

Constitution of Canadian Iraqi Medical Society

Preamble:

After the invasion in Iraq thrust Iraq into a Civil War, with Sectarian and Religious schisms driving the country apart, professionals such as Doctors, Academics, Lawyers, Engineers, and Professors became targets of terrorists.

This led to the emigration of these said professionals from Iraq, to the detriment of Iraq, but to the benefit of countries like Canada.

Doctors arriving to Canada from Iraq bring with them an honoured history and tradition of at one time offering the best medical care in the Middle East. These doctors bring with them a wealth of knowledge, expertise, and also tales of human suffering and tragedy.

The Canadian Iraqi Medical Society was formed to provide Canadian Iraqi licensed doctors, as well as Iraqi doctors seeking to immigrate to Canada, with a platform in which they may benefit one another through networking, mentorship, education programs and cultural advancement.

Mission Statement:

"To collaborate so as to develop and promote the professional and cultural wellbeing of Iraqi Canadians in the medical domain, by enhancing medical health, encouraging mentorship, fostering networking and thereby, improving professionalism amongst its members."

CIMS is committed:

To work collaboratively within the organization and with other partner organizations to improve the health and welfare of Iraqi Canadians, and the general public at large, as follows:

- To serve all communities and new comers from different parts of the world
- To organize and participate in medical study groups
- To offer professional mentorship programs to said newcomer doctors, and doctors that have immigrated to Canada as well.
- To help immigrant doctors in their professional or product marketing, job searches, education and professional development.
- To organize fundraising programs and develop financial bases for activities promoting the above

Definitions:

CIMS- Canadian Iraqi Medical Society is a nonprofit, non governmental and nonpolitical organization, which aims to provide educational, professional and social support to licensed Canadian Iraqis as well as mentorship and settlement assistance to newcomer doctors to Canada primarily (although not exclusively) from Iraq.

Here and after the organization shall be referred to as "Association".

1A. The registered office of the Association shall be located in Hamilton, Ontario Canada.

1B. The Association shall be eligible to receive grants and donations from any individual, institution or government for the implementation of its goals.

1C. The Association or it's representative has legal identity to sign contracts, agreements and joint programs in Canada or outside it's borders.

1D. The Association shall work in accordance to the Canadian Constitution and regulations, and shall formulate its own operational procedure which will not contradict the legal requirements of the country.

IE. Association shall create its financial base from memberships, publications and donations.

II OUR GOALS

IIA. Immediate goals

1. To create a friendly supportive network to build and enhance congeniality amongst Canadian Iraqi medical doctors;
2. To foster educational programs to allow members to continuing professional development, while at the same time recognizing that some doctors may also benefit from cultural and language sensitivity;
3. To organize social events to recognize the diverse culture of Iraq, and to share this with other Canadian partners and people;
4. To develop programs within which to improve the quality of life of patients who do not have access to licensed medical doctors, especially those coming from Iraq, and who may require cultural or language assistance;
5. To develop mentorship programs to assist newcomer doctors in obtaining educational material, or other assistance, in order to become licensed medical practitioners in Canada.

IIB. Long term goals

1. To work collaboratively with other partner organizations in order to build up social capital in Canada;
2. To lobby Medical Associations to develop and maintain a transparent equivalency program that will allow the credentials of International Medical Doctors, or International Medical Students, a fair opportunity to get licensed in Canada;
3. To address the acute shortage of doctors in Canada, and to assist in developing excellence in patient care.

Policy and strategy of Association

1. The Association shall provide mentoring and peer to peer support to members, and it is understood and agreed members not duly licensed with the Royal College of Physicians and Surgeons "the College" shall not perform any services on patients until they are duly licensed;
2. The Association will host various speakers and professionals for the purposes of professional development and quality assurance;
3. The Association will perform community outreach by promoting medical health to newcomers to Canada, immigrant groups and to the community at large through public school visits;
4. The Association will engage in social functions that will have a cultural benefit to the Iraqi Canadian community at large.

