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THE CARDIOLOGY INTEREST GROUP OF JERUSALEM

CONSTITUTION AND BYLAWS

VERSION I



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CONSTITUTION AND BYLAWS



CARDIOLOGY INTEREST GROUP of JERUSALEM

Recognized by the American College of Cardiology (ACC) ®

Plenary Team

Dr. Sarah Alkhatib — **Chair**
Ahmad Almahareeq — **Vice Chair**
Malak Khashan — **Secretary**
Husam Alkhatib — **Secretary**

This document sets forth the Official Constitution and Bylaws Version 1 for the Cardiology Interest Group of Jerusalem (CARDIG-Jerusalem), amended on the Opening Day Ceremony that has taken place on the first of November 2025.

Publisher

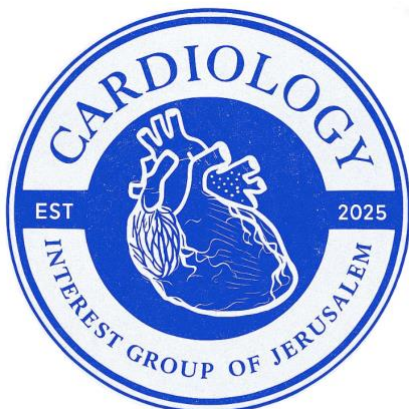
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The **Cardiology Interest Group of Jerusalem (CARDIG-Jerusalem)** is a distinguished student-led organization within the Faculty of Medicine at Al-Quds University, committed to advancing excellence in cardiovascular medicine through academic, research, clinical, and community initiatives. As the sole recognized group of its kind at the university and the **first in Palestine to receive official recognition from the Al-Quds University School of Medicine (AQU SoM)**, CARDIG-Jerusalem stands as a leading force in shaping the next generation of cardiovascular physicians and advocates.

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PREAMBLE

We, the esteemed founding members of the Cardiology Interest Group of Jerusalem (CARDIG-Jerusalem), proudly under the noble aegis of the Faculty of Medicine at Al-Quds University, do hereby ordain and establish these Bylaws. Our solemn purpose is to advance the pursuit of excellence in cardiovascular education, research, clinical practice, leadership, and service to the community, whilst adhering steadfastly to the highest standards of ethics, scholarship, and professionalism. These Bylaws shall constitute the sacred framework governing all activities of this august body, ensuring transparency, equity, and integrity in all its proceedings.

ZainEdeen Zyadah
Founding Internal President



ARTICLE I: NAME AND DESIGNATION

Section 1.01: Official Name

The official and legal designation of this body shall be the **Cardiology Interest Group of Jerusalem**, hereinafter styled **CARDIG-Jerusalem** (pronounced as /'ka:r.dɪdʒ dʒə'ru:sələm/), and shall be so recognized in all formal charters, missives, and affiliations.

Section 1.02: Legal Designation

CARDIG-Jerusalem shall operate as a student nonprofit organization under the esteemed jurisdiction of Al-Quds University, in full compliance with the Constitution of the State of Palestine, and Al-Quds University.

Section 1.03: Seal and Insignia

(a) The official seal shall bear the inscription “Cardiology Interest Group of Jerusalem,” encircling a stylized heart and stethoscope, emblematic of its cardiovascular devotion. It shall be affixed to all charters, certificates, and official documents of note.

(b) The insignia, crafted by the Cardiology Brand Officer (CaBO) shall serve as the emblematic visage for branding, merchandise, and proclamations.

(c) Unauthorized use of the seal or insignia shall be deemed a transgression, subject to the disciplinary measures herein prescribed.

(d) Brand Manual: The CARDIG-Jerusalem Brand Manual, developed and maintained by the CaBO in English only, shall outline standards for visual identity, messaging, and medical terminology to

ensure consistent, professional representation across all communications and materials.

- Applications: Rules for applying branding to digital platforms (e.g., Instagram posts), print materials (e.g., event flyers), and merchandise (e.g., uniforms for community events).
- Management: The CaBO shall develop the Brand Manual, submitting it for EB approval by August 1st of the founding year, with annual updates thereafter. The VP shall ensure compliance by all officers.
- Adherence by Officers: All officers, including Executive Board members, division officers, and assistants, are required to adhere to the Brand Manual in all communications, materials, and activities. Non-compliance (e.g., using unapproved logos or terminology) is subject to disciplinary action per Article VIII.
- Accessibility: The manual shall be available to all officers digitally via a secure platform and provided during officer orientation.

(e) Compliance and Enforcement: Unauthorized use of the seal, insignia, or deviations from the Brand Manual are prohibited. Officers must consult the CaBO for branding guidance, and violations (e.g., inconsistent messaging) shall result in sanctions, per Article VIII.

Section 1.04: Headquarters

The seat of Operations for CARDIG-Jerusalem shall reside within the hallowed precincts of the Faculty of Medicine at Al-Quds University.



ARTICLE II: AFFILIATION AND RECOGNITION

Section 2.01: Affiliation with the American College of Cardiology (ACC)

1. CARDIG-Jerusalem shall seek affiliation with the ACC as a recognized student interest group, upholding all duties of membership, reporting, and ethical conduct as decreed by the ACC MSLC. Once affiliation is secured, bylaws regulating this affiliation shall be sought.

2. The External President shall submit an annual petition for affiliation renewal to the ACC by the fifteenth (15) of January of the new term, accompanied by a list of activities, a roster of members, and team of officials.

