

وزارة الموارد البشرية
والتنمية الاجتماعية



SSP

الجمعية السعودية لأمراض وجراحة اللثة
Saudi Society of Periodontology

الهيئة السعودية
للتخصصات الصحية



Saudi Commission for Health Specialties Ministry
of Human Resources Effectively Healthy Society

Basic Regulations of the Saudi Society of Periodontology

Section (1)

Definitions, Incorporation, Goals, and Supervision

Chapter (1)

Definitions and Incorporation

Article (1): Definition of Phrases

The following words and phrases, wherever stated in the regulations, have the meanings indicated before each of them.

Law: Law of grassroots organizations and societies.

Executive Regulations: Executive regulations of the law of grassroots organizations and societies.

Regulations: The procedure, policies, rules, and directives made by the Saudi Society of Periodontology.

General Assembly: The general meeting of all the members of the Saudi Society of Periodontology.

Board of Directors: The highest body in the society consists of a board of members of directors of the society.

Administration Manager/Chief Executive Officer: The first officer of the executive staff, whether an executive manager, general manager, or general secretary, etc.

Ministry: Ministry of human resources and social development.

Supervising Body: Saudi Commission for Health Specialties.

Fund: Association support fund.

Article (2): Members of the Board

Under the law of grassroots organizations and societies, issued by the decision of the Council of Ministers No. 61 dated 18/02/1437H (30/11/2015G) and it's executive regulations issued by the Ministerial Decision No. 73739 dated 11/06/1437H (20/13/2016G), this society was incorporated of the persons with the following names:

#	Name	Address	National ID No.	Place	Date
1	Abdullah Awad Alamari	Riyadh, Seville district, Abdullah Bin Almoghira Street, 54 B	1023643255	Al Namas	17/10/1418H (15/02/1998G)
2	Hani Talal Fadel	4802 Abu Elmaali Alfarsi, Khaldia, Medina 42317 - 8162	1023984048	Jeddah	24/02/1417H (10/07/1996G)
3	Assem Abdulaziz Alsewian	5142 Abul Qasem Medical, South Doha, Dhahran 34451	1010028544	Al-Khobar	12/08/1417H (23/12/1996G)
4	Sami Hussain Alqahtani	Riyadh / Alnafel	1034950830	Riyadh	18/5/1418H (Gregorian?)
5	Montaser Nazmi Alqutb	College of Dentistry, King Saud University, Riyadh	1004988687	Riyadh	17/03/1442H (29/10/2020G)
6	Adnan Ali Almaghloth	Riyadh, Alworood District, Almeamar Street, Villa No. 46A	1008612804	Riyadh	22/08/1415H (24/01/1995G)
7	Maha Ahmed Bahammam	7014 Zuhair Bin Sufian Street, Alzahraa district, Jeddah 23522	1009386184	Jeddah	26/03/1396H (27/03/1976G)
8	Alhassan Mohammed Ajebi	Riyadh, King Saud Medical City	1012987630	Jazan	01/03/1418H (06/07/1997G)
9	Talal Mansour Zahed	Jeddah, Saudi Arabia	1010578803	Riyadh	23/12/1418H (21/04/1998G)
10	Nabih Abdullah Alqahtani	Abha	1043195070	Abha	28/10/1428H (09/11/2007G)
11	Hassan Hussain Koshak	Jeddah, Alhamdania District, beside Albaraa Bin Malek Mosque	1007337130	Jeddah	22/03/1409H (02/11/1988G)



Article (3): Legal Personality

The society has its legal personality and it shall be represented by the Chairman of the Board of Directors according to its given authorities stated in these regulations. The Chairman can be authorized over more authorities through an agreed consensus by the General Assembly.

Article (4): Location and Address

The headquarters of the society shall be in Riyadh City, situated at the Saudi Commission for Health Specialties in Riyadh, with the postal or national address of As Sahafah District Riyadh, Saudi Arabia, Zip Code 11614, and Postal Code 94656. The official email address of the Society is saudiperiod.s@gmail.com.

Chapter (2)

Goals and Supervision

Article (5): Society's Aim

The society aims to achieve the following:

1. Providing the opportunity for the workers in the fields of specialty and interests of the society to contribute to the scientific and professional progress movement in these fields.
2. Contribution to the development of the skills of the health practitioners, development of the scientific thought, and development of the performance of the society's members in the fields of interest of the society.
3. Facilitation of exchange of scientific production, scientific and professional ideas, a provision of scientific advice, and carrying out the necessary studies to improve the performance level in the fields of interest of the society.
4. Provision of technical advice to the various health bodies about the health practices, activities and procedures, and evaluation of the health institutions for approval to provide the service.
5. Participation in the evaluation of the professional and scientific qualifications of the practitioners in the field of society specialty in agreement with the relevant bodies.
6. Provision of effective participation in support of the departments of the Saudi Commission for Health Specialties and service of the health practitioners.
7. Achieving the above-mentioned goals by all appropriate means for the society, in particular activities:
 1. Preparation and update of the clinical evidence (standards for the practice of the profession) in the fields of the specialty of the society.
 2. Holding the conferences, seminars, and workshops, and contributing to the training and continuing medical education programs in the fields of interest of the society.
 3. Inviting the relevant scientists, experts, and thinkers at the national and international level for participation in the activities of the society.
 4. Participation in national and international conferences and exhibitions.
 5. Conducting scientific researches in the fields of interest of the society and related knowledge as well as encouraging the development and publication of the results of these researches.
 6. Issuing a magazine, periodical, or both which are concerned with the publication of the researches and studies that relate to the fields of interest of the society.
 7. Implementation of educational activities such as educational leaflets, messages, campaigns, and other means of health awareness to raise the level of knowledge and awareness of the public in the fields of the specialty of the society.

