutions and bodies.
5. Contribute to the development of practicing the profession standards in the specialty of the society, and participate in monitoring and maintaining its performance.
6. Contribute to raising public health awareness.
7. The society in the pre-establishment phase may add clauses and shall be approved or amended by the Chief Executive of the Societies. The society may later amend the objectives post-establishment, after approval of the Chief Executive of the Societies.



8. Contribute to the development of the skills of health practitioners.

**Article (5): Activity of the society**

The society shall achieve its objectives under Article (4) by all appropriate means and, in particular, the following activities:

1. Hold conferences, symposia, seminars and workshops to discuss issues related to the fields of interests of the society.
2. Conduct scientific research in the fields of interest and related knowledge of the society, encourage their conduct, disseminate and distribute the results of such research with the relevant bodies.
3. Publish a journal, periodical or both to disseminate research and studies relating to the areas of interest of the society.
4. Publish leaflets, awareness-raising publications and other means of health education to raise knowledge and awareness levels of the public in the fields of the specialty of the society.
5. Organize scientific excursions and cultural science competitions in the field of the specialty of the society.
6. Contribute to the ongoing training program and medical education in the fields of the specialty of the society.
7. Participate in local, regional and international exhibitions and symposia.
8. Invite relevant scientists and thought leaders at the national, regional and international levels to participate in the activities of the society.
9. Publish clinical protocols and manuals in the field of specialty of the society.
10. Participate in the assessment of professional scientific qualifications and professional performance of practitioners in the field of specialty of the society in agreement with the relevant bodies.





11. Provide technical advice to various health bodies about the health practices, activities and procedures, and assess the health facilities for the purpose of accreditation to provide the service.
12. Provide active support to the departments of the Saudi Commission for Health Specialties and in serving health practitioners.

**Article(6):** Procedures for the Establishment of the society

1. The society shall be established by a decision of the Board of Trustees upon the proposal of the Executive Council of the Health Scientific Societies of the Commission.
2. The Commission shall be entitled to recognize the similarity between the main or sub specialties of the society and other societies outside or within the Commission.
3. All the procedures shall be performed by a provisional constituent committee formed by the Executive Council of five members (founders) who shall select one of them as President after the license issuance of the society and until the formation of the Board of Directors of the society to assume all the functions.
4. The work of the Committee referred to in (3) shall be concluded with the convening of the first General Society at which the Board of Directors of the society members shall be elected within a maximum of nine months period following the approval decision of the Board of Trustees to the establishment of the society and the chief of the committee shall submit a detailed report to the General Society on the work done by the committee.
5. A General Society shall be established, and the Board of Directors shall be reconstituted every 3 years.

**Article (7):** Terms and Procedures of Membership

Membership shall be three types:

A.Active membership:

- a.The applicant shall have a scientific qualification related to the main specialty of the society or other related health specialties, and shall be classified and registered in the Commission.
- b. Shall be of Saudi nationality, resident in the Kingdom of Saudi Arabia or in the GCC countries.
- c. Shall apply for membership with the required documents.



- d. Shall pay for the annual registration and subscription fees determined by the Commission.
- e. The acceptance decision shall be made by the Board of Directors of the society and shall inform thereon.
- f. Shall have the right to vote and elect after the payment of annual registration and subscription fees.
- g. Compliance with the procedures issued by the Executive Council of the Commission.

#### B. Honorary Membership:

The Honorary Membership shall be granted by a decision of the Board of Directors of the society for those who provided material or moral services, or contributed to the development of their fields of interests within or outside the Kingdom. The honorary member shall be exempted from registration and subscription fees. The honorary member of non-scientific qualification in the specialty of the society shall attend the meetings and participate in the discussions of the General Society but shall not have the right to vote.

#### C. Associate Membership, for:

- a. Non-resident who holds a health qualification in the specialty of the society in the Kingdom or the GCC countries.
- b. Resident within or outside the Kingdom who holds a qualification in health specialty other than the specialty of the society.
- c. Students of medical and applied medical schools, health and technical colleges and institutes related to the specialty of the society.
- d. Employees interested in the fields of specialty of the society who do not meet the requirements for active membership.

The associate member shall be exempted from half of the annual subscription fee and may attend meetings of the society, the General Society and its various committees and participate in the discussions but shall not have the right to vote.

#### Article (8): Benefits of Active Membership

1. Initial nomination for the tasks entrusted by the society.
2. Reduce attendance fees for scientific symposia and meetings organized by the society.
3. Benefit from the leaflets and periodicals published by the society at reduced cost.



