BMDA Constitution and Bylaws

1. GENERAL PROVISIONS

1.1. Name of the Association

The official name of the organization is **Balkan Medical Doctors Association**.
In other Balkan languages, the name is written as follows:

- **Macedonian:** Балканска Асоцијација на Доктори на Медицина
- **Turkish:** Balkan Tıp Doktorları Derneği
- **Serbian:** Балканско Удружење Лекара
- **Montenegrin:** Balkansko Udruženje Ljekara
- **Albanian:** Shoqata e Mjekëve të Ballkanit
- **Greek:** Βαλκανική Ένωση Ιατρών
- **Croatian:** Balkansko Udruženje Liječnika
- **Bulgarian:** Балканска Асоциация на Лекари
- **Slovenian:** Balkansko Združenje Zdravnikov
- **Bosnian:** Balkansko Udruženje Doktora Medicine

The Association is a **non-governmental, non-profit, and independent professional organization**, established to promote cooperation, scientific exchange, and development among medical doctors from the Balkan region.

1.2. Abbreviation and Logo

The official abbreviation of the Association is **BMDA**, which stands for **Balkan Medical Doctors Association**.

The official **logo** of the Association is designed in English and includes:

- The **Balkan Peninsula** in the background;
- A **snake with the Rod of Asclepius** (the traditional symbol of medicine) placed in front;
- The design color is **#1379BB** (deep medical blue);
- The name **"Balkan Medical Doctors Association"** is written in **a half-round form above the symbol**, in the same color **#1379BB**.

The logo represents **unity, health, and cooperation** among medical doctors across the Balkan region.

It is the **exclusive property of the Association** and may be used only with authorization by the Executive Board of BMDA.

1.3. Headquarters and Legal Seat

The **official headquarters and legal seat** of the **Balkan Medical Doctors Association (BMDA)** is located in the **Republic of North Macedonia**.

At the moment, the Association operates through its **central office** only.
In the future, **national chapters or representative offices** may be established in other member countries of the Balkan region, in accordance with the decision of the Executive Board.
The exact address of the headquarters is determined by the **Executive Board** and may be changed by its decision, with notification to all members and relevant authorities.

1.4. Legal Status
The **Balkan Medical Doctors Association (BMDA)** is a **non-governmental, non-profit, and independent professional organization** established in accordance with the laws of the **Republic of North Macedonia**.
The Association has the **status of a legal entity**, with full rights and responsibilities defined by this Statute and by national legislation.
BMDA acts as an **independent regional association** that unites medical doctors from the Balkan countries for scientific, educational, and humanitarian purposes.
It operates **without political, religious, or commercial influence**, and all its activities are guided by principles of **professionalism, transparency, and regional cooperation**.

1.5. Territorial Scope of Activity
The activities of the **Balkan Medical Doctors Association (BMDA)** are primarily focused on the **ten countries of the Balkan region**:
North Macedonia, Turkey, Greece, Albania, Bulgaria, Serbia, Montenegro, Croatia, Bosnia and Herzegovina, and Slovenia.
However, the Association may also **cooperate and operate internationally**, establishing partnerships, projects, and events in other countries and regions of the world whenever this supports its mission and goals.
BMDA may organize scientific, educational, and professional activities both **within and beyond the Balkans**, promoting global collaboration and exchange of medical knowledge.

1.6. Official Language(s)
The **official language** of the **Balkan Medical Doctors Association (BMDA)** is **English**.
All official documents, correspondence, publications, and meetings of the Association are conducted in English.
When necessary, translations into other Balkan languages may be prepared for informational or promotional purposes, but **the English version is considered legally valid and binding**.

1.7. Seal and Symbols
The **Balkan Medical Doctors Association (BMDA)** uses an official **seal (stamp)** and **logo** as its visual and legal symbols.
The **official seal** is **circular in shape** and contains the following elements:
- In the **center**, the **Rod of Asclepius**, the traditional symbol of medicine;
- Above the symbol, the abbreviation **BMDA**;

- Around the upper half of the circle, written in a **half-round form**, the full name of the organization:
  "Balkan Medical Doctors Association";
- All elements are displayed in the color **#1379BB (medical blue)**.

The seal and logo together represent the **unity, professionalism, and medical mission** of BMDA.
They are the **exclusive property of the Association** and may be used only with the approval of the **Executive Board**.

1.8. Mission and Vision Statement

The **mission** of the **Balkan Medical Doctors Association (BMDA)** is to **unite medical professionals across the Balkan region** through collaboration, education, and exchange of knowledge.
BMDA promotes **scientific progress, professional development, and solidarity** among doctors, aiming to improve the quality of healthcare and medical practice in the region.
The **vision** of BMDA is to become a **recognized regional and international platform** for cooperation, innovation, and leadership in medicine — strengthening connections between Balkan countries and creating a community that contributes to **better health, mutual understanding, and sustainable growth**.

1.9. Duration of the Association

The **Balkan Medical Doctors Association (BMDA)** is established for an **unlimited period of time**.
The Association shall continue its activities permanently, except in the case when **all founding members and the General Assembly** jointly decide to **dissolve or terminate** the organization in accordance with the provisions of this Statute and applicable law.

2. OBJECTIVES AND ACTIVITIES

2.1. Main Objectives

The **main objectives** of the **Balkan Medical Doctors Association (BMDA)** are to:

- **Promote professional cooperation** and exchange of knowledge among medical doctors from all Balkan countries.
- **Encourage scientific research, education, and innovation** in medicine and related health sciences.
- **Organize congresses, conferences, seminars, and workshops** for continuing medical education and regional collaboration.
- **Support publication and dissemination of scientific work**, including the BMDA scientific journal and other official publications.
- **Strengthen professional standards and ethical values** in medical practice across the region.
- **Encourage friendship, respect, and cultural understanding** between doctors and medical institutions in the Balkans.

- **Represent the interests of Balkan doctors** in international medical forums, organizations, and networks.
- **Promote health improvement and public awareness** through medical projects, education, and humanitarian actions.

2.2. Core Activities

To achieve its objectives, the **Balkan Medical Doctors Association (BMDA)** carries out the following **core activities**:

- **Organization of scientific and professional events**, including congresses, conferences, symposiums, webinars, and workshops in all fields of medicine.
- **Publication of scientific materials**, such as journals, abstract books, newsletters, and educational resources in print and digital form.
- **Development of research projects and international collaborations** among universities, hospitals, and research institutions.
- **Implementation of continuous medical education (CME)** programs, training sessions, and professional certification courses.
- **Promotion of digital health, innovation, and new technologies** in medical education and practice.
- **Creation of expert committees and working groups** to focus on specific medical or organizational topics.
- **Support for young doctors and residents** through mentorship, exchange programs, and career development activities.
- **Partnership with governmental, academic, and non-governmental organizations** that share similar goals.
- **Participation in international medical networks and EU-funded programs.**
- **Humanitarian and public health initiatives**, including awareness campaigns and health promotion projects across the Balkans.

