



Institut National de Santé Publique, d'Épidémiologie Clinique et de Toxicologie

INTERNAL REGULATIONS

JULY 2020

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AFFILIATION

ARTICLE 1: CONDITIONS OF AFFILIATION

Any person who meets the conditions hereafter shall be considered eligible to apply by submitting his/her curriculum vitae and INSPECT-LB Oath to the administrative board of INSPECT-LB represented by its president or their representative. The applicant must:

- Be a health professional.
- Be above twenty-one years of age.
- Hold a PhD¹.
- Be a university instructor/professor¹.
- Be a researcher, with no less than two publications per year for the last three years.
- Not be convicted of any offense or felony.
- Accept INSPECT-LB rules and regulations, and work towards achieving its objectives, including keeping a pace of two publications per year as long as he is a member of INSPECT-LB.

Special considerations:

- Any member shall have full rights to participate in the activities, and elect and nominate to the administrative board, provided that they are regularly participating in INSPECT-LB activities since the date of their membership.
- The administrative board has the privilege of granting the status of "honorary member" to anyone who has contributed significantly to the growth and prosperity of INSPECT-LB.

ARTICLE 2: DUTIES OF THE MEMBER

The member must accept and abide by the rules and regulations that govern INSPECT-LB:

- Compliance with INSPECT-LB regulations and decisions.
- Contribution to achieving the objectives of INSPECT-LB.

ARTICLE 3: MEMBERSHIP FEES

Adherence to INSPECT-LB is free of charge.

ARTICLE 4: TERMINATION OF MEMBERSHIP TO INSPECT-LB

The membership to INSPECT-LB is terminated in case the member:

- Resigns by written letter to the Administrative Board.
- Commits acts or facts that may cause material or moral damage to INSPECT-LB or its members, as per INSPECT-LB Code of Conduct.
 - The Administrative Board shall take its decision by a two-thirds majority of its members and by secret ballot, after hearing the accused member.
 - The decision of the Administrative Board to dismiss the member shall be final and irrevocable.
- Misses meetings three times in a row without excuse.
- Spends two years without producing at least two publications/year.

After dismissal or resignation, the member may not claim any material or moral right from INSPECT-LB. However, the member may apply for membership again within the required conditions after two years have elapsed since their dismissal or resignation.

¹ Exceptions can be made to people with experience in fields deemed useful for the functioning of INSPECT-LB.

GENERAL AUTHORITY AND GOVERNANCE

ARTICLE 5: COMPOSITION OF THE GENERAL ASSEMBLY

The General Assembly shall be composed of all actual members of INSPECT-LB.

ARTICLE 6: MEETINGS OF THE GENERAL ASSEMBLY

- The General Assembly shall hold an ordinary general meeting annually to review the work of the Administrative Board and discuss procedural matters and new projects.
- The General Assembly shall hold an ordinary general meeting every three years to elect new members of the Administrative Board.
- The General Assembly shall hold extraordinary meetings whenever the need arises at the request of the Administrative Board or a majority of the members.
- The invitation shall be addressed by the director at least one month before the date set for the meeting. The invitation shall include the date and place of the meeting, its agenda, and the date of the second meeting in case the quorum is not completed at the first meeting.
- The General Assembly shall meet at the headquarters of INSPECT-LB and the quorum for the meetings of the General, Extraordinary, or Electoral Commission, shall be completed in the presence of the absolute majority of the members, i.e., more than half of the members of the General Assembly.
- In case the quorum is not completed at the first meeting, the General Assembly shall automatically meet those who have attended no later than fifteen days from the date of the first meeting without the need for additional invitation transactions.
- Decisions by show of hands shall be made by a majority vote of the attendees, i.e., at least half plus one, and no member shall be entitled to represent another member of the General Assembly.
- The decisions of the General Assembly shall apply to all members, including absentees, provided that such decisions are appropriately notified.

ARTICLE 7: PREROGATIVES OF THE GENERAL ASSEMBLY

The INSPECT-LB General Assembly has the prerogatives to:

- Listen to the reports submitted by the Administrative Board and discuss the work done and projects prepared for implementation and give an opinion on them and make suggestions.
- Discuss the budget and approve the final account for the previous year.
- Elect the Administrative Board by secret ballot once every three years.
- Amend INSPECT-LB laws and regulations when necessary.