4. Entitled to vote and to be nominated to the Board of Directors in accordance with the regulations of the Commission.

#### Article (9): Termination of Membership

Membership in the society shall be terminated in the following cases:

1. Written withdrawal or the death of a member.
2. If the member loses one of the membership conditions specified in Article Seven.
3. If the member does not pay the annual subscription fee after one year of entitlement, membership shall not be canceled in this case, unless the member is notified in writing that the subscription fee must be paid, and the notice shall be made during the last three months of the relevant year.
4. Intentionally performing or causing any action or activity that results in physical, moral or professional damage to the society, its Board of Directors or its area of specialty. the termination of membership in this case shall be preceded by an investigation approved by the Board of Directors in which the responsibility of the member is established and in all the cases referred to above (other than death). Membership shall not be terminated unless by a decision of the Board of Directors. The merits and decision shall be submitted to the Executive Council for consideration and recommendation of the application of the decision or otherwise. The member shall be notified in writing of the decision to terminate the membership within two weeks of its issuance in all cases and the member shall not recover the foregoing payment of registration, subscriptions, endowments or donations fees, etc., and shall be submitted to the Executive Council.

#### Article (10): Reinstatement of Membership

1. Membership may be reinstated upon the request of the member for the absence of reason stipulated in paragraph (3) of article nine by a decision of the Board of Directors after the payment of one-year fees.
2. Membership may be reinstated upon the request of the member that the membership was terminated for the reason(s) stipulated in paragraph (4) of Article nine by a decision of the Executive Council.
3. Subject to the provisions of paragraph (1) of the above article, membership may be reinstated for a second final time, and shall be



- terminated permanently if the membership is terminated for the same reason.
4. The member whose membership is terminated for the second time for reason(s) stipulated in paragraph (4) of Article nine may not reinstate the membership.
  5. Application of violations bylaws.

#### Article (11): General Society

The General Society shall consist of all the active members who paid their annual subscriptions fees. The General Society shall hold a regular meeting at a date to be held each year. The Board of Directors shall prepare the agenda of the General Society and shall invite the Chief of the society to the meeting. The General Society may hold an extraordinary meeting upon the request of one-fifth of its members or of the Chief of the Society. The extraordinary meeting shall be subject to the provisions of extraordinary meetings of the Board of Directors.

#### Article (12): Meetings of the General Society

1. Meetings of the General Society shall be valid in the presence of at least 50 members, and shall be announced on its website be 30 days prior to their convening.
2. The ballot shall be permitted through the approved means of communication and the secure website with the approval of the Commission.
3. In the event of a lack of quorum for convening the ordinary meeting of the General Society, the meeting shall be prepared for and held in three months from the date of the first meeting. Should there not be a quorum for the second time, the meeting shall be considered valid by whoever attended. In the event the General Society meeting coincides with the election of a new Board of Directors, the current Board of Directors shall be extended until the election of a new Board of Directors.
4. In the event a new Board is not elected, the old Board of Directors shall be entitled to exercise its authority for a maximum period of 6 months. The Executive Council shall then form a provisional council in accordance with the regulations.



### Article(13): Scope of the General Society

The General Society shall endeavor to achieve the objectives of the society and shall have in particular these functions:

1. Approve the annual budget and final accounts of the society for every year.
2. Approve the annual report prepared by the Board of Directors on the activities of the society.
3. Elect members of the Board of Directors.
4. Discuss and approve the work plan submitted by the Board of Directors.
5. Propose the dissolution of the Board of Directors and the organization of new elections, under the supervision of the Executive Council of the Scientific Health Societies.
6. Approve the establishment of branches of the society upon the recommendation of the Board of Directors, then submit to the Executive Council of the societies.
7. Appoint an external legal auditor for the accounts of the society and determine his/her fees.
8. Propose the amendment or deletion of certain articles or paragraphs of the Main Bylaw to keep abreast of the developments, in a way that shall not contradict the general framework and the main bylaw of the Health Professional Scientific Societies approved by the Commission.

### Article (14): Honorary Chief of the society

The Board of Directors may recommend an Honorary Chief of the Society from among known public figures to be approved by the Executive Council.

### Article (15): Resources and Budget of the Society

First: Resources of the Society shall consist of:

1. Annual membership subscription fees.
2. The proceeds of the publications, leaflets, and services provided by the society within the limits of its objectives, such as providing consultancy and conducting research for the benefit of others.

3. Revenues of the scientific programs or training courses held by the society in the field of specialty and of the establishment of institutions to serve their objectives.
4. Donations, endowments, grants and subsidies provided by the Kingdom, public bodies, private companies and institutions to the society, or by individuals that the Board of Directors which shall decide to accept.
5. The Saudi Commission for Health Specialty offers to the society.
6. Revenues of advertising and promotional materials in the publications and website of the society.
7. Revenues of direct and indirect investment by the society or its members in various investment fields as determined by the Board of Directors.
8. Waqf .
9. The above financial resources shall require the prior approval of the Executive Council.