2.3. Methods of Activity

The **Balkan Medical Doctors Association (BMDA)** achieves its goals and carries out its activities through the following **methods of work**:

- **Collaboration and networking** among medical doctors, institutions, and organizations within the Balkan region and beyond.
- **Regular meetings and communication** of the Executive Board, committees, and national representatives.
- **Establishment of professional committees and working groups** responsible for specific fields such as education, ethics, digital health, and research.
- **Use of digital platforms and online communication tools** for coordination, publication, and event organization.
- **Organization of international congresses, conferences, and webinars**, both in-person and virtual.
- **Publication of scientific journals, proceedings, and reports** as official outputs of BMDA activities.

- **Cooperation agreements** (memorandums of understanding) with universities, ministries, professional chambers, and NGOs.
- **Promotion of partnership projects** funded by international, governmental, or private sources.
- **Encouragement of member involvement** through transparent communication and active participation in all activities.

2.4. Non-profit Nature

The **Balkan Medical Doctors Association (BMDA)** operates as a **non-profit organization**.
The Association's funds and income are used **exclusively to support its statutory goals and activities**.
BMDA **does not distribute profit** among its members, founders, or governing bodies.
All financial resources, sponsorships, grants, or membership fees are directed toward the **development of educational, scientific, and humanitarian projects**, as well as the **administrative functioning** of the Association.

2.5. Public Benefit Goals

The activities of the **Balkan Medical Doctors Association (BMDA)** serve the **public interest** and contribute to the **improvement of health and medical care** in the Balkan region and beyond.
Through its programs and initiatives, BMDA aims to:

- **Improve public health awareness** and promote disease prevention and healthy lifestyles.
- **Support continuing education of healthcare professionals** to ensure high standards of medical care.
- **Encourage cooperation between healthcare institutions** for better patient outcomes and shared medical knowledge.
- **Contribute to equal access to healthcare services** and promote ethical medical practice.
- **Assist in crisis response and humanitarian actions** during public health emergencies or natural disasters.
- **Promote research and innovation** for the benefit of patients and society as a whole.

These activities position BMDA as an **organization working for public benefit**, in alignment with the laws of the Republic of North Macedonia and international ethical principles.

3. MEMBERSHIP

3.1. Categories of Membership

The **Balkan Medical Doctors Association (BMDA)** includes several categories of membership, designed to represent all professionals contributing to healthcare development in the region.
The categories are as follows:

3.1.1 **Regular Members** – Licensed medical doctors (MD) and medical residents from the Balkan countries and other regions who actively participate in the Association's professional, scientific, and educational work.

3.1.2 **Associate Members** – Individuals who are not medical doctors but work in healthcare-related fields, such as **medical students, nurses, pharmacists, biologists, chemists, laboratory staff**, and other healthcare professionals who support the mission and goals of BMDA.

3.1.3 **Honorary Members** – Distinguished individuals who have made outstanding contributions to medicine, science, or the development of BMDA.

3.1.4 **Institutional Members** – **Universities, hospitals, clinics, professional associations, or scientific organizations** that collaborate with BMDA in education, research, or event organization.

All members are recorded in the **official membership registry**, maintained and updated by the **Secretary General**.

3.2. Conditions for Admission

Membership in the **Balkan Medical Doctors Association (BMDA)** is **open to all individuals and institutions** who meet the requirements for their respective membership category and support the mission and goals of the Association.

To become a member, an applicant must:

- **Submit a membership application form** to the Secretary General or through the official BMDA online platform.
- **Agree with the Statute and Bylaws** of the Association and accept all rights and obligations arising from membership.
- **Provide proof of eligibility** for the chosen category (e.g., valid medical license, student certificate, or institutional confirmation).
- **Pay the annual membership fee** after approval of the application.
- All membership applications are reviewed by the **Executive Board** or an authorized Membership Committee, which decides on admission by a simple majority vote.

3.3. Membership Application Procedure

Applications for membership in the **Balkan Medical Doctors Association (BMDA)** are submitted to the **Secretary General** or through the official BMDA communication channels. Each application is reviewed by the **Executive Board** or a designated committee to confirm that the applicant meets the membership conditions.

Once approved, the applicant is entered into the **membership registry** and receives an official confirmation of membership.

3.4. Rights of Members

Members of the **Balkan Medical Doctors Association (BMDA)** enjoy the following rights according to their membership category:

Regular Members

- To **participate** in all professional, scientific, and educational activities organized by BMDA.
- **Discounts on BMDA Events** – Reduced registration fees for all BMDA-organized or co-organized congresses, workshops, and educational courses.
- **Journal Publication Discounts** – Reduced fees for article publication in BMDA-affiliated scientific journals.
- **Priority Abstract Acceptance** – Members' abstracts are prioritized for oral or poster presentation in BMDA events.
- **Access to Exclusive Webinars** – Free or discounted access to members-only webinars, online symposia, and expert discussions.
- **Networking & Collaboration Platform** – Access to a professional database of doctors across the Balkans for research, exchange, and collaboration.
- **Annual BMDA Certificate of Membership** – Personalized certificate for professional portfolio and CV recognition.
- **Eligibility for BMDA Awards & Fellowships** – Opportunity to apply for BMDA Research Grants, Young Doctor Awards, and Travel Fellowships.
- **Access to Digital Resources** – Free access to BMDA newsletters, e-libraries, and training materials.
- **Cross-Border Professional Opportunities** – Support in joining exchange programs, internships, or joint Balkan health projects.
- **Right to Propose Initiatives** – Ability to propose ideas, collaborations, or educational programs to the Executive Board.
- **Eligibility for Governance** – After a minimum of **three (3) years of active regular membership**, a member may become a **candidate for election to the Executive Board** or other official positions.

Associate Members

- To participate in educational and scientific activities organized by BMDA.
- To access BMDA's online materials, webinars, and professional resources.
- To apply for participation in student or volunteer programs under BMDA initiatives.

Institutional and Honorary Members

- To cooperate with BMDA in organizing congresses, research projects, and publications.
- To promote BMDA's objectives within their institutions and professional networks.

Only **members of the Executive Board and officially elected positions** possess the **right to vote and make decisions** within BMDA's governing bodies.

3.5. Obligations of Members

All members of the **Balkan Medical Doctors Association (BMDA)** are expected to act responsibly and uphold the reputation and mission of the Association.

Each member has the following obligations:

- To **respect the Statute, bylaws, and decisions** of the governing bodies of BMDA.
- To **maintain high professional and ethical standards** in all medical and scientific activities.
- To **pay the annual membership fee** and any other approved contributions within the defined deadlines.
- To **actively participate** in the programs, projects, and activities of the Association whenever possible.
- To **promote the goals and values** of BMDA within their own professional environment and country.
- To **avoid any actions or public statements** that may harm the reputation, neutrality, or integrity of BMDA.
- To **notify the Secretary General** of any changes in contact information or professional status relevant to their membership.
- To **protect confidential information** obtained through participation in BMDA activities.