3. Alterations in affiliation status shall be duly proclaimed to the Faculty Advisor and Deanship of Student Affairs within ten (10) days.

Section 2.02: Al-Quds University Recognition

(a) CARDIG-Jerusalem shall stand as the sole cardiology interest group acknowledged by the Faculty of Medicine and the Deanship of Student Affairs at Al-Quds University.

(b) Such recognition shall be reaffirmed annually through the submission of:

- A list of the activities done in the previous term, by the Vice President.
- A financial ledger if requested, audited by the Treasurer.
- A membership roll, verified by the Cardiology Membership Officer (CaMO).

(c) Should recognition lapse, all operations of CARDIG-Jerusalem shall be held in abeyance until compliance is restored.

Section 2.03: External Affiliations

(a) CARDIG-Jerusalem may forge alliances with other learned, medical, or professional bodies upon the approbation of the Executive Board and Faculty Advisor.

(b) All such compacts shall be inscribed in writing, sealed by the External President, and preserved by the Secretary General.

ARTICLE III: MISSION AND VISION

Section 3.01: Mission

CARDIG-Jerusalem is solemnly pledged to:

1. Advance the noble study, practice, and comprehension of cardiovascular medicine through rigorous educational pursuits, practical training, and pioneering inquiry.

2. Nurture the seeds of leadership and professional refinement among medical students and interns aspiring to the art of cardiology.

3. Elevate the health of the community through deliberate outreach, cardiovascular examinations, public enlightenment, and advocacy.

4. Uphold the sacred ethical tenets of the medical vocation, as proclaimed by the Faculty of Medicine at Al-Quds University.

Section 3.02: Vision

CARDIG-Jerusalem aspires to:

1. Reign as the preeminent bastion of cardiovascular scholarship and innovation within Al-Quds University



2. Cultivate a cadre of skilled, compassionate, and dutiful cardiologists, who shall advance medical knowledge and public welfare in Palestine
3. Fortify the bonds between students, faculty, and the global fellowship of cardiology through collaboration and the exchange of wisdom.

Section 3.03: Objectives

1. Conducting at least two (2) student-oriented events and at least one (1) community-outreach per year.
2. Build partnerships to offer learning opportunities including electives for medical students.
3. Attain an annual increase in membership of at least ten percent (10%).

ARTICLE IV: MEMBERSHIP

Section 4.01: Eligibility Criteria

(a) Student Membership shall be open to all students presently enrolled in the **Faculty of Medicine at Al-Quds University, pursuing a Doctor of Medicine (M.D.)**. Student Membership is not open for Premed Students.

(b) Alumni Membership is only open for Al-Quds University M.D. Graduates.

(c) Applicants must:

1. Fill out the Application Form and Pay the Membership Fees.
2. Preserve good standing in the university and abide CARDIG-Jerusalem Charter and Bylaws and without any violation.

Section 4.02: Application Process

1. CaMO shall submit an official request to the Internal President to open membership applications at least two (2) weeks prior to the desired start date. The Internal President must respond within one (1) week of receiving the request.

2. Membership applications shall ideally be opened three times per year: in March, June, and September.

3. Interested students must complete and submit the official membership application form to the CaMO. The application must include: Full name, Student number, Academic year, One (1) personal photo, Contact information, Membership fee payment receipt issued by the Treasurer. ACC Member ID is optional.

4. The CaMO shall evaluate and process all submitted applications within ten (10) days of receipt.

5. Applicants who are accepted shall receive an official email confirming their membership and indicating the date of renewal for the following term.

Section 4.03: Honorary Membership

Honorary Membership is granted to interns, general practitioners, residents, fellows, and specialists who support the mission of CARDIG-Jerusalem.

- Honorary members are not required to pay membership fees and are exempt from renewal procedures.
- This membership is granted indefinitely unless revoked for cause.



Section 4.04: Classes of Membership

All members shall be categorized into one of the following classes based on their standing:

1. Regular Member: A member in good standing who has completed all required documentation and fulfilled fee obligations.

2. Suspended Member: A member who has temporarily lost privileges due to one or more of the following:

- Failure to submit renewal documentation and/or Non-payment of membership fees (Student and Alumni members only)
- Violations of group policies or the code of conduct
- Suspension is reversible upon corrective action or review by the Executive Board and Supervising Council.

3. Revoked Member: A member whose membership has been permanently terminated due to serious misconduct, repeated violations, or other actions deemed harmful to the organization. Reinstatement is not allowed.

Section 4.05: Rights and Privileges

(a) **Student Members** shall:

- Cast votes in elections (one vote each).
- Propose and stand for office after one year of active membership.
- Enjoy access to all CARDIG-Jerusalem resources, including ACC resources.

(b) **Alumni Members** shall have the same rights as Student members except voting in election and candidacy for office, which are exclusive for student members.

(c) **Honorary Members** shall:

- Attend events, offer lectures, and research opportunities.
- Be lauded in general assemblies for notable service.

Section 4.06: Obligations

(a) All members shall:

- Render annual dues by the date decreed by the Treasurer.
- Uphold these Bylaws and the university's Code of Ethics.
- Bear the standard of CARDIG-Jerusalem with dignity in all dealings.

(b) Failure to comply may invite the sanctions set forth in Article VIII.

