



***ISLAMIC MEDICAL ASSOCIATION OF
UGANDA –STUDENTS’BRANCH (IMAU-SB)***

OPERATIONAL GUIDELINES

February 2021

BACKGROUND

The IMAU Students' branch (IMAU-SB) is an organization under the Islamic Medical Association of Uganda (IMAU) that brings together all Muslim Health Professions students that are studying at various universities and health professions training institutions in Uganda. These training institutions include Makerere University College of Health Sciences, Mulago Paramedical School, Mulago School of Nursing and Midwifery, Mbarara University of Science and Technology, Gulu University Medical School and Kibuli Nursing School, Mbale School of Hygiene and Clinical Officers, Fortportal School of Clinical Officers, Lira School of Nursing, Jinja School of Nursing and Midwifery and many others.

VISION

A sound association of Muslim students in health professions training that will improve the quality and numbers of Muslim health professionals with excellence in Islamic health care service delivery.

MISSION

To have united Islamic conscious Muslim students in health professions training who will become Muslim health professionals who use Islamic teachings to promote a healthy and productive life for all.

MOTTO

On Allah's Selfless Health Service

OBJECTIVES

1. To encourage formation of Muslim students associations in all health professions training institutions and encourage them to become members of IMAU-SB.
2. To provide solidarity and unity among Muslim students in health professions training by arranging, academic, scientific, social and cultural activities.
3. To promote a strong Islamic foundation for future Muslim health professionals.
4. To promote and disseminate Islamic medical knowledge to the public.
5. To carry out school visits and give career guidance for future Muslim health professionals and encourage them to improve their academic performance in relevant science subjects.
6. To provide health care information to students and the community.
7. To inculcate into students the value of hard work and working for Islam.
8. To promote the spirit of voluntarism by encouraging IMAU-SB members to volunteer for activities within their competence in local hospitals and health centers on a regular basis.
9. To provide spiritual, emotional, material and financial support to the patients in line with Islamic teachings and within their level of competence and resource mobilization.
10. To assist in providing preventive and curative health services to needy communities under supervision of qualified health care professionals.

11. To provide health education to needy communities.
12. To participate in IMAU national conventions, seminars and symposia when invited.
13. To encourage IMAU-SB members to register in their IMAU parent branch and participate in IMAU branch activities as Associate members.
14. To organize seminars for discussion in order to improve Islamic health care provision and understanding.
15. To organize workshops and seminars for the purpose of instilling basic life skills into members such as Islamic consciousness and commitment, financial literacy, effective communication skills, computer literacy, teamwork skills and conflict management.
16. To organize tours, camps and sports activities among the members of the association in line with Islamic values.
17. To participate in the Federation of Islamic Medical Associations (FIMA) students' camps and other activities.
18. To organize seminars and workshops to broaden the Islamic and general knowledge base of IMAU-SB members as future Muslim leaders in health professions related to supervision, management, administration, leadership and governance in the health sector.
19. To promote good relationships of cooperation and co-ordination between IMAU-SB and other local and international students' associations with similar objectives.
20. To specifically network with various Muslim students associations locally and internationally to mobilize academic, Islamic and financial resources to contribute to the achievement of the objectives of IMAU-SB.
21. To secure and disseminate literature on medicine and Islam to improve on the knowledge of the Muslim health professions students.
22. To create an electronic and manual database of IMAU-SB members and update it to indicate who has qualified as Muslim health professionals to join IMAU as ordinary members.
23. To train and encourage IMAU-SB members to learn about the Islamic spirit and use it in all their interactions with each other and the communities they serve.
24. To mobilize human, technical and financial resources from well-wishers and people of good will for the purpose of contributing to the achievement of the objectives of IMAU-SB.
25. To solicit for scholarships for needy IMAU-SB members from well-wishers and donor organizations.

MEMBERSHIP IN IMAU

Membership in IMAU is indicated 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.

(d) Duties and Responsibilities of all categories of the IMAU Members

The duties and responsibilities of IMAU members shall be as follows:

(i) Members shall be exemplary, serving as role models, in the provision of the highest possible quality Selfless Health Services for Allah and our country, by giving in their knowledge, wisdom, time, money, and energy, in accordance with Islamic principles as illustrated in the *Holy Qur'an: Surah 3, Imran: 110*:

You are the best of people evolved for mankind, enjoining what is right, forbidding what is wrong and believing in Allah.

(ii) Members shall pay membership fees to the Branch Executive Committees of their affiliated branches.

