



SASEM

الجمعية السعودية لطب الطوارئ
Saudi Society of Emergency Medicine

Bylaws and Regulations

2015

SASEM

الجمعية السعودية لطب الطوارئ
Saudi Society of Emergency Medicine

SASEM Riyadh – NO: 3/A/27 DATE: 20/2/2006

. المملكة العربية السعودية الجمعية السعودية لطب الطوارئ . ص . ب : 8945 رمز 11492 . الرياض

(Saudi Society of Emergency Medicine – P.O. Box 8945, Riyadh 11492 Saudi Arabia)

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Saudi Society of Emergency Medicine

Preface

The Saudi Society of Emergency Medicine (SASEM) was established in March 2006 by license number 3/A/27 under the governance of the Saudi Commission of Health Specialties upon the second-element royal decree General Instruction Reference Number (م/2 وتاريخ 6/2 1413 هـ), that the Kingdom of Saudi Arabia spares no effort to improve the health-care system in Saudi Arabia and provide the nation with integrated, scientific emergency medicine (EM) care. SASEM will endeavor to promote public awareness of emergency medicine at the national and international level. SASEM will try to recruit as many members as possible to excel in its field and achieve its objectives effectively and accurately. Our society is open to all brave men and women in the field of emergency medicine looking for innovation.

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Saudi Society of Emergency Medicine

Mission

The Saudi Society of Emergency Medicine will provide competent, compassionate, comprehensive, and cutting-edge emergency health-care resources that are accessible, fiscally responsible, and delivered in the most efficient manner to our community within a multi-disciplinary and integrated health-care system, while promoting emergency medicine synergism, safety, staffing, satisfaction, and solvency in order to improve the quality of emergency medicine care in Saudi Arabia.



Vision

SASEM

The Saudi Society of Emergency Medicine will be recognized as a leader in providing world-class, science-based health care supported by incorporation of advancements and innovation.

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Saudi Society of Emergency Medicine

Our Values

Staff

Emergency medicine board-certified and EM-qualified staff

Synergism

Integrate into all emergency medicine-related projects as an essential public service

Safety

Regarding patients, staff wellness, partner organizations, and the environment

Service

الجمعية السعودية لطب الطوارئ
Saudi Society of Emergency Medicine
Accessible, covering all of the Kingdom of Saudi Arabia

Support

Education, research, system implementation

Satisfaction

For our customers, work force, and partner organizations

Soundness

Practices that control revenues, disburse funds, and invest to generate financial prosperity

SASEM General Regulations

The name of the society shall be the Saudi Society of Emergency Medicine, abbreviated as SASEM. SASEM's headquarters is located in Riyadh, Saudi Arabia.

General Regulations:

- The Saudi Commission for Healthy Specialties (SCHS) has the right to establish scientific medical societies. Their members are specialists in the fields that were established by SASEM.
- A minimum of 50 specialists may submit requests to establish a society within the SCHS.
- The medical societies may set up chapters and committees in any place in the kingdom.
- The council of the SCHS's scientific and medical societies may take steps to facilitate the cooperation of the following:
 - o The approval of main SASEM bylaws according to the general framework, which is found in the SCHS General Instruction Manual
 - o The application of establishing a new medical society, or editing by addition or deletion, must be approved by the secretary council of the SCHS
 - o The approval of the location of the main headquarter and branches of the society
 - o The suggestion of annual aid to the medical societies
 - o Reviewing and discussing annual reports with the board
 - o Supervision of the nominations and elections of the board of directors
 - o Approving the decisions of the society after consulting with the board
- **SCHS Council of the Scientific and Medical Societies Board Members:**
 - o The General Secretary of the Saudi Commission for Health Specialties will serve as Chair.
 - o The Assistant Secretary will be selected from among the members.
 - o The board membership by the societies' presidents is a three-year term.

