



## **Saudi Medical Physics Society (SMPS) Bylaws**

### **Element No. 1**

#### *License Number and Address*

The Saudi Medical Physics Society (SMPS) was established in Riyadh – by SCHS declare No. 28/A/27  
Date: 21st Nov 2006.

Web address: <http://www.smeps.org.sa/>

الجمعية السعودية للفيزياء الطبية – الرياض - المملكة العربية السعودية

### **Element No. 2**

#### *SMPS's Objectives*

- Develop a scientific and professional Medical Physics society.
- Recruit highly qualified members to enhance the awareness of Medical Physics applications in Medicine.
- Enhance the scientific and professional progress of the members.
- Facilitate national and international knowledge exchange between SMPS and others, including: tertiary hospitals, medical cities, medical colleges and universities, military hospitals, the Ministry of Health, the Ministry of National Guard's Hospitals Network, private health-care sectors, Saudi health-care authorities, the Saudi Red Crescent Authority, specialist hospitals and health-care network organizations, Medical Physics professionals and leaders, international societies, and associations.
- Submit a position statement and advice regarding Medical Physics applications, practices, and innovations.
- Develop standards of practice in Medical Physics.
- Conduct Medical Physics public awareness activities and programs.
- Enforce the existence of Medical Physics subspecialties and their participation in different health sectors in K.S.A.
- Hold annual SMPS Scientific conferences.
- Encourage new Medical Physics (and relevant fields) graduates to apply for Medical Physics residency program.
- Innovate in the field of Medical Physics.

### **Element No. 3**

#### *SMPS's Activities*

1. Establish scientific committees in the subspecialties of Medical Physics.
2. Hold conferences, symposia, and seminars to discuss issues related to the society's fields.
3. Introduce scientific research and encourage publication and knowledge exchange.



4. Establish a medical journal, newsletter, or both to publish scientific materials in the field of Medical Physics.
5. Utilize media publications to increase the public's knowledge and awareness of Medical Physics.
6. Organize scientific tours and hold scientific competitions in different subspecialties of Medical Physics.
7. Conduct training and provide continuing education regarding Medical Physics topics.
8. Participate in exhibitions and national or international seminars.
9. Invite Medical Physics field experts to take part in SMPS's activities.
10. Issue rules and procedures relevant to Medical Physics.
11. Foster the well-being of Medical Physics workforce and collaborate with other organizations to support and review their credentials and the soundness of their practices.
12. Provide technical counseling and support for different Medical Physics facilities as well as new Medical Physics departments' design and certification.

#### **Element No. 4**

##### *SMPS Membership Conditions and Procedure*

#### **SMPS Full (Voting) Member:**

All members who meet the following conditions and pay the approved fees can be full voting members. Full members can attend SMPS general assemblies and have the right to vote:

1. A full member is a clinically practicing Medical Physics staff and must be registered by SCHS under Medical Physics specialty as consultant, senior specialist, or specialist.
2. A full member must hold valid SCHS identification and reside in Saudi Arabia.
3. The member must apply to join the society.
4. The member must receive application acceptance confirmation from SMPS.
5. The member must pay the annual membership fee.
6. Medical Physics residency-trained and board-certified can ONLY apply for this category. Other Medical Physics staff can apply to this category as an option.

The annual membership fee will be determined by SMPS's board of directors and published on the SMPS website. Annual membership fees are nonrefundable. SMPS has the right to request any supporting documents prior to approval of any membership application. SMPS has the right to reject any application if it does not meet the above conditions.

#### **SMPS Associate (Non-voting) Member:**

All members who meet the following conditions and pay the approved fees can be associate members. Associate members can attend the general assembly meetings and participate in discussions but cannot vote. They can enjoy all other SMPS membership benefits. Associate members can be members of all SMPS committees but not the board of directors:



1. Medical Physics specialist who opts not to vote.
2. Medical Physics technicians and relevant specialty paramedics who opt not to vote.
3. Gulf Cooperation Council (GCC) and international Medical Physics practitioners.
4. Medical Physics residents who are still under training.
5. Medical Physics student.
6. The member must apply to join the society.
7. Must receive application acceptance confirmation from SMPS.
8. The member must pay the annual membership fee.

