

**The By-Laws of**  
**The Saudi Association for**  
**Health Informatics**  
**Under the Supervision of**  
**King Saud bin Abdulaziz**  
**University for Health Sciences.**

**Article of Association  
For the Saudi Association for Health Information  
Under supervision of King Saud University for Health  
Sciences.**

**Article One:**

Establish scientific association called Saudi Association for Health Information (SAHI) to work under direct supervision of King Saud University for Health Sciences, practice its public activities to develop and theoretical and applicable knowledge, and provide scientific and applicable studies and consultation, private and public, as per the provisions included in these rules.

**Article Two  
Objectives of SAHI**

The objectives of SAHI are:

1. Develop the scientific knowledge in the field of health information and develop and activate that knowledge.
2. Make scientific contact for the association members.
3. provide the scientific consultation (in the field of specialty).
4. develop the scientific and vocational performance for the association members.
5. facilitate the exchange of scientific production and scientific thoughts in the fields of interest of the association with other respective committees and establishments inside and outside the Kingdom.
6. Prepare the general controls of the career ethics.
7. It will be the umbrella for those working in the scientific field to make use of the health information applications in the medication and e-teaching application in the medical field.

**Article Three  
SAHI Activities**

To achieve the objectives mentioned in Article Two, SAHI will:

1. encourage scientific researches and consultations.
2. write and translate scientific books in its field of interest and other relevant fields.
3. conduct scientific studies to develop the applicable practices.
4. conduct seminars, teaching sessions and courses related to its field of interest.
5. issue scientific studies, handouts and journals.
6. participate in the local and international exhibitions.

7. invite scientists and experts to participate in the Association activities as per the applicable procedures.
8. organize scientific trips to its members and conduct scientific competitions in its field of specialty.

#### **Article Four** **Incorporation Procedures**

1. With consideration to avoid repetition of incorporating an association of the same specialty either in King Saud University for Health Sciences or in other universities in the Kingdom, SAHI will be incorporated based on a resolution from the University's council based on recommendation from the scientific board therein.
2. After issuance of the incorporation resolution and until association committees are formed, temporary incorporation committee formed by the Scientific Board composed of five members who will select one of them as a chairman. This committee will expire by holding the first meeting of the general assembly and selection of the members of board of directors. The committee will submit a detailed report to the general assembly regarding its accomplishments.

#### **Article Five** **Membership, Provisions and Procedures**

**Membership, Provisions and Procedures:** There are three types of membership:

1. **Effective membership:** under the following conditions
  - a- Shall have a university degree in health informatics or equivalent with Scientific or Professional contributions in the field of health informatics.
  - b- Annual fee of 200 SR.
2. **Honorable membership:** Issued by a resolution from the general assembly to those who participated in developing the interests of the associations or provided financial and moral aids. The honorable member will be exempted from payment of subscription and can attend the meetings of the general assembly and participate in the discussions.
3. **Partial Membership:**
  - a- Is for the university students in the field of health informatics or those who are interested in the scope of the association

activities and don't meet the requirements for the effective membership.

The partial member will be exempted from payment of 40% of the total annual subscription. He/she can attend the meetings of the general assembly and participate in the discussion without having the right of voting.

### **Article Six** **Termination of Membership**

Membership in the assembly will be terminated in any of the following cases:

1. withdrawal or death of the member.
2. if he does not pay the annual subscription after one year from the due date.
3. if he lost any of the membership conditions.
4. if he committed any act or activity that resulted in material and moral damages to the association and the membership in this case will be cancelled only approval of the board of directors.

### **Article Seven** **Returning to Membership**

The board of directors may approve the return of the a member who lost his membership upon his request if the reasons of membership termination are eliminated.

### **Article Eight** **Formation of the General Assembly and its Meetings**

The general assembly is composed of the active members and it holds a regular meeting every year based on invitation from the chairman. The meeting will be held upon the attendance of the majority of the members. If the majority has not attended, another meeting will be held after two weeks and will be considered correct by those who will attend. Upon a request from the board of directors or five members of the general assembly, a regular meeting can be held if that is necessary.

### **Article Nine** **The General Assembly's Duties**

The general assembly endeavors to achieve the association objectives, specifically includes the following:

1. issue the regulations for the internal work of the association.

2. approve the association annual budget and approve its final statement for each year.
3. approve the annual report for the association.
4. select the board of directors members.
5. approve the work plan submitted by the board of directors.
6. suggest establishment of branches based on recommendations from the board of directors.
7. assign external auditor for the association accounts and specify his fees.
8. suggest transfer of the association headquarters from the university to another university.
9. Propose disassembly of the association.

### **Article Ten**

#### **Honorable president of the association**

Based on a suggestion from the board of directors, an honorable president for the public assembly can be nominated. He shall be from the renowned personalities involved the association activities, and he will be elected for one time for three year based on a resolution from the university's council.

### **Article Eleven**

#### **The Association Resources and Budget**

First: The Association depends mainly on its own resources as follows:

1. revenues from annual subscriptions of its members.
2. revenues from the sale of publications, periodicals and services within the scope of its objectives.
3. revenues from courses and programs conducted by it.
4. donations and gifts provided by the university, commissions and individuals.

Second: The Association Budget and Final Statements

1. The fiscal year of the association starts and ends with the fiscal year of the university.
2. Final financial reports will be prepared in accordance with the professional rules and standards.

### **Article Twelve**

#### **Board of Directors**

1. Board of Directors is composed of a group of active members not more than nine selected by the public assembly by voting among the active members, provided that one third of them

shall be from the staff of King Saud University for Health Sciences.

2. The period of membership in the board of directors is three years, renewable for one time.
3. If one member is absent from the board meetings for three consecutive times without acceptable justification, the board may consider his as if he has resigned.
4. In case the membership of one of the selected board of directors becomes vacant, for any reason, the board may select a replacement who shall be approved by the general assembly at the first meeting of it.
5. By secret voting the board of directors will select one of its members as a chairman for three years, renewable for one time, provided that he shall be from the staff of King Saud University for Health Sciences. The board will also select a deputy chairman and as secretary for the board and as secretary ... .
6. The chairman will be considered as a representative of the Association in front of others and acts on their behalf in contacting the official and non-official authorities inside and outside the Kingdom as per applicable regulations. He may chair the general assembly.

### **Article Thirteen** **Meeting of the Board of Directors**

Board of directors holds a meeting every three months. That meeting will not be correct unless the majority of its members attends the meeting. Extra ordinary meeting shall be held upon the request of more than half of its members, or by request from five members of the general assembly or the chairman of the board of directors. In this case, topic discussions will be limited to subjects for which the meeting was held.

The board of directors' resolution shall be issued by the voting majority of attendees. In case the votes are equal, the chairman will have the casting vote.

### **Article Fourteen** **Board of Directors Duties**

1. Propose the association budget.
2. prepare the agenda of the general assembly.
3. propose the general policy of the association within the frame of objectives mentioned in these regulations and present it to the general assembly to approve it.

4. propose the internal bylaws for the association to organize its work.
5. form specialized committees and groups to perform the association tasks and activities.
6. prepare the annual activity report of the association and submit it to the respective councils in the university after approval by the general assembly.
7. specify the annual membership fees.
8. make assignments to prepare studies and researches.
9. approve conducting courses, seminars and sessions as per the relevant regulations.
10. receive donations, gifts and endowments.