



International Organization for Complementary and Alternative Medicine

Charter

Audit and Supervision

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Preparation

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2024

Introduction

The world strives to develop sciences in general and medical sciences in particular. Since complementary and alternative medicine (CAM) is one of the most important medical sciences, as it forms the basis of modern medicine, there is a need to pay attention to this profession as it is fundamental to the medical professions. Therefore, the idea of establishing an association that includes practitioners of CAM in all its branches emerged.

Idea:

The idea of establishing the International Organization for Complementary and Alternative Medicine (IOCAM) was conceived to be an international organization comprising hospitals and clinics practicing CAM, as well as CAM practitioners in all specialties. The aim is to organize and develop this humanitarian profession to make CAM a complementary profession to general medicine in all its specialties and branches.

Philosophy:

We believe that the holistic and balanced approach to the human being is the basis for providing comprehensive and integrated health services, within the framework of traditional and modern medical knowledge.

- Achieving the highest level of physical, mental, emotional and social well-being.
- Integrating the basic principles of the traditional medical system with the achievements of the modern medical system.
- Emphasizing the preventive aspect and addressing the root causes of health problems with a focus on the individual.
- Adopting a scientific approach to validate traditional and complementary medical practices.
- Emphasizing the human element in the therapeutic process and paying attention to the patient's quality of life.

Values:

We strive to embody our values in all our activities and interactions, which include:

- Compassion: Treating all with kindness, empathy and care.
- Integrity: Upholding the highest ethical standards in our conduct.
- Respect: Honouring diversity, individual differences and the inherent worth of all.
- Collaboration: Working in partnership with the broader medical community.

Vision:

Our vision is that the traditional and complementary medical systems will become an integral part of the comprehensive health care system, with the integration of the health sciences, to provide high quality, safe and effective health services for all.

Mission:

Our mission is to work towards the development and promotion of traditional and complementary medicine, and to contribute to the improvement of the health and well-being of the population.

Charter

Part One: Establishment, Naming, Definitions, and Objectives

Chapter One: Naming

Article (1): An organization named the "International Organization for Complementary and Alternative Medicine" is established under this charter. It shall have a legal personality and an independent financial status.

Article (2): The organization shall have its headquarters in Britain and may establish branches in any region or country according to the regulations followed in those countries.

Article (3): This charter shall be known as the "Charter of the International Organization for Complementary and Alternative Medicine".

Chapter Two: Definitions

Article (4): The following terms shall have the meanings indicated unless the context suggests otherwise:

Term	Meaning
Country	Country of headquarters
Law	British law on the establishment of organizations
Executive Regulations	Work system regulations
Licensing Authority	Britain
Minister	
Competent Authority	Organization Licensing Department
Organization	International Organization for Complementary and Alternative Medicine
CAM	A humanitarian profession concerned with healing without prescribing medication
Founding Members	Group of members who signed the founding documents
General Assembly	Members of the organization meeting the membership conditions in Article (8) of this charter
Geographic Scope	Main headquarters in London; the organization may open branches anywhere in the world
Administrative Body	Elected body from the General Assembly members
Monitoring and Inspection Committee	Elected committee from the General Assembly members
Ordinary Meeting	Annual General Assembly meeting called by the Chairman of the Board of Trustees, decisions made by an absolute majority of the organization's members
Extraordinary Meeting	General Assembly meeting called by the Chairman of the Board of Trustees, two-thirds of the Board of Trustees, or one-third of the General Assembly members, decisions made by an absolute majority of the organization's members
Branch	Any branch established by the organization in countries or regions according to this charter and its executive regulations
Regulations	Internal "financial" regulations governing the fund's operation, issued by the Board of Trustees and approved by the General Assembly
Bank	The bank where the organization's funds are deposited and approved in any country

Chapter Three: Objectives and Means

Article (5): Objectives of the organization:

The organization conducts its activities and operations to achieve the following objectives:

1. Organize the CAM profession globally.
2. Classify the CAM profession on scientific grounds.
3. Create a real job description for each CAM profession.
4. Establish specialized CAM hospitals starting from the Arab region and expanding globally.
5. Support and encourage CAM practitioners in all specialties.
6. Open a specialized college for CAM education, training, and graduating students.
7. Open training and rehabilitation centers for CAM practitioners to train them on all devices and equipment used in this profession.
8. Advocate with higher education authorities in all countries to include this profession as a department in medical colleges.
9. Form specialized research teams to follow up on all new developments in this profession worldwide.
10. Create job opportunities for those interested in working in all CAM specialties.
11. Help people understand and treat themselves with simple, low-cost, high-quality methods.
12. Contribute to solving various problems and difficulties faced by institutions, businessmen, and social figures.
13. Promote and solidify the spirit of social solidarity and cooperation.
14. Develop the skills and capabilities of CAM trainers and prepare them for training at the Arab and international levels.
15. Provide a database of the organization's members and CAM trainers locally, Arab, and internationally.
16. Assist and seek to train youth in CAM programs and provide means and programs in this field, enabling them to fulfill their duties towards their country and community.
17. Encourage a culture of social coexistence, teamwork, preserving sound traditions and customs, and improve the overall performance of youth participating in this field.

Article (6): The organization employs the following means to achieve its goals:

1. Interacting with schools, organizations, institutions, associations, and entities related to the organization's activities at local, regional, Arab, and international levels.

2. Providing a database of all related to CAM (trainers, halls, programs, references, etc.).
3. Holding direct meetings with various community segments, organizing awareness and educational seminars, participating in conferences, forums, and workshops in this field.
4. Utilizing print, visual, audio media, and social media to publish all related to the organization.
5. Conducting field studies of communities and their regions where the organization's programs can be activated.
6. Any other legitimate means.

Part Two: Membership Provisions

Chapter One: Membership Conditions / Termination of Membership / Penalties

Article (7): Membership and its conditions:

Membership of the organization consists of individuals who meet the membership conditions, believe in its goals, and strive to achieve them. The administrative body may grant honorary or honorary membership to any person who is deemed to provide useful works for the organization and is entitled to attend its meetings without the right to vote. The administrative body may grant honorary membership to anyone practicing CAM and holding an official certificate from a recognized authority.

Article (8): Membership conditions:

1. Must be related to CAM and have a certificate in that field.
2. Must be at least eighteen years old and of sound mind.
3. Must hold a certificate proving their practice of the profession from a recognized official body.
4. Must apply for membership in the organization according to the organization's regulations.
5. Must review the charter and its explanatory regulations.
6. Must be of good conduct and behavior and not convicted of any dishonesty or moral turpitude crime unless rehabilitated.
7. Must pay the membership and subscription fees.

Article (9): Termination of Membership:

Membership is terminated for the following reasons:

1. Death.
2. Legal incapacity.
3. Resignation in a letter stating reasons and after settling any obligations to the organization.
4. Failure to pay monthly subscriptions for three consecutive months without excuse.

5. Failure to attend three consecutive meetings without prior excuse before the meeting date.
6. Creating conflicts among the organization's members that hinder its work or prevent its activities from continuing.
7. Using the organization as a means to achieve personal or partisan goals.

Article (10): Penalties applied to members violating this charter:

1. Warning.
2. Oral warning.
3. Written warning.
4. Freezing membership and referring the matter to the General Assembly for a decision.

Chapter Two: Rights and Duties of Members

Article (11): A member of the organization enjoys the following rights:

1. Attend General Assembly meetings, express opinions and suggestions on topics under discussion that achieve the organization's goals.
2. Vote on General Assembly decisions.
3. Nominate and elect for membership of the Board of Trustees, Monitoring and Inspection Committee, and other committees.
4. Enjoy the benefits granted by the organization.