The annual membership fee will be determined by SMPS's board of directors and published at SMPS's website. Annual membership fees are nonrefundable. SMPS has the right to request any supporting documents prior to the approval of any membership application. SMPS has the right to reject any application if it does not meet the above conditions.

#### **SMPS Honorary Member:**

Honorary membership is granted to those who are chosen by SMPS's board of directors and approved by the general assembly meeting because of what they have offered to SMPS in financial and spiritual aid or in developing the fields of Medical Physics in Saudi Arabia or abroad. The member is exempt from any fees, can attend any meeting, and can take part in any discussion without voting.

#### **Membership Benefits:**

1. The voting member has the right to nominate himself or herself for board member.
2. Free registration or discounted rate on all SMPS scientific activities and endorsed activities.
3. Discounted rates or free subscription to different educational materials.
4. Special corporate rates (applies to affiliated bodies).
5. Receive bulletins and newsletter at a reduced cost.

#### **Element No. 5**

##### *Ending Membership*

Membership of the Society is terminated under the Following Conditions:

1. The written withdrawal of the member, or member's death.
2. If the member loses any of the membership conditions.
3. If SCHS certification is revoked, or the revocation of any of the member's credentialing documents.
4. If the member fails to pay his or her membership fees for one year, the membership will be canceled after a written warning. If, three months after receiving the warning, the fees remain unpaid, membership will be canceled.
5. Instigating an act of damage causing financial, intellectual, reputational, or occupational harm to SMPS, its board of directors, or the specialty of Medical Physics. The board of directors must



initiate an investigation and prove the responsibility of the member for any of the above acts (except death) prior to terminating his or her membership. The board of directors must notify the member of the decision to terminate his or her membership in writing within two weeks of issuing this decision. The terminated member will not be refunded for any fees, gifts, or contributions.

#### SMPS Membership Reinstatement:

1. The SMPS board of directors may approve the reinstatement of any person upon his or her request, if he or she meets membership conditions again and pays delayed membership fees or the fees for the last three years, whichever is less.
2. Only the SMPS board of directors can reinstate any membership by a written decision, if the reason for membership cancellation was any of the conditions listed above, except condition no. 5 of element no. 5 above.
3. In addition to paying the required delayed annual fees as described above, membership can be reinstated only once and will be terminated permanently if terminated again.
4. For no reason will the membership be reinstated if the reason for termination is one or more of the conditions listed under condition no. 5 of element no. 5 above.

#### **Element No. 6**

##### *The General Assembly*

The General Assembly consists of all full (voting) members who paid their annual membership dues. The General Assembly holds a regular meeting at a specified date of every year. The board of directors will prepare the agenda for this meeting, and the president will announce the invitation to it. The General Assembly may hold an unplanned meeting if requested by a fifth of the members or by the president. The general rules of the planned and unplanned meetings of the General Assembly are the same as the board of directors meetings. A written invitation to all full members should be sent/announced at least 60 days prior to the announced date. Full members shall attend the meeting themselves. If they cannot attend, they may delegate their place to another full member in a written letter signed by the member and co-signed by SMPS's president. The representing member may vote on behalf the member who delegated his or her attendance unless another rule states otherwise.

#### **Element No. 7**

##### *General Assembly Charges*

The General Assembly will try to achieve SMPS's objectives. In particular, it has the right to:

1. Approve the annual budget of the society and close a final account.



2. Approve the annual report prepared by the board of directors.
3. Elect board members.
4. Discuss and approve the agenda and strategic plans prepared by the board of directors
5. Recommend dismissing the current board of directors and organize a new election.
6. Assign an external auditor for SMPS financial accounts and approve his or her fees.

### **Element No. 8**

#### *Honorary President of the Society*

The board of directors has the right to nominate to the General Assembly an honorary president for the society among the well-known public individuals who has an interest in the field of Medical Physics and offered both financial and spiritual aid to SMPS. The individual's name should be suggested to SCHS's Council of the Scientific and Medical Societies. If this individual is appointed as an honorary president, then he or she should have no executive function or role. In addition to the expected financial and spiritual aid to the society, the honorary president role could include the promotion of the wellbeing of society and assisting the society to develop relationships with other institutions and societies, as appropriate. Activities could include ceremonial duties such as presenting awards or hosting receptions.