Section (2)

Administrative Organization of the Society, Provisions of the Membership,
General Assembly and Board of Directors

Chapter (3)

Administrative Organization

Article (6): Society's Bodies

The society consists of the following bodies:

1. General Assembly.
2. Board of Directors.
3. Permanent or temporary committees, which are formed by the general assembly or the board of directors. The decision determines their competence and tasks.
4. Executive management

Chapter (4)

Provisions of Membership

Article (7): Memberships in the Society

1. The membership in the society varies into (4) types: active, affiliate, honorary, and titular.
2. Society may create other types of membership. None of the created memberships are entitled to vote for the election of the members of the board of directors.
3. The membership in the society is exclusively for the health practitioners or those interested in the field of specialty of the society according to the conditions of its membership.

Article (8): Active Membership

1. The member shall be active in participating in the incorporation of the society or joined it after its incorporation.
2. The member should be one of the specialists or practitioners of the specialty of society.
3. The active member in the society should:
 1. Be a health practitioner in specialty/specialties of periodontal diseases and surgery.
 2. Have registration and valid classification in the Saudi Commission for Health Specialties.
 3. Have a paid annual subscription in the society of 300SAR for physicians.
 4. Cooperate with society and its members to achieve its goals.
 5. Have moral conduct and good ethics, not carry out anything negative/bad image which may damage the society.
6. Abide any decisions agreed in the general assembly.
7. The active member shall be entitled to:
 1. Participate in the activities of society.
 2. Review the documents and papers of the society, including the decisions issued in the society, whether from the general assembly, board of directors, or administration manager / chief executive officer, etc.
 3. Review the balance sheet of the society and all related attachments/documents in the headquarters of the society, before presenting to the general assembly.
 4. Attend the general assembly.
 5. Can vote on the decisions of the general assembly as long as his/her membership in the society reached more than six months from the joining date.
 6. Receive the basic information about the activities of the society periodically.
 7. Review the minutes and financial documents in the headquarters of the society.
 8. Invite/Call for a general assembly and to convene for an extraordinary meeting in solidarity, 25% of the members have the right to attend the general assembly.
 9. The member shall be entitled to address the society by a letter issued from his/her side of the board of directors. The society shall be entitled to address the member by a letter issued by the board of directors or anyone authorized by the board. This letter shall be delivered to the member in person or sent to him/

her through its addresses registered in the membership register.

10. To write a delegation and authorize one of the members to be his/her representative in attending the general assembly.
11. To vote in the election of members of the board of directors, as long as he/she had a six-month valid membership.
12. The active member shall be entitled to address the society through any available means. The board of directors or its representative should submit the reply through the same means or to the member's address registered in the system.

Article (9): Affiliate Membership

1. All members are required to be affiliated with the society before granting their official membership. If in case, a member did not meet one of the conditions as required in the affiliation, the Board of Directors will decide for his/her acceptance, and/or the member can apply for affiliate membership.
2. The affiliate member in the society should:
 1. Pay an annual subscription in the society of 300 SAR for the physicians and 200 SAR for the assistant categories and students.
 2. Cooperate with society and its members to achieve its goals.
 3. Have moral conduct and good ethics, not carry out anything negative/bad image which may damage the society.
 4. Abide any decisions agreed by the general assembly.
5. The affiliate member shall be entitled to:
 1. Participate in the activities of society.
 2. Receive the basic information on the activities of the society periodically each fiscal year.
 3. Review the documents and papers of the society.
 4. The affiliate member shall be entitled to address the society through any available means. The board of directors or its representative should submit the reply through the same means or to the address registered in the membership register.

Article (10): Titulary Membership

1. The general assembly shall grant the titular membership to any member whom the general assembly deems appropriate in return for his material or moral contributions to the society.
2. The titular member has no right to attend the meetings of the board.
3. The titular member has no right to request to access any of the documents and papers of the society, attend the general assembly, stand for election for membership of the board of directors or validate the meeting by his attendance.
4. The titular member shall be entitled to address the society through any available means. The board of directors or its representative should submit the reply through the same means or its address registered in the membership register.

Article (11): Honorary Membership

1. The general assembly shall grant the honorary membership in the board of directors to any member whom the general assembly deems appropriate in return for his/her excellence in the field of work of the society.
2. The board of directors may invite the honorary member to the meetings of the board without giving him/her the right to vote.
3. The honorable member shall not be entitled to request attending the general assembly, stand for election for membership of the board of directors, or validate the meeting of the board of directors with his/her attendance.
4. The honorary member shall be entitled to address the society through any available means. The board of directors or its representative should submit the reply through the same means or his/her address registered in the membership register.

Article (12): Subscription Fee

Each member in the society should pay the specified subscription fee according to membership according to its category. He shall not be entitled to practice any of his/her rights in case of failure of paying the subscription. The provisions of the subscription shall be as follows:

1. The membership subscription shall be paid once a year or based on a monthly schedule as per the member request and decision of the board of directors by considering the following:
 1. The membership subscription shall be paid through the e-payment platform only (if any).
 2. The annual subscription should be paid before the end of the fiscal year.
 3. The member shall not be exempted from paying the due amount in the society in case its membership expires.
 4. The board may give time for the non-paying members until the date of the nearest general assembly.

