

Ethiopian Association of Ophthalmologists

Regulations

Introduction

The reason for the establishment of the Ethiopian Ophthalmology Association is the Ethiopian Ophthalmology Service, Ophthalmology in an effort to provide high quality education and research and prevent blindness To gather experts and raise the ethics of the profession to protect and protect the rights of professionals, to provide professional development trainings, to conduct research and studies and to actively participate with the members and other stakeholders. Ethiopian Association of Ophthalmologists has been established.

This bylaw was revised and approved by the General Assembly on November 3, 2015.

In this bylaw, any expression in the masculine gender includes the feminine.

Article one

Resistance

Ethiopian Ophthalmologists Association was established on December 4, 1986.

Article two

Designation

The association established by this regulation is called Ethiopian Ophthalmology Professionals Association and hereafter "Association".

Article three

The logo of the association

3.1. The logo of the society is in the shape of an eye and it will have the words "Ophthalmological Society of Ethiopia" in Amharic and "Ophthalmological Society of Ethiopia".

3.2. The logo of the Association may be modified by the approval of the General Assembly.

Article four

Address

The association's address is in Addis Ababa City Administration, Kirkos Sub-City, Kebele 10, in front of the African Union Headquarters, in the walls of the Ethiopian Medical Association (Telephone 011552-80-70, PO. No. 48238, e-mail: ose_secretary@yahoo.com is it.

Article five

The objectives of the association

The association was established for the following purposes it.

- 5.1 Formulating professional ethics rules to maintain ethics and honor by shaping the goals and roles of the profession and monitoring that the profession is being conducted according to the rules.
- 5.2 To serve as a voice for the profession and facilitate forums to coordinate debates and discussions on various issues.
- 5.3 To protect and protect the rights of professional members, to ensure professional and creative freedom, to strive to protect professional interests.
- 5.4 Conducting conferences, seminars, symposiums and workshops at certain times to discuss the problems faced by the profession and introduce new ideas.
- 5.5 Gathering and summarizing the ideas and efforts that members generate in their careers and making it available to the government, policy makers and other stakeholders.

- 5.6 To promote the research and education of ophthalmic services in Ethiopia in a manner that preserves their quality, and to facilitate the dissemination of research results to the society.
- 5.7 Contributing to the development of modern and advanced eye care services in the country.
- 5.8 Facilitating cooperation and communication between different ophthalmologists.
- 5.9 Publish magazines, pamphlets, or books in addition to electronic media through designated editors to enhance research activities or educate the public at large, and prepare the Society's Ophthalmology magazine, or journal as needed.
- 5.10 Providing continuing professional development (CPD) in selected ophthalmic fields to develop up-to-date knowledge levels for ophthalmic professionals working in different fields and facilitating opportunities for ophthalmologists or postgraduate ophthalmic students to participate in professional meetings and trainings abroad as needed.
- 5.11 Actively participating in various organizations related to the profession, including the National Blindness Prevention Committee, set up by the Ministry of Health, to work together to solve the problems that cause high blindness and low vision at the community level in Ethiopia.
- 5.12 It works together to improve the country's eye health in cooperation with similar associations and affiliated local and foreign organizations. Also, collect donations in kind or cash from these bodies and distribute them to eye care facilities as appropriate.
- 5.13 Establishing relations with continental and international associations of ophthalmologists, participating in all activities to develop the profession and the association at any time with the Ethiopian Association of Ophthalmologists and the College of Ophthalmology in East, Central and Southern Africa (COECSA) Have a close relationship.

- 5.14 In collaboration with the Ministry of Health, making a professional contribution to the supervision of the code of conduct of the ophthalmology profession and the control of the quality of the profession.
- 5.15 The association will issue internal regulations to achieve its objectives and establish relations on other issues and activities that the association believes will be beneficial.
- 5.16 According to the current law, it can be given a license or certificate in the profession when it has a membership of individuals engaged in the profession (more than 75 percent) in the country. This will be governed by a law issued for this purpose.
- 5.17 The association may work for the benefit of the general public or for the benefit of a third party related to eye health.
- 5.18 The association may engage in other income-raising activities in addition to member contributions to help it achieve the above-mentioned objectives.

Article six

Membership

6.1 There are five different types of membership:

6.1.1 Regular members

MD Degree or equivalent degree in medicine and registered as a specialist ophthalmologist in the professional registration of the Ministry of Health.

