

GUIDELINES FOR FORMATION AND OPERATION OF BRANCHES OF THE ISLAMIC MEDICAL ASSOCIATION OF UGANDA (IMAU).

Constitutional provision:

According to IMAU constitution article 5(iii) (d) v, the National Executive Committee is responsible for opening branches of the association nationally and internationally whenever and wherever necessary.

National Executive Committee policy:

The National Executive Committee encourages the formation of IMAU branches in areas where a sufficient number of members at least 10 can join together to promote the objectives of the association in their localities.

Procedures for formation of branches:

I. Preparatory meeting:

IMAU members should take the initiative to organize a preparatory meeting for the formation of the IMAU branch. As many members and prospective members as possible should be mobilized to attend this meeting. A chairman and secretary should be selected for this meeting by those present. The agenda for the preparatory meeting should include the following:

i) Reading the IMAU constitution.

The IMAU constitution should be read to all members and potential members. A copy of the constitution can be obtained from the IMAU Secretary General and IMAU website www.ima-uganda.org.

ii) Registration of members:

Those who wish to become members must fill in a special form which binds them to the constitution and must pay a membership fee annually in order to remain members. The calendar year of IMAU is 1st January to 31st December. The special form and current membership fee are obtainable from the IMAU Secretary General and the IMAU website.

iii) Discussion of resolution to form an IMAU branch:

The members should discuss benefits, challenges and responsibilities of forming an IMAU branch and the districts where the branch will operate. If they feel an IMAU branch will be of benefit to them they should resolve to form the branch and minute this resolution.

II. Request to IMAU Headquarters to form a branch:

A letter should be written to the IMAU Secretary General by the Chairperson of the preparatory meeting requesting for the formation of an IMAU branch. This should be done within a month of the preparatory meeting. This letter should be accompanied by the following documents.

- i) Special membership forms of all the registered members.
- ii) Minutes of the preparatory meeting including the resolution that a branch should be formed.
- iii) Remittance of 30% of the membership to IMAU headquarters.

III. Authorization for formation of an IMAU branch.

The chairperson of the preparatory meeting will then get a letter from the IMAU Secretary General authorizing the formation of an IMAU branch.

IV. Organizing a branch general assembly to elect the Branch Executive Committee.

The Chairperson and Secretary of the preparatory meeting should organize a Branch General Assembly of all the registered members. It is only registered members who have voting rights. The main item on the agenda for this meeting should be election of the Branch Executive Committee. The general guidelines to be used for the branch general assembly are those stated in the IMAU constitution but being applied only at the IMAU branch level. Therefore, the relevant articles of the IMAU constitution should be read before the branch general assembly elections.

The following members of the Branch Executive Committee should be elected:

- i) IMAU Branch Chairperson
- ii) IMAU Branch Secretary
- iii) IMAU Branch Treasurer
- iv) 4 IMAU Branch Executive Committee members.

An officer from IMAU National Executive Committee or any prominent Muslim in the area may be invited to witness the Branch general assembly and act as a returning officer where necessary.

V. Request for a certificate of recognition as a Branch of IMAU.

A letter should be written to the IMAU Secretary General by the IMAU Branch Chairperson requesting for a certificate of recognition as a branch. This should be done within one month of the branch general assembly meeting for elections. This letter should be accompanied by the following documents:

- i) Minutes of the branch general assembly where elections were held including the list of the elected IMAU Branch Executive Committee leaders.
- ii) The Districts where the branch will be operating.

VI. Certificate of recognition:

The IMAU National Executive Committee will then issue a certificate of recognition to the branch. This certificate will be valid for six years and renewed depending on activities of the branch.

VII. Inauguration of the branch:

The Branch Executive Committee should organize a ceremony to inaugurate their branch. The government leaders, religious leaders, community leaders and leaders of non-governmental organizations should be invited to attend this ceremony to introduce the IMAU branch and its leaders to these guests.

General operating rules:

Name of the branch:

The name of the branch shall be written as follows: **Islamic Medical Association of Uganda**
_____ (area) branch.

Registration:

IMAU is registered as non-governmental organization and Trusteeship.

Objectives:

The objectives of the branch shall be to advance the objectives of the association in the area according to the IMAU constitution.

