



OMAN MEDICAL ASSOCIATION

OMAN DENTAL SOCIETY

INTERNAL REGUALTION

**P.O BOX 536, POSTAL CODE 130, AL AZIABA,
TEL (968) 24489951, FAX (968) 24481699 Email: OMANDENT@OMANTEL.NET.OM**

PREPARED BY: DR. SALAHUDEEN AL BULUSHI

FIRST EDITION

2006

Chapter one

SECTION ONE

ARTICLE I: DEFINITIONS

Board of Directors:	the Board of Directors of Oman Medical Association
Chairman of the Board of Directors:	Chairman of the Board of Directors of Oman Medical Association
Vice-Chairman:	Vice-Chairman of the Board of Directors of Oman Medical Association
Society Management Committee:	The Management committee of the Oman Dental society.
President of the Committee:	President of the Management committee of the Oman Dental society

ARTICLE II: ESTABLISHMENT OF THE SOCIETY

The Society shall be called "Oman Dental Society". Established in the Sultanate of Oman on 26th November 2005, According to the regulations of the Assembly and its domestic laws, the decision of the board of Directors.

ARTICLE III: HEAD OFFICE

The Society's head office is located in the Oman Medical association headquarters, Muscat.

ARTICLE IV: VISION & MISSION

The Society aims at:

1. Work to improve Dental services
2. Strengthening the links and relations between its members through seminars, conferences and workshops in science.
3. Creating the means of communication and work to promote awareness of health service patients.
4. Strengthening of the relationship between Society and the other scientific Societies within the Oman Medical Association
5. Participation in the scientific activities of the dental organizations local and international.

Chapter two

SECTION ONE: MEMBERSHIPS OF THE SOCIETY

ARTICLE V: THE REQUIREMENTS FOR MEMBERSHIP

Members must be members of the Oman Medical Association bounded by the statute and the laws and regulations governing the work of the association. Membership application is forwarded to the President of the Committee and presented to the Society Management Committee meeting

ARTICLE VI: MEMBERSHIP CATEGORIES

The Society memberships are as follows:

1. Full Member: Have a bachelor degree or higher in any of the dental specialties approved by the Society.
2. Associate Member: are those who are working in the same specialization, but did not receive a university degree.

Chapter three

ARTICLE VII: THE GENERAL ASSEMBLY

The General Assembly is the ultimate authority in determining the policies of the Society and ensuring its implementation by all members. The General Assembly comprises of all members who have settled the membership fees for the new year and fulfilled their obligations in accordance with the Articles of Association and the Internal Regulations.

Definition of the General Assembly

The General Assembly is the ultimate authority in determining the policies of the Society and ensuring its implementation by all members. The General Assembly comprises of all members who have settled the membership fees for the New Year and fulfilled their obligations in accordance with the Articles of Association and the Internal Regulations.

The General Assembly shall convene in the following cases:

1. Invitation by the President of the Committee.

2. A written request to the Society Management Committee by at least one-third of the members authorized to attend the General Assembly. The invitation shall specify the purpose of the meeting and the subjects to be discussed. The normal procedures for convening the ordinary Meeting shall be followed in convening the extraordinary
3. Invitation of the Chairman of the Board of Directors

The General Assembly shall hold its Ordinary Meetings every year at the Society's premises within three months of the end of the financial year. The Society Management Committee may invite the General Assembly to convene at any other place. The Society Management Committee shall determine the time, location and Agenda of the Meeting and notify the members accordingly by at least fifteen days prior to the meeting. The General Assembly may not discuss any matter other than those included in the Agenda unless this was approved by the majority votes of the present members.

The meeting shall be chaired by the Chairman of the Board of Directors or Vice-Chairman or the President of the Committee and it is only valid if attended by the majority of the society members.

Chapter Four

SECTION ONE

ARTICLE VIII: SOCIETY MANAGEMENT COMMITTEE

The Society Management Committee is the executive authority of the Society and it is elected by secret ballot during a meeting of the members of the Society, provided that attends this meeting more than half of the members of the society. The Society Management Committee shall consist of five members and two reserve members & will serve for three years, commencing from the date of the Board of Directors approval. The President of the Committee shall be appointed by the Board of Directors from the committee members, and the members of the Society Management Committee shall elect the vice-Presidents. The committee shall execute the policies and resolutions prepared & issued by the General Assembly to achieve its legitimate objectives. The Society Management Committee shall manage the Society's affairs and take all necessary actions except those requiring prior approval of the General Assembly.