Section 4.07: Membership Fees

(a) Membership dues shall be determined annually by the Treasurer, subject to the assent of the Executive Board. The standard amount for Student Membership shall be **ten (10) U.S. Dollars (USD)**, or alternatively **thirty-five (35) New Israeli Shekels (NIS)**. Alumni Membership should be double the price of Student Membership.

(b) The official currency of the organization shall be U.S. Dollars (USD); however, New Israeli Shekels (NIS) may be accepted as an alternative for convenience.

(c) The applicable exchange rate between USD and NIS shall be set periodically at the discretion of the Treasurer.

(d) Payment may be submitted either by bank transfer or in cash, and a formal invoice or receipt shall be issued for each payment by the Treasurer.



Section 4.08: Membership Termination

(a) Membership shall cease of its own accord upon:

- Graduation from Al-Quds University (whence one becomes an Alumnus)
- Departure or expulsion from the University.
- Neglect to renew membership.
- Voluntary termination by the member.

(b) Disciplinary Severance shall adhere to Article VIII.

ARTICLE V: GOVERNANCE

Section 5.01: Organizational Structure

CARDIG-Jerusalem shall be governed by a threefold hierarchy:

1. **Executive Board:** Elected stewards charged with strategic oversight and decree.
2. **Operational Divisions:** Cardioscience and Cardiosupport, tasked with learned and supportive labors.
3. **Supervisory Authority:** Faculty Advisor and Supervising Council, guardians of wisdom and rectitude.

Section 5.02: Executive Board Composition

(a) The Executive Board shall comprise:

- External President
- Internal President
- Vice President
- Secretary General
- Treasurer

(b) Eligibility:

- Clinical students (years 4-6) with one (1) year of Active Membership.
- For Presidential Positions, candidates must have one-year experience in any EB position or been part of the founding Team of Officials.

(c) Gender Balance:

- A ratio of 3:2 (male to female, or the reverse) shall be sought.
- Should this prove unattainable, efforts to enlist diverse aspirants shall be chronicled, with correction in the next election

Section 5.03: Executive Board Roles and Responsibilities

(a) External President

- Serves as the chief envoy to all external institutions and entities.
- Leads the formation of partnerships and secures sponsorships, reporting directly to the Executive Board.
- Oversees all collaborations with external bodies and represents the group in official capacities beyond the university.
- Maintains communication with the Supervising Council.

(b) Internal President

- Presides over internal operations, including oversight of organizational activities and events.



- The Internal President holds the highest authority within CARDIG-Jerusalem.
- Mediates internal disputes in coordination with the Vice President.
- Ensures coherence and efficiency in the internal workflow of the organization.

- Coordinates fundraising efforts and ensures compliance with financial policies and regulations.

Section 5.04: Cardioscience Division

(a) Composition:

- Cardiology Education Officer (CaEO)
- Cardiology Research Officer (CaRO)
- Cardiology Skills Officer (CaSO)
- Cardiology Journal Club Officer (CaJO)
- Cardiology Guidelines Officer (CaGO)

(b) Eligibility: Open to Members with one (1) year of Active Membership.

(c) Responsibilities:

- CaEO: Arrange for Cardiac Educational Events (e.g. lecture on Cardiomyopathies, MI)
- CaRO: Teaching research and biostatistics, offering research opportunities in cardiology.
- CaSO: Arrange physical examination and clinical skills sessions (e.g., ECG).
- CaJO: Monthly readings of new research papers in the field of Cardiology.
- CaGO: Sessions on ACC/AHA Guidelines current and new updates in cardiovascular medicine.

(c) Vice President

- Assists both Presidents and assumes their respective responsibilities in cases of absence (Internal President first, then External President).
- Ensures strict adherence to the bylaws and university regulations.
- Chairs the Disciplinary Panel and approves all official external communications and publications.
- Serves as the point of communication between division officers and Executive Board.

(d) Secretary General

- Records and distributes the minutes of all official meetings within ten (10) days of their occurrence.
- Maintains organization records and archives.
- Chairs sessions of the General Assembly and the Team of Officials, ensuring adherence to the published agenda.

(e) Treasurer

- Oversees all financial transactions and maintains accurate financial records.

Section 5.05: Cardiosupport Division

(a) Composition:

- Cardiology Projects Officer (CaPO)
- Cardiology Membership Officer (CaMO)



- Cardiology Brand Officer (CaBO)
- Cardiology Technical Officer (CaTO)

- Entrusted with ensuring adherence to the Bylaws, and reviewing appeals regarding disciplinary actions.

(b) Eligibility: Open to Members with one (1) year of Active Membership.

(c) Responsibilities:

- CaPO: Responsible for Logistical support and community events.
- CaMO: second highest authority after EB, responsible over assistants and members.
- CaBO: responsible for graphic design, photography and brand identity.
- CaTO: responsible over Website, technical devices (e.g. ECG Machine, Stethoscope)

Section 5.06: Supervisory Authority

(a) Faculty Advisor

- Shall be a full-time academic cardiologist from the Faculty of Medicine.
- Appointed annually by the Executive Board no later than the first (1st) day of January.
- Expected to attend at least one (1) General Assembly.
- Provides guidance on academic and professional matters.
- Holds the authority to mediate unresolved disputes within the organization.

(b) Supervising Council (SupCo)

- Composed of three (3) members preferably from a team in a previous term.
- Appointed by the Executive Board for a term of one (1) year, renewable once.