Article (13): Withdrawal/Termination of Membership

The membership status of the member ceases to exist by a reasoned decision issued by the board of directors in any of the following cases:

1. Withdrawal from the society based on a request submitted by the member to the board of directors through the approved means of communication with the society, but this does not prevent the society to claim any dues from the member or money under his/her control.
2. Death.
3. If he/she lost one of the conditions of the membership.
4. If the general assembly issued a decision of withdrawing the membership in any of the following cases, according to the discretion of the general assembly:

1. If the member commits any act which may cause material or moral harm to society.
2. If the member uses his/her membership in the society for personal purpose.
3. If the member delays in paying the subscription beyond its due date as stated in the article (12).

Article (14): Notification of Termination of Membership / Restoration of Membership

1. The board of directors, in case of the ceasing of the membership No. (3), (4), and (5) of article (13) of these regulations, should notify the member whose membership ceased through the approved means of communication with the members at the society (official letter, e-mail, or text message) about the cease of his/her membership and his/her right to object.
2. The member may, after invalidity of the reason of membership cease, submit a request to the board of directors to return the membership to him/her. The board should decide on the request by a reasoned decision and communicate it to the member.
3. The member ceased member, or their heirs may not claim to restore any amount paid by the member to the society whether as a subscription, gift, donation, or others.

Chapter (5) General Assembly

Article (15): Supervising Body

Taking into consideration the authorities of the ministry and supervising body, the general assembly shall be considered as the highest authority in the society. The decisions of the general assembly shall be binding to all its members and the remaining bodies of the society.

Article (16): Services of the Society

Closed Benefits: The services of the society shall be limited to its members only. It is not permissible for non-affiliated members to benefit from any of its services without a reasoned decision from the board of directors. The board should notify the general assembly in the first meeting of its decisions issued in this regard.

Open Benefit: The services of the society shall be for the whole community. Those who meet the conditions or standards set by the board of directors are entitled to benefit from the services of society. It is necessary to subscribe to society or pay any subscription fee to get any of these services.

Article (17): Requirements of Membership's Application

The board of directors has the authority to consider and decide on the application for membership in the society. The application shall be processed according to the following cases and conditions:

1. If the membership application is a natural person, the following is required:
 1. The subscription in the membership should be made through the platform prepared for this purpose by the Saudi Commission for Health Specialties.
 2. Should be a Saudi national.
 3. Should not be less than 18 years old.
 4. Should be fully qualified.
 5. Should be of good conduct.
 6. Should not be finally convicted of a crime involving moral turpitude or breach of trust and has not been discharged.
 7. Commits to pay the membership subscription.
 8. Should apply for joining containing his/her name according to national ID including his/her surname, age, nationality, national ID number, place of residence, profession, and data of communication including the email and mobile number. A copy of his national ID should attach to the application.
9. If the membership application is a legal person of the public or private entities, the following is required:
 1. Should be a Saudi national.
 2. Should commit to paying the membership subscription.
3. Should apply for joining containing his/her name according to the official document, including

- his/her nationality, registration or license number, national address, data of communication including the email and phone number. A copy of the commercial register, license, or endowment deed should be attached with the application or any document proving his/her legal status according to the applicable law. This document should be valid.
4. Should appoint a representative of natural personality that should have the same conditions of the membership of the natural person.

Article (18): Authority of Ordinary General Assembly

Taking into consideration the provisions of the law and executive regulations, the ordinary general assembly has the authority to:

1. Study the financial statement report from the Account Auditor at the end of the fiscal year and approve them after being discussed.
2. Approve the draft estimated budget for the new fiscal year.
3. Discuss the report of the board of directors in the business of the assembly including its activities of the ended fiscal year, the proposed plan of the new fiscal year, and take the appropriate actions in this regard.
4. Approve the capital investment plan of the society and proposals related to its fields.
5. Elect the members of the board of directors, renew their membership period, and discharge the previous board of directors.
6. Appoint a licensed chartered accountant to audit the accounts of the society and determine his/her fees.
7. Address the ministry and its remarks on the society, if any.
8. Dispose of any of the assets of the society by purchase or sale, and authorize the board of directors to invest the surplus of the society funds or set up in the investment projects.
9. Any other topics included in the agenda.

Article (19): Authority of Extraordinary General Assembly

Taking into consideration the provisions of the law and executive regulations, the extraordinary general assembly has the authority to:

1. Decide on the resignation of any of the members of the board of directors or revoke the membership of the member, and elect a person/member for the vacancies in the membership of the board of directors, if there is no standby member.
2. Cancel the decisions of the board of directors, as per its discretion.
3. Propose merge of the society with another society.
4. Approve amendment of these regulations.
5. Voluntary dissolution of society.

Article (20): General Assembly Decision Validity

The decisions of the ordinary general assembly are valid upon their issuance. The decisions of the extraordinary general assembly shall be valid only after the approval of the ministry.

Article (21): Assembly Agenda

The assembly must abide by considering the topics stated in its agenda, and not consider the topics not stated on the agenda.

Article (22): Invitation to General Assembly

The Chairman of the Board of Directors or his/her authorized representative shall invite the members of the general assembly. For the invitation to be valid, the following is required:

1. It should be done through the approved means of communication with the members of the society (official letter or email).
2. It should be issued by the Chairman of the Board of Directors of the society or his/her authorized representative or who is entitled legally to invite the assembly.
3. It should contain the agenda of the general assembly.
4. It should specify the place, date, and time of the meeting.
5. It should be sent to the member, ministry, and supervising body before fifteen calendar days of the specified date.

Article (23): General Assembly Meeting Schedule

The general assembly shall hold an ordinary meeting at least once every fiscal year provided that the first meeting shall be held within the first four months of the fiscal year. The general assembly shall hold an extraordinary meeting only by prior request by the ministry, the board of directors, or request by not less than (25%) of the members who have the right to attend the general assembly.