Field of operation

Association's main field of operation is for the Iraqi Medical community, and to the community as a whole.

However Association will operate in the following fields.

1. Public education through medical health programs.
2. Member profiling and mentorship programs
3. Medical exhibitions, shows and festivals.
4. Medicinal product marketing and job search.
5. Organizing children medical education.
6. Organizing seasonal educational programs.

III. THE BOARD OF TRUSTEES

1. The Board of Trustees shall be constituted by the founding members of the Association and shall consist of experienced and relevant representatives of the community. The founding members are automatically members of the board and their voting power will be suspended when they are assigned on the executive level of the Association.

2. The Board of Trustees shall have not less than 5 members and not more than 9.
3. Donors are entitled to appoint 1 person as an observer to the meetings of the Board
4. The members of the Board of Trustees shall be appointed for a period of 2 years.
5. The Board of Trustees shall elect the chairperson. The chairperson is elected for a period of 2 years. His/her function is the preparation and smooth running of the meetings of the Board.
6. The Board of Trustees is responsible towards the donors for the proper usage of funds entrusted to the Association.
7. The Board shall elect a Treasurer and a Secretary from among its members. These persons shall fulfill their jobs according to the directions of the Board.
8. In the event that the Chairperson is not present for a meeting and has not designated an alternate to serve in his place, the Vice—Chair shall serve as Interim Chairperson.
9. The (Interim) Chairperson shall cast the deciding ballot in the event of a tied vote.
10. The Treasurer shall be responsible for reviewing the finance of the projects being operated by the Association and shall present a financial report to the Board at each meeting. The Treasurer shall also present to the Board the findings of the annual audit at the annual meeting.
11. The Secretary shall be responsible for providing members with a written notice of the date, time and place of an upcoming meeting of the Board. Such a notice must be provided at least 2 weeks in advance of the set date of the meeting.

The notice shall contain:

- The minutes of the last meeting.
 - The financial report of the Treasurer.
 - The Agenda of the meeting.
 - Proposal for an amendment of the rules (if applicable).
 - Any other paper, which will be under discussion (according to the Agenda).
12. The Board of Trustees meeting shall be held at a minimum of once every 4 months in addition to the annual meeting. Further, the Secretary shall call for a board meeting if 4 or more members request that a meeting should be held before the upcoming regular meeting.
 13. The Board of Trustees shall hold a special annual meeting not later than the third month of the fiscal year to:
 - Appoint an external auditor.
 - Decide and discuss the Agencies annual or semi-annual report(s)/ evaluation(s). Elect the Executive Director of the Association (if applicable).
 - Elect new board members (if applicable).
 - Review projects' accounts, agreement and financial statements
 - Approve the annual work plan and budget.
 - Elect new officials (chairperson 2-years term, secretary 1-year term and treasurer 1 year term) if applicable.
 14. At least 5 of the Board members must be present at a meeting of the Board to constitute a quorum. No binding decisions can be taken in case the quorum is not reached.
 15. Each Board member has 1 vote. Any matter shall be decided by the majority's vote, except for the following issues, which shall be decided by a (at least) three-quarter majority of the Board:
 - Election of new Board members or expelling of existing members.
 - Election or dismissal of the Executive Director.
 - Change and/or amendment to the constitution of the Association.
 - Commencement of activities not mentioned in the approved work plan.

- Change in the goal and objectives for the upcoming year/quarter.
 - Election of an arbitrator in case of conflicts, which cannot be solved by the members of the Board.
16. No member of the Board of Trustees, apart from the Chairperson, is allowed to make any public statements or commitments (written or oral) on behalf of the Association outside its approved constitution.
17. Membership of the Board of Trustees shall be terminated (subject to the discretion of the Board in the clearest of cases) when:
- The term of appointment of the respective member(s) has expired.
 - Members resign from the Board. Resignation from the Board should be announced in advance to the chairperson.
 - Members fail to attend 2 consecutive meetings without written notice.