(iii) In line with the values of IMAU, members shall contribute to the achievement of the objectives of the Association by participating in affiliated branch activities and national activities.

(iv) Members shall participate in all kinds of promotion and donation activities and other campaigns in accordance with the objectives of IMAU and in compliance with IMAU's principles.

(v) Members shall attend meetings and activities of their branches and fulfill duties delegated to them.

(vi) Members shall fulfill delegated tasks regarding activities that are ongoing in the Association and complete hand-over and take over processes properly during any resignation.

(vii) With respect to activities in IMAU's area of responsibility, members shall inform the authorized organs of IMAU about their opinions on local issues. Members shall work in solidarity with local people.

(viii) Members shall mobilize beloved and trusted people's support for the Association.

(ix) Members shall contribute and participate in fundraising to increase the income of IMAU.

(x) Members shall join the education and training activities arranged by IMAU when invited. They shall be prudent and careful in maintaining the dignity and vitality of IMAU. Being loyal to IMAU, they shall avoid attitudes and behaviors and written and oral statements which are incompatible with the good name and image of IMAU.

(xi) Members shall pay membership fees in the year that the membership fee is due.

(e) Benefits of all categories of IMAU Members

The IMAU Member shall have the following benefits:

- (i) Receive rewards and blessings of Allah for contributing to the growth, development and sustainability of an Islamic Health Service organization, In sha`Allah.
- (ii) Receive electronic IMAU Newsletter and other educative publications whenever available.
- (iii) Receive an IMAU membership card renewable periodically as determined by the National Executive Committee and increase enjoyment of the benefits of friendship, sharing, mutual support and reflection on the meaning and purpose of health professional working and serving life as guided by Allah, using Allah's given Islamic brotherhood among Muslim health professionals.
- (iv) Be a candidate for selection or election to the National IMAU governing bodies in accordance with the constitution.
- (v) Vote in elections of the Association and exercise the right to vote in accordance with the IMAU constitution.
- (vi) Be a candidate during elections of Branch leadership in accordance with the IMAU constitution.
- (vii) Receive invitations to attend Continuing Professional Development activities, meetings, seminars, symposia and other activities of the Association and affiliated partners as a member and receive Continuing Education Units required for annual practicing licenses by the Health Professional Councils.
- (viii) Request for information about the Association from authorized and responsible leaders of IMAU.

(f) Application for Membership and Registration

1. A person, who would like to be a member, shall apply directly to the Branch Executive Committee on the basis of his place of residence or place of work by completing and signing the application form in triplicate. This may be done online on the IMAU website and the documents submitted or delivered electronically.
2. Membership application documents must be fully completed and the commitment declaration signed. The applicant is required to deliver completed documents. If not delivered, the application is deemed invalid.
3. The information on the membership application form shall be registered in the membership application book or computer based data storage system.
4. The Branch Executive Committee shall examine the applicants in the application book or data storage system and inform applicants about the result within 6 months.
5. The application has to be approved by the National Executive Committee.

(g) Place for Membership

It is not allowed for one to be a member in more than one branch. Members are free to exercise their rights to elect and be elected in the Branch General Assembly only in their Affiliated Branch. They may also be elected or selected as representatives of their affiliated branch to the National General Assembly.

(h) Identity Card

The IMAU identity card shall be issued by the National Executive Committee of IMAU. The Branches Executive Committees shall hand over hard copies or forward electronic copies of membership forms to the National Executive Committee who will issue the identity cards to the

branch members. It is mandatory for members to show the IMAU identity card when requested, in order for them to be able to participate in activities organized by IMAU.

(i) Resignation from Membership

The records of members who present their resignation from IMAU in the prescribed form shall be notified to the National Executive Committee by their Affiliated Branch.

(j) Cancellation and Termination of Membership

This will occur in the event of following considerations related to the member:

- (i) Presenting wrong information on the application document.
- (ii) Not having acceptable qualifications as indicated in the Constitution, which may not have been foreseen during registration for membership.
- (iii) Violating the written commitment which was signed during the membership process.
- (iv) Acting against the Constitution.
- (v) Harming the dignity and good image of IMAU.
- (vi) Acting contrary to fundamental principles, objectives and ethical codes of IMAU.
- (vii) Burdening IMAU with responsibility and debt without getting any authority from authorized organs of IMAU.
- (viii) With-holding payment of annual subscription fee for one year in spite of a written notification.
- (ix) The membership shall be terminated in the event of death and permanent loss of mental capacity.
- (x) Those who resign or whose membership is terminated from the Association shall not claim any benefits from the Association.