THE ADMINISTRATIVE BOARD ALSO CALLED GOVERNING BODY

ARTICLE 8: THE FORMATION OF THE ADMINISTRATIVE BOARD

The General Assembly shall elect an Administrative Board comprising several members for a period of three years by secret ballot. Internal regulations shall determine the Administrative Board powers and tasks and the method of electing its members.

Members include: the director, the co-director, the vice-director, and axes coordinators. One of the axes coordinators will be the secretary of the board, one the treasurer, and a third one, the advisor (quality keeper); these functions will be assigned during the first meeting by general agreement.

ARTICLE 9: MEETINGS OF THE ADMINISTRATIVE BOARD

- The Administrative Board shall meet in ordinary meetings at least once a month at the invitation of INSPECT-LB director or, in their absence, at the invitation of their deputy.
- It may convene extraordinary meetings when necessary at the invitation of the director, or upon the majority's request, to discuss and decide on matters specified in the invitation.
- The Administrative Board shall meet at the center of the association and, if necessary, at any place it deems fit. Online meetings are also possible.
- The quorum for the meeting of the Administrative Board shall be completed in the presence of more than half of the members.
- The meeting will be opened by reading the minutes of the previous session for approval.
- Decisions of the Administrative Board shall be made with the approval of the majority of the legally convened members.
- If a member of the Administrative Board is absent three times in a row from the meetings without a legitimate excuse, a decision shall be taken at the initial Board as resigned, after the matter has been studied by the secretary and presented to the Administrative Board.
- The dismissed member will be replaced as per Article 17.
- The Administrative Board decision is legal with majority approval.

ARTICLE 10: PREROGATIVES OF THE ADMINISTRATIVE BOARD

The Administrative Board shall have the prerogatives conferred upon it in accordance with this Law, which shall be as follows:

- Activate and organize the work of INSPECT-LB by axes.
- Appoint ad hoc committees, defining the competence of each committee and keeping up with its work.
- Develop and implement the group strategy.
- Develop and implement financing plans, when necessary.
- Develop a program for the activities of INSPECT-LB and supervise the implementation of this program.
- Document the work carried out by INSPECT-LB
- Discuss cooperation programs and conclude agreements with stakeholders such as health associations, international organizations, Ministry of Public Health, Ministry of Higher Education, universities and others.
- Study applications of new members.

ARTICLE 11: PREROGATIVES OF THE ADMINISTRATIVE BOARD MEMBERS

A. Director (and/or Co-Director)

- Invites general and administrative bodies and determines the agenda of their meetings.
- Chairs and manages meetings of the General Assembly and the Administrative Board.
- Implements the decisions of the Administrative Board.
- Signs with the Secretary of INSPECT-LB, the minutes of meetings of the General and Administrative Boards.
- Signs with the treasurer of INSPECT-LB, the financial and banking transactions related to the group, and the checks issued by the latter, as required.
- Represents INSPECT-LB in front of other institutions, including the official authorities and private sector.

B. Vice-Director

- Assumes the powers of the Director in their absence. If the two are unable to attend, these powers shall be temporarily assumed by the Secretary.

C. Axis Coordinator

- Reports directly to the Director/Co-Director
- Ensures the work is ongoing smoothly within the axis, by coordinating scientific, financial, and technical aspects.
- Coordinates the elaboration and implementation of a strategic action plan for his axis.
- Holds regular meetings (once a month at least) to coordinate the work.
- Represents the Administrative Board during the axis meetings, and represents the axis during Administrative Board meetings.

D. Secretary

- Organizes the minutes of the meetings of the General and Administrative Bodies and has them signed and kept with the Director/Co-Director.
- Receives, prepares, and keeps correspondence of INSPECT-LB.
- Organizes contacts and relations between members of the Administrative Board and coordinates with them.
- Sends updates regularly to the INSPECT-LB website administrator.
- Assumes the functions of the Treasurer during their absence.

E. Treasurer

- Maintains INSPECT-LB accounting records.
- Submits a statement of accounts of INSPECT-LB to the Administrative Board at the end of the year, or whenever necessary or requested by one-third of its members.
- Develops the draft of the general budget, annual financial report, and annual accounts in cooperation with the Director/Co-Director.
- Signs with the Director/Co-Director, financial and banking transactions related to INSPECT-LB and the checks issued by the latter.
- Pays expenses after approval of the Administrative Board.
- Accepts donations after approval of the Administrative Board.
- Deposits and maintains INSPECT-LB funds in legally recognized banks, after the Administrative Board approves these banks.