Section 5.07: Assistants

(a) The Cardiology Membership Officer (CaMO) shall submit an official request to the Internal President to open assistants applications at least two (2) weeks prior to the desired start date. The Internal President must respond within one (1) week of receiving the request.

(b) Assistants shall be selected through a pointing system as outlined in the Assistant Scoring Regulations, subject to the approval of the Cardiology Membership Officer (CaMO), and shall be formally ratified by the Vice President.

(c) Assistants serve at the discretion of the appointing Officer and may be relieved of their duties upon written notice to the Executive Board.

Section 5.08: Accountability and Reporting

(a) All Officers shall submit a 3-months report to the External and Internal Presidents, Secretary General and Vice President, no later than the last calendar day of each annual quarter, detailing their duties, initiatives, and ongoing affairs.

(b) Failure to fulfill assigned responsibilities may prompt a performance review conducted by the Vice President in consultation with the Supervising Council, and may result in disciplinary action pursuant to Article VIII.



ARTICLE VI: ELECTIONS AND SUCCESSION

Section 6.01: Election Process

(a) Elections shall be convened annually between the 15th of November and 15th of December, with the newly elected Officers assuming office on the 20th day of December.

(b) An Electoral Committee composed of three (3) impartial Active Officers, preferable former Presidents, who shall not be candidates, shall be appointed by the Supervising Council and shall be entrusted with the following:

- Announce the commencement of elections by November 1st, via official correspondence and public notice;
- Receive candidature applications from November 1st to 8th, each to include at least:
 1. A statement of motivation (maximum 500 words)
 2. 5 Personal Photos; 3 standing (full) and 2 face photos
 3. ACC Member ID
 4. Contact Info
- Interviews for selected applicants between November 10th to 14th.
- Verify eligibility and merit of candidates and publish the official list of candidates by November 15th.
- Electoral Campaigns shall start from November 15th until 48 hours before the Voting Date determined by the Election Committee between November 25th and December 5th.

- Voting shall be opened for 24 hours.

(c) Voting shall be conducted via a secure electronic ballot, ensuring confidentiality, and shall be administered by the Electoral Committee.

(d) Votes shall be counted and results declared within forty-eight (48) hours of the election's close through a speech by the Executive Board. A formal transition of leadership shall occur no later than December 24th.

Section 6.02: Voting Procedures for Elections

(a) All Active Members of this noble assembly shall possess the sacred right to cast their vote in the election of officers, each member bearing one (1) vote.

(b) In contests where multiple candidates vie for a single office, the candidate garnering the greatest number of votes shall be deemed the victor.

(c) Should an office stand uncontested, the sole candidate must secure the affirmative votes of no less than sixty percent (60%) of those casting ballots to be duly elected.

(d) The Electoral Committee shall oversee the sanctity of the ballot, ensuring that votes are tallied with utmost fidelity and proclaimed within forty-eight (48) hours of the election's close.

Section 6.03: Team of Officials

(a) Officers shall reign for one year, from the first day of January to the thirty-first day of December.



(b) No officer may hold the same position for more than one (1) term, nor serve the Executive Board beyond three (3) terms in total.

(c) Presidential positions are terminal: Presidents have no right to take any position other than the Supervising Council.

Section 6.04: Vacancies

(a) All vacancies in office shall be formally announced within three (3) days of occurrence and resolved within fourteen (14) days by the following means:

- For Division Officers and Executive Board Members: Special election pursuant to Section 6.01, expedited according to urgency. Except for Foundational Team, where appointed by the Internal President.
- Supervising Council: Appointment by the Executive Board.

(b) Temporary absences, such as due to illness or personal leave, may be covered by a designated officer by the Internal President for a period not exceeding thirty (30) days.

(c) Should a vacancy occur within thirty (30) days of the scheduled annual election, the Executive Board may elect to leave the position vacant or reassign its duties among existing members.

Section 6.05: Removal from Office

(a) Grounds for Removal:

An officer may face removal on any of the following grounds:

- Gross neglect of duty, such as absence from three (3) consecutive official meetings (conclaves) without just cause.

- Ethical violations, including plagiarism, embezzlement, or misuse of resources.
- Conduct unbecoming of a CARDIG-Jerusalem representative, including disorderly or scandalous behavior in public forums.

(b) Procedure:

1. A written complaint shall be submitted to the Vice President, detailing the alleged transgression.
2. A disciplinary tribunal shall convene within ten (10) days, with at least five (5) days' prior notice to the accused.
3. The accused shall be granted the opportunity to present a defense.
4. A decision for removal requires:
 - A four out of five-majority vote of the Executive Board, and
 - One Supervising Council (SupCo) member in favor of officer removal.

(c) Consequences:

Any officer removed from office under this article shall be barred from candidacy or appointment to any office for a period of two (2) years starting from the term of removal.

Section 6.06: Transition

(a) Outgoing officers shall mentor and orient their successors between the 25th of December and 10th of January, relinquishing all official documents, archives, and financial materials under their charge.

(b) Each departing officer shall submit a Transition Scroll to the Supervising Council, comprising:

- A summary of unfinished initiatives,
- Pertinent advice and reflections, and
- Recommendations for the successor's term



ARTICLE VII: MEETINGS

Section 7.01: Types of Meetings

(a) General Assembly (GA):
Convenes biannually, in March and September, uniting members and officers. Each assembly shall feature:

- Training sessions led by Cardiologists, Hospitalists, and General Practitioners,
- A Research Fair, and
- A Plenary Session.