Article (24): Delegation

The member of the general assembly may delegate another member to attend the meeting and vote on his/her behalf. The delegation shall be valid if the following is met:

1. The delegation should be made through the approved means of communication with society (official letter or email).
2. The Chairman of the Board of Directors or his/her authorized representative should accept the delegation.
3. The member shall not represent more than one member.
4. It is not permissible to delegate any of the members of the board of directors.

Article (25): Conflict of Interest

The member of the general assembly may not participate in voting on any decision if he has a personal interest except the election of the members of the board of directors.

Article (26): Assembly Quorum

The meeting of the general assembly shall be considered valid if more than half of its members attend it. If this is not achieved, the meeting shall be postponed to another date to be held within a period of at least an hour and a maximum of fifteen days from the first meeting date. In such a case, the meeting shall be valid for the general assembly regardless of the number of attending members and for not less than (25%) of all members for the extraordinary general meeting.

1. The decisions of the ordinary general assembly shall be issued by the majority of the attending members.
2. The decisions of the extraordinary general assembly shall be issued by the majority of two-thirds of the attending members. They shall be valid only after the approval of the ministry.

Article (27): Procedures of Election for the New Members of the Board of Directors

Taking into consideration the provisions of the law and executive regulations, the procedures of election of the members of the board of directors shall be as follows:

1. The board of directors shall announce to all members of the general assembly who meet the conditions in the opening of candidacy for membership of the new board of directors before or at least one hundred and eighty (180) days of the end of the period of the board of directors.
2. The candidacy shall be closed before ninety (90) days of the end of the period of the board of directors.
3. The candidacy shall be made through the platform prepared for this purpose by the Saudi Commission for Health Specialties.
4. The board of directors shall submit the names of the candidates to the ministry according to the form prepared by the ministry for this purpose within one (1) week of closing the candidacy.
5. The ministry shall approve the final list of the candidates. Its decision shall be final and without appeal.
6. The board of directors should display the list of the names of the candidates received from the ministry at the headquarters of the society or its website before at least fifteen (15) days of the end of the period of the board of directors.
7. Every candidate approved by the ministry can display his CV on the website of the society and at the entrance of the headquarters of the society or in available electronic means.
8. The names of the winners in the elections shall be announced. The winners are those who get the most votes according to the number of board members. In case that the votes are equal for the winner of the last seat, a lottery shall be used, unless one of them gives up.

9. The general assembly shall elect the members of the new board of directors from the list of candidates through the platform prepared for this purpose. The new board of directors should provide the ministry with the names of the members who were elected within not more than fifteen (15) days from the date of election to keep copies of it in the society's files.
10. The election of the members of the new board of directors, chairman, deputy chairman, and financial supervisor takes place immediately after the announcement of the results through the platform prepared for this purpose. A copy of the report of the election process shall be sent to the ministry to ensure that it is running according to the law, executive regulations, and constituent bylaw.
11. The new formation of the board of directors shall be published in the society register.
12. At the end of the term of the board of directors, it continues exercising its non-financial administrative duties until the new board of directors is elected.

Chapter (6)

Board of Directors

Article (28): Managed by a Board of Directors

The society shall be managed by a board of directors that consists of (5/7/9/11/13). They are elected from the active members of the general assembly as specified by these regulations.

Article (29): Service Terms

The period of the term of the board of directors shall be four years.

Article (30): Qualification of Members to Vote

Every active member in the society shall be entitled to stand for election for membership of the board of directors. The candidates of the membership of the board of directors shall have the following qualifications:

1. Should be a Saudi National.
2. Should be fully qualified.
3. Should be an active member of the general assembly for not less than six months.
4. Should be 21 years old of age and over.
5. Should work in the department concerned with supervision on the society in the ministry or supervising body except by approval of the ministry.
6. Should have fulfilled all financial obligations towards society.
7. Should not be finally convicted of a crime involving moral turpitude or breach of trust and has not been discharged.
8. Should not be a member of a board of directors for more than two previous consecutive terms, except by the approval of the ministry.
9. The ministry does not object to his/her candidacy for the board.

Article (31): Combine Position

It is not permissible to combine a position in the society and membership of the board of directors except with the approval of the ministry. In such a case, the board should submit the reasoned request to the ministry.

Article (32): Vacancy and/or Resignation

1. If the seat of the chairman of the board of directors, deputy chairman, or one of its members becomes vacant for any reason whatsoever, the quorum of the board shall be completed by the standby member who has the most votes in the last election. The board shall be reconstituted.

2. If the board of directors dissolved by any reason/decision from the ministry or if the members of the board of directors resigned, the ministry shall appoint a temporary board, provided that its duties include inviting the general assembly to convene and elect a new board of directors within sixty days from the date of its appointment.

Article (33): Procedures in Holding a Meeting

1. The board of directors of the society shall hold a meeting based on an invitation from the chairman of the board or his/her representative addressed to the members before at least (15) days from the date of the meeting provided that the invitation includes the following information:
 1. It should be written through the approved means of communication with society (official letter or email).
 2. It should be issued by the chairman of the board of directors of the society or his/her representative or who has the legal right to invite society.
 3. It should contain the agenda of the meeting.
 4. It should specify the place, date, and time of the meeting.
2. The meetings of the board of directors shall be held regularly, for not less than four meetings per year. It should be taken into consideration to hold the meeting at the appropriate interval between each meeting and the next provided that a meeting shall be held at least every four months.
3. If in case, that there are more than half of the number of members of the board of directors requesting to hold a meeting, the chairman or his representative should call for a meeting within two weeks from the request.