IV. THE ORGANIZATIONAL STRUCTURE

IV.A EXECUTIVE COMMITTEE

- 1) All technical, administrative and financial activities of the Association shall be directed and supervised by the Executive Committee that is responsible to the Board of Trustees.
- 2) The Executive Committee will be led by an Executive Director who is accountable and legally responsible to the Board of Trustees and the donors for correct use and recording of funds entrusted to the Association.
- 3) The Executive Committee shall appoint a Program Coordinator who, besides his own terms, will take over full authority and responsibility of the Association in case of absence of the Executive Director.
- 4) The Executive Committee is responsible for the efficient and effective functioning of the Association according to its articles of operation.
- 5) The Executive Committee assists the Executive Director, in his duties.
- 6) The Executive Director is responsible for the efficient and effective functioning of the Executive Committee as stipulated in the constitution.
- 7) The Executive Committee shall appoint and terminate staff as necessary for the sections of the Association.
- 8) The Executive Director shall have signatory authority for all agreements and contracts with other bodies, once said documents have been approved by the Board of Trustees.
- 9) The Executive Committee may further delegate its authority/responsibility with the prior approval of the Board of Trustees and in accordance with the articles of operation.

IV.B MANAGEMENT TEAM

1.The Management Team is composed of the following desk officers:

- **Program Coordinator**
- **Cultural consultant**
- **Educational consultant**
- **Financial manager**

The tasks of the Management Team are:

- To support the Executive Director in smooth running of the program.
- To observe the annual work plan and annual financial plan in order to make sure that these go together and follow the same time line.
- To discuss the ongoing activities and plans of each desk in order to make sure that they are in line with each other.
- To discuss any main program related issues.
- To review any official report and project proposal before these are being released.

Terms of reference for the Program Consultant and the Desk Officers:

- The Program Consultant and the desk officers shall, under supervision of the Executive Director be responsible for the proper implementation of the program within their section as stipulated in the rules of the Association.
- Each consultant shall have its responsibilities according to the articles of operation, rules and regulations instituted by the Association and shall be bound by job descriptions as prepared by the Management Team and approved by the Executive Director.

IV.E FINANCE

1. All records and accounts shall be kept in accordance with the legal requirement and with the requirement of the donor(s).
2. The Association's financial records shall be audited each fiscal year by an authorized \ recognized firm as nominated by the Board of Trustees.
3. The financial books of the Association shall be open for audit by the donor on condition that they give a written notice at least one week in advance.
4. Executive director is responsible for daily financial approval.
5. The Association shall have a separate account for each donor, unless otherwise written in the agreement.
6. The Financial manager shall prepare the annual financial plan according to the requirements of the annual work plan.
1. The Financial manager is responsible for the proper monitoring of the expenditures according to the agreed budget lines and donor requirements.

V. AMENDMENTS, DISPUTES AND DISSOLUTION

V.A Amendments To Rules

1. Sections of this constitution (rules of the Association) may be revised and/or new rules may be instituted with the approval of at least a three quarter majority of the Board of Trustees.
2. The Board of Trustees must be notified at least two weeks in advance of any proposed revision of the Status of Operation and Constitution of the Association.
3. No changes to the rules are valid until the Board of Trustees approves them.

V.B DISPUTES

1. Any disputes with the Association, which cannot be resolved among the members of the Board of Trustees shall be referred to the relevant law.

V.C DISSOLUTION

1. The Association may be dissolved with the consent of at least a three quarter majority of the full Board of Trustees.
2. Any outstanding legal liability at the time of the Association's dissolution shall be the responsibility of the Executive Director and the Board of Trustees.
3. Any remaining assets after the dissolution of the Association and balance of liabilities shall be transferred to a legally acknowledged charity body as agreed by at least a three quarter majority of the full Board of Trustees.

This constitution becomes effective the day it is voted for by at least a three quarter majority of the Board.