(b) Executive Board Meeting (EBM): Held every twenty (20) days, requiring a quorum of four (4) out of five (5) Executive Board members.

(c) Team of Officials Meeting (TOM): Held every thirty (30) days, requiring a quorum of ten (10) out of fourteen (14) Team of Officials members. Presence of the Supervising Council (SupCo) is optional, and the attendance of at least one (1) SupCo member shall suffice when present.

(d) Extraordinary Meeting (EOM): May be convened only at the request of the Internal or External President, upon the assent of four (4) out of five (5) Executive Board members and the presence of a quorum of ten (10) out of fourteen (14) Team of Officials members.

(e) Supervising Council Meeting (SupCoM): Shall be held once every ninety (90) days, convening the four (4) members of the Council to fulfill advisory, oversight, and appellate functions.

Section 7.02: Scheduling and Notice

(a) The Secretary General shall issue a call for agenda contributions from officers seven (7) days

prior to the desired meeting date. This call remains open for five (5) days, during which any officer may submit items for consideration. Upon closure of the call, the official meeting notice—including the date, hour, venue (or virtual link), agenda, and any preparatory documents—shall be circulated no later than two (2) days before the scheduled meeting.

(b) In cases of urgency, such as fiscal or administrative deadlines, meetings may be summoned with no less than twenty-four (24) hours' notice by a request of the Internal or External President as explained in Section 7.01, provided the cause is clearly stated. Notices shall be delivered by email and WhatsApp.

ARTICLE VIII: DISCIPLINE AND SANCTIONS

Section 8.01: Grounds for Discipline

Disciplinary action may be taken for the following:

1. Violation of these Bylaws, including but not limited to misuse of organizational funds.
2. Breach of university regulations, including acts of academic dishonesty.
3. Misconduct such as harassment, theft, or knowingly providing false testimony.
4. Neglect of duties, including repeated unexcused absences or failure to communicate.
5. Conduct that damages the reputation or honor of CARDIG-Jerusalem, including public defamation or calumny.



Section 8.02: Disciplinary Process

(a) Grievances must be submitted in writing to the Vice President, specifying the allegation, supporting evidence, and witnesses.

(b) A Disciplinary Panel, composed of the Vice President, one President, one Executive Officer, and one SupCo Member (serving as witness), shall:

1. Notify the accused within five (5) days of receipt, providing a copy of the grievance and the date of the hearing.
2. Convene a hearing within ten (10) days, allowing the accused the opportunity to present a defense and summon witnesses.
3. Deliberate in closed session and issue a written decision within fourteen (14) days, determined by majority vote as stated in Article VI, Section 6.05.

(c) All disciplinary proceedings shall be confidential, with records sealed except in cases of appeal.

Section 8.03: Sanctions

(a) Verbal Admonition: Issued for initial minor infractions, such as tardiness to meetings.

(b) Written Reprimand: Applied for repeated minor offenses or a single moderate violation, such as failure to provide timely notice.

(c) Suspension: Temporary deprivation of office and membership rights for a period of one (1) to six (6) months, imposed for serious violations, including disruption of official proceedings.

(d) Removal from Office: Enforced in accordance with Section 6.05, applicable to officers found guilty of severe neglect or misconduct.

(e) Expulsion: Permanent exclusion from CARDIG-Jerusalem for egregious offenses, including but not limited to embezzlement or acts of violence.

(f) Referral: Cases involving legal or ethical violations shall be referred to appropriate university authorities or magistrates, such as instances of prohibited substance use.

Section 8.04: Penalties and Rewards System

(a) Points-Based Oversight System

Each Officer and Official Assistant begins the calendar year with a performance score of 100 points. Deductions apply for:

- Incomplete task or unmet deadline (without prior notice): -10 points
- Unexcused withdrawal from a confirmed responsibility: -7 points
- Minor breach of decorum or communication protocol: -3 points

(b) Disciplinary Code Triggers (Threshold-Based)

Progressive responses as points decline:

- At 85 points — Code Blue: Friendly check-in and verbal reminder
- At 75 points — Code Green: Formal written reminder and supportive performance plan
- At 60 points — Code Yellow: Temporary pause from select duties (up to one month) and Executive Board review
- At 45 points — Code Red: Formal review for potential removal under Section 6.05



(c) **Restoration and Annual Renewal:** Scores reset to 100 at the start of each calendar year. Officers may recover up to 20 points through demonstrated commitment, as determined by the Executive Board. Disciplinary codes may be lifted after sustained positive performance.

(d) **Awards and Recognition:** At the end of each 3 months, the Vice President shall announce:

- Best Officer Award: Given to the Officer with the highest performance score
- Best Assistant Award: Given to the Assistant with the highest performance score

(e) **Scope and Limits**

- This system applies solely to Officers and Official Assistants for performance and participation matters.
- Ethical violations and serious misconduct are governed by Article VI, Section 6.05.

Section 8.05: Appeals

(a) Appeals shall be lodged with the Supervising Council within five (5) days, with a written defense.

(b) The Council shall weigh proof, hear parties, and rule within ten (10) days, their word final.

ARTICLE IX: FINANCES

Section 9.01: Fiscal Responsibility

(a) The fiscal year shall span the first day of February to the thirtieth day of December.

(b) The Treasurer is the sole and only responsible officer over financials.