6.1.2 Student Members (Junior Members)

Ophthalmology graduate student physicians

6.1.3 Associate members

Cataract Surgeons, Ophometrists, Ophthalmic Officers; Ophthalmology nurses and professionals engaged in work related to ophthalmology.

6.1.2.4 Honorary members

They will be individuals selected by the association for their outstanding contribution to the development and expansion of ophthalmology. The association prepares the criteria for the recruitment of honorary members and approves it in the general assembly.

6.1.2.5 Institution/organization members (Corporate Members)

Universities, hospitals, clinics, governmental and non-governmental organizations working on eye health, suppliers of medical equipment or entities that trade services or products related to the profession with the association and/or members can be members of the institution/organization.

6.2 An individual's registration as a new member in the above-mentioned types of membership is confirmed when all the following points are met and approved by the General Assembly.

6.2.3 Submitting the educational credentials required for membership

6.2.4 Filling the membership application form prepared by the association

6.2.5 Make the required membership fee

Article seven

Rights of members

7.1 General (for all membership types)

7.1.1 All members within a membership category have equal rights.

7.1.2 Association membership is a personal right that cannot be inherited.

7.1.3 The association's income and assets cannot be distributed to members and employees except for service fees permitted by law.

7.1.4 Only by being a member of the association, there is no right to the property of the association.

7.1.5 The association has its own identity and legal personality separate from the members.

7.1.6 The change of members or management will not affect the existence of the association.

7.1.7 An individual may only register for one membership category at a time.

7.2 Rights of regular members

7.2.1 He has the right to vote and be elected in various responsibilities of the association and to request and obtain any information about the activities of the association.

7.2.2 He has the right to attend the General Assembly meeting and give opinions and votes about the association's activities.

7.2.3 To get counseling services for legal issues related to profession

7.2.4 To participate in the annual scientific conference organized by the association, to present studies and researches and various articles. Leading scientific discussion forums

7.2.5 To participate in trainings, workshops, etc. organized by the association

7.2.6 Writing a letter to a third party stating the association's membership and contribution to the association

7.3 Rights of Student (Junior) Members

7.3.1 To participate in the annual scientific conference organized by the association, to present studies and researches and various articles.

7.3.2 Participating in trainings, workshops, etc. organized by the association

7.3.3 Writing a letter to a third party stating the association's membership and contribution to the association

7.3.4 Publishing researches in the research magazine prepared by the association

7.3.5 Taking professional development (CPD) courses organized by the association

7.4 Rights of Associate Members

7.4.1 To participate in the annual scientific conference organized by the association,

7.4.2 To present studies and researches and various articlesLeading scientific discussion forums

7.4.3 Publishing researches in the research magazine prepared by the association

7.4.4 Taking professional development (CPD) courses organized by the association

7.5 Rights of Honorary Members

7.5.1 You do not pay an annual membership fee

7.5.2 They will be given a certificate of recognition

7.5.3 All regular members shall have the rights

7.6 Institution/organization members

They get priority and discounts to promote their products and services in the annual scientific conference, workshops, seminars... etc. organized by the association.

Article eight

Obligation of members

8.1 Paying the membership fee on time.

8.2 Making the necessary payments for additional services received from the association.

8.3 To pay the debt that is required when leaving the society.

8.4 To comply with the rules and regulations of the association and perform the expected service.

8.5 Actively participating when the association requests the member's professional contributions (CPD delivery, guideline development,...etc)

8.6 Actively participate in Corporate Social Responsibilities organized by the association.

8.7 A member's right to membership may be partially or fully suspended if he/she fails to pay the required dues or services. Details are determined by policy (for regular members).

Article nine

Conditions for termination of membership

A member's membership may be terminated or suspended:

9.1 when he dies,

9.2 When suspended from the profession by a competent court

9.3 Three months ago when he requested in writing of his own accord.

9.4 When evidence-based behavior is found outside of medical ethics

9.5 If he participates in an activity that harms the association

9.6 Failure to pay membership dues for three consecutive years.

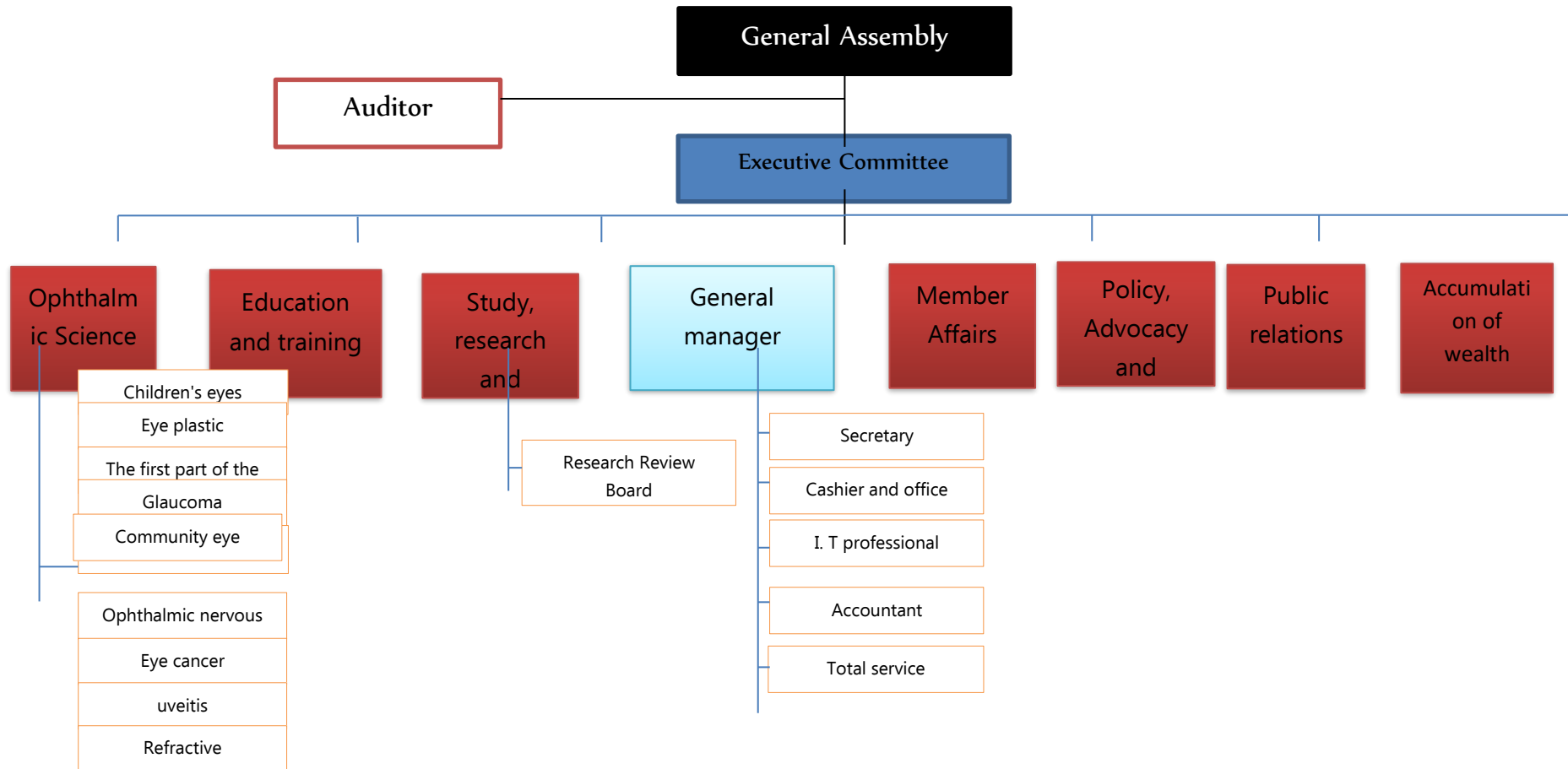
9.7 The executive committee prepares detailed performance guidelines

9.8 If any member believes that his rights have been unfairly restricted, he can submit his appeal in writing to the audit and control committee of the association.

Article ten

The structure of the society

The association is structured as follows.



Article eleven

Powers and functions of the General Assembly

The General Assembly shall include the members mentioned in Article 6.1.1 of this bylaw (regular members only) and shall have the following powers and duties.

11.1 The general assembly is the supreme body of the association.

11.2 Appoints and dismisses the members of the executive committee and the auditor.

11.3 It gives the final decision on the policy direction of the society.

11.4 It reviews and approves the association's annual work and audit report. It reviews and approves the next year's work and budget plan.