- o The board may hold a meeting every three months and an emergency meeting, if called by the chair or 50% of the members. At least half of the board members must be present, including the chair, to constitute a quorum.
- o The decisions of the board are considered valid by the voting majority, and if the voices become equal, preference is given to the chairperson's side.
- o The meetings are invalid without half of the board present, including the chair or his/her vice.
- o If a member is absent from three meetings without any legal excuse, he or she is disqualified as a board member. The General Secretary of the SChS has the right to nominate another member.



SASEM **Element No. 1**

License Number and Address

الجمعية السعودية لطب الطوارئ
Saudi Society of Emergency Medicine

The Saudi Society of Emergency Medicine (SASEM) was established in Riyadh – No. 3/A/27 – Date: 2/20/2006. Mailing address: P.O. Box 8945, Riyadh 11492, Saudi Arabia. Email: info@sasem.org. Web address: www.sasem.org

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Element No. 2

SASEM's Objectives

- **Develop a scientific and professional emergency medicine (EM) society**
- **Recruit highly qualified members to enhance the awareness of emergency medicine**
- **Enhance the scientific and professional progress of the members**
- **Facilitate national and international knowledge exchange between SASEM and others, including: 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, emergency medicine professionals and leaders, international societies, and associations

- **Submit a position statement and advice regarding health, practices, and innovation in EM**
- **Develop standards of practice in EM with evidence-based model**
- **Conduct EM public awareness activities and programs**
- **Participate in health alliance needs at national and international levels**
- **Enforce the existence of EM subspecialties and their participation**
- **Hold annual SASEM Scientific Assembly as an international activity**
- **Encourage new medical school graduates to apply for EM residency program**
- **Innovate in the field of emergency medicine**

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SASEM
Saudi Society of Emergency Medicine
Element No. 3
SASEM's Activities

1. Establish **chapters** across the kingdom
2. Establish **scientific committees/sections** in the specialty of emergency medicine
3. Hold conferences, symposia, and seminars to discuss issues related to the society's fields
4. Introduce **scientific research** and encourage **publication** and knowledge exchange
5. Establish a **medical journal**, newsletter, or both to publish scientific materials in the field of emergency medicine
6. Utilize **media publications** to increase the public's knowledge and health awareness
7. Organize **scientific tours** and hold **scientific competitions** in the specialty of emergency medicine
8. Conduct **training** and provide continuing education regarding EM
9. Participate in exhibitions and national or international seminars

10. Invite EM field experts to take part in SASEM's activities
11. Issue rules and procedures relative to EM
12. Foster the well-being of EM workforce shift workers and collaborate with other organizations to support and review their credentials and the soundness of their practices
13. Provide technical counseling and support for different medical facilities as well as emergency department design and certification

Element No. 4

SASEM Membership Conditions and Procedure

SASEM Full (Voting) Member:

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

1. A full member is EM staff (MD, RN, and EMT) and must have accredited training and a certificate in emergency medicine (consultant and 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 SASEM
5. The member must pay the annual membership fee
6. EM residency-trained and board-certified physicians can only apply for this category. Other EM staff can apply to this category as an option.
 - The annual membership fee will be determined by SASEM's board of directors and published on the SASEM website. Annual membership fees are nonrefundable. SASEM has the right to request any supporting documents prior to approval of any membership application. SASEM has the right to reject any application if it does not meet the above conditions.

SASEM 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 SASEM membership benefits. Associate members can be members of all SASEM chapters and sections but not the board of directors:

1. EM specialist who opts not to vote
2. EM nurse, EMT, and paramedics who opt not to vote
3. Gulf Cooperation Council (GCC) and international EM practitioner (physician, nurse, and EMT)
4. EM residents who are still under training.
5. Medical student (MD, nursing, and EMS)
6. The member must apply to join the society
7. Must receive application acceptance confirmation from SASEM
8. The member must pay the annual membership fee
 - The annual membership fee will be determined by SASEM's board of directors and published at SASEM's website. Annual membership fees are nonrefundable. SASEM has the right to request any supporting documents prior to the approval of any membership application. SASEM has the right to reject any application if it does not meet the above conditions.