Failure to comply with these obligations may result in **temporary suspension or termination of membership** by decision of the Executive Board.

3.6. Termination of Membership

Membership in the **Balkan Medical Doctors Association (BMDA)** may be terminated in the following cases:

- **Voluntary Resignation** – when a member submits a written request to leave the Association.
- **Non-Payment of Membership Fee** – when a member fails to pay the membership fee for **two consecutive years** without valid justification.
- **Violation of the Statute or Ethical Rules** – when a member acts against the goals, principles, or reputation of BMDA.
- **Serious Professional Misconduct** – when a member's behavior or public actions seriously harm the credibility of the Association.
- **Decision of the Executive Board** – when the Board, by majority vote, determines that a member no longer fulfills the requirements for membership.
- **Death or Dissolution** – in case of death of an individual member or legal closure of an institutional member.

A member whose membership has been terminated will be **notified in writing** and has the right to submit a **written appeal** to the Executive Board within **30 days** of the decision.

3.7. Membership Fees

To support its activities, the **Balkan Medical Doctors Association (BMDA)** collects an annual membership fee from its members.

The membership fees are defined as follows:

- **Regular Members:** €10 (ten euros) per year
- **Associate Members:** €5 (five euros) per year
- **Institutional Members:** The amount is determined by the **Executive Board**, depending on the type and level of cooperation.

The membership fee is valid for **one calendar year** and must be paid by **March 31st** of the current year.
All collected fees are used exclusively for the **development of BMDA activities**, including education, congress organization, journal publication, and maintenance of the BMDA digital platform.
Members who fail to pay the fee within the given time may be **temporarily suspended** from benefits and rights until the payment is completed.

4. ORGANIZATIONAL STRUCTURE

4.1. General Assembly

The **General Assembly** is the **highest governing body** of the **Balkan Medical Doctors Association (BMDA)**.
The General Assembly consists of:

- The **President**
- All **Vice Presidents** (one from each member country)
- The **Secretary General**
- The **Executive Advisor**
- The **Executive Coordinator**
- The **Board Members**

Together, these members form the **Executive Board**, which **acts as the General Assembly** of the Association.
The General Assembly:

1. Defines the **strategic direction and priorities** of BMDA.
2. Adopts and amends the **Statute and Bylaws**.
3. Approves the **annual activity and financial reports**.
4. Elects and confirms members of the **Executive Board and Committees**.
5. Decides on the **establishment of national chapters** and regional offices.
6. Approves partnerships, collaborations, and international agreements.
7. Makes final decisions on membership termination and appeals.

The General Assembly meets **at least once per year**, in person or online, and can hold **extraordinary sessions** when proposed by the President or at least one-third of its members.

4.2. Executive Board

The **Executive Board** is the **main governing and managing body** of the **Balkan Medical Doctors Association (BMDA)**, responsible for the execution of all decisions made by the General Assembly.
Composition
The Executive Board is composed of:

- The **President**
- All **Vice Presidents** (one from each member country)
- The **Secretary General**
- The **Executive Advisor**
- The **Executive Coordinator**
- The **Board Members**

Responsibilities

The Executive Board:

- **Implements the decisions** and policies adopted by the General Assembly.
- **Plans and supervises** all activities, projects, and programs of BMDA.
- **Approves new members**, partnerships, and collaborations.
- **Prepares and adopts** annual reports, action plans, and budgets.
- **Oversees financial management** and ensures transparency in all operations.
- **Coordinates communication and cooperation** between national representatives and committees.
- **Appoints temporary working groups or committees** for specific tasks or events.
- **Represents BMDA** in communication with institutions, sponsors, and partners.
- **Proposes amendments** to the Statute and regulations when necessary.

The Executive Board meets **at least twice per year**, either physically or online.
Decisions are made by a **simple majority vote** of members present.

4.3. President

The **President** is the **highest representative and leading authority** of the **Balkan Medical Doctors Association (BMDA)**.

Duties and Responsibilities

The President:

- **Leads and represents BMDA** in all official, national, and international matters.
- **Chairs the meetings** of the General Assembly and the Executive Board.
- **Ensures implementation** of all decisions adopted by the governing bodies.
- **Supervises the work** of the Vice Presidents, Secretary General, Executive Advisor, Executive Coordinator, and all Committees.
- **Signs official documents, agreements, and financial decisions** on behalf of BMDA.
- **Represents BMDA** before governments, institutions, and international organizations.
- **Acts as the public representative** of the Association and promotes its mission, vision, and goals.
- **May delegate specific duties** to other members of the Executive Board when necessary.
- **Proposes new initiatives, collaborations, and projects** in line with BMDA's strategic direction.

The **mandate of the President** lasts for **five (5) years**, with the possibility of **re-election once**.
In case of absence, resignation, or inability to perform duties, the **Executive Board** appoints **one of the Vice Presidents** to act as **Interim President** until the next General Assembly or election.

4.4. Vice Presidents

The **Vice Presidents** of the **Balkan Medical Doctors Association (BMDA)** represent each of the member countries and form a vital part of the Executive Board.

Composition

There is **one (1) Vice President from each member country**, elected by the General Assembly for a **five (5) year term**.

Duties and Responsibilities

The Vice Presidents:

- **Represent BMDA** in their respective countries and act as national coordinators for all activities.
- **Promote communication and cooperation** between BMDA and local medical institutions, societies, and universities.
- **Support the organization** of BMDA events, congresses, and educational programs in their country.
- **Assist in membership growth** and engagement at the national level.
- **Report regularly** to the Executive Board about activities and developments in their country.
- **Participate in decision-making** and contribute to the strategic direction of BMDA.
- **Can temporarily replace the President** when appointed by the Executive Board.

The mandate of each Vice President lasts for **five (5) years**, with the possibility of **re-election once**.

4.5. Secretary General

The **Secretary General** is responsible for the **administrative, organizational, and communication management** of the **Balkan Medical Doctors Association (BMDA)**.

Duties and Responsibilities

The Secretary General:

- **Coordinates all administrative work** of BMDA and ensures proper functioning of the central office.
- **Prepares and keeps records** of meetings, decisions, and official documentation of the Association.
- **Maintains the membership registry**, including applications, renewals, and communication with members.
- **Coordinates correspondence** between the Executive Board, committees, and external partners.
- **Prepares official reports, announcements, and invitations** for meetings and events.
- **Supervises document archiving and data protection** in line with legal and ethical standards.
- **Supports the organization** of congresses, scientific meetings, and educational programs.
- **Monitors deadlines and implementation** of decisions adopted by the Executive Board and General Assembly.
- **Assists the President and Executive Coordinator** in the daily functioning of BMDA.

The Secretary General is appointed for a **five (5) year term** and may be **re-elected once**.

4.6. Executive Advisor

The **Executive Advisor** of the **Balkan Medical Doctors Association (BMDA)** serves as a **senior consultant and mentor** to the Executive Board, ensuring that the Association's strategic direction and activities remain consistent with its mission and long-term vision.