11.5 Approves the list of new members of the association on the recommendation of the executive committee.

11.6 Suspends and dismisses members based on the report submitted by the Executive Committee.

11.7 By listening to the work performance report submitted by the executive committee, it confirms whether the objectives of the organization and the designed programs have been implemented or not.

11.8 It may amend the bylaws of the association as necessary.

11.9 It decides on the conditions under which the head office of the association is changed and the branch offices are opened.

11.10 He chooses an external auditor to examine the company's accounts.

11.11 He decides on the dissolution of the society.

11.12 Decides on other issues related to the association that are not assigned to any other management body of the association.

Article twelve

Duties and Responsibilities of the Chairman and Secretary of the General Assembly

The General Assembly will have a chairman and a secretary, and their powers and duties are as follows

12.1 The Chairman of the General Assembly is the President of the Association.

12.1.1 He will lead the meeting as the chairman

12.1.2 The work and audit reports approved by the Assembly will be delivered to the relevant governmental bodies and donors.

12.1.3 It sets the order of issues to be presented to the assembly and keeps them as an agenda for discussion.

12.2 Secretary

12.2.1 Together with the President, he prepares the agenda for the Assembly.

12.2.2 He will keep the minutes of the meeting

12.2.3 Contains the document of the assembly,

12.2.4 He will convey the decisions of the assembly to the concerned department.

Article thirteen

General assembly meeting, election and decision-making procedure

13.1 The association conducts its regular meeting in person, online or in person and online (mixed) once a year and may call an emergency meeting when faced with an urgent matter.

13.2 From the members of the association 25% An urgent meeting of the Assembly may be called for the above questions.

- 13.3 When the assembly makes an election, three members of the selection committee will be elected by the general assembly to complete the assembly.
- 13.4 The General Assembly will be held when 51% of the regular members of the association are present; If this is not fulfilled, when a second call is necessary and it is confirmed that it has been properly delivered to the members, a decision can be made only on the agenda stated in the call.
- 13.5 The resolutions of the meeting are passed by the majority of the members present at the meeting.
- 13.6 The language of the meetings is Amharic or English as the case may be.

Article fourteen

Powers and functions of the executive committee

The Executive Committee will be accountable to the General Assembly and will have the following powers and duties:

- 14.1 He hires and dismisses other workers until he manages the work of the association.
- 14.2 He supervises and monitors the implementation of decisions and plans issued by the General Assembly.
- 14.3 Receives and develops proposals for making or improving the policy of the association and presents them to the assembly for decision.
- 14.4 It lays down rules for the employment and management of workers;
- 14.5 The association prepares a short, medium and long term plan and budget and submits it to the General Assembly for decision.
- 14.6 It issues bylaws for the management members of the association.
- 14.7 When there is a reason to call an urgent meeting of the General Assembly, it is decided to call it.
- 14.8 It approves the program of the annual general assembly and scientific conference.

- 14.9 Establishes committees to help implement the association's strategy, and prepares a TOR for them;
- 14.10 The standing committees will be responsible to the executive committee
Any member may apply for membership of the Standing Committees, however, the Executive Committee may appoint members based on their respective skills and experience.
- 14.11 The term of office of members of standing committees is at least 2 years, and some or all members may serve for an additional 2 years at the discretion of the Executive Committee.
- 14.12 After two terms of service (4 years), the Executive Committee will issue an open notice to all members for standing committee membership; It assigns a comparison.
- 14.13 In case of insufficient applicant or superior experience of the job; A member's term of office as a member of the Standing Committees may be extended repeatedly if the Executive Committee is satisfied with his skills and performance.
- 14.14 The extent of participation of the members of the Standing Committees and the performance of the duties of membership may be changed at any time by the decision of the Executive Committee.

14.15 Standing Committees

14.15.1 Standing Committee on Education and Training

- 14.15.1.1 The association works and consults regarding the activities that maintain the quality of education related to ophthalmology
- 14.15.1.2 Develops continuing professional development (CPD) for ophthalmologists and monitors their implementation
- 14.15.1.3 Facilitates opportunities for short and long education and training for members
- 14.15.1.4 The members are represented from each higher education institution that offers ophthalmology education
- 14.15.1.5 The list depends on the TOR being prepared