SASEM Honorary Member: الجمعية السعودية لطب الطوارئ

Honorary membership is granted to those who are chosen by SASEM's board of directors and approved by the general assembly meeting because of what they have offered to SASEM in financial and spiritual aid or in developing the fields of emergency medicine 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 SASEM scientific activities and endorsed activities
3. Discounted rates or free subscription to different educational materials
4. Special corporate rates (applies to affiliated programs)
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 the medical license
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 SASEM, its board of directors, or the specialty of emergency medicine.

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.

SASEM Membership Reinstatement:

1. The SASEM 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 SASEM 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. The General Assembly meeting is accepted if the member attended by him/herself. 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 SASEM's president. The representing member may vote on behalf the member who delegated his or her attendance unless another rule states otherwise.

SASEM

Element No. 7

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Saudi Society of Emergency Medicine
General Assembly Charges

The General Assembly Will Try to Achieve SASEM's Objectives. In Particular, It Has the Right To:

1. Approval 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. Approve the board of director's motion to establish new chapters for the society
7. Assign an external auditor for SASEM 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 emergency medicine and offered both financial and spiritual aid to SASEM. 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 SASEM 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 SASEM within the scope of its specialty, and other establishments SASEM develops to achieve its goals
4. Gifts, donations, aid, and contributions to SASEM by the state, public authorities, private companies, and institutions or individuals that are accepted by the board of directors
5. The financial support provided by SCHS to SASEM

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

- 1- SASEM will be led by a group called "The Board of Directors." This board of director is formed by seven to 11 full (voting) SASEM 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.
- 2- The term of the board members is three years and may be renewed.
- 3- A board member who does not attend three meetings without any acceptable excuse becomes automatically resigned.
- 4- 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.

1. The agenda must be drafted by the president and/or his or her designees
2. SASEM's board must approve and review previous minutes and close all actions.
3. The secretary of SASEM's board must maintain a hard copy of all records.

4. The SASEM board members are encouraged to hold their meetings in different regions and visit the chapters.
5. The SASEM board meeting should address the organization's mission and vision, values, chapters, sections, programs, SASEM scientific assembly planning, media, financial acumen, sponsors, investments, and membership benefits.

Element No. 12

Board of Director Charges

SASEM'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 SASEM
5. Develop specialized committees, sections, 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 (SASEM 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 emergency medicine physician 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 meeting
3. Announce the invitation for the General Assembly meetings
4. Sign all the documents that include financial or literary responsibilities
5. Represent SASEM 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 SASEM Board of Director's Membership Nominee Must Meet the Following Conditions:

1. Nominee needs to be eminent in the field of emergency medicine (MD or nurse) and a full (voting) SASEM member
2. Nominee must have completed five years post-EM board certification recognized by SCHS
3. Nominee must be a resident of Saudi Arabia
4. Nominee must have been an active full (voting) SASEM member for at least three continuous 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 SASEM board of directors and the SCHS Secretary of Scientific and Medical Societies. The nominees are presented to SASEM 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.

SASEM

The Following Must Be Met to Vote for a Nominee for Board of Directors Membership:

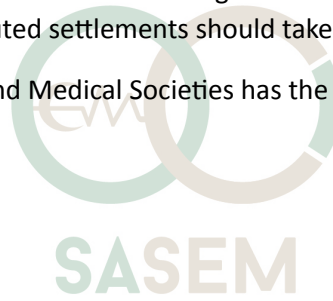
1. Must be a full (voting) member who has paid membership dues for at least a year at the time of the election during the General Assembly
2. Must attend the election and vote by himself or herself. He or she can delegate his or her vote to another full (voting) member in a signed written document co-signed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

Element No. 14

General Rules

- The SASEM board (president and his or her vice president) must save records and meeting minutes at the headquarters to ensure continuity of SASEM's business

- The SASEM 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 SASEM 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 SASEM, 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 SASEM president or vice-president
- 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 SASEM 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.