Length of appointment:

Honorary presidents should not be appointed for life. Appointments should be limited to a maximum of five years per term. The board of directors could make a recommendation to the General Assembly for the maximum term of appointment, e.g., three to five years. The term of appointment should be reviewed at the end of the term and could be renewed for one more term. The actual term of appointment could be negotiated with the individual approached, but should not exceed five years per term.

### **Element No. 9**

#### *The Budget and Funding Sources of the Society*

The Funding Sources of the Society Include:

1. Annual membership fees.
2. The cost of what SMPS sells of products like publications, bulletins, and other services offered by the society to others such as consulting services and research.
3. The income of all scientific programs, activities, and training courses provided by SMPS within the scope of its specialty, and other establishments SMPS develops to achieve its goals.
4. Gifts, donations, aid, and contributions to SMPS by the government, public authorities, private companies, and institutions or individuals that are accepted by the board of directors.
5. The financial support provided by SCHS to SMPS

The Budget and the Final Account:

1. The fiscal year of the society begins and ends according to the Saudi Arabian fiscal year.



2. The final accounts should be prepared according to accepted rules and traditions.
3. The president and the treasurer are held responsible for society funds and expenses to the board of directors.
4. The society's treasurer and accountant will prepare the annual budget of the society, which will include the society's income and expected expenses, and present it to the board of directors, who will present it after approval to the General Assembly.
5. The external auditor will present his or her annual report to the board of directors, which will be given with the final account to the General Assembly

## **Element No. 10**

### *Forming the Board of Directors*

- SMPS will be led by a group called "The Board of Directors." This board of director is formed by seven to 11 full (voting) SMPS members who are elected by the General Assembly through a concealed voting process. The voted members must meet election conditions to be a board member.
- The term of the board members is three years and may be renewed.
- A board member who does not attend three meetings without any acceptable excuse becomes automatically resigned.
- If there is any vacancy, the board has the right to choose another member to fill the vacancy. Priority should be given to the society members who have received the most votes during the current board election voting process. Once a new member is added to the board, this should be announced to the next General Assembly meeting.

## **Element No. 11**

### *The Board of Directors Meetings*

The board of directors holds a regular meeting at least every three months. A quorum of 50% of the members, including the president, should attend for the meeting to be valid. The board can hold unplanned (ad hoc) meetings to discuss a topic or specified matters. During this ad hoc meeting, only the matter for which the meeting was called should be discussed. The decisions of the board are considered valid by the voting majority, and if the voices become equal, preference is given to the president's side.

The following items should be considered for the board of directors meetings:



1. The agenda must be drafted by the president and/or his or her designees.
2. SMPS's board must approve and review previous minutes and close all actions.
3. The secretary of SMPS's board must maintain a hard copy of all records.
4. The SMPS board members are encouraged to hold their meetings in different regions of the country.
5. The SMPS board meeting should address the organization's mission and vision, values, committees, programs, SMPS scientific assembly planning, media, financial acumen, sponsors, investments, and membership benefits.

## **Element No. 12**

### *Board of Director Charges*

SMPS's Board of Directors is in Charge of the Following:

1. Suggest the budget of the society.
2. Prepare the agenda for the General Assembly.
3. Suggest the strategic plan of the society within the scope of the society's objectives and present it to the General Assembly for approval.
4. Develop internal practice policies and regulations for SMPS.
5. Develop specialized committees and task forces to help the society to perform its expected duties and activities.
6. Prepare the annual report concerning the activities of the society and present it to the Council of the Scientific and Medical Societies after approval by the General Assembly.
7. Decide annual membership fees.
8. Approve any submitted project, proposal, study, or research.
9. Approve the holding of seminars, conferences, courses, and workshops according to the regulations stated by SCHS.
10. Accept gifts, donations, aid, and awards.
11. Assure the execution of decisions made by the Council of the Scientific and Medical Societies.
12. The election of Chairman of the Board (SMPS president), Vice President, and Treasurer.