14.15.2 Standing Committee on Ophthalmological Sciences

- 14.15.2.1 Develops national standards, regulations (patient management guidelines) in a time-oriented and science-based manner that are used to provide quality eye care services; He advises the association.
- 14.15.2.2 Organizes annual scientific conferences
- 14.15.2.3 Based on science and research, he gives any professional opinions related to eye treatment
- 14.15.2.4 He works with the education and training committee on professional development/enhancement series of ophthalmologists
- 14.15.2.5 The structure of the members will include the subspecialty sectors and higher education institutions in the country as much as possible
- 14.15.2.6 The platform facilitates subspecialist ophthalmologists in the country to organize themselves in their fields
- 14.15.2.7 The list depends on the TOR being prepared

14.15.3 Study, research and publication standing committee

- 14.15.3.1 He works on research and publication, consults the association
- 14.15.3.2 Based on the law of the country, it will set up an IRB to review research procedures
- 14.15.3.3 It publishes research-based magazines, pamphlets, and journals
- 14.15.3.4 The structure of the members will include members who have long experience in research and publishing
- 14.15.3.5 The list depends on the TOR being prepared

14.15.4 Member Affairs Standing Committee

- 14.15.4.1 He works on the recruitment and registration of members and advises the association

- 14.15.4.2 The recognitions and awards given by the association to members who have made special contributions, Prepares performance rules and guidelines regarding; executes
- 14.15.4.3 It does activities that can strengthen the relationship and social support of the members of the association.
- 14.15.4.4 It organizes the questions of rights and legal issues raised by members and presents them to the executive, and monitors the implementation of the association's efforts to solve the problems with the stakeholders.
- 14.15.4.5 The composition of the committee members should be as inclusive as possible in terms of gender, educational institution, service and age
- 14.15.4.6 The list depends on the TOR being prepared

14.15.5 Standing Committee on Policy, Advocacy and Partnerships

- 14.15.5.1 The association prepares the policy direction it should have in relation to eye health
- 14.15.5.2 By actively participating in eye health related structures set up by the Ministry of Health, including the National Committee for the Prevention of Blindness, it facilitates the situation of working together with various stakeholders to solve the problems that cause high blindness and low vision at the community level in Ethiopia.
- 14.15.5.3 The association will make contact with continental or international ophthalmology professional associations.
- 14.15.5.4 In order to discuss eye health and promote new policy ideas, outside of the regular scientific conference, holding stakeholder workshops, seminars, symposiums and workshops, collecting and summarizing the ideas and efforts of members in their professions during scientific conferences, and making them reach the government, policy makers, society and other stakeholders.

14.15.5.5 The society organizes the work of the society to carry out campaigns to increase the awareness of eye health, to celebrate holidays such as World Sight Day.

14.15.5.6 The structure of the members will include members who have acquired skills and experience in leadership and public health in the field of eye health.

14.15.5.7 The list depends on the TOR being prepared

14.15.6 Public Relations Standing Committee

14.15.6.1 Promotes regular and voluntary activities carried out by the Association and its members to prevent blindness.

14.15.6.2 Organizes the association's website, social media; It controls

14.15.6.3 The list depends on the TOR being prepared

14.15.7 Resource mobilization standing committee

14.15.7.1 prepares the annual income plan of the association

14.15.7.2 Assistance in kind or in cash with affiliated governmental and non-governmental organizationscollects.

14.15.7.3 Develops short, medium and long term plans to help strengthen the association financially

14.15.7.4 The members will consist of existing executive committee members, members working in donor organizations and other members.

14.15.7. 5 The list depends on the TOR to be prepared

14.16 The executive committee may set up other committees to assist in the implementation of the strategy; He shall report this to the whole assembly.

14.17 The executive committee may abolish some standing committees in view of the participation of the members of the standing committees and the convenience of management; He shall report this to the whole assembly.

Article fifteen

Executive Committee members

The association will have the following 7 executive committee members;

15.1 President

15.1.1 He chairs the Executive Committee.

15.1.2 The executive committee shall report the decisions made in the meeting to the whole assembly.

15.1.3 The Executive Committee shall present and approve the strategies and guidelines of the association's policies to the General Assembly.