#### Second: Collaboration controls of Scientific Health Societies with other sectors

health scientific societies may collaborate with companies and institutions of the private sector and others to support the revenues of the society by accepting the granted endowments, supporting its activities, and accepting the advertisements on their publications and concluding cooperation agreements with other parties on a material basis, so as not to contradict with the objectives for which the society was established and in accordance with the following controls:

1. The cooperation of the society with others shall not interfere with the laws and regulations in force in the Kingdom of Saudi Arabia.
2. The society shall not, when accepting financial support, make use of its scientific work or activities to promote a particular product and the supporting body / bodies.
3. The society shall not agree to the requirement of adding recommendation to use a particular product.
4. The name of the society shall not be associated with any advertiser who does not comply with the elegance and the quality of the content or cause abuse to others.



5. The society shall not cooperate and promote with anybody within the Kingdom that is not licensed or authorized by law for any local or international product by the concerned bodies within the Kingdom.
6. The society shall not cooperate with anybody that has previously been issued a circular not to be dealt with by the official authorities.
7. The society shall not cooperate or continue in cooperation with anybody marketing for a product that the scientific research has proved detrimental to humans. Such product shall not appear on its publications or include its name in any advertiser by the concerned body.
8. The society shall not cooperate with international bodies whose countries do not have diplomatic relations with the Kingdom.
9. The cooperation of the society with third parties shall not harm its interests nor interfere with its objectives.
10. Any cooperation with third parties shall be approved by the Board of Directors of the society and shall mention the above-mentioned controls in the contracts of the society with third parties and shall be entitled to terminate the contract without any material and legal claims in case of violation of any of the above clauses during the period of validity of the contract.
11. The societies shall be obliged to approve all their internal and external agreements by the Executive Council of the societies prior to their approval and implementation.

### Third: Budget and Final Accounts of the society

1. The fiscal year of the society shall begin and end with the official fiscal year of the Government.
2. Final accounts shall be prepared in accordance with the professional rules and customs.
3. The Chairman of the Board of Directors and the Treasurer shall be responsible to the Board for the financial business and actions of the society.
4. The Treasurer and the accountant of the s

society shall prepare the annual budget including the expected income and expenses to be submitted to the Board of Directors, which, once approved, shall be submitted to the General Society for approval in a

manner not inconsistent with the objectives and mission of the society.  
5. The external legal auditor shall submit its annual report to the Board of Directors to be presented with the final account to the General Society.

#### Article (17): Formation of the Board of Directors

1. The society shall be administrated by Board of Directors consisting of eleven members (nine members may be approved by the Executive Council of the Scientific Health Societies) elected by the General Society by secret ballot from among active members of the society nominated for the Board of Directors membership who meet the candidacy requirements, a representative of the Commission shall be present. The Commission shall be entitled to add two members of experience to the Board of Directors of the society.
2. The formation period of the Board shall be three years renewable once. The Chairman, Deputy Chairman, Treasurer, and Secretary of the Board may not last more than two consecutive sessions except only after two other following sessions.
3. When a member of the Board of Directors is absent from the Board meetings four times with no accepted notice, the member shall be considered resigned.
4. When there is a vacancy in the Board of Directors membership for whatever reason, the Board of Directors shall be entitled to select a replacement member provided that a priority shall be given to the previously voted members with the highest votes. The General Society shall be informed in its first meetings and the Executive Council of the Health Scientific Societies shall approve after the joining of the replacement member to the Board of Directors.
5. The Commission shall be notified of any amendment on the Board of Directors.

#### Article (18): Meetings of the Board of Directors

The Board of Directors shall hold an ordinary meeting at least every three months, and shall be considered valid when two-third of the members are present. The Board may conduct extraordinary meeting if requested by at least half of the members, one-fifth of the General Society





members or the Chief of the Society. The extraordinary meeting shall be held to discuss issue(s) included in the request of its convening, any matter not mentioned in the request shall not be discussed. Decisions of the Board of Directors shall be valid when issued by a majority vote of those present. In the case of equal votes, the Chairman shall have the casting vote. A member of the Board of Directors may not delegate any member to represent him/her in any meeting. Electronic means of video and audio shall be considered equivalent to personal attendance. The method of attendance shall be stated in the minutes of meetings.