Duties and Responsibilities

The Executive Advisor:

- **Provides professional and strategic guidance** to the President, Vice Presidents, and Executive Board on major decisions and initiatives.
- **Advises on long-term planning, partnerships, and development policies** of the Association.
- **Ensures continuity and integrity** in leadership transitions and implementation of BMDA's goals.
- **Supports international representation** and helps strengthen cooperation with other medical associations, institutions, and organizations.
- **Participates in Executive Board meetings** with the right to propose, consult, and recommend actions.
- **Represents BMDA** in specific professional or diplomatic missions, upon the request of the President.
- **Promotes unity and collaboration** among the Board members and committees.

The Executive Advisor is appointed by the **General Assembly** for a **five (5) year term**, with the possibility of **reappointment once**.

4.7. Executive Coordinator

The **Executive Coordinator** is the **operational and strategic engine** of the **Balkan Medical Doctors Association (BMDA)**.

This role ensures that the vision, decisions, and goals of the Association are **transformed into effective actions** across all member countries.

Duties and Responsibilities

The Executive Coordinator:

- **Oversees the daily functioning** of BMDA and ensures that all activities, projects, and communications run smoothly.
- **Coordinates cooperation** between the President, Secretary General, Vice Presidents, and committees to guarantee unified execution of all initiatives.
- **Supervises the organization of congresses, conferences, workshops, and educational events**, ensuring quality, professionalism, and innovation.
- **Leads the digital, media, and communication strategy** of BMDA, maintaining its online presence, visibility, and brand identity.
- **Ensures cross-country coordination**, connecting all Balkan chapters, members, and partners into one active network.
- **Monitors progress** of projects and reports directly to the President and Executive Board.

- **Represents BMDA** in regional or international meetings, events, and collaborations when delegated by the President.
- **Develops new initiatives**, partnerships, and projects that promote the mission and reputation of BMDA.
- **Acts as a link between vision and execution**, ensuring that decisions become measurable and impactful results.

The Executive Coordinator is appointed by the **General Assembly** for a **five (5) year mandate**, renewable once.
This position represents the **driving force and spirit of innovation** within BMDA — combining leadership, coordination, and modern vision for the Association's continuous growth and excellence.

4.8. Committees and Working Groups
The **Balkan Medical Doctors Association (BMDA)** may establish **committees and working groups** to support specific areas of activity, according to the needs and priorities of the Association.
Duties and Structure
- Committees and working groups are formed by **decision of the Executive Board** or the **General Assembly**.
- Each committee or group is led by a **Chairperson**, appointed by the Executive Board from among its members or experienced professionals.
- The number, focus, and duration of each committee are **flexible**, depending on the scope of activities (for example, scientific, educational, ethical, or organizational).
- Committees work **independently within their assigned tasks**, but regularly report on progress and outcomes to the Executive Board.
- Temporary (ad hoc) working groups may be established for **specific projects, congresses, publications, or initiatives**, and dissolved upon completion of their objectives.

This structure ensures that BMDA remains **dynamic, adaptable, and efficient**, responding quickly to regional and international developments in medicine.

4.9. Scientific Journal Board
The **Scientific Journal Board** of the **Balkan Medical Doctors Association (BMDA)** is responsible for the **management, development, and quality assurance** of all scientific publications under the Association.
Duties and Responsibilities
- The Scientific Journal Board oversees the **editorial process**, peer review, and publication of the official BMDA scientific journal and other affiliated publications.
- It ensures that all publications meet **international standards of scientific quality, ethics, and transparency**.
- The Board promotes **collaboration among authors, reviewers, and institutions** across the Balkan region and beyond.
- It develops policies for **article submission, review, acceptance, and publication fees**, in coordination with the Executive Board.

- Members of the Journal Board are appointed by the **Executive Board**, based on professional qualifications, scientific achievements, and active involvement in BMDA.
- The Journal Board reports annually to the Executive Board on its activities, publication metrics, and development goals.

The Scientific Journal Board plays a central role in promoting **research excellence, regional cooperation, and scientific visibility** of the Association.

4.10. National Chapters (Country Branches)

The **Balkan Medical Doctors Association (BMDA)** may establish **National Chapters** in member countries to strengthen local cooperation and implementation of its activities.

Structure and Function

- Each National Chapter operates **under the authority and Statute of BMDA**, following the same principles, mission, and regulations.
- A National Chapter may be formed by decision of the **Executive Board**, after receiving a formal request from local BMDA members of that country.
- Every National Chapter is led by a **National Coordinator or President**, appointed or approved by the Executive Board.
- The Chapter may form its own **local working groups or committees** to organize events, membership activities, and educational programs.
- All actions of the National Chapters must remain **aligned with the strategic goals and ethical standards** of BMDA.
- National Chapters report annually to the **Executive Board** on their activities, financial statements (if applicable), and membership growth.
- The Executive Board has the right to **suspend or dissolve** a National Chapter if it acts contrary to the mission or decisions of BMDA.

This structure ensures that BMDA functions as **one united organization**, while encouraging **local initiative, representation, and visibility** across all Balkan countries.

4.11. Honorary Board (Advisory Council)

The **Honorary Board**, also known as the **Advisory Council**, is a **consultative body** of the **Balkan Medical Doctors Association (BMDA)** composed of distinguished professionals who have made significant contributions to medicine and to the development of the Association.

Purpose and Function

- The Honorary Board provides **strategic, ethical, and professional advice** to the President and Executive Board.
- Members of the Honorary Board are **invited and approved** by the Executive Board, based on their experience, achievements, and dedication to BMDA's mission.
- The Honorary Board has a **consultative role** and **does not possess voting rights** in the General Assembly or Executive Board.
- It may **propose initiatives, partnerships, and improvements** in scientific, educational, or organizational areas.
- Members serve for a **five (5) year honorary term**, with the possibility of renewal.

- The President or Executive Board may convene the Honorary Board for **special sessions** when strategic guidance or expert opinion is needed.

The Honorary Board represents the **wisdom, experience, and continuity** of BMDA and acts as a moral and professional compass for its long-term development.

4.12. BMDA Young Doctors Section

The **BMDA Young Doctors Section** is a **special body within the Balkan Medical Doctors Association (BMDA)** that unites residents, early-career physicians, and young medical professionals across the Balkan region.

Purpose

- To **encourage the participation and leadership** of young doctors in the activities, projects, and decision-making processes of BMDA.
- To **create opportunities for education, training, and international exchange** among young professionals.
- To **develop scientific, social, and cultural projects** that strengthen collaboration and friendship between young doctors of the Balkans.
- To **support mentorship programs**, connecting senior experts with young members.
- To **represent the interests and perspectives of young doctors** within BMDA's structure.