Article (34): Venue of the Meeting

The board of directors shall hold its meetings at the headquarters of the society. It may hold its meetings at another place within the administrative scope of the domain.

Article (35): Voluntary Work

The membership in the board of directors is voluntary work for which the member does not receive a wage except for compensating the members for the costs of their transportation and housing in the event of assigning them to tasks related to the society.

Article (36): Authority of Board of Directors

1. Taking into consideration the competencies established for the general assembly, the board of directors shall have the powers and competencies in the management of the society that achieve its purposes, the most prominent ones include the following:

1. Approval of the society's business plan, including the strategic plan, executive plan, and other main business plans, and follow up on their implementation.
2. Periodic review of the organizational and occupational structures in the society and their approval.
3. Setting systems and controls in the internal control, supervising, and conduct a periodic review to verify their effectiveness.
4. Setting principles and standards for the governance of the society that do not contradict the provisions of the law, executive regulations, and in these regulations, supervising their implementation, monitoring the extent of their effectiveness, and amending them when needed.
5. Opening the bank accounts at the Saudi banks, issuing and collecting the checks or payment orders and account statements, activating, closing, and settling the accounts, updating the data, objecting to the checks, receiving the bounced checks, and other banking operations.
6. Registration and conveyance of the real estates, accepting the wills, endowments, donations, merging, dividing, sorting the deeds of ownership of the society, updating the deeds and include them in the comprehensive system, converting the agricultural lands to residential lands, carrying out any acts that achieve the benefit for the society after the approval of the general assembly.
7. Developing the financial resources of society and seeking to achieve sustainability.
8. Management of the properties and funds of the society.
9. Preparation of the rules of the investment of surplus funds of the society and activating them after being approved by the ministry.
10. Setting a written policy that organizes the relationship with the beneficiaries of the services of the society ensuring that the necessary care is provided to them and announcing them.
11. Cooperation in the preparation of the traceable and annual reports of the society and submit them to the ministry.
12. Updating the society data periodically and providing the ministry with it according to the approved forms of this purpose.
13. Providing the ministry with the final account and financial reports audited by the accounting auditor after being approved by the general assembly within four (4) months from the end of the fiscal year.
14. Supervision on the preparation and approval of the annual report of the society.
15. Supervision the preparation of the estimated budget for the new fiscal year and submitting it to the general assembly for approval.
16. Appointment of a full-time chief executive officer of the society, determination of his authorities and responsibilities and providing the ministry with his/her name, the decision of appointment, copy of national ID with data of communication.
17. Appointment of the leading employees in the society and determination of their authorities and responsibilities.

18. Informing the ministry of any change in the legal status of the members of the board of directors, administration manager / chief executive officer, and chief financial officer within one (1) month of the date of the change.
19. Setting the policies and procedures and ensure the society's abidance by the laws and regulations in addition to the obligation to disclose the essential information on the beneficiaries, ministry, supervising body, and other stakeholders, enabling the others to review the final account, administrative and financial reports, and publish them in the website of the society.
20. Supervision the implementation of decisions and directives of the general assembly, external auditor, ministry, or supervising body.
21. Setting procedures to ensure obtaining the approval of the ministry and supervising body in any procedure that requires so.
22. Getting the rights of the society, fulfilling its obligations, and issuing the necessary decisions in this regard.
23. Introducing the society and working to highlight its goals and activities in the relevant circles.
24. Acceptance of the memberships of all kinds and submitting reasons for rejection decisions.
25. Inviting the general assembly to convene.
26. Setting the necessary rules and procedures to organize the business of the committees after their formation, how to coordinate them, and approving them by the general assembly.
27. Any other tasks assigned to it by the general assembly, ministry, or supervising body in a field of its specialty.
28. The decisions of the board shall be issued by the majority of the votes of the attendees. In case the votes are equal, the chairman will vote again to break the tie.
29. The proceedings and decisions of the meeting shall be recorded in minutes signed by the attending members.
30. The board shall have the right to delegate the chairman or deputy chairman and financial supervisor to act together in its financial competencies or resulting financial competencies and take the appropriate actions towards them. Aside from these competencies, the board has the right to form permanent or temporary committees to carry out the works assigned to it. It may seek assistance from external members. It also may delegate the chairman or any other member in this regard.
31. The board of directors should delegate its chairman, its representative, or anyone deemed appropriate to represent the assembly before the bodies such as the ministries, courts, government, and private departments and others, determine its authorities and grant it the right to authorize and delegate others.
32. The board of directors may dispose of the real estate properties of the society by purchase or sale after obtaining a delegation from the general assembly in this regard.

Article (37): Obligations of Members of the Board of Directors

The member of the board of directors shall commit to the obligations arising from his/her



membership including the following:

1. Attendance of the meetings of the board of directors, participation in the discussions, and voting on the decisions. It is not permissible for him/her to delegate in this regard.
2. Presidency and membership of the committees assigned to it by the board.
3. Representing the society before the relevant bodies after a delegation of the chairman of the board of directors.
4. Serving society and benefiting it with his/her experiences and knowledge, proposing the topics, and presenting the initiatives that promote the society.
5. Abide by the directives issued by the ministry, supervising body, general assembly, and board of directors.
6. Preserving the society and its secrets and taking care of its interests.