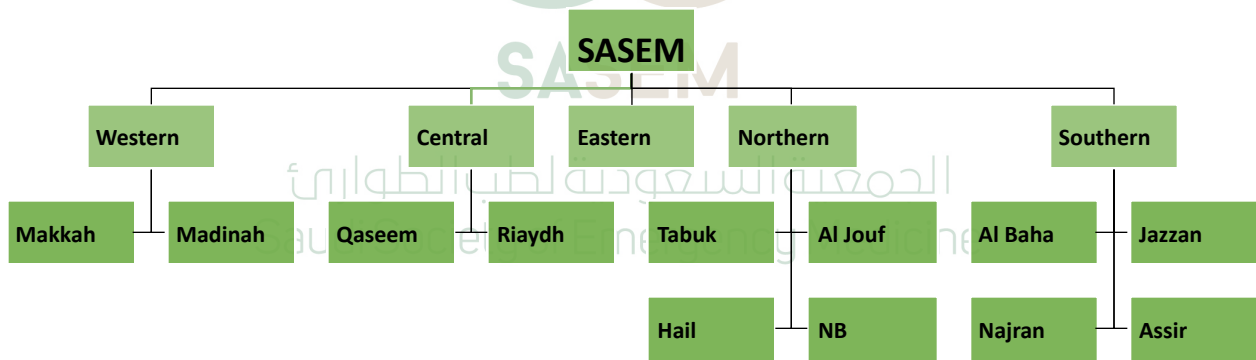


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Saudi Society of Emergency Medicine

SASEM Chapters

SASEM chapters are the working arms of the society. The purpose of forming chapters is to promote public awareness in the kingdom and to invite all EM staff members to share the ownership of SASEM values. Our mission and vision must be translated into actions that drive improvements. SASEM chapters are established based on our geographic distributions. All SASEM chapters' activities of all types are considered part and extension of SASEM's activities, mission, and objectives. All SASEM chapters' financial activities of all types are considered part of SASEM's financial activities and must be reported with the annual report. All SASEM chapters' activities must be within the scope of SASEM bylaws and must not perform any financial transaction or deposition outside the official SASEM bank account. The SASEM board of directors will review all chapters' activities and chapter leaders' performance and will recommend them for approval or issue warnings and recommendations based on their performance.

SASEM Chapters:



SASEM Chapter Bylaws

SASEM Chapter Nomination and Leadership:

1. The candidate can submit his or her curriculum vita (CV) to the SASEM website (www.sasem.org) or designated e-mail address, info@sasem.org, during the period of the chapter renewal term
2. The SASEM board will evaluate the CV if the candidate meets the following criteria:
 - a. Active SASEM voting membership status
 - b. Qualifications
 - c. Reputation
 - d. Leadership experience
 - e. Recommendation letters
3. Candidate will go through the board voting process to be nominated as the SASEM chapter president
4. The nominated candidate will be announced on the website or by e-mail to all SASEM members
5. The nominated candidate will hold the position for four (4) years as SASEM chapter president.

The SASEM Chapter President Must Meet the Following Objectives:

