

**Bylaws of The Arab Society for Paediatric Endocrinology and Diabetes
(ASPED)**

Revised 2019

1. Background:

The Arab Society for Paediatric Endocrinology and Diabetes (ASPED) is a non-profitable organisation aimed to ensure high standard of care and development in Paediatric Endocrinology and Diabetes in the Arab region extending from the Gulf through the Northern African countries. ASPED was launched in a meeting held upon the initiative of a group of Paediatric Endocrinologists from different Arab states who met in Abu Dhabi on 8th of September 2012. The society is registered in Dubai under the Dubai Association Centre (DAC) since November 2014 and its official website address is www.asped.net

2. Objectives of the Society:

- Care of children and adolescents with endocrine disorders and diabetes by bringing together professionals in this field from the Gulf and North Africa.
- Be a body for governing the **training** of doctors in the field of Paediatric Endocrinology and diabetes through support of the existing fellowship programs and creating others. Other educational programs will be arranged to offer the most updated knowledge and experience to trainees in Paediatric Endocrinology.
- Actively **support** training and education of specialist nurses, diabetes educators, dieticians and other allied healthcare professionals in the field of Endocrinology and Diabetes.
- Promoting **research** and training in the field. One key issue to be encouraged is to establish collaboration with international organisation and centres of excellence around the world. Considering the unique set up of the population and the genetic characters in this geographical area, research will help uncover specific disease mechanism relevant to this area and to come up with new innovations for treatment.
- Advancing **education** in paediatric endocrinology and diabetes for patients and their parents by enhancing group education and creation of parents/children support groups.
- Generating evidence-based **guidelines** that will lead to a consistent management of endocrine disorders and diabetes mellitus throughout the area.
- **Unifying protocols** throughout Endocrine centres to ensure updated practice and creating tools for research.

3. Society Activities:

- Holding the ASPED society regular scientific conference
- Establishing a website for the society and help members to communicate with each other's
- Organising symposia, seminars and courses related to the field of Pediatric Endocrinology.
- Publishing newsletter of its activity related to the field of Endocrinology.
- Arranging scientific charity missions and scientific competitions for its members
- Developing and using all other appropriate means for achieving the objectives of the society.
- Cooperating with other regional and international societies and institutions with similar activities.
- Establishing clinical guidelines and standards of care of the common disorders related to the specialties of the society.
- Participation in Public Health Education in the field.
- Issuing booklets, letters, etc for public health education.
- The Board of Directors should approve all activities under the auspices of the ASPED

4. Membership:

4.1. Membership Categories:

Ordinary membership: This will be offered to those with related disciplines degree or interest in Pediatric Endocrinology. The holder of active membership are and entitled for attending the General Assembly meeting, participate in debates and voting in the election of executive office and various committees.

Honorary membership: This can be offered to those who have contributed to the development of the areas of child health, financial or moral, and exempt the Member of honour from the requirement to pay the annual subscription. The honorary membership must be granted by decision of the General Assembly. The honorary member may attend meetings of the General Assembly and its various committees and participate in discussions but he/she will not have the right to vote in decision or in election.

Affiliate membership: this can be offered to doctors in child health and child health workers who do not carry a qualification specified in the conditions of active

membership, residents and fellows in training program related to the Society, as well as diabetes educators, dieticians. The affiliated members are exempted of 50% of the value of subscription and may attend the meetings of the General Assembly and its various committees and participate in the discussion without the right to vote, however they cannot attend any of the Society administrative meetings.

4.2. Membership Benefits:

- Opportunity to be elected for the council and selected as a deputy chair or member of committees related to the member's experience and academic interest.
- Opportunity to attend Society's conference at a discounted rate.
- Eligibility for applying to courses organised by the society
- Receiving publications of the Society at no extra charge with free access to the society's members only portal.

4.3. Membership Conditions:

- To apply for joining the Society
- To maintain payment of the annual registration fees.
- The applicant is not convicted of a felony or prohibited from practicing medicine.

4.4. Membership Termination:

- Request of the member to terminate his membership.
- Not maintaining the annual subscriptions fees for a whole year and after being informed.
- If he/she obtained membership by fraud or deception.
- Any work or activity that would bring professional or financial major harm to Society, physically or morally. This would be decided after full investigation ordered by the Board of Directors.

4.5. Re-granting Membership:

- It is possible to re-grant membership to an ex-member who lost his membership due to reasons other than professional misconduct or similar.
- He/she can apply to as a new member following the usual procedure and retrieve his/her original membership number.

5. Administrative Organisation:

- ASPED is a multi-nation society with representatives from each country and has 4 administrative bodies (General Assembly, Board, Council and Executive office).
- The council members are elected by the General Assembly (GA) using secret ballots for a term of three years, renewable once.
- If the election is due but the general assembly are unable to meet for any reason, election will be conducted by the country representatives by a secret ballot on the bases of one country one vote.

A summary of the structure and roles of the 4 bodies are as follows:

5.1. ASPED Executive Office: This body consists of the President, Vice President and Secretary General. The executive office is responsible for running the society day to day business in liaison with the management company and its members are expected to meet monthly either through teleconference or face to face meetings. The job description of each executive office member is summarised in item 6

5.2. ASPED Council: it consists of the three executive office members and the chairs of the 4 ASPED committees (Education, Diabetes Research and Guidelines, Endocrine Research and Guidelines, and Communications). Every committee chair selects a deputy from the society members to be approved by the council. The council is expected to meet at least 4 times a year (teleconference and face to face). The council is responsible for execution and advising the board and general assembly on plans that would guarantee the Society achieving its objectives. The council decisions are taken by a majority of the votes of the seven members. If a council member fails to attend two consecutive meetings without acceptable reason, he/she considered resigned from the council. In case of availability of position in the council the council will assign an acting replacement until a new member elected by the by the General Assembly at the first meeting or country representatives on the same rule of one member one vote (see above).