The Society Management Committee shall convene every month on a regular basis. The meeting shall be valid if attended by at least two members of the committee provided that the President of the Committee or vice president is in attendance. The Secretary General shall prepare the agenda for Society Management Committee meetings and forward the same to the President for approval. The Secretary General shall notify the members of the

Agenda items at least one week prior to the meeting. The resolutions of the Society Management Committee shall be adopted by majority votes. In the event of a hung vote, the president vote shall be the casting vote.

Responsibilities and Duties of the Society Management Committee

The Society Management Committee consists of the President, the president deputy, the Secretary General, the Treasurer and three administrative members to be elected in accordance with Article (8) of these internal regulations. The responsibilities of the members are as follows:

1. The president: The President shall act as the formal representative of the Society in dealing with any party and shall chair the committee & the General Assembly meetings. He shall sign - together with the Secretary General - on the minutes of meetings, cheques and payment orders, financial documents and the decisions for terminating the memberships and supervise all activities of the Society. He shall decide on urgent matters that cannot be postponed and the same will be referred to the Board in its following meeting.

2. The Vice –President The Vice –President shall undertake the responsibilities of the president in his absence. The committee may provide him with certain permanent financial, administrative or technical authorities

3. The Secretary General: The Secretary General shall be responsible for preparing the Agenda of the Committee and General Assembly meetings and draft its Minutes of Meeting and obtain approval of the president on the same. He shall supervise all office work, correspondence, files, records, books & documents, contracts and the sub committees' work.

4. The Treasurer: The Treasurer shall be responsible for managing the Society's fund bookkeeping, expenditures & income and deposit the Society's monies in an authorized bank. He shall effect payment of payment orders signed by him and the president. He shall also monitor the collection and recording of subscriptions in the books and the safekeeping of financial documents that represent any financial rights or obligations to the Society. He shall ensure that expenditures and revenues are in compliance with the financial regulations and submit a monthly report on the financial status of expenditures and revenues. He may retain some money for petty cash expenses as specified by the financial regulations of the Society.

5. Other Administrative Members The Society Management Committee shall determine their functions.

ARTICLE IX

The President of the Committee is representing the society in its relations with others and on behalf of the society in the formal and informal communications within the Sultanate.

ARTICLE X: SUB-COMMITTEES

The Society Management Committee may form Sub-Committees from its members or from other members. The Committee shall specify the number of each Sub-Committee members and its responsibilities in addition to setting a system for their functions. The Sub-Committee shall forward the conclusions of any studies or researches to the Committee for approval as appropriate.

SECTION TWO: FINANCIAL REGULATIONS

ARTICLE XI

The Society's revenue comprises:

1. Membership fee payable upon registering renewal of membership.
2. Subscription fees of members.
3. Donations and contributions.
4. Income from parties, exhibitions & charity fairs which are organized or co-sponsored by the Society.
5. The Revenue from different activities such as seminars, conferences, workshops and issuing of books.

The society bear the costs of the facilities and privileges provided to them by the association at an annual fee of 240 riyals.

The Society's cash money shall be deposited in a commercial bank account to be opened in the Sultanate under the name the Oman Medical Association – Oman Dental Society. The committee shall submit an annual financial report to the Board of Directors

Chapter Five

ARTICLE XII: CORRESPONDENCE-AND THE ACTIVITIES OF SOCIETY:

The society shall use an official letterhead bearing the name and logo of Oman Medical association & the name of the society

ARTICLE XIII: OVERSEEING THE ACTIVITIES OF THE SOCIETY

All activities of the society shall be conducted under the auspices of Oman Medical association & it must reflect the aims of the association and the society objectives according to the laws and the regulation of private associations approved by the Ministry of Social development

ARTICLE XIV: SOCIETY RESOLUTION

The society shall be dissolved by the board of directors at the request of a majority of members of the society, or if there was breach of the statute or the laws and internal regulations of the association

ARTICLE XV: VALIDITY OF THE INTERNAL REGULATION

The Internal regulation begins from the issuance of the decision of the establishment of the society