1. Formulate the SASEM chapter's executive board of at least nine (9) members representing all major health-care sectors in the country - if possible - and assign an assistant to himself or herself from a different organization
2. The SASEM regional chapter president must establish the following:
 - a. Membership Coordinator
 - b. Research Coordinator
 - c. Website Coordinator
 - d. Scientific Meeting Coordinator
 - e. Financial Coordinator or Accountant
3. The SASEM chapter president must organize an introductory reception and recognition meeting and should invite all health-care sectors represented in his or her region.
4. Conduct six (6) educational meetings per year and invite all EM health-care practitioners in the chapter
5. Endorse and support EM activities in the region with mutual open contributions from different health-care sector professionals as part of the national obligation of the SASEM mission and vision
6. Recruit new SASEM members who meet the criteria listed under element no. 4 above and follow up with the non-renewal issues of current members
7. Participate in EM public awareness activities
8. Hold the annual SASEM Scientific Assembly in the chapter region every three to four years
9. Establish the regional physical office of SASEM and provide all logistic support
10. Invite local and international investors to support the continuity of their activities
11. Submit annual chapter report to the SASEM board of directors regarding: data, activities, finances, logistics, location, and future plans
12. The SASEM chapter president's team must participate in national and international activities
13. The SASEM chapter president and his team must be leaders and promote the field of literature review, evidence-based medicine activities, and publications in their region.
14. The SASEM chapter president or his or her designee should make sure that all the chapter activities are available in a timely fashion on the chapter's page of the official SASEM website for all the members. This information must be up to date. In addition, all chapters' registration activities and courses must operate only through the SASEM website.
15. The SASEM chapter president must report all the chapter's financial activities to the SASEM accountant, keep record of all necessary supporting documents, and submit them if requested

SASEM Sections

SASEM's main objective is to support and recruit experts (from residents to subspecialists) in the specialty of EM to support the main mission and objectives of the society. EM is unique in that it is the only medical field that provides highly trained staff, on duty 24 hours, with open-door access to all patients. EM is a system characterized by the team approach of doctors, nurses, technicians, and administrators. SASEM sections are derived from our work field of interests and special groups. The SASEM board will review current sections' activities and requests to establish new sections based on business cases and international benchmarks. All SASEM sections' activities of all types are considered part and extension of SASEM's activities, mission, and objectives. All SASEM sections' financial activities of all types are considered part of SASEM's financial activi-

ties and must be reported with the annual report. All SASEM sections' activities must be within the scope of SASEM bylaw and must not perform any financial transaction or deposition outside the official SASEM bank account. The SASEM board of directors will review all sections' activities and sections' leadership performance and will recommend for approval or issue warnings and recommendations based on the performance.

SASEM Sections

- Disaster Medicine, Mass Gathering, and Humanitarian Aid
- Critical Care and Resuscitation
- EM Nursing
- EM Point-of-Care Ultrasound
- EMS
- Pediatric Emergency Medicine
- Toxicology
- Trauma
- EM Residents and Students
- EM Medical Education
- Women EM Physicians
- EM Research



SASEM Sections' Bylaws

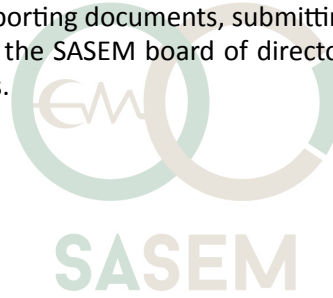
SASEM Sections Leadership and Nomination:

1. The candidate can submit his or her curriculum vita (CV) to the SASEM website (www.sasem.org) or designated e-mail address, info@sasem.org, during the period of section renewal term.
2. The SASEM board will evaluate the CV if the candidate meets the following criteria:
 - Active SASEM voting membership status
 - Qualifications
 - Reputation
 - Leadership experience
 - Recommendation letters
3. Candidate will go through the board of directors voting process to be nominated as the SASEM section chair
4. The nominated candidate will be announced on the website or by e-mail to all SASEM members
5. The nominated candidate will hold the position for four (4) years as the SASEM section chair

The SASEM Section Chair Must Meet the Following Objectives:

