

**Gulf Federation of Emergency Medicine
(GFEM)**

Bylaws & Regulations

(First Foundational Version in 2017)

The Contents

- Definition of the Gulf Federation of Emergency Medicine.....
- Headquarters of the Gulf Federation of Emergency Medicine.....
- Official Language of Gulf Federation of Emergency Medicine.....
- Mission, vision and goals.....
- Specialized fields of Gulf Federation of Emergency Medicine.....
- Executive Board and the founders
- The conditions of nomination and election to membership of the Board of Directors of GFEM.....
- Eligibility to vote in the Board of Directors of GFEM
- Meetings of Gulf Federation of Emergency Medicine.....
- The agenda of Gulf Federation of Emergency Medicine.....
- Executive Board in the Gulf state, who heads GFEM.....
- Executive Office of the Gulf Federation of Emergency Medicine.....
- Founding members of the Gulf Federation of Emergency Medicine.....
- Financial resources.....
- The administrative structure of Gulf Federation of Emergency Medicine....
- Conclusion.....

Gulf Federation of Emergency Medicine (GFEM)

Article One:

• Definition of the Gulf Federation of Emergency Medicine

Gulf Federation of Emergency Medicine (GFEM) is a coalition of Gulf Emergency Medicine Associations specialized in emergency medicine and its different branches. Its membership is limited to the Gulf Cooperation Council (GCC), and it has a legal personality, financial and administrative independence. Beside it works to achieve cooperation and integration in the areas of health emergency medicine with all its branches among GCC countries, it has all the powers necessary to achieve common objectives and competencies in a structured and effective framework.

Article Two:

General Definitions:

GCC countries: Six Gulf Cooperation Council countries (United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, Qatar & Kuwait).

Board of Directors: The Board of Directors of Gulf Federation of Emergency Medicine.

National Associations: Local associations officially registered in their GCC countries.

Gulf Association: a coalition of associations and associations of gulf emergency medicine.

Emergency Medicine: Is the medical speciality dedicated to the diagnosis and treatment of unforeseen illness or injury. It encompasses a unique body of knowledge as set forth in the "Model of Clinical Practice of Emergency Medicine".

Article Three:

The headquarters of the Gulf Federation of Emergency Medicine

- Country: United Arab Emirates
- Address: Al Mamzer Area, Al Wehda Road 46, Dubai.
P.O.Box 6600
Dubai, UAE.
- Tel: 00971 4 255 6655
- Email: gfem.gcc@gmail.com

Article Four:

Official Languages for Gulf Federation of Emergency Medicine:

Arabic and English.

Article Five:

Vision, Mission and Objectives:

Vision: the highest possible level of emergency health services for the citizens of the Gulf Cooperation Council (GCC).

Mission: the development of cooperation and coordination between the Gulf Emergency Medicine Societies in preventive, curative and rehabilitative health and educational fields. In addition, open up channels to meet with international experiences and coordination to strengthen cooperation with official organizations working in the field of Emergency Medicine.

Values: the practice of emergency medicine in a highly professional manner, taking into account the social traditions and Islamic teachings.

Objectives:

1. The development of strategies, policies and health systems, which aims to improve emergency medicine in the GCC states.
2. Achieve coordination, integration and deepen the cooperation in the fields of emergency medicine among the GCC.
3. Consolidation of common attitudes in international forums, and closer bilateral relations with the relevant regional and international organizations.
4. Introduce and enlighten the GCC states about all emergency medicine subspecialties such as disaster medicine, toxicology, pediatric emergency, etc.).
5. Encourage joint studies and research to provide recommendations and technical advice to the official authorities in matters related to the specialization of emergency medicine and its various branches.
6. Decisions on forming technical committees to conduct studies and research related to emergency medicine.
7. Exchange of experiences in the areas of education and medical training.
8. Organization of conferences, seminars and training courses to raise the capacity of Gulf of medical staff.
9. Assess the prevailing global systems and strategies in the field of emergency medicine, benefit from the unification of the profession standards, and unify the general framework of the facilities Health Emergency Medicine.

Article Six:

Specialized fields in the scope of the Gulf Federation of Emergency Medicine

All emergency medicine subspecialties and fields.

Article Seven:

Terms of incorporation - the founding members:

Gulf Federation of Emergency Medicine consists of associations and societies of National Emergency Medicine officially registered with the governments of the six Gulf Cooperation Council countries (United Arab Emirates – Kingdom of Bahrain – Kingdom of Saudi Arabia – Sultanate of Oman - Qatar - Kuwait).