(c) Dual Authorization for Payments: Require the approval from Treasurer and President for any payment above 300 USD

Section 9.02: Funding Sources

(a) Revenue shall arise from:

- Membership Fees.
- Sponsors, sought by the Treasurer.
- Gifts or patronage.

(b) The Treasurer shall pursue three (3) sources yearly, chronicling efforts in quarterly scrolls.

Section 9.03: Financial Controls

(a) All financial transactions shall be recorded in a digital ledger, which shall be updated and securely archived on a monthly basis.

(b) No Officer or member shall derive personal profit from the budget of CARDIG-Jerusalem. Reimbursements shall be granted only upon submission of valid receipts to the Treasurer.

(c) Fiscal records shall remain accessible to TO upon written request with no fewer than seven (7) days' notice.

Section 9.04: Prohibited Transactions

(a) CARDIG-Jerusalem shall not:

- Entangle with political factions or accept their coin.
- Take gifts from purveyors of tobacco, spirits, or gaming.
- Offer loans or wager in speculation.



(b) Breaches shall suspend the culprit and summon university judgment.

Section 9.05: Emergency Funds

- (a) A reserve of at least ten percent (10%) of the annual exchequer shall stand for sudden needs (e.g., repair of tools).
- (b) Access demands a unanimous Executive vote.

Section 9.06: Conflict of Financial Interest Policy

- State that officers must disclose any personal or financial interest in vendors, donors, or contracts.
- Require recusal from votes if there's a conflict.

ARTICLE X: REPORTING AND TRANSPARENCY

Section 10.01: Annual Report

(a) By the fifteenth day of November, the Secretary General shall submit a chronicle to the Office of President, Supervising Council, Faculty Advisor, Deanship of Student Affairs, and Faculty of Medicine, detailing:

- A recounting of events, partnerships, and outcomes.
- Membership statistics (e.g., year, gender).
- Plans for the next terms.

(b) A public rendition shall be shared at the Plenary Session.

Section 10.02: Interim Review

(a) A mid-year scrutiny shall occur by the fifteenth day of July, weighing progress and adjusting aims.

(b) Findings shall be presented at the September General Assembly, with members can share their reflections and thoughts in addition to suggestions to improve CARDIG-Jerusalem.

Section 10.03: Communication Guidelines

(a) Official Channels: CARDIG-Jerusalem's communication platforms shall be managed by CaBO, with content approved by the Vice President to ensure medical accuracy, professionalism, and alignment with CARDIG-Jerusalem's mission.

(b) External Communications: The External President shall approve all communications directed to entities outside Al-Quds University, such as medical societies, or community partners. Unauthorized external communications by members or officers are prohibited and subject to disciplinary action per Article VIII.

(c) Internal Communications: The Internal President shall oversee internal correspondence within CARDIG-Jerusalem, including meeting notices, agendas, and officer updates, disseminated in English via email and a dedicated WhatsApp group for officers by the Secretary General. Arabic may be used for informal member engagement or community outreach, per Article XI, Section 11.06.

(d) Officer Communication Guidelines: When to Reach Each Officer

- External President (EP): Contact for matters involving external entities (e.g., ACC correspondence, sponsorship negotiations, media inquiries), urgent external issues (e.g., conference deadlines), or approval of public statements.



- Internal President (IP): Contact for internal operations (e.g., event planning, member engagement, General Assembly agendas) or coordination of divisional activities within CARDIG-Jerusalem.
- Vice President (VP): Contact for mediation between the Executive Board and Cardioscience/Cardiosupport Divisions, resolution of officer disputes, or approval of all communications (internal and external).
- Secretary General: Contact for submitting reports, requesting meeting minutes, or updating membership records.
- Treasurer: Contact for budget requests, financial reports, or funding inquiries.
- Division Officers: Contact for specific divisional tasks (e.g., Cardiology Education Officer for seminars, Cardiology Projects Officer for community events).

(e) How to Communicate:

- Primary Channels: Officers shall use a dedicated WhatsApp group for routine updates and urgent matters, with email for formal submissions (e.g., reports, proposals). In Person or virtual meetings (via Zoom) are required for sensitive or complex discussions (e.g., disputes, budget approvals).
- Response Time: Officers must acknowledge messages within twenty-four (24) hours and provide substantive

responses within forty-eight (48) hours, unless otherwise specified (e.g., urgent external deadlines).

- Medical Terminology: Communications shall use standardized medical terms (e.g., “echocardiography” instead of “heart ultrasound”) to ensure clarity and professionalism.

(f) Levels of Communication:

- Level 1 (Direct): Division officers report to or request from the Vice President for mediation or approval.
- Level 2 (Mediated): The VP relays divisional updates or requests to the EB, ensuring alignment with CARDIG-Jerusalem’s goals. The VP mediates conflicts or clarifies directives between the EB and divisions.
- Level 3 (Executive): The EP and IP handle EB-level decisions, with the EP addressing external matters and the IP managing internal operations. The VP escalates unresolved issues to the EB for final resolution.
- Level 4 (Supervisory): The Faculty Advisor or Supervising Council is consulted for disputes unresolved at the EB level or for external communications requiring university approval.

(g) Mediation and Coordination: The Vice President (VP) shall mediate communication between the Executive Board and divisions, ensuring clarity, resolving disputes, and aligning divisional outputs with EB directives.



(h) Timeliness and Clarity: All officer communications shall be prompt (e.g., meeting notices ten (10) days in advance, minutes within seven (7) days) and use standardized medical terminology.