F. Advisor (Quality Keeper)

- Reports directly to the Director/Co-Director
- Ensures that rules and regulations are applied correctly and in a timely manner.
- Applies assessment measures to help in making evidence-based decisions.
- Keeps the ethical register updated through recording any oath violation or conflict of interest.
- Suggests updates for bylaws, policies, and procedures.
- Prepares INSPECT-LB for quality certification and accreditation.
- Suggests quality improvement plans for INSPECT-LB.

ARTICLE 12: AXES AND ACTIVITIES

INSPECT-LB is structured in specialty axes, as shown on its website: <https://inspect-lb.org/>. The Administrative Board shall organize axes composition and appoint specialized ad hoc committees whenever the need arises. Axes and committees are composed of members of the General Assembly, each with a coordinator of the Administrative Board.

The Administrative Board can also form other axes and working committees of the members of the association, and cooperate with specialists who are not members of the association in various projects and research.

Suggested activities include (but are not limited to) the following:

- Conduct scientific research according to a prioritized schedule.
- Evaluate health curricula and propose national standards.

- Discuss and propose improvement of teaching, learning and evaluation methods.
- Organize scientific meetings dealing with scientific and professional topics.
- Issue a scientific publication or magazine
- Contribute to public awareness and rationalization of medicine and health.
- Implement and support creativity and innovation among researchers and students.
- The Administrative Board may also develop other activities it deems appropriate within the scope of INSPECT-LB objectives

ELECTIONS

ARTICLE 13

- After the issuance of its legal statute and bylaws, the founding members shall perform the tasks of the Administrative Board for a period of three years during which elections are to be organized.
- The election of the Administrative Board shall be held every three years in accordance with the provisions of Article 8 of these Internal Regulations.
- The Administrative Board shall schedule the convening of a new Administrative Board at least one month before the expiry of its term.
- Nomination for Administrative Board membership shall be open upon the issuance of the decision to invite the General Assembly for elections.
- The candidacy application shall be submitted to the Secretary, the candidate shall receive a receipt and the nomination shall be closed one week before the election date.
- The Administrative Board shall accept the nominations and publish the names of the accepted candidates three days before the election date.
- A nomination should specify the position to which the member is presenting: a coordinator for every axis needs to be elected, in addition to the director of INSPECT-LB. One candidate cannot apply for more than one axis.
- The quorum for the sessions of the General Assembly and the election of the Administrative Board is the presence of the majority of the members of the General Assembly, i.e. 51%.
- The amendment session of any of the articles of the regulations requires the presence of two-thirds of the members of the General Assembly and approval of the majority of attendance.
- The newly elect Administrative Board will meet within one week of the elections to vote for a new director by secret ballot.

ARTICLE 14:

The Administrative Board shall publish a preliminary list of the names of its actual members before the election date, and objections to this list shall be accepted until one week before the election date, when it becomes final.

ARTICLE 15:

The General Assembly shall meet in accordance with the mechanism provided for in Article 6 of these bylaws. The election session shall be administered by three members of the General Assembly who are not candidates in the elections, as appointed by the Administrative Board and chaired by the elder member of the three. The results of the elections shall be announced immediately upon completion of the count and the winner is the candidate who receives the largest number of votes. If two or more candidates win the same number of votes among the winners, the winner will be that with the higher H index.

ARTICLE 16:

In the first meeting after the elections, the elected Administrative Board shall meet under the chairmanship of the director and the vice-director be elected from among its members. Treasurer, secretary and advisor tasks will be assigned during this first meeting; a consensus or voting would be used to assign these tasks, after a motion made by the director.

A member elected as director shall not hold office for more than two consecutive terms.

ARTICLE 17:

If one or more positions are vacant, the board shall continue its work without filling the vacancies and a member of the Administrative Board shall be entrusted with the tasks of each of the vacant positions either by consensus or by election within the Administrative Board.

If a third of the positions in the Administrative Board become vacant more than one year before the end of their term of office, the General Assembly shall be invited to elect a replacement for the vacant positions within two months for the remainder of the term of the Administrative Board.

If half of the positions are vacant, the Administrative Board shall be deemed dissolved and the General Assembly shall be invited within two months to elect a new Administrative Board.

Signatures of the founding members