

ByLaw

Name

The name of the organization shall be the "Resident Staff Organization of the American University of Beirut Medical Center," hereafter referred as "RSO."

Membership

All MD's duly appointed for postgraduate, clinical training by the Faculty of Medicine are eligible for RSO membership. This includes interns, residents, and clinical fellows.

Membership becomes effective upon payment of the annual fee, which shall be set each year by the cabinet during the month of July. This membership fee may be changed by the general assembly by a simple majority vote.

Interns, residents, and clinical fellows who do not pay their membership fee will not be considered RSO members. This means they cannot vote, nor benefit from the RSO facilities, nor can they hold any office.

Officers and Cabinet

The affairs of the RSO shall be managed by a cabinet of eight members: president, vice president, secretary, treasurer, and four members elected annually among the interns, residents, and fellows in good standing.

The term of office of the cabinet shall be from June 1 to May 31.

The cabinet shall ascertain that all activities of the RSO conform to the policies of the American University of Beirut, its Medical School, and Medical Center.

Three of the four members shall be elected with the other officers when decided accordingly. The fourth member will be a newly appointed intern or a first year resident. The election shall be during the month of July.

The President shall:

- preside all the meetings of the cabinet and the general assembly.
- be the official spokesperson of the RSO.
- be responsible for the affairs of the RSO.

The Vice President shall

- assume the responsibilities of the president during the latter's absence
- assume any responsibilities delegated to her/him by the president

The Secretary shall

- keep minutes at all meetings of the cabinet and the general assembly
- handle all correspondences and announcements
- submit an annual report to the general assembly

The Treasurer shall

- keep the accounts of the organization
- submit an annual, financial report to the general assembly
- be prepared to present a financial report upon request by the president, the cabinet, or by the general assembly

Cabinet Members

- Shall assume any responsibilities assigned to them by the president or the cabinet

Decisions of the cabinet shall be by simple majority. In case of equality, the decision voted for by the president (or the vice-president in the former's absence) will hold effective.

The cabinet shall meet at least once monthly. Special meetings may be called for by the secretary upon request by the president or any two members of the cabinet.

Notice of regular or special meetings must be posted or sent at least twenty-four hours, in advance. A meeting without prior notice shall be official if all members are present.

The Advisor

Every year, the cabinet shall ask members of the faculty to serve as advisors of the RSO.

Committees

Ad hoc committees may be formed or dissolved by the cabinet.

The general assembly may instruct the cabinet to form a committee.

The cabinet shall appoint the chairman of each committee. The chairman, in consultation with the cabinet, shall appoint the members.

The chairman of a committee, or any other appointed cabinet member, will serve as a liaison officer between the committee and the cabinet.

The committees are directly responsible to the cabinet; they have no legislative or decision-making powers. Their decisions are recommendations which become effective only after approval by the cabinet.

Election of Officers

The RSO cabinet is elected yearly by the RSO members in good standing.

Qualifications

All candidates shall be in good standing.

Candidates for the post of president should be RSO members of the level of first year resident or above.

Newly appointed RSO members who were just granted their MD will elect their representative (4th cabinet member) during the month of July after proper nomination of candidates.

Nominations

The period for nominations shall be announced in writing one week ahead of time and shall end not less than one week prior to the date of election.

Nominations shall be presented to the RSO secretary in writing.

The candidate shall be nominated by at least two RSO members.

Different nominations shall be done by different RSO members.

Candidates cannot cumulate more than one nomination.

The list of candidates and the post they are running for, together with the date, time, and place of the elections, shall be announced in writing at least five days ahead of time of election.

Election shall be held during the second half of May of each year. The election date shall be decided upon by the cabinet.

Election shall be by secret ballot.

To be elected for the post of president, vice president, treasurer, or secretary, a candidate must obtain more than half of the vote cast in the first ballot. Failing this, a second ballot is taken between the two candidates who obtained the highest number of votes in the first ballot. An additional ballot shall be needed only in the cases where three candidates obtain the highest two numbers in the first ballot (i.e. equality at the second position). In this case, the second ballot will eliminate one candidate, and the third one will eliminate another candidate.

To be elected for the position of cabinet member, a candidate must obtain more than half of the votes cast in the first ballot. For the second ballot, candidates who accumulate the highest number of votes will be considered as winners. This applies in cases where zero, one, or two members have been elected in the first ballot. No candidates are eliminated in the second ballot.

Quorum

A two-third majority of the RSO members present in the country shall constitute quorum. If quorum is not attained within 30 minutes of the specified time, a second meeting shall be called through the same channels in not less than 48 hours, at which time the number present shall constitute a quorum.

The General Assembly

General assembly shall meet twice a year:

During the first week of August to hear and approve the plan of work of the cabinet for the year.

In May to receive the annual reports and to hold the elections of the new cabinet.

Other meetings may be called for by the president, the cabinet, or at the written request of at least 10 members sent to the RSO secretary. The secretary shall call for the meeting within two weeks of receiving such a request.

A simple majority of the members in the country shall constitute a quorum. In the absence of a quorum, a second meeting shall be called for within one week, at which time, any number present, shall constitute a quorum.

In case of an urgent general assembly meeting, the secretary, upon the request of the president, can call for a meeting on the same day. No decision can be taken if simple majority quorum is not present.

The general assembly can over-rule the cabinet decisions by a two-third majority of the quorum present.

Finances

The fiscal year of the RSO shall be from June 1 to May 31.

The funds of the RSO cabinet shall be deposited at a bank. A fund for routine use might be deposited at the University Comptroller's Office in the Medical Center.

The president and treasurer shall be empowered to sign authorization for payments. The two signatures shall be necessary.

The treasurer shall keep accurate records of all financial transactions and submit an annual, audited report.

Rules and Orders

Meetings of the general assembly and the cabinet shall be conducted according to the latest edition of "Robert's Rules of Order", except if otherwise specified in these bylaws.

Ordinary meetings' agenda should proceed as follows:

Reading and approval of minutes of the previous meetings

Reports by president, committees, or other expected reports

Unfinished business

New business

Amendments

Proposals for amendments may be made by the cabinet or by 10 members.

A general assembly meeting shall be held within two weeks following the presentation of the proposed amendments to the secretary.

Two-thirds majority of the RSO members in the country and in good standing shall be required for passing the amendment which becomes active after approval by the Dean of the Faculty of Medicine.