Article (12): A member of the organization is obligated to fulfill the following duties:

1. Adhere to the charter and internal regulations of the organization and all laws regulating work in civil society organizations according to the laws of each country.
2. Pay monthly subscriptions.
3. Work towards achieving the organization's goals.
4. Attend regular and extraordinary meetings called for.
5. Preserve the organization's properties.
6. Complete all tasks and assignments entrusted to them.

Part Three: Legal and Organizational Structure

Article (13): The organizational structure of the organization consists of:

1. General Assembly (all officially registered members in the organization's records)
2. Administrative Body
3. Monitoring and Inspection Committee
4. Advisory Board
5. Branch Management

Part Four: General Assembly - Composition and Tasks

Article (14): The General Assembly is the highest authority in the organization, consisting of all founding members and members registered in the organization's membership register for at least three months, fulfilling the membership

obligations stipulated in this charter. Its decisions are binding on all members as long as they do not contradict the law, its executive regulations, and this charter.

Article (15): A General Assembly meeting is valid with the absolute majority of its registered members (half + 1). If the quorum is not met, the meeting is postponed for no more than a week. If the quorum is not met in the second meeting, it is postponed for 24 hours and is valid with the members present.

Article 16: Ordinary resolutions of the General Assembly are issued by a majority of the votes of its present members, and it undertakes the following tasks and powers:

- Issuing recommendations to guide the organization's path.
- Ratifying the reports of the Board of Trustees and the Audit and Inspection Committee for the past financial year and approving their work plan for the new financial year.
- Ratifying the auditor's report or the financial report of the organization, which includes the organization's revenues, expenses, and financial position for the past financial year.
- Approving the final accounts of the organization for the past financial year.
- Approving the estimated annual budget for the new financial year.
- Appointing a financial auditor and determining their fees.
- Approving the establishment of branches for the organization and approving their regulations.
- Reviewing the performance of the Board of Trustees and the Audit and Inspection Committee to ensure compliance with the organization's objectives.
- The organization may consider matters not listed in its agenda.
- In its extraordinary meeting, the organization considers the issues for which it was convened.
- Any other matters presented by the Board of Trustees and included in the agenda.

Article 17: Extraordinary resolutions of the General Assembly are issued by an absolute majority of the General Assembly members on the following matters:

- Amending these statutes.
- Dissolving the organization, merging it, or dividing its activities.
- Withdrawing confidence from all or some members of the Board of Trustees or the Audit and Inspection Committee.
- Approving participation or affiliation with any Arab, regional, or international organization, school, or union.
- Approving the sale of the organization's properties, mortgaging them, arranging real rights over them, or borrowing against them.

Article 18: A member of the organization may not participate in voting if they have a personal interest in the decision being voted on, except in elections; nor may they deputize someone else to represent them in attending General Assembly meetings or voting on their behalf.

Article 19: Minutes of General Assembly meetings are recorded, signed by the President and the Secretary-General, documented in the organization's records, and a copy is submitted to the relevant administration.

Chapter Two: The Board of Trustees - Composition and Duties Article 20: The Board of Trustees is composed of 13 members appointed by the President of the organization. When the quorum of members for the General Assembly is reached, the organization becomes public, and its bodies are elected through a voting system.

Article 21: The term of the Board of Trustees is three years starting from the date of appointment. The Board meets once or twice every month.

Article 22: The Board of Trustees undertakes the following tasks and powers:

- Preparing internal regulations for the organization's work.
- Approving the work plans and estimated annual budget presented by the administrative body.
- Approving contracts with any entity for project implementation, provided they do not conflict with the law, its executive regulations, or these statutes.
- Determining the amounts that can be invested in short-term investments.
- Working to attract support and projects for the organization.
- Approving the appointment of employees and workers in the organization and determining their salaries and bonuses in accordance with internal regulations.
- Proposing amendments to the statutes, dissolution, merger, or division, and presenting these to the General Assembly for approval. Amendments are not effective until approved by the organization's President.
- Preparing annual reports and final accounts on the organization's work and its branches, and the amounts spent on their implementation, and presenting them to the General Assembly for approval.
- Preparing the organization's work plan for the new financial year and presenting it to the General Assembly for approval.
- Preparing and organizing regular, extraordinary, and electoral General Assembly meetings at their specified times.
- Any other powers deemed appropriate, provided they do not infringe on the powers of any other body.