Organization

- The Section operates under the **supervision of the Executive Board**, following the same Statute and ethical principles as BMDA.
- It is led by a **Chair of the Young Doctors Section**, elected from among active young members for a **two-year term**, renewable once.
- The Chair participates in Executive Board meetings **with consultative (non-voting) status**.
- The Section may form its own **committees or teams** for research, education, volunteering, or event coordination.
- All activities of the Section are coordinated with the **Executive Coordinator** and approved by the Executive Board.

The BMDA Young Doctors Section serves as a **dynamic platform for future medical leaders**, ensuring continuity, innovation, and the active voice of youth within the Association.

4.13. BMDA Students Section

The **BMDA Students Section** is a **dedicated division** within the **Balkan Medical Doctors Association (BMDA)** that brings together medical students and students from other health-related fields who share the vision and values of the Association.

Purpose

- To **engage medical students** in the educational, scientific, and social activities of BMDA.
- To **promote early professional development**, research interest, and international collaboration among students.
- To **organize student workshops, competitions, and conferences** under the guidance of BMDA mentors.
- To **strengthen cooperation** between medical faculties and student organizations across the Balkan region.

- To **encourage volunteerism, humanitarian projects, and health awareness campaigns** led by students.

Organization

- The Students Section functions under the **supervision of the Executive Board** and follows the same Statute and ethical standards as BMDA.
- It is led by a **Chair of the Students Section**, elected from among active student members for a **two-year term**, renewable once.
- The Chair participates in Executive Board meetings **as an observer**, with the right to propose ideas and report on student activities.
- The Section may form its own **student committees or local teams** to organize projects or educational events.
- All projects and programs of the Students Section must be **approved and coordinated** with the **Executive Coordinator** and Executive Board.

The BMDA Students Section serves as a **bridge between medical education and professional practice**, inspiring future doctors to become active contributors to the development of healthcare and regional cooperation in the Balkans.

5. ADMINISTRATION AND MANAGEMENT

5.1. Internal Organization of Work

The internal organization of the **Balkan Medical Doctors Association (BMDA)** is based on the principles of **transparency, efficiency, and collaboration**.

Structure and Function

- The internal work of BMDA is coordinated through the **Executive Board**, which oversees all administrative, financial, and operational processes.
- The **Secretary General** is responsible for the administrative structure, documentation, and communication flow within the Association.
- The **Executive Coordinator** ensures the operational execution of all projects, events, and activities across member countries.
- Clear **lines of responsibility** are maintained between the President, Vice Presidents, Secretary General, Executive Advisor, and Executive Coordinator to ensure coordinated and effective decision-making.
- The Association may employ **administrative or technical staff** to support its operations, upon decision of the Executive Board.
- All official correspondence, documentation, and archives are maintained in **digital and physical form**, under the supervision of the Secretary General.
- Internal communication is primarily conducted in **English**, through BMDA's official channels and digital platforms.

This structure guarantees that BMDA functions as a **well-organized, professional, and unified body**, capable of managing complex regional and international activities.

5.2. Official Documents and Records

The **Balkan Medical Doctors Association (BMDA)** maintains accurate and complete documentation of all its activities, decisions, and correspondence.

Documentation Management

- All official documents, including **minutes of meetings, reports, correspondence, membership records, and financial statements**, are prepared and stored under the supervision of the **Secretary General**.
- Records are kept in both **digital and physical form**, ensuring long-term preservation and accessibility.
- The official **minutes of meetings** of the General Assembly and Executive Board must be **signed by the President and Secretary General**.
- Official correspondence and announcements are issued using the **BMDA logo and seal**.
- Sensitive or confidential information is handled in accordance with **data protection laws and ethical principles**.
- Documents may be shared with members or partner institutions **only upon official approval** of the Executive Board.
- The **Executive Coordinator** ensures that all reports, publications, and event documentation are properly collected and archived.

This system ensures **accountability, transparency, and continuity** in the operation of the Association.

5.3. Digital Communication and Archiving

The **Balkan Medical Doctors Association (BMDA)** uses **digital tools and platforms** to ensure efficient communication, coordination, and documentation of its activities.

Digital Communication

- Official communication within BMDA is conducted primarily through **email, the official website, and online platforms** approved by the Executive Board.
- Online platforms may include **video conferences, cloud systems, and digital workspaces** for meetings, projects, and data sharing.
- All digital communication must be **professional, respectful, and aligned** with BMDA's principles and data protection rules.
- Members are responsible for keeping their **contact information updated** to ensure reliable communication.

Digital Archiving

- BMDA maintains a **secure digital archive** containing all official documents, reports, event materials, publications, and correspondence.
- The **Secretary General** and **Executive Coordinator** are jointly responsible for ensuring the safe storage, organization, and backup of digital records.
- Access to the archive is limited to authorized members of the **Executive Board**.
- The archive may include **photos, videos, and other media content** from BMDA events for historical and promotional purposes.
- All digital systems must comply with **data security and privacy regulations** applicable in the Republic of North Macedonia and the European Union (GDPR).

This structure ensures that BMDA operates as a **modern, transparent, and digitally connected organization**, capable of managing international communication efficiently.

5.4. Project Management and Implementation Procedures

The **Balkan Medical Doctors Association (BMDA)** organizes and implements projects that support its mission in education, science, health promotion, and regional cooperation.

Project Planning and Approval

- Every project must be **aligned with BMDA's goals and Statute**.
- Project proposals may be submitted by **any member, committee, or national chapter**, and must include objectives, activities, timeline, and estimated budget.
- All projects are **reviewed and approved** by the **Executive Board** before implementation.
- Projects involving external funding or partnerships require **written agreements** and must follow BMDA's transparency and reporting standards.

Implementation

- Approved projects are implemented under the **supervision of the Executive Coordinator**, with support from relevant committees, working groups, or national chapters.
- The **Executive Board** monitors project progress, ensuring efficiency, ethical compliance, and use of resources as approved.
- Members and partners involved in projects must follow **BMDA's financial and administrative procedures**.

Reporting and Evaluation

- After completion, a **final report** summarizing results, achievements, and financial expenses must be submitted to the **Executive Board**.
- The Executive Board may evaluate the project and include its results in the **annual activity report** of BMDA.
- Successful projects may be **extended or repeated** based on outcomes and impact.

This structure ensures that BMDA's projects are **professionally managed, transparent, and aligned with international standards of accountability**.

5.5. Delegation of Authority

To ensure effective management and flexibility in operations, the **Balkan Medical Doctors Association (BMDA)** allows the **delegation of authority** from its governing bodies to designated individuals or groups.

Principles

- The **President** and the **Executive Board** may delegate specific responsibilities to other members, committees, or coordinators when necessary for the efficient functioning of the Association.
- Delegated authority must always be **clearly defined in writing**, specifying the scope, duration, and limits of the authorization.
- Individuals or committees exercising delegated authority are **responsible for their actions and decisions** to the Executive Board.
- Delegation does not remove accountability from the original decision-making body — the **President and Executive Board remain ultimately responsible** for all delegated duties.
- The **Executive Coordinator** may also delegate operational tasks to project leaders, event organizers, or technical staff, with regular reporting to the Board.