(I) Confidentiality: Sensitive information (e.g., officer reports, financial data) shall be shared only with authorized officers, secured via password-protected platforms or locked storage at CARDIG-Jerusalem headquarters.

(J) Ethical Standards: Officer communications shall reflect CARDIG-Jerusalem's core values of honesty, respect, and equity (Article XI, Section 11.01) and comply with the Code of Ethics of Al-Quds University regulations.

(K) Dispute Resolution: Communication issues among officers (e.g., delayed responses, unclear directives) shall be resolved by the VP, in consultation with the Faculty Advisor, with potential sanctions per Article VIII.

Section 10.04: Documentation

(a) The Secretary General shall preserve:

- Minutes, tidings, and missives.
- Rolls of members.

(b) Images and relics of events shall be preserved by the CaBO.

ARTICLE XI: REPORTING AND TRANSPARENCY

Section 11.01: Core Values

CARDIG-Jerusalem shall exalt:

- Honesty: Truth in all deeds and tidings.

- Transparency: Openness in rule and coin.
- Mutual Respect: Dignity among members.
- Equity: Just chances for all.
- Cooperation: Unity within and without.

Section 11.02: Non-Discrimination

(a) No prejudice shall taint this body based on age, gender, race, faith, origin, infirmity, orientation, or means.

(b) Breaches shall be met per Article VIII and reported to the university's student affairs office.

Section 11.03: Anti-Harassment

(a) Harassment (of tongue, hand, or lust) and hazing (shame or coercion) are anathema.

(b) Such acts shall be proclaimed to the Vice President forthwith, with referral to university law and possible banishment.

Section 11.04: Smoking and Substance Policies

(a) Smoking (pipes, vapors, or reeds) and use of spirits or forbidden draughts are barred from all CARDIG-Jerusalem rites and halls.

(b) Advocacy of tobacco or its coin is forbidden, in harmony with ACC's health creed.

Section 11.05: Intellectual Property

(a) All creations arising from the labors of CARDIG-Jerusalem (e.g., research, insignia) shall be deemed the collective property of the Group, with due credit accorded to their originators.

(b) The use of names, marks, or materials pertaining to the University shall require prior written consent from the respective authority.



ARTICLE XII: EXTERNAL REPRESENTATION

Section 12.01: Delegations

(a) The External President shall choose representatives for external events, giving priority to Executive Board members, then division officers, based on merit (e.g., active participation).

(b) Each representative must submit a 500-word report within ten (10) days, to be shared at the next Executive Board and TO Meetings.

(c) Travel expenses may be reimbursed from the group's funds, but receipts must be provided.

Section 12.02: External Collaborations

(a) Partnerships with other groups (e.g., medical schools or societies) require a written request, approval by four out of five of the Executive Board.

(b) No member may commit CARDIG-Jerusalem to any external responsibility without permission; doing so may lead to suspension.

Section 12.03: Public Representation

(a) Only the External President or their delegate may officially represent CARDIG-Jerusalem in public settings.

(b) The delegate is composed of the EP and SecGen, if any is absent the IP, TR, VP or a SupCo Officer may substitute.

ARTICLE XIII: AMENDMENT OF BYLAWS

Section 13.01: Proposal

(a) Amendments may be proffered by any Team of Officials member via a written supplication to the Secretary General.

(b) Such pleas shall bear the current writ, proposed alterations, and a 300-word limit description (optional).

Section 13.02: Ratification

(a) Proposed amendments shall be presented in writing to the Secretary General by any member of the Team of Officials at least thirty (30) days prior to the Plenary Session.

(b) During the said Session, the Team of Officials alone shall cast their votes upon the proposed amendments, each officer wielding votes according to their designated power as set forth in Bylaws and Voting Regulations Executive Policy.

(c) The Bylaws and Voting Regulations Executive Policy is the standard reference for bylaws management.

Section 13.03: Reporting

(a) Great alterations (e.g., of structure) shall be tidings to Deanship of Student Affairs within thirty (30) days.

(b) A renewed Bylaws scroll shall be distributed to members and archived.

ARTICLE XIV: DISSOLUTION

Section 14.01: Conditions

(a) Dissolution may befall if: Membership dwindles below thirty (30) Active Members for two (2) successive semesters. The TO decrease by >70% vote, or half of Active Members petition.



(b) The Faculty Advisor and Deanship must be apprised within five (5) days of the motion

Section 14.02: Procedure

(a) A Special Session must be held within fourteen (14) days to vote on dissolution. Dissolution requires approval from >50% of all Active Members.

(b) All remaining assets (e.g., funds, equipment) shall be liquidated and donated to the Faculty of Medicine or a heart-related charity, as decided by the university.

(c) Final records must be submitted to the Deanship within thirty (30) days.

ARTICLE XV: RESEARCH GOVERNANCE, AUTHORSHIP AND MENTORSHIP

Section 15.01: Internal Research Policy

(a) CARDIG-Jerusalem shall thus adopt and maintain a Research Policy to regulate all academic work conducted under its name and therefore maintain transparency and fairness with complete dedication to ethical standards dictated by Al-Quds University, and the Declaration of Helsinki.

(b) The administration of research responsibilities will be distributed in the following manner:

- The Executive Board will provide oversight, sanction collaborative efforts, and resolve conflicts.
- The Cardioscience Division will conduct academic activities fairly.

- The Supervisory Authority will facilitate the resolution of issues pertaining to authorship or ethical considerations.

