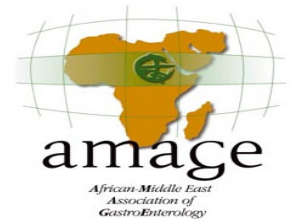


African Middle East Association of  
Gastroenterology

Statutes

By-Laws

2010



## **Article 1. Name and Mission**

"AMAGE" is the abbreviation of the *African Middle East Association of Gastroenterology*. It is a division of the World Gastroenterology Organization "WGO" and adopts the same vision, mission and objectives of WGO within its regional domain .

## **Article 2. Scientific activities**

AMAGE scientific activities include organic diseases of gastrointestinal tract, functional diseases of gastrointestinal tract, hepatology, digestive oncology, digestive surgery, gastrointestinal endoscopy and nutrition .

## **Article 3. Membership**

National gastroenterological societies in Africa and the Middle East that enjoy membership of WGO shall be accepted in AMAGE. In countries where no such societies are present, representatives of universities or the ministries of health or specialized groups of gastroenterologists are accepted. Societies and specialized groups should pay annual dues to have the power of voting in the General Assembly meetings.

## **Article 4. Members of the Governing Council**

### **4.1 Voting Officers**

- The president, the Vice-President, the Secretary General, the Treasurer, the Past-President and the Founding President (Executive Council)
- Chairpersons of the standing committees and ad-hoc committees
- President of the forthcoming AMAGE conference

### **4.2 Attending non-voting officers**

- Deputy Secretary General (one or more).
- Deputy Treasurer (one or more).
- Post president of AMAGE conference.
- Liaison Officer(s).
- Editor of "AMAGE News Voting"

### **4.3 CO-opted non-voting members**

The president shall have the power to co-opt individuals who he deems to be important for the running of AMAGE .

### **4.4 Non-voting observers**

These are representatives of organizations granted the observer status by the Governing Council.



## **Article 5. Executive secretariat**

There shall be Executive secretariat to support the activities of AMAGE. The location of this secretariat will be permanent in one of the big cities of the region and will not change with the change of the presidency.

## **Article 6. The General Assembly**

6.1 The General Assembly shall be formed by delegates representing the member national societies or groups of gastroenterologists in countries where there are no societies in addition to members of the Governing Council.

6.2 Meetings of the General Assembly are commanded by the President.

6.3 The General Assembly shall review and approve the work of the Governing Council, shall decide the next AMAGE congress and shall elect the Executive Council.

6.4 There shall be only one vote for each country. Each society can be represented by two delegates (usually the president and the secretary General). Specialized sections and groups of gastroenterologists in countries in which there are no societies shall have the votes of these countries.

Any society which after due notification had not paid its dues will not be eligible to attend. In the event of a tie, the President shall have the casting vote.

## **Article 7. The Committees**

Standing committees, Ad-hoc committees, working groups or advisors shall be established according to the needs of AMAGE . The chairpersons and the members are nominated by the Committee of Nominations and approved by the Governing Council.

## **Article 8. By-laws**

AMAGE by-laws shall be approved by the General Assembly . AMAGE by-laws should comply with the local circumstances in the region and should not contradict WGO statutes. The Governing Council can change the by-laws when necessary but such action should be reported to and be approved by the General Assembly

## **Article 9. Founding and Honorary Presidents**

The title of the *Founding President* is given only to the First President of AMAGE  
The title of the *Honorary President* is given to any person, medical or non-medical, who has rendered eminent services to AMAGE in scientific, administrative, financial or other aspects. The Honorary President shall be nominated by the Governing Council and approved by the General Assembly by two-thirds of the voting delegates

## **Article 10. Finance**

10.1 The financial income of AMAGE is derived from member dues, donations, grants and gifts from governmental and non-governmental institutions or individuals



10.2 The Executive council shall approve the donations and the grants.  
Donations linked with conditions against the mission of WGO shall not be accepted.

10.3 The AMAGE shall deposit its funds in one of the known banks in a large city in its region and the location of this bank shall be permanent and shall not change with change of the presidency

### **Article 11. Memorial lectures and medals**

Memorial lectures shall be presented in the names of scientists who did great achievements for Africa and the Middle East or who remarkably added to the practice of gastroenterology and hepatology in these regions. They are organized by mutual agreements between AMAGE and the national societies involved both from inside and outside AMAGE territories. The concerned national society which shall nominate the speaker, suggest the title and cover the honorarium and the transportation. AMAGE shall cover the accommodation.  
Medals, by the names of the honored scientists, may be granted to local doctors in AMAGE region during the congress. The medal expenses are covered by the concerned national society which may or may not be a member of AMAGE.

***NB: I am still conducting communications with the German society to get their approval for this sort of cooperation***



(2010)

By-laws organize decisions and actions necessary or appropriate for the optimal function of AMAGE. They should be consistent with the statutes of both WGO and AMAGE.

### **Article 1. Membership**

1.1 Applications for membership by a national society or any other group of gastroenterologists must include a list of the members and the officers in addition to the statutes.

1.2 Membership shall become affective when ratified by the Executive Council. Membership entails an obligation to pay the required dues.

### **Article 2. The Governing Council**

2.1 The Governing Council shall meet at least once a year and always prior to each General Assembly to report all matters related to AMAGE activities to the General Assembly.

2.2 The Governing Council shall have the power to fill any vacancy in its membership that may occur between meetings of the General Assembly.