- No delegated authority may be used for **personal, political, or financial gain**, and all actions must align with BMDA's Statute, ethics, and professional standards.

Delegation of authority enables BMDA to operate **efficiently, transparently, and responsively**, while maintaining strong accountability at every level of leadership.

6. FINANCIAL MANAGEMENT

6.1. Sources of Funding

The financial resources of the **Balkan Medical Doctors Association (BMDA)** come from **lawful and transparent sources** that support the organization's non-profit mission and activities.

Main Sources of Funding

- **Membership Fees** – annual contributions from regular, associate, and institutional members.
- **Sponsorships and Donations** – voluntary support from companies, institutions, or individuals who share BMDA's goals.
- **Congress and Event Fees** – participation and registration fees from BMDA-organized or co-organized conferences, workshops, and courses.
- **Publication Fees** – payments related to article processing and publication in BMDA-affiliated scientific journals.
- **Grants and Project Funding** – financial support obtained through local, regional, or international programs, including EU and governmental funds.
- **Partnership Agreements** – income generated through cooperation with medical institutions, universities, or associations.
- **Merchandising and Educational Materials** – sale of educational resources, promotional materials, or branded products, where applicable.
- **Other Legal Sources** – any additional income permitted by law and approved by the Executive Board.

All financial activities must strictly follow **non-profit principles**, and income is used **only for the achievement of BMDA's objectives**

6.2. Financial Planning and Budgeting

The **financial planning** of the **Balkan Medical Doctors Association (BMDA)** ensures responsible use of funds and transparency in all financial activities.

Budget Preparation

- The **Executive Board** prepares and approves the **annual financial plan and budget** of BMDA.
- The budget includes all expected **income and expenses** for the upcoming year, covering activities such as congresses, projects, publications, and administrative costs.
- The **Treasurer or a designated financial officer** (if appointed) prepares financial drafts in cooperation with the **President**, **Secretary General**, and **Executive Coordinator**.
- The proposed annual budget must be presented to the **General Assembly** for review and final approval.

Implementation and Oversight

- All expenditures must be **in accordance with the approved budget** and supported by valid financial documentation.
- Any **additional or unplanned expenses** require prior approval of the **Executive Board**.
- The **President** and **Secretary General** are authorized to sign financial documents and approve payments within their delegated authority.
- The **Executive Board** may authorize the **Executive Coordinator** to manage project-specific budgets and provide detailed financial reports after completion.
- The **annual financial report** must include all sources of income, expenses, and remaining balances, and be presented to the **General Assembly** for confirmation.

This process guarantees **financial stability, accountability, and lawful management** of all BMDA funds.

6.3. Bookkeeping and Accounting

The **Balkan Medical Doctors Association (BMDA)** maintains transparent and accurate **bookkeeping and accounting records** in accordance with the **laws of the Republic of North Macedonia** and recognized international accounting principles for non-profit organizations.

Accounting Principles

- All financial transactions of BMDA must be **recorded, documented, and traceable** in official accounting books.
- The accounting system ensures **clarity, accuracy, and control** over all sources of income and expenses.
- The **Secretary General** oversees the accuracy of records, while the **Executive Board** remains collectively responsible for financial compliance.
- BMDA may **engage a certified accountant or external accounting service** to maintain professional bookkeeping.
- Each financial transaction must be supported by **official invoices, contracts, or receipts**, approved by the President or authorized representative.
- Financial statements are prepared **annually** and must be available for internal and external review.
- All financial data is **stored securely**, both physically and digitally, under the supervision of the Secretary General and Executive Coordinator.

BMDA's accounting system guarantees **financial transparency, lawful management, and readiness for audit or inspection** by authorized institutions.

6.4. Financial Oversight and Audit

The **Balkan Medical Doctors Association (BMDA)** ensures full **financial transparency and accountability** through regular internal and external financial control.

Internal Oversight

- The **Executive Board** supervises all financial activities of BMDA and guarantees compliance with the approved budget and financial plan.
- The Board may appoint a **Financial Oversight Committee** composed of three (3) members with experience in finance, management, or administration.

- The Financial Oversight Committee reviews **accounting books, invoices, contracts, and reports**, and submits an **annual financial review** to the Executive Board and General Assembly.
- The Committee may issue recommendations to improve transparency, efficiency, or control of financial processes.

External Audit

- The **Executive Board** may decide to appoint an **independent external auditor** once per year or as required by law or funding programs.
- The external audit verifies the **accuracy of financial statements, use of funds, and compliance** with applicable laws and donor requirements.
- The auditor's report is presented to the **General Assembly** and becomes part of BMDA's official annual documentation.

This system of **internal and external financial control** ensures that all funds of BMDA are managed **honestly, efficiently, and in full compliance** with national and international standards.

6.5. Property and Assets of the Association

The **Balkan Medical Doctors Association (BMDA)** may own and manage **movable and immovable property**, financial resources, and other assets necessary for the fulfillment of its mission and activities.

Composition of Property

- BMDA's property consists of **financial funds, equipment, office materials, intellectual property, and other legal assets** acquired through lawful means.
- Assets may include **computers, furniture, medical-educational materials, software licenses, and digital platforms** used for BMDA activities.
- All property, regardless of its source, is considered the **exclusive ownership of BMDA** as a legal entity.

Use and Management

- The property and assets of BMDA must be used **only for non-profit purposes**, supporting scientific, educational, and organizational objectives.
- The **Executive Board** manages all property and decides on acquisition, maintenance, or disposal of assets.
- Any use, transfer, or sale of property must be **approved by the Executive Board** and documented in official records.
- In case of property damage or loss, the responsible person must **report immediately** to the Secretary General, who informs the Executive Board.
- Intellectual property created under BMDA (such as publications, educational materials, or digital products) remains **the property of the Association**, unless otherwise agreed by written contract.

This system ensures that all BMDA property and assets are managed **responsibly, transparently, and in the interest of the Association's mission**.

7. ELECTIONS AND MANDATES

7.1. Nomination Procedure

Elections within the **Balkan Medical Doctors Association (BMDA)** are conducted in a **transparent, democratic, and merit-based** manner.

Eligibility for Nomination

To be eligible for nomination as a **member of the Executive Board** or for any elected position within BMDA, a candidate must:

- Have been a **Regular Member of BMDA for at least three (3) consecutive years**.
- Be an **active contributor** to the Association's activities, events, or projects.
- Have a **clean professional and ethical record** and uphold the values of BMDA.

Nomination Requirements

A candidate may be nominated in one of the following ways:

- By obtaining **at least 100 valid signatures** from Regular Members of BMDA; **or**
- Through a formal **nomination by at least three (3) current members of the Executive Board**.

Each nomination must be submitted in writing to the **Secretary General** before the official deadline announced by the Executive Board.