Article Eight:

(1) The Board of Directors:

The Board of Directors of GFEM consists of:

- (a) The General Secretary.
- (b) Deputy of General Secretary.
- (c) President of the Emirates Society of Emergency Medicine or his representative.
- (d) President of Bahrain Association of Emergency Medicine or his representative.
- (e) President of Saudi Society of Emergency Medicine or his representative.
- (f) President of Oman Society of Emergency Medicine or his representative.
- (g) President of Qatar Society of Emergency Medicine or his representative.
- (h) President of Kuwait Emergency Medicine Society or his representative.

Note: Dr. Aftab Mohammad has been officially assigned by Qatar Authorities until the formulation of an official Society (2017).

(2) Nomination conditions and membership in the Council Board of the Gulf Federation of Emergency Medicine:

- a) The member must be a citizen of the Gulf Cooperation Council (GCC).
- b) Must practice emergency medicine at one of the six GCC countries.
- c) Should have a minimum of three years' experience in emergency medicine post qualification.
- d) Should have an active membership in his local association for at least three years.
- e) Nomination must be through the National Association as the official representative and does not accept the nomination of individuals.

Article Nine:

Meetings of the Gulf Federation of Emergency Medicine:

1. Meetings attendance is limited to the General Secretary, his deputy and the presidents of emergency associations or their deputies of each GCC country.
2. Chairing the Gulf Federation of Emergency Medicine Association periodically every two years among the GCC countries.
3. The Chairperson of the Board of Directors is named as General Secretary of the Gulf Federation of Emergency Medicine.
4. GFEM meetings will be held in the general secretary home country every six months starting from January of the first year and ending in December of the second year.
5. The host country allocates the place and date of the meeting in coordination with the general secretary.
6. Emergency meetings may be held to discuss immediate and urgent raising matters and at the request of the secretary-general agreed by minimum of two associations. The secretary-general finalizes the agenda of the emergency meeting, and determine the venue and timing of the emergency meeting. During these emergency meetings, only urgent issues will be discussed which the meeting was called for unless agreed by the majority of the attendees.
7. Emergency meeting may be held on the sidelines of major global conferences if the quorum is completed with prior announcement.
8. Meetings can be arranged through internet if the quorum is completed.
9. The legal quorum in the presence of representatives of five out of seven to start any meeting, and decisions are taken by a majority of eligible voters from the audience.

Article Ten:

Agenda of Meetings of the Council:

1. The association, in which the secretary-general belongs to, should prepare the agenda for meetings of the board of directors prior to the meeting at least two months before. Then the general secretary or the National Coordinator announces this agenda to all associations' members two weeks before the meeting date.
2. Emergency meetings are limited to urgent matters which require necessary and urgent discussions.
3. Each association should inform the general secretary of their agenda for discussion at any meeting at least one month prior to the scheduled date.
4. Secretariat of the GCC Association should prepare reports and memos related to each topic separately enclosed with the resolutions and recommendations.

Article Eleven:

Periodic Agendas of Meetings:

1. The general secretary updates and reports all matters discussed in all meetings.
2. The reports of the Technical Committees on issues referred them.
3. Suggestions from members.
4. Technical, financial and administrative issues that the secretary-general needs to discuss with the board of directors.
5. The final financial accounts budget matters for every financial year.

Article Twelve:

Board of Directors:

1. At the beginning of each session, the general secretary of the previous session displays the agenda of the new session, then automatically the responsibilities are handed over to the new general secretary to be. Thereafter, the position of the deputy of the new general secretary will directly go to the next in line of the GCC country.
2. The General Secretary is responsible of chairing and managing the meetings, follow-up work emanating from the council committees and informing the council of incoming matters and issues. In his absence, the Deputy General Secretary will take over his duties.
3. The General Secretary chairs all the meetings and is responsible for the following up and executing the decisions of the board of directors.
4. Rapporteur / writer: To summarize all points of discussion of all meetings, arranges for meetings and invitations, then the general secretary insures does the final approval of all that is issued.
5. Drafting Committee: Writes minutes of meetings, announcements and decisions.
6. In the event of resignation of the General Secretary, the deputy takes over until the assigned country finds a replacement in a period of maximum two months from the date of the resignation.
7. In case no replacement is assigned within two months:
 - (a) The Deputy will assume the position of the resigned general secretary and his session will be two years from the date of this assignment.
 - (b) A new deputy should be assigned by the consecutive country in line.