Article 23: The Board of Trustees holds its first meeting immediately after the members are notified of their appointment decision by the President. This meeting

is dedicated to distributing tasks among the Board members through consensus or voting.

Article 24: The Board of Trustees meets periodically at least once a month upon the invitation of the President or their deputy in their absence. It can hold extraordinary meetings upon a justified request from its President, two-thirds of its members, or one-third of the organization's members. Meetings can be held via any social communication means that enable interactive meetings.

Article 25: A Board of Trustees member cannot be absent from meetings except with an acceptable excuse submitted to the organization's President or their deputy at least 24 hours before the meeting. The President or their deputy must decide on the request.

Article 25 A: Membership in the Board of Trustees is revoked in the following cases:

- If a Board member is absent from three consecutive meetings without an acceptable excuse.
- Withdrawal or resignation from Board membership.
- Withdrawal of confidence from the member by the General Assembly.

Article 26: Decisions of the Board of Trustees are issued by an absolute majority of the attending members. In case of a tie, the side of the meeting chair prevails.

Article 27: Minutes of Board meetings are recorded, signed by all attending members, documented in the organization's records, and a copy is submitted to the relevant authority.

President	Branch Manager
Vice President	Women's Affairs Manager
Secretary General	Executive Secretary
Executive Director	Training and Programs Manager
Finance Manager	Planning and Projects Manager
Membership and Records Officer	Public Relations and Media Manager

Article (28) Formation of the Board of Trustees (Organizational Structure) as follows:-

The organizational structure of the organization The administrative structure is designed to

Article (29): The President of the Organization undertakes the following duties and responsibilities:

1. The President is the primary person responsible for overseeing the organization's work.
2. Presides over, calls for, and manages regular and emergency meetings of the administrative body and the general assembly of the organization.

3. Represents the organization before official and unofficial bodies to achieve the organization's goals and renew the organization's annual permit.
4. Approves the agenda of the Board of Trustees and the General Assembly of the organization and monitors the implementation of their decisions.
5. Signs contracts and agreements with any party to achieve the organization's goals.
6. Signs checks and disbursement authorizations with the financial officer.
7. Signs outgoing correspondence and letters from the organization.
8. Supervises all the organization's work and its committees.

Article (29 bis): The Vice President undertakes the following duties and responsibilities:

1. Acts on behalf of the President in all his duties during his absence.
2. Executes tasks assigned by the President on his behalf in writing.

Article (30): The General Manager undertakes the following duties and responsibilities:

1. Assists the President in his duties and acts on his behalf in the absence of both the President and the Vice President.
2. Supervises and monitors the management of the organization's work, projects, facilities, and all administrative and financial steps, submitting periodic reports.
3. Manages the organization's administrative work and follows up on decisions and recommendations made by the general assembly and the administrative body.
4. Co-signs disbursement authorizations and financial documents with the financial officer.
5. Keeps all files, records, and documents of the organization, documenting them through the secretariat.
6. Performs any other tasks assigned by the President and calls for meetings of the Board of Trustees and the general assembly, both regular and exceptional, after the President's approval.

Article (31) The financial officer shall undertake the following tasks and authorities:

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1. Follow-up and receipt of financial amounts due to the organization by financial documents and deposit them in the bank.
2. Monitoring and supervision of the financial affairs and accounts management to ensure the organization's accounts are organized and recorded according to the applicable accounting systems.
3. Signing alongside the president and secretary-general on expenditure authorizations and checks.