Verification

- The **Election Committee**, appointed by the Executive Board, verifies that all nomination requirements are met.
- Valid nominations are presented to the **General Assembly** for voting during the election session.
- Any dispute or irregularity in the nomination process is resolved by the **Election Committee**, whose decision is final.

This procedure ensures that all BMDA leadership candidates are **qualified, experienced, and supported by the professional community**.

7.2. Voting Procedure

The **elections** within the **Balkan Medical Doctors Association (BMDA)** are conducted in a fair, transparent, and democratic manner, ensuring both **continuity and renewal** of leadership.

Election Period

- Elections for members of the **Executive Board** are held **every two and a half (2.5) years**.
- At each election, **half of the Executive Board members** complete their mandates and may be **replaced or re-elected**, while the remaining half continue their term.
- This system ensures **sustainability, experience retention, and balanced renewal** within BMDA's leadership.

Voting Process

- The **General Assembly** is the body authorized to elect the President, Vice Presidents, Secretary General, Executive Advisor, Executive Coordinator, and Board Members.
- Voting is conducted by **secret ballot**, unless the General Assembly decides by majority vote to hold an **open vote**.

- A candidate is elected if they receive a **simple majority** (more than 50%) of the votes from members present.
- In case of a tie, a **second voting round** is immediately organized between the tied candidates.
- The results of the election are **recorded in official minutes**, signed by the Election Committee and the Secretary General.

Election Supervision

- The election process is organized and supervised by a **three-member Election Committee**, appointed by the Executive Board prior to each election.
- The Committee ensures **neutrality, fairness, and compliance** with the Statute during the entire election procedure.
- The Committee announces the **official results** to the General Assembly and oversees the transfer of duties to newly elected members.

This voting system guarantees **transparency, stability, and progressive renewal** within BMDA's governance structure.

7.3. Mandate Duration

All elected positions within the **Balkan Medical Doctors Association (BMDA)** have a **mandate of five (5) years**.

Mandate Structure

- Each member of the **Executive Board** is elected for a **five-year term**, starting from the date of election by the General Assembly.
- To ensure **continuity and sustainability**, elections are held **every two and a half (2.5) years**, during which **half of the Board members** complete their full five-year mandate and are replaced by newly elected members.
- The remaining half of the Board continues serving until their five-year term expires.
- This system provides BMDA with a **continuous balance between experience and renewal**, avoiding complete leadership change at once.
- All elected members may be **re-elected once** for the same position, provided they meet the eligibility requirements at the time of nomination.

The mandate officially begins **after confirmation by the General Assembly** and ends upon election and confirmation of a successor.

7.4. Replacement of Members or Vacancies

In the event that a position within the **Executive Board** or any other elected body of the **Balkan Medical Doctors Association (BMDA)** becomes vacant before the end of a mandate, the following rules apply:

Vacancy Situations

A position is considered vacant in cases of:

- **Resignation** submitted in writing to the President or Secretary General;
- **Incapacity or inability** to perform duties due to health, relocation, or personal reasons;
- **Loss of membership status** or violation of BMDA's Statute and ethical standards;
- **Death of a member**;

- **Formal dismissal** by decision of the General Assembly, in cases of misconduct or repeated inactivity.

Replacement Procedure

- The **Executive Board** may appoint a **temporary replacement** from among qualified Regular Members to fill the position until the next regular General Assembly.
- The appointed replacement **serves only for the remainder of the original mandate** of the replaced member.
- In the case of the **President's vacancy**, the **Executive Board elects one of the Vice Presidents** to serve as Acting President until the next General Assembly.
- The Secretary General updates all official records and notifies members and relevant partners about any changes in Board composition.

This procedure ensures that the activities of BMDA continue **without interruption**, maintaining stability and leadership consistency.

7.5. Conflict of Interest Policy

The **Balkan Medical Doctors Association (BMDA)** upholds the highest standards of **integrity, impartiality, and ethical conduct**.

All members, especially those holding official positions, must avoid situations in which personal or external interests could influence their professional duties within the Association.

Principles

- A **conflict of interest** exists when a member's personal, financial, institutional, or professional interests could **improperly affect** their decisions or actions in BMDA.
- Members of the **Executive Board**, **Committees**, and **Scientific Journal Board** must act in the **best interest of BMDA** at all times.
- Each member must **declare any actual or potential conflict of interest** in writing to the **Secretary General** immediately upon identification.
- Members who have a conflict of interest in a specific discussion or decision must **abstain from voting or influencing** the process.
- The **Executive Board** may request additional clarification or documentation from any member regarding potential conflicts.
- Failure to disclose a conflict of interest may result in **disciplinary action or removal** from the position, following review by the Executive Board.
- All declarations of conflict of interest are **kept confidential** but recorded by the Secretary General.

This policy ensures that all actions and decisions within BMDA are made with **full transparency, objectivity, and fairness**.

8. TRANSPARENCY AND ETHICS

8.1. Code of Ethics

The **Balkan Medical Doctors Association (BMDA)** is founded on the principles of **professional integrity, respect, and ethical medical practice**.

All members are expected to uphold the highest ethical standards in their professional and organizational behavior.

Ethical Principles

- Every member of BMDA must act with **honesty, respect, and responsibility**, both within the Association and in their medical practice.
- Members shall **respect human dignity, patient rights, and confidentiality**, in accordance with international medical ethics and national laws.
- All BMDA representatives must **avoid discrimination**, including on the basis of nationality, religion, gender, language, or professional rank.
- Members are expected to **respect scientific truth**, acknowledge sources, and avoid plagiarism or manipulation of data in research and publications.
- Cooperation and mutual respect among members, committees, and partner institutions are considered fundamental values of BMDA.
- The Association promotes a **spirit of unity and friendship** among Balkan medical professionals and rejects any political or commercial influence on its work.
- The **Executive Board** ensures that all BMDA events, publications, and collaborations follow these ethical standards.

Violation of this Code of Ethics may result in **disciplinary measures**, including warnings, suspension, or termination of membership, after review by the Executive Board.

8.2. Conflict of Interest Declarations

The **Balkan Medical Doctors Association (BMDA)** requires all individuals in leadership or representative positions to regularly submit **Conflict of Interest Declarations** to ensure transparency and prevent bias in decision-making.

Purpose

The purpose of the declaration is to identify and manage any **personal, financial, academic, or institutional interests** that could influence a member's professional judgment or actions within BMDA.

Declaration Requirements

- All **Executive Board members, Committee Chairs, Editors, and key officers** must submit a signed **Conflict of Interest Declaration Form** once per year.
- Declarations must list:
    - Any financial relationships (sponsorships, consultancy, or paid partnerships);
    - Leadership or ownership positions in other organizations;
    - Participation in research, publication, or industry-funded activities related to BMDA's scope;
    - Any family or institutional affiliations that may represent a potential conflict.
- New members appointed to leadership or editorial positions must submit their declaration **within 30 days of appointment**.
- All declarations are collected and securely stored by the **Secretary General**, with access restricted to the **Executive Board**.
- In case of a new or potential conflict arising during the term, the member must **immediately inform the Executive Board** and update their declaration.