Membership:

The membership of the branch shall be those members of IMAU who are resident in the area of operation of the branch. The qualification for membership shall be those stipulated in the IMAU constitution as follows:

ARTICLE 4: MEMBERSHIP

(a) Ordinary Membership

Any Muslim with a medical qualification registered by a Health Professional Council, after reading and appreciating this constitution shall become an ordinary IMAU member upon filling in a special form which will bind him to the objectives and obligations of the Association and upon payment of an annual membership fee to be determined from time to time by the National Executive Committee.

(b) Associate Membership

Any Muslim in his or her first medical training, evidenced by an admission letter and an identity card from a recognized medical training institution, after reading and appreciating this constitution, shall become an associate member, upon filling in a special form which will bind him to the objectives and obligations of the Association and upon payment of an annual membership fee to be determined from time to time by the National Executive Committee.

(c) Honorary Membership

Any Muslim willing to work for the achievement of the objectives of the Association may be recommended by a member for Honorary Membership and approved by the National Executive Committee after which a special form will be filled in by the person concerned which will bind him to the objectives and obligations of the Association.

Membership fee:

The current membership fee is as follows:

i) Specialists, Medical Superintendents	-	30,000/=
ii) Medical officers, pharmacists, nursing officers, allied professionals with first degrees	-	20,000/=
iii) Nursing officers, clinical officers, other allied health professionals with certificates and diplomas	-	12,000/=
iv) Enrolled nurses, enrolled midwives	-	8,000/=
v) Students	-	4,000/=

Branch leadership:

The branch leaders shall be referred to as IMAU branch leader as the case may be such as IMAU area Branch Chairperson.

Term of office:

The term of office of IMAU Branch leaders shall be two years.

Finances:

1. The branch shall follow the general guidelines on IMAU finances as stipulated in the IMAU constitution and IMAU Accounting Manual but restricted to the IMAU branch. These documents can be accessed on the IMAU website.
2. The branch may open accounts in any bank in the area as may be required with cheques signed by at least two of the following: IMAU Branch Chairperson, IMAU Branch Secretary, IMAU Branch Treasurer, IMAU Director for Finance and IMAU Deputy Director for Finance. The IMAU Director for Finance shall be notified in writing prior to opening bank

accounts for approval. The Director for Finance will then issue a written approval for opening the bank account.

3. Management of IMAU finances shall follow the guidelines in the IMAU constitution as well as the IMAU financial management system manual. These documents can be obtained from the IMAU website.

Agreements:

If an IMAU branch wants to enter into a formal agreement with government, non-governmental organization or individuals, the branch must write a letter to the IMAU President requesting for approval of the agreement. The letter should be accompanied by the agreement. If the agreement is approved a written approval will be sent to the branch. The branch shall not enter into any agreement without a written approval by the IMAU National Executive Committee.

Letterheads and stamp:

The branch letterheads and stamp shall be issued to the branch leaders by the IMAU National Executive Committee.

Information sharing:

The IMAU Branch Secretary shall make quarterly reports to the IMAU Secretary General outlining the following: activities in the quarter, achievements in the quarter, workplan for the coming quarter, recommendations on advancing branch activities and its impact in the area, and financial status of the branch. It will be on the basis of these reports that renewal of recognition of the branch will be considered.

Conflict resolution:

IMAU's activities are done with the Islamic spirit of brotherhood given to us by Allah through the religion of Islam. IMAU leaders and members should endeavor to resolve conflicts in the branches through Islamic guidance. Where this is not possible, cases of conflicts and indiscipline in IMAU Branches may be referred to the IMAU National Executive Committee which may in turn refer the cases to the IMAU Disciplinary, Arbitration, Reconciliation and Conflict Resolution Committee (DARCREC).

Strategic planning:

The branch strategic plans should be derived from the IMAU national strategic plans. There are currently two documents on this. One is the strategic plan of IMAU, the other is the Strategic plan for HIV/AIDS activities of IMAU. These documents are obtainable from IMAU website. The IMAU branch leaders should read these documents and make their workplans to implement the activities and plans stipulated in these documents.

Guidelines from the IMAU National Executive Committee and other IMAU governing organs:

Additional guidelines from the National Executive Committee and other IMAU governing organs to the IMAU branches will be issued from time to time as need arises.