4. Supervising all purchases and receipts received by the organization and disbursed by it, securing the organization's needs for the necessary materials to conduct its activities.
5. Responsible for disbursing the amounts required to be disbursed and arising from the organization's commitments against official receipts, according to the president's or secretary-general's directions based on documents justifying the disbursement after reviewing them and ensuring their correctness.
6. Providing monthly financial reports for discussion at executive committee meetings.
7. Preparation of the estimated budget and the final account for the organization after collecting all the necessary financial data and documents, clarifying the reasons for the surplus and shortfall in expenses, highlighting the organization's financial position, and submitting it within the first two months of the new fiscal year at the latest.
8. Any other tasks assigned to him by the administrative body.

Article (32) The relations and media officer shall undertake the following tasks and authorities: -

1. Attention to the organization's media policy and its organization.
2. Developing a communication system with various parties inside and outside the organization at the local and international levels.
3. Identifying important and various means of communication.
4. Monitoring communication tools such as brochures, leaflets, newsletters, and press files, and even social media pages.
5. Organizing the organization's events.
6. Managing online communication.
7. Monitoring sources of information in various media.

Article (33) The projects and planning officer shall undertake the following tasks and authorities: -

1. Overseeing the preparation of project plans.
2. Determining the relationships between the parties involved in project execution.
3. Monitoring project activities and making appropriate decisions to correct implementation paths.
4. Monitoring costs and making decisions to comply with the cost plan.
5. Safeguarding the organization's rights stipulated in the contract and overseeing contract management.
6. Representing the organization in meetings related to projects, training plans, and development.

Article (34) The training, qualification, and programs officer shall undertake the following tasks and authorities: -

1. Listing the future training needs of all organization units and adjusting the timeframes and application measures to meet those needs.
2. Preparing the annual estimated budget and its funding sources.
3. Proposing local and international training institutes and centers to implement training programs.
4. Coordinating with local and international organizations and institutions regarding obtaining scholarships or training for various organization activities.
5. Evaluating training activities and the difficulties and problems hindering the training process in order to avoid them in the future.
6. Preparing an evaluation report for each course held to measure the level of trainees, institutes, and centers where the courses are held.
7. Preparing periodic and annual reports on the level of implementation of training plans.
8. Keeping all data and documents related to the students and trainees in various organization activities.
9. Studying the training programs offered by local and international bodies, institutes, and centers and proposing nominations for these programs.
10. Monitoring the payment of dues to the institutes and centers implementing the training programs.

Article (35) The records and membership cards officer shall undertake the following tasks and authorities: -

1. Registering and receiving membership applications.
2. Preparing lists of all registered members in the organization's records.
3. Issuing membership cards for the organization, the Board of Trustees, and the Audit and Inspection Committee.
4. Receiving notifications of lost cards and amending and correcting names.
5. Establishing, organizing, and maintaining files and documents related to issuing cards.
6. Submitting monthly, quarterly, semi-annual, and annual reports on its work.

Article (36): The Audit and Inspection Committee shall be formed by a decision of the President of the Organization. The Audit Committee shall consist of (5) members who are not members of the Board of Trustees.

Article (37): The Audit Committee shall undertake the following tasks and powers:

1. Monitoring the work of the Board of Trustees to ensure its compliance with the provisions of this regulation, laws, and applicable regulations.

2. Reviewing all supporting documents for expenditure, expressing opinions on them, preparing a report on them, and presenting them to the Administrative Committee.
3. Expressing an opinion on matters it deems relevant to the organization and responding to matters presented to it by the Administrative Committee.
4. Monitoring the reports regarding the Board of Trustees, studying them, preparing responses to them, and presenting them to the General Assembly.

Article (38): The Audit Committee shall hold its first meeting immediately upon its appointment to elect a chairperson, vice-chairperson, and secretary.

Article (39): The Audit Committee shall hold at least one meeting every three months, and it may hold extraordinary meetings upon the request of its chairperson or a majority of its members. Recommendations shall be legal with the approval of the majority of the attending members, and in the event of a tie, the side from which the chairperson comes shall prevail.