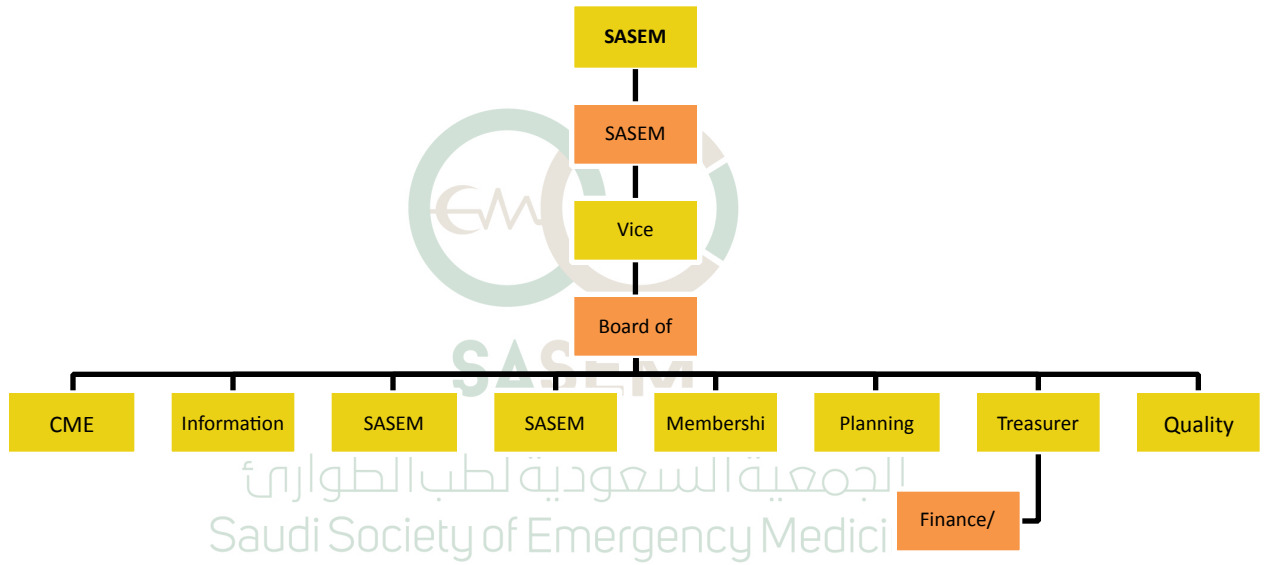
1. Formulate the SASEM section executive board of at least nine (9) members representing all major health-care sectors in the country - if possible - and assign an assistant to himself or herself from a different organization
2. The SASEM section chair must establish the following:
 - a. Research Coordinator
 - b. Website Coordinator
 - c. Scientific Meeting Coordinator
 - d. Financial Coordinator or Accountant
3. The SASEM section chair must organize an introductory reception and recognition meeting
4. The SASEM section team must participate in national and international activities

5. The SASEM section team must be a leader in the literature review of the field, evidence-based medicine activities, and publications
6. The SASEM section team must be actively involved in issuing EM practice policy and guidelines as well as SASEM Statement Policy
7. Conduct four (4) educational meetings per year as well as host EM subspecialty interest groups, preferably two (2) meetings in different regions and one (1) meeting for international speakers
8. Participate in SASEM Scientific Assembly workshops or lectures
9. Endorse EM section activities with mutual, open contributions from different health sector professionals, as a national obligation of SASEM's mission and vision
10. Participate in EM public awareness activities
11. Invite national and international investors to support business continuity
12. The SASEM section chair, or his or her designee, should make sure that all the section's activities are available in a timely fashion on the section's page of the official SASEM website for all the members. This information must be up to date. In addition, all sections' registration activities and courses operate only through the SASEM official website
13. The SASEM section chair must report all the section's financial activities to the SASEM accountant and keep record of all necessary supporting documents, submitting them if requested
14. Submit annual section report to the SASEM board of directors regarding: data, activities, finances, logistics, location, and future plans.



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SASEM Organizational Hierarchy



End

SASEM should play an important role within the region. SASEM is more expansive and far-reaching in scope than the other EM societies. SASEM's new mission and vision is based on expectations that will leverage the quality of the EM health-care industry in the Kingdom of Saudi Arabia. The market highlights a top opportunity, and it is time for a new, synergistic plan for a future with sustainable opportunities and business partners. All of these additional duties and services can be provided under the umbrella of the Saudi Society of Emergency Medicine, which can forge a path forward toward revenue generation and increasing our specialty market competitiveness and regional visibility as a world-class EM health-care promoter.

SASEM

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