ORGANIZATIONAL STRUCTURE OF IMAU-SB EXECUTIVE COMMITTEE

The IMAU-SB Executive Committee shall consist of the following members.

1. IMAU-SB Chairperson
2. IMAU-SB Vice Chairperson
3. IMAU-SB Treasurer
4. IMAU-SB Assistant Treasurer
5. IMAU-SB Secretary
6. IMAU-SB Assistant Secretary
7. IMAU-SB Committee member representing Health Professions training institutions in Western Uganda
8. IMAU-SB Committee member representing Health Professions training institutions in Eastern Uganda
9. IMAU-SB Committee member representing Health Professions training institutions in Northern Uganda
10. IMAU-SB Committee member representing Health Professions training institutions in Southern Uganda.

11. IMAU-SB Committee member representing Health Professions training institutions in Central Uganda.

DUTIES OF IMAU-SB EXECUTIVE COMMITTEE MEMBERS

IMAU-SB CHAIRPERSON

The IMAU-SB Chairperson shall:

1. Be the leader of IMAU-SB.
2. Chair all meetings of the IMAU-SB Executive Committee and Annual General meeting unless prevented to do so by impeachment.
3. Take emergency decisions on behalf of the IMAU-SB Executive Committee and inform the IMAU-SB Executive Committee within two weeks from the date thereof.

IMAU-SB VICE CHAIRPERSON

The IMAU-SB Vice Chairperson shall be responsible for assisting the IMAU-SB Chairperson in performing the stipulated duties.

IMAU-SB TREASURER

The IMAU-SB Treasurer shall:

1. Be responsible for the financial records of the IMAU-SB.
2. Be responsible for maintaining proper books of accounts showing, Income and expenditure, assets and liabilities of the IMAU-SB.
3. Receive, acknowledge and bank the revenue from members, other individuals and organizations and fund generating enterprises of the IMAU-SB.
4. Prepare or cause to be prepared statements of accounts of the associations' financial affairs and present the same to the IMAU-SB Annual General Assembly.
5. Prepare or cause to be prepared the annual budget for the IMAU-SB subject to approval by the IMAU-SB General Assembly of meeting.

IMAU-SB ASSISTANT TREASURER

The IMAU-SB Assistant Treasurer shall be responsible for assisting the IMAU-SB Treasurer in performing the stipulated duties.

IMAU-SB SECRETARY

The IMAU-SB Secretary shall be responsible for:

1. All official correspondences of the IMAU-SB.
2. Keeping records of the affairs of the IMAU-SB.
3. Registration of the members of the IMAU-SB.

4. Preparing the agenda and recording minutes of all the meeting of the IMAU.
5. Calling and organizing meeting of the executive committee and annual general meeting in conjunction with the IMAU-SB Chairperson.
6. Communicating to all the IMAU-SB members about the ongoing and the future activities of the association by email, phone and appropriate social media.
7. Updating the IMAU website on IMAU-SB activities in conjunction with the IMAU website administrator.

IMAU-SB ASSISTANT SECRETARY

The IMAU-SB Assistant Secretary shall be responsible for assisting the IMAU-SB Secretary in performing the stipulated duties.

IMAU-SB OPERATIONAL PROCEDURES

The IMAU-SB operational procedures shall follow the guidance given in the IMAU constitution regarding branches establishment as indicated in the article below:

ARTICLE 17: BRANCHES ESTABLISHMENT

(a) Branches of the Association shall be established and operate after the approval of the National Executive Committee. The branch shall start operating as a legal entity after submitting the required documents to the National Executive Committee and getting an approval letter and certificate of recognition from this organ.

(b) The required documents for Branch recognition shall be determined by the National Executive Committee.

(c) Organization of Branches:

i. The organization of the branches shall consist of the Branch General Assembly and the Branch Executive Committee.

(A) Branch General Assembly

1. The Branch General Assembly is the top decision-making body of the branch and shall consist of the ordinary members registered with the Branch who have the qualifications mentioned in the related articles of this Constitution.

2. The Branch General Assembly shall meet on the dates determined by the Branch Executive Committee. Only those who have paid the annual membership fee shall have the right to attend and vote in the Branch General Assembly.

3. The procedures for the Annual, Special and Extra-ordinary General meetings of the Branch General Assembly, and election of the Branch Executive Committee, shall be the same as the procedures for meetings of the National General Assembly but localized to the branch level.