15.1.4 The decisions passed by the General Assembly and the Executive Committee will be implemented

15.1.5 He signs any communication and agreements on behalf of the association.

15.1.6 The organization's performance and audit report will be sent to those concerned.

15.2 Vice President

15.2.1 In the absence of the President, he acts in place of the Speaker.

15.2.2 Performs additional work as assigned by the President

15.3 secretary,

15.3.1 It is accountable to the Executive Committee.

15.3.2 Prepares executive meeting agendas in consultation with the chair;

15.3.3 shall keep the minutes of the executive meeting;

15.3.4 Coordinates the office work of the executive

15.3.5 It bears the seal of the association and the executive documents.

15.3.6 He will be in charge of internal communication

15.3.7 It informs the members of the Executive Committee and General Assembly meetings.

15.3.8 In the absence of the President, Vice President or both of the Association; They will be replaced for a period not exceeding three months. If three

months have passed, it will be the duty of the secretary of the association to call a general meeting to replace the two elected members.

15.3.9 Together with the chairman, he prepares the agenda for the general meeting

15.4 The current (former) president of the association

15.4.1 He votes like any member of the Executive Committee.

15.5 The association's attorney

15.5.1 The association's bank accounts and cheques; Accountant's signature; It also moves with the signature of the president or secretary.

15.5.2 They will take responsibility for any assets of the association.

15.5.3 Always completes an up-to-date financial report.

15.5.4 As soon as the association's financial capacity permits, it will complete and submit the financial report requested for operation.

15.5.5 Prepares a balance sheet document to be presented to the Annual General Meeting.

15.5.6 The association's accounting documents will be kept in proper order.

15.5.7 Controls the association's income and expenses, makes sure that it is properly recorded and ordered.

15.5.8 Maintains reserve funds not exceeding Birr 2000.00 (two thousand Birr) for operational and minor expenses;

15.6 Two elected members of the executive committee

15.6.1 They shall have equal votes with other members in the Executive Assembly.

15.6.2 Participates in standing committees and other work as needed.

Article sixteen

Voting ceremony and

The term of service of the committee members;

16.1 The executive committee shall hold regular meetings at least 12 (twelve) times a year and may hold special meetings when there is a reason for an urgent meeting.

- 16.2 Emergency meetings may be called by the President or, in the absence of the President, by the Secretary, or in the absence of both, by the Secretary.
- 16.3 If any two executive members request an urgent executive meeting, the meeting will be held
- 16.4 If more than half of the members are present, the assembly will be considered complete; If the quorum is not met, the meeting will be called again.
- 16.5 Decisions are passed by majority vote. In the event of a tie vote, the proposal supported by the chairperson shall prevail.
- 16.6 The term of office of the executive committee shall be two consecutive years. However, an executive member may not be elected for more than two consecutive terms.
- 16.7 The term of office of the current president of the association will be for one round (two years).
- 16.8 If one of the executive members resigns at will, is suspended or dismissed by the decision of the general assembly, the executive may be temporarily replaced by up to two members in the order of the votes received from among the non-elected members nominated in the first election. The new executive members will be approved at the next general meeting.
- 16.9 If more than two executive members are absent, the executive will call the general assembly and a supplementary election will be held.
- 16.10 Executive Committee members serve without salary.

Article seventeen

Responsibilities and duties of the auditor

The auditor is accountable to the General Assembly; He will have the following powers

- 17.1 The auditor shall be a member of the association appointed by the majority vote of the general meeting;

- 17.2 supervises the correctness of the association's activities, money and property and human resource management; Submits an annual audit report to the General Assembly;
- 17.3 Controls the sources and use of the society's income;
- 17.4 Receives appeals regarding suspension and dismissal of members of the association. He examines the appeal and submits a decision to the General Assembly
- 17.5 The auditor's term of office is 2 years and can be extended for another 2 years by the decision of the General Assembly.
- 17.6 It may set up a committee for audit and supervision as needed.

Article eighteen

The source of the association's income

Sources of income of the association;

18.1 Member Contributions,

18.2 Support from partner governmental and non-governmental organizations

18.3 Other income generating activities

Article Nineteen

fiscal year

The financial year of the association will be from July 1 to June 30.

Article twenty

About amending the bylaws of the association

This regulation in the General Assembly^{2/3}The sound of support can be improved

Article twenty

About the dissolution of the society

- 21.1 The association may be dissolved when it is found that it is not able to achieve the purpose of its establishment
- 21.2 The dissolution of the association is valid if the members of the General Assembly decide to dissolve the association by 3/4th vote.
- 21.3 When the company is dissolved, any movable and;Immovable property as well as money are transferred to a non-governmental organization with similar objectives or to the government.

Article twenty two

The period of validity of the bylaws

This by-law shall be effective from the date of its approval by the competent authority.