#### Article (19): Scope of the Board of Directors

The Board of Directors shall have the following competencies:

1. Propose the budget of the society.
2. Prepare the agenda of the General Society.
3. Propose and present the general policy of the society within the framework of the objectives set forth in these rules to the society for approval.
4. Propose and organize the work of the internal bylaws of the society.
5. Form specialized committees and groups to perform the tasks and activities of the society after approval of the Board of Directors.
6. Prepare the annual report of the activities of the society and submit to the Executive Council of the Societies after approval of the General Society.
7. Determine the annual subscription fees of members.
8. Approve the conduct of studies and research.
9. Approve the holding of symposia, courses and seminars in accordance with the relevant regulations of the Commission.
10. Accept endowments, donations, grants and subsidies.
11. Follow up the implementation of the decisions of the General Society and the Executive Council of the societies.
12. Elect the Chairman of the Board of Directors, his/her Deputy, the Treasurer and the secretary of the Board of Directors.
13. The Board shall have the right to employ individuals and/or legal entities to assist the board in performing its functions for a fee to be determined by the Board.
14. Supervise the investments and Awqaf of the society.
15. Submit the minutes of meetings to the Executive Council of Scientific Health Societies.



16. All members of the Board of Directors shall be obliged to sign the minutes of the meeting of the Board of Directors prior to being submitted to the Executive Council.

17. Submit the minutes of the General Society to the Executive Council of the society for information.

**Article (20):** Functions of the Chairman of the Board of Directors

The Chairman of the society shall have the following functions:

1. Assume the general administration of the society and preside over its sessions.
2. Determine the agenda of the Board of Directors.
3. Invite the General Society for meeting.
4. Sign the papers that include moral responsibilities or financial pledges with the Treasurer.
5. Represent the society on the required occasions or delegate a member of the Board of Directors.
6. Represent the society before others and on behalf with the official and non-official bodies in the Kingdom and abroad.
7. Issue circulars and decisions resulting from meetings of the Board of Directors.

**Article (21):** Functions of the Deputy Chairman of the Board of Directors

The Deputy Chairman shall assist and perform his/her duties in the absence of the Chairman and shall enjoy all his/her powers.

**Article (22):** Functions of the Secretary of the Board of Directors

1. Assist the chairman in the management of the society and shall prepare the agenda of the meetings and submit to the Chairman for ratification.
2. Edit and submit the annual report of the society to the Chairman for ratification.
3. Edit and record the minutes of the meetings of the Board of Directors and the General Society in their respective records.
4. Supervise the record of the members and the record of the minutes of the meetings.

### Article (23): Functions of the Treasurer

1. Receive all subscriptions fees and financial dues of the society
2. Pay the amounts owed by the society
3. Sign internal papers within his/her competence
4. Deposit the funds of the society in a bank located in the city of the headquarters of the society, and sign with the Chairman on the securities and exchange.
5. Prepare and submit the annual report on the budget of the society after being reviewed by the legal audit to the Board of Director for approval, then present it to the General Society.
6. Keep and be responsible for the financial record of the society.

### Article (24): Conditions of Election for the Membership of the Board of Directors:

1. Shall be classified and registered in the Commission within the specialty of the society.
2. Shall have been an active member of the society for a period of not less than one year, the first session shall be exempted.
3. The member must apply for the candidacy in person or accept nomination from others.

### Article (25): Conditions of Election for the Membership of the Board of Directors of the society:

1. The election shall be by electronic ballot through the department of the societies in the Commission
2. Candidates shall be announced through the various means of communication at the society.



**Article (26): Eligibility to Vote for Membership of the Board of Directors of the society**

1. The voter shall be an active member of the society during the holding of the General Society for the elections of the members of the Board of Directors of the society for the coming period.
2. 50 registered members in the society are required to vote at the election of the Board of Directors in the first session.
3. The society shall provide a modern means of communication of its own.



# 4

## Fourth Chapter

# GENERAL PROVISIONS

### Article (27): General Provisions

1. The society shall organize and keep at its headquarters the necessary records to ensure its functioning.
2. The Board of Directors shall submit the minutes of the meetings to the Executive Council of the Commission within a period of not more than two weeks. In the case of no objection within (15) days, it shall be deemed to be effective, and in case of disagreement, it shall be settled amicably. If not possible, it shall be referred to the Executive Council of the societies and its decision shall be final.
3. Unless expressly stated in the foregoing, the prevailing regulations in the Kingdom of Saudi Arabia shall be applicable and any contravention of these regulations shall be deemed null and void.
4. In the event of a dispute between the society and any other body, the prevailing regulations in the Kingdom of Saudi Arabia shall be the court and the arbitration shall be conducted in the Kingdom of Saudi Arabia.
5. All public relations and media related aspects business or activities including social media postings related to General Scientific Health Societies shall require prior approval of the Executive Council of the societies
6. The Executive Council of the societies shall have the right to the interpretation of these regulations.
7. The articles of this bylaw shall apply to all societies operating under the chairmanship of the Commission.