4. The responsibilities and powers of the Branch General Assembly shall be as follows:
- a) The Branch General Assembly shall approve the branch operational plans which are made in line with the objectives and strategic plan of the Association.
 - b) It shall receive the reports of the Branch Executive Committee.
 - c) It shall send the working reports and financial reports of the branch to the National Executive Committee after each meeting.
 - d) It shall elect the Branch Executive Committee of seven people which shall consist of: Branch Chairman, Branch Secretary, Branch Treasurer and four committee members. These shall serve 2 year terms and shall be eligible for re-election.

(B)Branch Executive Committee

1. It shall consist of seven members elected by the Branch General Assembly.
2. The Branch Executive Committee shall send copies of the minutes of their meetings to the National Executive Committee for information.
3. The Branch Executive Committee shall meet at least once every three months and from time to time as need arises.
4. The Branch Executive Committee shall perform any tasks given to it by the National Executive Committee, Board of Trustees, National Advisory Committee, Disciplinary, Arbitration, Reconciliation and Conflict Resolution Committee and the Executive Director, regarding national and international projects, programs and operations of IMAU. National and international operations and relations of the Branch shall be subject to the approval of the National Executive Committee.
5. The Branch Executive Committee shall be responsible for the accountability of payments made to the branch.
6. The members of the Branch Executive Committee shall be personally and collectively responsible for any harm to the Association due to their own personal neglect or deliberate operations and actions that cause disrepute to the Association.
7. The Branch Executive Committee shall be responsible for organizing the meetings of the Branch General Assembly.
8. The duties, powers and responsibilities of the Branch Executive Committee shall be as follows:
 - a) To operate in accordance with the objectives of the Association, to spread its principles, to popularize the Association and to maintain and increase the prestige of the Association before the public.
 - b) To make working reports, financial reports, work plans and budget to be submitted for approval by the Branch General Assembly.
 - c) To conduct and manage all its operations in line with the Constitution, the Regulations of the Branches and all other codes of practice published by National Executive Committee, Board of

Trustees, National Advisory Committee, Disciplinary, Arbitration, Reconciliation and Conflict Resolution Committee and the Executive Director.

d) To recruit members to the branch.

e) To manage the health facilities, projects and programs of the Association affiliated to the branch.

f) To train and organize volunteers to address the issues in which the Association is involved.

g) To work for the increase of the number of volunteers and members of the branch

h) To join any operations which are conducted by the National Executive Committee, Board of Trustees, National Advisory Committee, Disciplinary, Arbitration, Reconciliation and Conflict Resolution Committee and the Executive Director within or outside the borders of its own operation area after the approval of the National Executive Committee.

i) To set up offices, maintain and manage any movable and immovable properties of the Association within the related regulations.

j) To mobilize local resources to be used to increase the power and reach of the Association.

k) To maintain, keep and protect any valuable papers, invoices, books and records and inventory stocks of the Association.

l) To call the Branch General Assembly for Annual, Special and Extra-ordinary meetings and to determine the agenda of the meetings.

m) To propose names to the National Executive Committee for granting any honorary membership, medals, Awards or certificates of appreciation to those who contribute to the development of the Branch and provide material and spiritual benefits to the branch.

n) To encourage members to pay the annual membership fee on time.

o) To perform any other tasks given by the National Executive Committee, Board of Trustees, National Advisory Council, Disciplinary, Arbitration, Reconciliation and Conflict Resolution Committee and the Executive Director related to the objectives and operations of the Association.

(C)The Branch Chairman

1. The Branch Chairman shall be elected by secret ballot by the Branch General Assembly along with the Branch Executive Committee. He shall be the leader and chief representative and Accounting Officer of the Branch where it is located. He shall call and chair all meetings of the Branch Executive Committee and Branch General Assembly.

2. The Branch Chairman shall be the overall supervisor of the Association's health service facilities, projects, programs and operations in the branch in accordance with the regulations, to ensure efficiency and success in the Association's work in line with guidance from the National Executive Committee, Board of Trustees, National Advisory Council, Disciplinary, Arbitration, Reconciliation and Conflict Resolution Committee and the Executive Director.

3. The Branch Chairman shall perform similar functions of the President but localized at the Branch level.

(D) The Branch Secretary and Branch Treasurer

These officers will perform similar duties of the Secretary General and Director for Finance but localized at the respective branch level.