Article Thirteen:

The Sessions and Decision Making of the Gulf Federation of Emergency Medicine:

1. The meetings are approved only if the quorum is completed. Decisions are by votes of majority but if votes are equal, then the general secretary vote will be taken as decision.
2. All meetings are confidential.
3. Each national association has one vote at the meeting, and the association which does not fulfill its financial commitments for two years has no voting privileges.
4. If both the General Secretary and his deputy are present in a meeting, the privilege of voting is for the General Secretary only.
5. The deputy can chair any meeting if the general secretary is absent and he/she.
6. Chairing of the Council, whether ordinary or extraordinary, is by the General Secretary who declares the opening and closing of the sessions, matters to be discussed, giving turns of speech, controls voting on discussed topics and announces results and decisions.

Article Fourteen:

Duties & Responsibilities of the Board of Directors:

1. Discussing and taking decisions in all matters regarding GFEM.
2. Monitoring the progress of all planes.
3. Discussing & monitoring the financials of GFEM.
4. Implementing GFEM bylaws.
5. Assisting the General Secretary in his roles and duties.

Article Fifteen:

The General Secretariat of Gulf Federation of Emergency Medicine:

Is the technical, financial and administrative body that carries out the decisions and recommendations of the Gulf Federation of Emergency Medicine. It consists of the secretary general of the technical, financial, and administrative and hardware necessary to perform the work, and be based in the United Arab Emirates.

Article Sixteen:

Duties of the General Secretariat of the Gulf Federation of Emergency Medicine:

1. Implementation of the resolutions of Gulf Federation of Emergency Medicine and assist it in achieving its goals and accomplish its tasks.
2. Preparation for the meetings of the Council.
3. Proposing plans, programs and projects of joint action and oversee its implementation after approval.
4. Follow-up work and technical advisory committees and oversee the preparation of studies and research approved by the Board.
5. Preparation of rules and regulations, financial and administrative decisions projects.
6. Preparation of the annual budget and closing accounts.
7. Preparation for the meetings of the executive body for the preparation of its agenda.
8. Coordination with arab and international and regional organizations in accordance with the Council and its systems.
9. Preparation of annual and periodic reports on the work of the Council and its achievements.
10. Perform any other duties assigned to him by the Board.

Article Seventeen:

Financial Resources:

(1) Financial Commitments of Members:

- Each society member has to pay a subscription fees of AED 5000 per year.
- If the event of not fulfilling the financial commitment of any society for more than six months, the membership of this society will be withheld until all financial commitments are full filled.
- Payment must be made into an official account in UAE.
- Any society can submit an official letter to delay of payment stating the reasons and period of delay. The matter will be discussed in one of the meeting by the Board of Directors.

(2) Subsidizers and fund of the Gulf Federation of Emergency Medicine

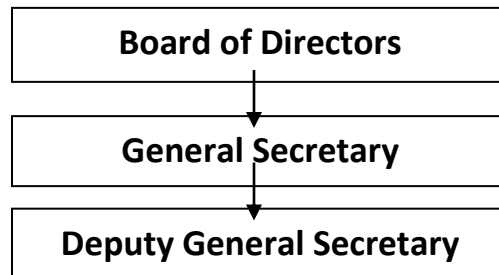
- Government agencies and bodies in all its branches in the GCC countries
- Institutions and the civil and private companies
- Military sector and its branches
- Banks and financing banks
- Personal donations
- International donations
- National support programs

(3) Finance Methods:

- Cheques issued to the Gulf Federation of Emergency Medicine.
- Transfers in favor of the Gulf Federation of Emergency Medicine to the authorized bank.

Article Eighteen:

Administrative Structuring of Gulf Federation of Emergency Medicine



Any modification to the system is only permissible under the decision of the Gulf Federation of Emergency Medicine to be proposed on the Board of Directors or to propose a third of the members, and it is approved for one third of the members present at the meeting.

Conclusion

The official gulf societies of Emergency Medicine in the GCC countries participated in the establishment of the Gulf Federation of Emergency Medicine in the spirit of working together to improve knowledge and recognition of this specialty, improve quality of service and to encourage conferences and other activities in the field of Emergency Medicine in the region.