### **Article 3. The Officers**

3.1 The **President** shall be responsible for the proper functioning of the Association and is empowered to take the necessary decisions with the knowledge of the Governing Council. The position of the president shall be limited to a single term of office which will run for 4 years from the approval of the General Assembly and better to coincide with term of WGO President. In situations which require rapid decisions, such decisions can be taken by the President and later approved by the Council.

3.2 The **Vice-President** shall assist / represent the President in the conduct of the Association. The Vice-President shall assume the presidency should this position become vacant during the term of office of the President, The Vice-President , together with the Treasurer will be the main figures to liaise fund-raising.

3.3 The **Secretary General** shall maintain liaison between AMAGE and the member societies and shall be responsible for the duties assigned by the President and the General Council. He will serve no more then two terms of office.

3.4 **Deputy Secretaries** shall be three, nominated by the President and appointed by the Governing Council. One deputy secretary is for the African French-speaking countries (Francophone), one for the African English speaking countries (Anglophone) and the third for North Africa and west Asia (mostly Arab speaking countries). A deputy secretary should not serve more than two terms of office.



3.5 The **Treasurer** is responsible to the Governing Council for the finances of AMAGE. The Treasurer is required to keep appropriate accounts and has to invest the funds of AMAGE on the advice of the Finance Committee. The Treasurer is the chairperson of the Finance Committee and he will examine the credentials of the national delegates prior to any meeting of the General Assembly. The Treasurer may serve for several terms of office and should be resident in the country where the Treasury is located but not necessarily carrying its nationality.

3.6 **Deputy Treasurer** (s) is nominated by the President and appointed by the Governing Council. He assists the treasurer and if necessary may deputies for him.

3.7 The **Past-President** shall sit on the Executive Council and the Governing Council for one term. He may also chair one of the AMAGE committees for one term of office.

3.8 The **Founding President** is the first president of AMAGE. He is member of the Governing Council and the Executive Council. He may serve for several renewable terms of office

3.9 The **Editor in chief of "AMAGE News"** shall edit the official newsletter of AMAGE and shall supervise the web site. He may serve for several terms of office.

#### **Article 4. Standing Committees**

- Education and Training Committee
- Research and Projects Committee
- The Committee of Nominations
- The Committee of Finance
- The Committee of Guidelines and Ethics

4.2 Each Committee shall elect its chairperson.

4.3 Chairperson of the committees are voting members of the Governing Council.

4.4 The budget for a committee shall be submitted by the chairperson of that committee to the treasurer for approval by the Finance committee and the Governing Council.

4.5 Each committee can be divided into several subdivisions or functions within its general objectives. For example training and education can be divided into endoscopy, ultrasonography, motility and post-graduate lectures. Each of these subdivisions may be conducted by a Coordinator and Coordinators of the same division may be multiple if the same function is repeated in several countries. The Coordinators report to the chairpersons of the committees. Each committee is represented in the Governing Council by its chairperson only.

#### **Article 5. Finances**

5.1 The AMAGE will deposit its account in one of major banks in Cairo/Egypt

5.2 The Treasurer should be resident in Cairo/Egypt during the whole length of his term.

5.3 In case the Treasurer has to leave Cairo/Egypt to reside in another country, he shall submit his resignation to the President with a notification of at least one month before. The deputy



Treasurer, if already there, shall take the responsibilities of the treasurer for the remaining period of his term . In case there is no deputy treasurer, the Executive Council will elect a new treasurer for the remaining period.

5.4 Cheques and bank transfers shall be issued upon a letter, fax or E-mail from the President to the Treasurer and should be signed by both the President and the Treasurer.

5.5 In case the President is residing out of Egypt and there is difficulty in getting his signature on the cheques and money transfers, the Governing Council may elect one of its members residing in Cairo/Egypt for this job.

5.6 The beneficiaries of the cheques or bank transfers shall submit necessary invoices or receipts to the Treasurer who shall keep them on file and refer to them in his annual report to the General Assembly.

5.7 Member societies shall pay their annual dues on per/capita basis to AMAGE secretariat in Cairo with notification to the Treasurer.

## **Article 6. AMAGE Congress**

6.1 The Governing Council shall elect the President, the Secretary and the Treasurer of the forthcoming congress.

6.2 The Treasurer of the congress could be himself the Treasurer of AMAGE. In case they shall be different, the Treasurer of the congress should submit a financial report to AMAGE Treasurer and shall transfer the surplus income to the main bank account in Cairo. The report of the Congress Treasurer should not be delayed more the 6 months after the end of congress.

6.3 AMAGE Congress should be held at least twice during the 4 year term of office.

6.4 Congress participants should pay subscription fees as determined by the congress body. Fees are paid to the Secretariat with notification of the Congress Treasurer.

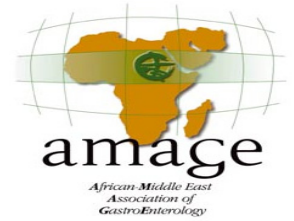
6.5 The congress surplus income is shared between partners including the host society.

## **Article 7. Secretariat**

The permanent Secretariat shall be in Cairo/Egypt and shall keep all the necessary files, resolutions, elections as well the data base of the members and shall establish a link of communication with the members.

## **Article 8. The Languages**

For correspondence and communication, three languages are approved, English, French and Arabic. For scientific activities English and French are the official languages. Facilities for translation shall be undertaken to encourage admixture of all groups.



## **Article 9. Referral to WGO by-laws**

This step is carried out when decisions are required in situations not mentioned in these by-laws. In general WGO by-laws shall cover any gaps or unmentioned details in these by-laws.