5.3. ASPED board: this body consists of all council members, country representatives and deputy chairs of the 4 committees. The board is expected to meet annually and will be in order and binding only in the presence of 50% of its members. A minimum of 2 of the 3 executive office are needed for the board to meet. The board decisions will not be effective unless they taken by a majority vote and in case of tie; the decision will be reverted to the executive office. The board has supportive and advisory roles to the council and it is the highest authority of the society until the General Assembly is formed. Once the general assembly is established it will decide on the future need and function of the Board.

5.4. General assembly (GA): The GA encompasses all eligible members of the Society (active membership, affiliated and honorary) and hold an ordinary meeting, during the society conference, at the invitation of the Society President. However, a request of the Board or one-fifth of members of the General Assembly may call upon emergency meeting(s) of the General Assembly. The Secretary General shall prepare the agenda and chair the meeting. The main function of the GA is electing the council members, and approving the annual report

5.5. Advisory Board: this is a non-executive body consists of senior physicians, who contributed to ASPED foundation and development. Members are selected by the council, and shouldn't be in any managerial position in the society. Their main rule is to provide advice on specific issues related to the promotion of the society. The number of the board members will be determined by the council and not related to countries. The term is 5 years renewable with different starting and finishing dates to maintain continuity. The board elects its chair who may attend council meeting on request.

6. Responsibilities of ASPED council members and country representatives:

6.1. President:

- Set short and long term goals and objectives for the society in collaboration with the council and Board.
- Be the official representative of the society in meeting with potential stakeholders.
- Monitor the society expenditures and assure operation within the budget.

- Communicate with potential sponsors for society funding.
- Call for regular and ad hoc business meetings.
- Assign tasks and delegate responsibilities to members of the council
- Review the society's internal control policies and make recommendations to the board and GA of necessary changes to maintain integrity and accountability.

6.2. Vice President:

- Assist in the society president duties and will act as president during the president's absence.
- Approve society membership applications and monitor the progress and efficiency of the society membership.
- Supervise the managing company in keeping a track record of membership by ensuring an updated database of members.
- Raise fund for various educational activities of the society

6.3. Secretary General:

- Promote active participation in the society membership.
- When necessary, recommend changes in association of the structure of the society board or the executive committee.
- Prepare annual society report in collaboration with the president and vice president
- Revising research and education projects submitted by chairs of education and research committees along with the president and the V. president.
- Works with the board in informing society members about conditions and operations of the society.
- Raise fund for various educational activities of the society.
- Identify and involve potential leaders from within and outside the society.
- Have an active role in devising and implementing society rules, protocols and guidelines.

6.4. Chair of communication

- Overseeing and updating ASPED website contents
- Building various ASPED accounts through social media

- Designing/writing news-letters and news alerts
- Disseminate society updates and news in collaboration with ASPED managing company
- Encourage ASPED membership and member's engagement

6.5. Chair of education:

- Defining future plans for education and training programs for the society
- Exploring possibilities for applying fellowships and other training programs within and outside the society countries.
- Suggest plans for fund raising for education
- Oversee formation/designing unified education leaflets and protocols.
- Be part of ASPED research ethics committee

6.6. Chair of Diabetes Research and guidelines:

- Propose diabetes research projects and discuss with the executive board of ASPED
- Lead the diabetes research committee in ASPED for research approvals
- Disseminate diabetes research proposals to key researchers in various ASPED countries when projects are planned to be multi-centeric.
- Approach bodies or organisations for research grants and donations to be used for diabetes research support.
- support and provide guidance to proposals submitted by society members
- Update ASPED website with the latest regional and international diabetes practice guidelines
- Lead and supervise writing of various regional Diabetes guidelines
- Be part of ASPED research ethics committee

6.7. Chair of Endocrine Research and Guidelines:

- Propose endocrine research projects and discuss with the ASPED council
- Lead the endocrine research committee in ASPED for research approvals
- Disseminate endocrine research proposals to key researchers in various ASPED countries when projects are planned to be multi-centre.

- Approach bodies or organisations for research grants and donations to be used for endocrine research support.
- support and provide guidance to proposals submitted by society members
- Update ASPED website with the latest regional and international endocrine practice guidelines in liaison with the communication committee chair/co-chair
- Lead and supervise writing of various regional endocrine practice guidelines and protocols
- Be part of ASPED research ethics committee to approve projects performed under ASPED.

6.8. ASPED Country representatives: The Society will have representatives in different Arab countries nominated by the executive office and approved by the council. They will serve a term of 3 years and may be re-elected for additional 3-year term. The role of the CR representatives are as follows:

- Represent his country in the Society board and attending the society board and GA meetings
- Represent and promote for the Society and coordinate its activities in his/her country
- Encourage his colleagues to join the Society and apply for its educational activities
- To review and make recommendation on applications of the membership in his/her country
- To act as liaison between his/her region's members and the council/ board

- To submit to the council a short, written annual report activities in his/her region/country.
- Keep track of membership affairs by ensuring an updated database of members of their country and establish a mailing list / whatsapp group to facilitate communication for voting etc.

7. Budget Resources of the Society

- The annual membership subscriptions.
- Publications, periodic bulletins and specialised services.
- Registration fees from the conferences, courses and specialised programs arranged by the Society.
- The donations, grants and subsidies obtained from the public or private organisation bodies or individuals.
- The gain from third-party advertisements that advertised on Society's website or its headquarter.