Chapter Five Financial Resources of the Organization and its Provisions First Section Financial Resources of the Organization Article (40): The financial resources of the organization consist of the following:

1. Incorporation fees for the principal founders.
2. Membership fees for institutions.
3. Membership fees for individuals.
4. Monthly or annual subscriptions.
5. Support provided by the Honorary President of the organization.
6. Support provided by members, honorary members, and dignitaries.
7. Donations, grants, and support provided by governmental and non-governmental entities and bodies.
8. Support from national and international organizations and legitimate donors.
9. Investment projects established by the organization to develop and enhance its financial resources.
10. Registration fees for centers, hospitals, clinics, and entities working in or serving alternative and complementary medicine, such as (Al-Shabin, beekeepers, etc.).
11. Any other legitimate resources.

Second Section Various Financial Provisions Article (41): The organization's funds shall be deposited into its designated bank account as per the regulations.

Article (42): Withdrawals from the organization's account shall be made by checks signed by the President and the financial officer to cover the organization's activities governed by its objectives.

Article (43): The organization may use its surplus revenues to develop its financial resources in guaranteed profit projects, with the approval of the Board of Trustees

and the competent administrative authority, provided that it does not conflict with the organization's objectives.

Article (44): The organization's financial year shall commence with the state's financial year, excluding the founding year.

Article (45): The financial officer shall prepare the final accounts at least one month before the general assembly meeting, accompanied by all the relevant data, documents, and explanations, and submit them to the Board of Trustees for approval.

Article (46): Fee Determination:

1. The membership fee shall be set at (100 US dollars) to be paid only once upon joining.
2. Monthly subscriptions shall be set at (25 US dollars) payable every 4 months in advance.
3. The Administrative Committee may amend the membership fees and subscriptions during the financial year if necessary, subject to presentation to the Board for approval at its meeting.

Article (47): Deposit of the Organization's Funds: The organization's funds shall be deposited in the bank promptly, and withdrawals shall be made according to the financial regulations.

Article (48): Audit of the Organization's Accounts:

1. The organization's accounts shall be audited annually by a legal auditor determined by the Administrative Committee.
2. The Administrative Committee may present its accounts for audit at any time if it deems it necessary.

Article (49): Preservation of Financial Documents:

1. The organization shall retain all its financial records, ledgers, and documents at its headquarters, along with all its stamps.
2. The organization shall keep its records for a period of not less than five years from the date of their closure.
3. The organization shall retain its financial reports for a period of not less than nine years from the date of their issuance.

Chapter Six General and Final Provisions Article (58): No member of the organization or any of its entities shall use the organization's activities, resources, or assets directly or indirectly for personal benefit, advertising purposes, or partisan objectives.

Article (59): The President, members of the Board of Trustees, and employees of the organization shall bear legal responsibility for their actions during their work in the organization or as a result of any deliberate negligence in the performance of their duties.

Article (60): This regulation may be partially or entirely amended by the approval of the majority of the General Assembly members in an extraordinary meeting. The amendments shall not take effect until they are approved by the Ministry.

Article (61): The Board of Trustees shall approve the internal regulations of the organization's work according to the provisions of this regulation, provided they do not conflict with the laws and regulations in force, within a period not exceeding six months from the date of their appointment and presentation to the General Assembly for approval.

Article (62): The regulations, rules, and decisions issued by the General Assembly and the Board of Trustees are an integral part of the regulation, as long as they are consistent with it and do not conflict with the provisions of the law and its executive regulations.

Article (63): The organization shall operate within its objectives, and the Board of Trustees shall bear legal responsibility if it deviates from the objectives for which it was established.

Article (64): The organization shall refrain from engaging in partisan activities, electoral propaganda, and rules for receiving internal and external aid in the name of the organization without the approval of the Board of Trustees.

Article (67): In the absence of a provision in this regulation, an appendix shall be prepared regarding it and presented to the Board of Trustees for approval at the nearest meeting for inclusion in the basic regulation and its amendment.

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