(d) The project mentoring shall be revised annually, with nominees chosen by the Cardiology Research Officer (CaRO) and confirmed by the Executive Board.

(e) A formal Project Registry shall document all endeavors associated with the CARDIG brand, including the title, team, mentor, and station. The CaRO is required to update this Registry at least four times a year, and its significance shall be announced during General Assemblies.

Section 15.02: Research Pipeline

(a) In its sacred duty to cultivate scholars, CARDIG-Jerusalem shall ordain a structured Research Pipeline:

- **Foundations:** Novices shall be instructed in the principles of research design, biostatistics, ethics, and data stewardship.
- **Application:** Apprentices shall thereafter contribute to at least one active inquiry under proper supervision.
- **Integration:** Graduates of the Pipeline shall be inducted into the CARDIG Research Community, tasked with conceiving new proposals, sustaining current ventures, and guiding the next generation.

(b) The CaRO shall present an Annual Research Pipeline Chronicle at the Plenary Session, recounting outputs, training, and mentorship outcomes.



Section 15.03: Participation Limits (Anti-Monopolization)

(a) To avert the concentration of glory and opportunity, no member of the Executive Board shall assume the mantle of core authorship (whether as Principal Investigator, Co-Principal Investigator, first, last, or corresponding author) upon more than two (2) concurrent CARDIG-branded inquiries; nor shall any Division Officer exceed three (3).

(b) Exceptions may be sought by written supplication of the CaRO. In urgent circumstances, the Faculty Advisor may grant temporary leave, provided that such is recorded retroactively.

(c) No fewer than one-half of core authorship stations across simultaneous projects shall be entrusted to Active Members beyond the Executive Board, insofar as may be practicable.

Section 15.04: External Collaborators and Data Collectors

(a) CARDIG-Jerusalem may, in noble pursuit of knowledge, enlist external collaborators or data gatherers where necessity compels (e.g., access to clinical archives or field recruitment).

(b) The mantle of authorship for such externals shall be weighed case-by-case, contingent upon substantial intellectual or sustained practical contribution as delineated by ICMJE. To mitigate discord, the CaRO shall employ a standardized checklist to judge merit. Where contributions fall beneath the authorship threshold, acknowledgment shall suffice.

(c) All endeavors involving external parties shall be bound by prior sanction of the Institutional Review Board (IRB), Data Use Agreements (DUA), and ordinances of law.

Section 15.05: Research Conduct, Enforcement and Penalties

(a) The following shall stand as prohibited transgressions: plagiarism or self-plagiarism; falsification or fabrication of data; concealment of conflicts of interest; ghost or gift authorship; coercive authorship; duplicate or salami publication; unauthorized access or divulgence of data; obstruction of scholarly review; retaliation against whistleblowers; monopolization contrary to Section 16.03; and breaches of IRB or DUA.

(b) Before submission of any manuscript in CARDIG's name, the following safeguards shall be enacted:

- (i) an attestation of authorship and contribution under ICMJE and CRediT, endorsed by all signatories.
- (ii) a plagiarism screening, archived for record.
- (iii) statements of IRB and data governance.
- (iv) deposition of analysis code and de-identified data notes when lawful. Where licensed instruments are lacking, free or institutional substitutes may be employed.

(c) Allegations of breach shall be tendered to the Executive Board and CaRO. The matter shall proceed under the ordinances of Article VIII (Discipline and Sanctions). Remedies may include removal from the project or authorship, enforced corrections or retractions, or referral to the University Disciplinary Board.

(d) Sanctions shall be proportionate:

- Level I: Negligent lapses (e.g., failure of attestation): written admonition, remediation, Code Blue deduction.



- Level II: Grave faults (e.g., coercive authorship, undisclosed conflict, breach of Section 16.03): suspension from research labors, removal from office, Code Green/Yellow.
- Level III: Heinous offenses (e.g., plagiarism, fabrication, unauthorized data sharing, intellectual theft): removal, disqualification from election, expulsion, Code Orange/Red, referral to the University Disciplinary Board.

(e) Whistleblowers acting in good faith shall be shielded from reprisal; any retaliation shall itself constitute a heinous offense.

(f) The right of appeal shall remain inviolate, to be heard before the Supervising Council under Article VIII, Section 8.05.

Section 15.06: Transparency and Reporting

(a) The CaRO shall render quarterly research reckonings to the Executive Board and publish a summary for the membership, detailing the number of inquiries, breadth of participation, and fruits therefrom, consonant with Article X (Reporting and Transparency).

(b) Communications regarding external collaborators, research partners, and scholarly achievements shall proceed under the ordinances of Article XII (External Representation).

(c) CARDIG-Jerusalem shall aspire, where lawful and permissible, to the FAIR principles (Findable, Accessible, Interoperable, Reusable) in the sharing of data and code, save where barred by IRB or institutional decree.

ARTICLE XVI: RATIFICATION AND REVIEW

Section 16.01: Adoption

These Bylaws are ordained on, by the accord of the Founding Officers and Members, witnessed by the Plenary Team and sealed by CARDIG-Jerusalem.

Section 16.02: Periodic Review

(a) The Bylaws shall be weighed every one (1) year, beginning in 2026, by a Bylaws Committee of all team of officials except the assistants, supervising council and faculty advisor.

(b) Minor amendments (e.g., errors, dates) may be wrought yearly without full rites, with Board assent.

END