Article (38): Obligations of Chairman of the Board of Directors

1. Taking into consideration the authorities established for the board of directors and the general assembly, the chairman of the board of directors shall be responsible for activating and following up the authorities and powers assigned to the board of directors, the most prominent ones include:

1. Presidency of the meetings of the board of directors and general assembly.
2. Representing the society before all government, public, and private bodies within the limits of authorities of the board of directors and delegating the general assembly including pleading before the judge and semi-judicial authorities and representing the society before them in pleading and defending. It has the right to delegate the appropriate members of the board or others.
3. Signing the decisions issued by the board of directors.
4. Signing the checks, securities, and documents of payment with the financial supervisor.
5. Deciding on the urgent matters represented to it by the administration manager / chief executive officer that cannot be delayed within the powers of the board, provided that these matters and the board decisions taken in their regard shall be presented to the board in the first meeting.
6. Calling for a meeting of the board of directors and the general assembly.
7. The chairman has the right to delegate his/her deputy in his powers.

Article (39): Responsibilities of Financial Supervisor

Taking into consideration the authorities established for the board of directors, general assembly, and the chairman of the board of directors, the financial supervisor shall be responsible for the powers and authorities related to the financial affairs of the society in a way that achieves its purpose. One of his/her most prominent competencies is to supervise the following:

1. All financial affairs of the society according to the law and followed financial principles.
2. The society's resources and expenses, extracting and receiving the receipts of all operations.
3. Depositing the funds of the society in the bank accounts assigned for them.
4. Recording all revenues and expenses in their records.
5. Annual inventory and submission of the report of inventory result to the board of directors.
6. Payment of all sums decided to be paid legally, keeping the documents confirming the validity of payment, controlling, and keeping the documents.
7. Implementation of the decisions of the board of directors related to the financial transactions.
8. Preparation of the budget of the society for the next year and presenting it to the board of directors.
9. Signing the payment requests and securities with the chairman of the board of directors or his deputy.
10. Examining the observations received from the external auditor and responding to them according to the legal principles.

Article (40): Termination of Membership

1. The member of the board of directors loses his/her membership by a reasoned decision issued by the board of directors. He/she has no right to stand for election again in any of the following cases:
 1. Withdrawal from the board of directors is based on a request submitted by the member to the board of directors through the approved means of communication with the society (official letter or email). This does not prevent society from its right to claim any funds under his/her control.
 2. Death.
 3. Lost of one of the conditions of the membership in the general assembly as stated in the article (13).
 4. Committed any act which may cause material or moral harm to society.
 5. Exploited his/her membership in the board for personal purposes.
 6. Was absent from the attendance of the board of directors without an excuse accepted by the board for three (3) consecutive sessions or six (6) separate sessions in one term.
 7. Unable to perform the role in the board of directors due to health reasons or other reasons.
 8. The board of directors should issue a decision on the member who loses the membership. It should notify the ministry of the decision within one (1) week from its date.

Chapter (7)

Permanent and Temporary Committees

Article (41): Formation of Committees

The general assembly has the right to form permanent committees to carry out tasks of a continuous nature. The board of directors may form a temporary committee to carry out specific tasks in terms of their nature and duration.

Article (42): Identification of Members

The decision issued to form each committee specifies its name, number of members, and specialties including the name of its chairman provided that he/she should be one of the members of the board of directors.

Article (43): Rules and Procedures

The board of directors sets the necessary rules and procedures to organize the business of the committees after their formation, how to coordinate them, and approving them by the general assembly.

Chapter (8)

Administration Manager / Chief Executive Officer

Article (44): Appointment of Administration Manager / Chief Executive Officer

The board of directors shall appoint the administration manager / chief executive officer by a decision issued by the board containing the full data of the manager, authorities, responsibilities, rights, obligations, and salary in light of the law, executive regulations, and these regulations. The salary shall be specified in the decision through a separate committee from the board of directors that is assigned to study the manager's competencies, qualifications, and experiences. It shall determine its salary on this basis, taking into consideration the scope and average of the salaries of the executive officers in similar societies in the size and field. A copy of the decision on the appointment and salary justifications shall be sent to the ministry with a copy of national ID and data of communication with the appointed candidate.

Article (45): Role of Administration Manager / Chief Executive Officer

The administration manager / chief executive officer should manage the society, complete the daily business, follow up its all departments and sections, prepare the necessary plans to achieve its goals, and work to organize and develop them.

Article (46): Temporary Appointment

If the society is unable to appoint a full-time executive officer for its business for any reason whatsoever, the board of directors after the ministry approval has the right to delegate one of its members to carry out this work temporarily. In such a case, the authorized member does not lose his right to attend the meetings of the board of directors and discuss them without voting on their decisions.

Article (47): Qualification of the Candidates

Before the appointment of the administration manager / chief executive officer of the society, the board of directors should ensure that the following conditions are met by the candidates:

1. Should be a Saudi national.
2. Should be of full legal capacity.
3. Should be 25 years old and over.
4. Should be full-time to manage the society.
5. Should have an experience of not less than (2) years in the administrative business.
6. Should hold a Bachelor Degree or higher.

Article (48): Responsibilities of Administration Manager/CEO

The administration manager / chief executive officer shall carry out all administrative works, including, in particular:

1. Setting the plans of the society according to its levels based on the general policy, its goals, and follow up on their implementation after being approved.
2. Setting the principles and standards for the governance of the society that do not contradict the provisions of the law, executive regulations, and these regulations, supervising their implementation, monitoring the extent of their effectiveness after being approved.
3. Preparation of the necessary procedural and organizational regulations, which ensure that the society achieves its works and goals and follow up on their implementation after being approved.
4. Implementation of society's systems, regulations, decisions, directives, and circulating them.
5. Provision of the society's needs of the necessary programs, projects, resources, and equipment.
6. Proposing the rules of investment of surplus of the society's funds and the mechanisms of their activation.
7. Setting and implementing the development and training programs and plans that improve the performance of society's employees.
8. Setting a written policy that organizes the relationship with the beneficiaries of the services of the society ensuring that the necessary care is provided to them and announcing them.
9. Providing the ministry with the data and information on the society according to the forms approved by the ministry and cooperation in the preparation of the reports.
10. Submission of the candidacy of the names of senior employees in the society of the board of directors and determination of their authorities and responsibilities for approval.
11. Upgrade of all services of the society.
12. Following up the work progress of the society, setting the indicators to measure the performance and accomplishments at the level of the plans and resources, verifying their attitude towards the goals, addressing the problems, and finding the solutions for them.
13. Preparation of the financial reports and draft the estimated budget of the society according to the considered standards in preparation for approval.
14. Preparation of the job evaluation of the employees in the society and submitting it for approval.
15. Issuance of the circulars and directives of the work progress in society.
16. Taking over the secretariat of the board of directors, preparation of the agenda, writing the minutes of the sessions, and working to implement the decision issued by it.
17. Supervision of the activities and occasions carried out by the society and submission of reports on them.
18. Preparation of the periodic reports of all works of the society showing the accomplishments, obstacles, means of remedy, and their submission to the board of directors for approval.
19. Any other tasks assigned to it by the board of directors in the field of its specialty.

Article (49): Authorities of CEO

To accomplish the tasks assigned to him, the chief executive officer shall have the following authorities:

1. Delegation of the security employees to complete works, attend occasions, meetings, visits, courses or others as required by the interest of the work for not more than one (1) month a year provided that the continuous days do not exceed ten (10) days.
2. Following up the decisions of appointment of the necessary human resources in the society, preparation of contracts, following up employee works and submission to the board of directors to sign the contracts, terminate and accept the resignations of employees for approval.
3. Approval of the performance reports.
4. Implementation of all programs and activities at the level of the society according to the approved plans.
5. Authorizing the authorities of the department heads according to the authorities granted to him/her.

Article (50): Role of Board of Directors

The board of directors is the body supervising the administration manager / chief executive officer. The board has the right to follow up on his/her works and hold him/her accountable.

Article (51): Failure or Breach of Contract

In case of failure or breach by the administration manager / chief executive officer of the society, the board of directors may, in proportion to the size of the failure or breach, hold the administration manager / chief executive officer accountable.

Section (3) Financial Organization

Chapter (9) Resources of the Society and Fiscal Year

Article (52): Financial Resources

The financial resources of the society consist of the following:

1. Fees of affiliation of society membership.
2. Donations, gifts, wills, and endowments.
3. Zakat, which is paid in the society's activities included in zakat expenses.
4. Revenues of the activities of the financial return.
5. Government subsidies.
6. Revenues of investment of movable and immovable properties of the society.
7. Allocated support of the association support fund to implement and develop the programs of the society.

Article (53): Fiscal Year

The first fiscal year of the society commences from the date of issuance of the license by the ministry and ends in December of the same year of license. Every fiscal year afterward shall be twelve (12) Gregorian months.

Chapter (10)

Disbursement of the Society Funds and Budget

Article (54): Disbursement and Usage of Funds

1. The society's funds shall be spent only to achieve its goals. It is not permitted to spend any financial amount otherwise.
2. The society has the right to own real estate's only by approval of the general assembly before ownership or approval in the first subsequent meeting. The general assembly may negotiate with the board of directors in this regard.
3. Society has the right to put its surplus revenues in endowments. It also is entitled to invest them in areas of probable earnings that guarantee to obtain stable resources or re-employ them in the production and service projects. Society should obtain the approval of the general assembly in this regard.

Article (55): Approval of Budget

The approved budget shall be considered valid from the beginning of its fiscal year. In case of delay of its approval, disbursement from it shall be made at the rates of the budget of the previous fiscal year for a period of three (3) months as maximum taking into consideration the fulfillment of the obligations of the society towards the others.

Article (56): Deposits and Withdrawal of Funds

The society should deposit its cash funds at one or more of the local banks selected by the board of directors provided that the withdrawal from these funds shall be made only by the signature of the chairman of the board of directors or his deputy and financial supervisor. The board of directors with the approval of the ministry may delegate dealing with the bank accounts with two of its members or leaders of the executive department provided that they should be a Saudi national. The consideration should be taken to deal with checks as much as possible.

Article (57): Disbursement Procedures

To disburse any amount of society's funds, it is necessary to:

1. Issue a decision of disbursement by the board of directors.
2. Sign the payment order or check with both the chairman of the board of directors or his deputy with the financial supervisor.
3. Record the full name of the beneficiary, ID number, and place of issue in the register form prepared for this purpose, as the case.

Article (58): Periodic Financial Report

The financial supervisor shall prepare a periodic financial report signed by himself in addition to the society manager and accountant. It shall be presented to the board of directors once every three months. A copy of the report shall be provided to the ministry.

Article (59): Accounting Records and Registers

The society shall keep the administrative and accounting records and registers, which it needs according to the accounting standards. It records the information in these records and registers on a flow basis. They shall be kept at the headquarters of the society. The competent employees of the ministry shall have access to these registers and records. The society shall have an approved external auditor who submits a financial report at the end of each fiscal year to the board of directors in preparation for approval by the general assembly. These registers include the following:

1. Administrative registers, including the following:
 1. Membership registers.
 2. Register of minutes of meetings of the general assembly.
 3. Register of minutes of sessions of the board of directors.
 4. A register of the workers in society.
 5. A register of the beneficiaries under the services of society.
2. Accounting registers, including the following:
 1. General ledger
 2. A register of the society's properties and its movable and immovable assets.
 3. Payment vouchers.
 4. Receipt vouchers.
 5. Entry voucher
 6. Register of members' subscriptions.
 7. Any other registers deemed appropriate by the board of directors to be used.