Charges of the Chairman of the Board of Directors:

The President of the Society, who is also the Chairman of the Board, is a residency-trained and board-certified Consultant Medical Physicist who has the following tasks:

1. Run all the administrative responsibilities for the society and serve as chairman of its meetings.
2. Approve the final agenda for the board of directors' meetings.
3. Announce the invitation for the General Assembly meetings.
4. Sign all the documents that include financial or literary responsibilities.
5. Represent SMPS at public events that require official representation from the society.



6. Represent the society to the others and communicate with formal and informal authorities, both inside Saudi Arabia and abroad.

Charges of the Board of Director's Vice Chairman (Vice President):

Assist the chairman in his or her duties, assume all powers of the chairman in the chairman's absence, and perform any other functions/duties as assigned by the Chairman.

The Tasks of the Secretary of the Board:

1. Help the chairman to manage the society and prepare the agenda of the meetings for approval
2. Edit the annual report and present it to the chairman for approval.
3. Record the minutes of the board of directors and General Assembly meetings.
4. Supervise the records of the members and the meetings.

The Tasks of the Treasurer:

1. Receive and process annual memberships, contributions, and all financial dues to the society.
2. Pay all dues of the society.
3. Sign specific documents as assigned to him or her.
4. Deposit the funds in the bank and co-sign the society's checks with the society president.
5. Prepare and revise the annual report with the registered accountant, present it to the board to be approved, and then present it to the General Assembly.
6. Bookkeep and hold responsibility for all financial transactions of the society.

### **Element No. 13**

#### *Board of Directors Membership Nomination and Election*

A SMPS Board of Director's Membership Nominee Must Meet the Following Conditions:

1. Nominee needs to be eminent in the field of Medical Physics and a full (voting) SMPS member
2. Nominee must have completed five years post Medical Physics board certification recognized by SCHS.
3. Nominee must be a resident of Saudi Arabia.
4. Nominee must have been an active full (voting) SMPS member for at least three consecutive years.
5. Nominee must submit and complete the nomination form before the announced deadline date
6. Nominee must attend the election by himself or herself, and may give power of attorney to another member in writing. His or her nomination must be approved in advance by the SCHS Council of Scientific and Medical Societies.
7. The election of the nominee will be done by a concealed voting process in the presence of a representative from the Council of the Scientific and Medical Societies. The election date is decided by the SMPS board of directors and the SCHS Secretary of Scientific and Medical



Societies. The nominees are presented to SMPS voting members attending the election. The nomination and election process should be proposed by the board of directors and approved by the General Assembly. If the majority of the voting members cannot attend the election, they can vote via mail, which must be approved by the Council of Scientific and Medical Societies.

The following must be met to vote for a nominee for board of directors membership:

1. Must be a full (voting) member who has paid membership dues for at least a year at the time of the election during the General Assembly.
2. Must attend the election and vote by himself or herself. He or she can delegate his or her vote to another full (voting) member in a signed written document co-signed by the current SMPS president.

#### **Element No. 14**

##### *General Rules*

- The SMPS board (president and his or her vice president) must save records and meeting minutes at the headquarters to ensure continuity of SMPS's business.
- The SMPS board of directors should submit all meetings minutes to the SCHS General Secretary. After that, if no objection is submitted for 15 days, minutes will be considered in effect as submitted. If objection is submitted, the conflict will be solved in a friendly manner. If conflict persists, the SCHS Council of the Scientific and Medical Societies will make the final decision.
- All SMPS members must declare any potential conflict of interest prior to pursuing any business with or for the society.
- Under any circumstances, using the name of SMPS, its logo, or official stamp or talking on behalf of the society or discussing any business matters with any organization are not permitted without prior written approval by the SMPS president or vice-president, backed up by majority members of board of directors.

If no clear rule is specified in this bylaw, the generally recognized rules in the Kingdom of Saudi Arabia will apply, and anything opposing these rules will be rejected. If there is any dispute between SMPS and another organization, the general rules of the Kingdom of Saudi Arabia will apply, and all disputed settlements should take place in the kingdom. The SCHS Council of the Scientific and Medical Societies has the right to explain the rules.