Article (60): Preparation of Balance Sheet and Final Accounts

The society shall prepare the balance sheet and final accounts, according to the following:

1. The approved accounts auditor shall supervise the conduct of the society works and its accounts, verify that the balance sheet and income and expense account match the accounting records, whether they are kept in a legally proper manner, and verify its assets and obligations.
2. The society shall close all accounts, according to the recognized accounting principles at the end of each fiscal year.
3. The approved accounts auditor shall prepare all recognized accounting and financial statements at the end of each fiscal year to enable recognizing the real financial status of the society. Deliver it to the board of directors within the first two months of the new fiscal year.

4. The board of directors shall study the balance sheet, final accounts, and draft estimated budget of the New Year, which shall be signed by the chairman of the board of directors or assigned deputy, financial supervisor, accountant of the society, and general secretary in preparation for being submitted to the general assembly for authentication.
5. The board of directors shall present the balance sheet, final account, and draft estimated budget of the New Year to the general assembly for authentication then a copy shall be provided to the ministry.

Section (4)

Amendment to the Regulations and Dissolution

Chapter (11)

Amendment to the Regulations

Article (61): Regulations Amendment Procedures

These regulations shall be amended according to the following procedures:

1. The member of the board of directors or member of the general assembly shall submit the amendment proposal and justifications to the board of directors to be presented at the nearest meeting of the general assembly.
2. The board of directors shall study the required amendment, including the search for the reasons for the amendment and the suitability of the proposed format.
3. The board of directors shall call the general assembly according to the provisions stipulated in these regulations. The board of directors shall present the draft amendment to the general assembly.
4. The general assembly shall vote on the proposed amendment, according to the provisions of the voting stipulated in these regulations, and issue its decision to approve or reject the amendment.
5. In case that the general assembly approves the amendment, the request for approval of the amendment with a statement and reasons for the amendment shall be submitted to the ministry.
6. The amendment shall be valid only after getting the ministry's approval.

Article (62): Reconsideration of Amendments for Second Review

Taking into consideration the provisions of article (63), if the board of directors rejects the proposal of amendment of the basic regulations and 25% of the members who have the right to attend the general assembly may call for holding an extraordinary meeting and present to the proposal of amendment of the basic regulations for voting. The board of directors should complete the procedures stated in the mentioned article.

Chapter (12)

Dissolution of the Society

Article (63): Decision to Dissolve

The society may be dissolved voluntarily by a decision of the general assembly according to the procedures and provisions stipulated in the law, executive regulations, and these regulations.

Article (64): Procedures of Voluntary Dissolution

The voluntary dissolution of the society shall be carried out according to the following:

1. The board of directors shall study the proposal of voluntary dissolution of the society in light of the obligations, the services provided, beneficiaries, and other data, then issue its decision of approval or rejection of the proposal.
2. If the board of directors issued a decision of approval of the proposal of voluntary dissolution of the society, it should submit a recommendation to the extraordinary general assembly of its initial justifications and reasons. It should propose the following:
 1. One or more liquidators to carry out the works of liquidation.
 2. Duration of the liquidation.
 3. Fees of the liquidator(s).
 4. The body to which the society funds are to transfer.
 5. The board of directors shall call for an extraordinary general assembly according to the provisions stipulated in these regulations. It should present its recommendation about the dissolution of the society for voting as well as the reasons, justifications, and proposals in this regard.
6. If the extraordinary general assembly issued a decision of approval of the society's dissolution, the decision should contain the following:
 1. The appointment of one or more liquidators to carry out the works of liquidation.
 2. Determination of the liquidation period.
 3. Determination of the fees of the liquidators.
 4. Determination of the body to which the society funds are to transfer.
 5. The board of directors should provide the ministry and supervising body with a copy of the decision of the extraordinary general assembly and minutes of meetings within (15) days from the date of holding.
 6. The board of directors should precede the procedures of the liquidation after receiving the decision of the ministry of approval of the liquidation by appointing the liquidator and stating the procedures of liquidation with him/her.

7. The board of directors should inform the ministry and supervising body of the completion of the liquidation works. The notification should be accompanied by a report of the liquidator showing the full details of the liquidation.
8. It is permissible to transfer the properties of the dissolved society to one or more societies, grassroots organizations, or societies working in the area of its services or nearby, and registered at the ministry provided that this is stipulated in the dissolution decision.

Article (65): Disposal of Society's Assets, funds, and Documents after Dissolution

All employees of the society should not dispose of the society's assets, funds, and documents after issuing the decision of dissolution by the general assembly. They should cooperate with the liquidator to complete the tasks assigned to him quickly and properly, including the delivery of the society's assets, funds, and documents to the liquidator upon request.

Article (66): Liquidator Responsibilities

The liquidator has to take the following procedures upon completing the liquidation:

1. Payment of the obligations of the society towards the other bodies and society's workers.
2. The liquidator should take into consideration the conditions of the will, donator, and the person who submits endowment if any.
3. If the period specified for the liquidator to complete the liquidation procedures without being completed, it may be extended for another period by a decision of the ministry based on a request by the liquidator. If the liquidation is not carried out during this extended period, the ministry shall have the right to appoint another liquidator.

Section (5) General Provisions

Article (67): Society Regulation

These regulations shall govern society. It is the basis on which its regulations are set. Unless a text is provided, the provisions of the law of grassroots organizations and societies and the executive regulation shall apply.

Article (68): Effectivity

These regulations shall be effective beginning from the date of approval by the ministry.

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Thank You