- The Executive Board reviews all declarations annually and may take measures to **avoid or manage** any identified conflicts.

Failure to submit or update a conflict of interest declaration may result in **temporary suspension of duties** until compliance is achieved.

8.3. Confidentiality of Data

The **Balkan Medical Doctors Association (BMDA)** strictly protects all **personal, professional, and institutional information** obtained in the course of its activities.

Principles of Confidentiality

- All members, officers, and staff of BMDA are required to **keep confidential** any information that is not intended for public disclosure.
- Confidential information includes, but is not limited to:
    - Personal data of members or partners;
    - Medical or patient-related information;
    - Internal documents, financial reports, and communications;
    - Research results or manuscripts under review;
    - Non-public organizational strategies or negotiations.
- Such information may not be **shared, copied, or used** for personal, commercial, or political purposes.
- Disclosure of information is permitted only with **explicit written authorization** from the **Executive Board** or when required by law.
- All digital and physical documents containing sensitive data must be **stored securely**, under the supervision of the **Secretary General** and **Executive Coordinator**.
- BMDA follows the principles of the **General Data Protection Regulation (GDPR)** of the European Union and applicable national privacy laws.
- Breach of confidentiality obligations is considered a **serious ethical violation** and may result in disciplinary measures or termination of membership.

This policy ensures **trust, professionalism, and integrity** in all internal and external operations of BMDA.

8.4. Public Communication Standards

To maintain a consistent and professional public image, all external communication of the **Balkan Medical Doctors Association (BMDA)** must be clear, accurate, and authorized.

Authorized Representatives

- The **President** is the official public representative and spokesperson of BMDA.
- The **Secretary General** and the **Executive Coordinator** may also speak on behalf of BMDA when delegated by the President or the Executive Board.
- In specific cases, the **Executive Advisor**, **Vice Presidents**, or **Committee Chairs** may represent BMDA for defined topics, events, or collaborations, with prior approval.
- Members and partners may not issue statements, letters, or publications using BMDA's name, logo, or identity without authorization.

Communication Standards

- All official communications, press releases, and public announcements must reflect the **values, neutrality, and integrity** of BMDA.

- Public communication should avoid any form of **political, religious, or commercial influence**.
- BMDA's communication channels include its **official website, social media platforms, newsletters, and press materials**, all managed under the supervision of the **Executive Coordinator**.
- Misuse of BMDA's name, logo, or visual identity for personal or commercial purposes is strictly prohibited.

These rules ensure that BMDA's public presence remains **unified, trustworthy, and professionally represented** in all media and international contexts.

8.5. Behavior within the Association

All members and representatives of the **Balkan Medical Doctors Association (BMDA)** are expected to maintain **professional conduct, mutual respect, and ethical collaboration** in all activities of the Association.

Standards of Behavior

- Members shall treat each other with **respect, fairness, and courtesy**, regardless of nationality, gender, age, position, or background.
- Discussions and debates within BMDA's meetings or online platforms must remain **constructive, scientific, and solution-oriented**.
- Any form of **harassment, discrimination, verbal abuse, or disrespectful behavior** is strictly prohibited.
- Members must act in a way that **supports the reputation, unity, and goals** of BMDA.
- Collaboration between members should be guided by **professional ethics, teamwork, and transparency**.
- BMDA representatives must avoid **political or personal conflicts** within Association activities.
- All members are responsible for **creating a safe and inclusive environment** during congresses, workshops, and online events.

Disciplinary Measures

- In cases of unethical or inappropriate behavior, the **Executive Board** may issue:
  - A written **warning**;
  - **Temporary suspension** of membership rights; or
  - **Termination of membership**, depending on the severity of the case.
- Before a final decision is made, the member has the right to **provide a written explanation or defense** to the Executive Board.
- All disciplinary procedures must be conducted **fairly, confidentially, and without prejudice**.

These rules ensure that BMDA remains a **professional, respectful, and collaborative environment** for all members and partners.

9. INTERNATIONAL COOPERATION

9.1. Partnerships with Other Associations

The **Balkan Medical Doctors Association (BMDA)** actively promotes **international collaboration** in the fields of medicine, education, research, and public health.

Principles

- BMDA develops partnerships with **medical associations, universities, research institutions, non-governmental organizations, and international bodies** that share its mission and values.
- All partnerships must respect BMDA's **non-political, non-profit, and professional character**.
- Cooperation agreements must be **approved by the Executive Board** and, when necessary, formalized through a **Memorandum of Understanding (MoU)** or similar document.
- Partnerships aim to **exchange knowledge, expertise, and resources**, and to promote joint projects, training, and publications.
- BMDA encourages **cross-border medical collaboration** to enhance professional mobility, education, and healthcare quality across the Balkan region and beyond.
- The **Executive Coordinator**, together with the **President** and **Secretary General**, is responsible for coordinating and maintaining communication with partner organizations.
- Partnerships must be **transparent, documented, and evaluated** periodically to ensure continued relevance and mutual benefit.

These collaborations position BMDA as a **bridge for medical cooperation** between the Balkans and the global medical community.

9.2. Membership in International Federations

The **Balkan Medical Doctors Association (BMDA)** may become a **member or partner** of international and regional medical federations, networks, or umbrella organizations that share similar goals and values.

Principles of Membership

- BMDA may apply for **membership, observer, or partner status** in international federations, councils, or alliances dedicated to medicine, public health, research, or education.
- Such membership must always respect BMDA's **independence, non-governmental status, and non-profit character**.
- The **Executive Board** decides on joining or withdrawing from any international federation by a **majority vote**.
- Membership in international bodies aims to:
    - Strengthen **cooperation and visibility** of the Balkan medical community;
    - Facilitate **scientific exchange, mobility, and joint projects**;
    - Represent BMDA's members at the **global level**;
    - Promote the **values of unity, ethics, and progress** in medicine.
- BMDA representatives to these federations are **appointed by the Executive Board**, based on experience, active participation, and contribution to BMDA's objectives.
- All activities and obligations arising from international memberships must be **reported to the Executive Board** and included in BMDA's annual report.
- Membership fees or contributions to international organizations, if applicable, must be **approved and managed** according to BMDA's financial procedures.

Through membership in international federations, BMDA becomes a **recognized regional voice** for medical cooperation, ethics, and scientific advancement.

9.3. Representation at International Events

The **Balkan Medical Doctors Association (BMDA)** may represent its members and the Balkan region in **international medical, academic, and professional organizations**.

Representation Principles

- BMDA may join or cooperate with **global medical federations, professional alliances, and scientific councils** that share similar goals.
- Representation must always reflect BMDA's **mission, neutrality, and independence**.
- Official **delegates or representatives** to international bodies are appointed by the **Executive Board**, based on experience, contribution, and relevance to the field.
- Delegates represent BMDA's **collective position**, not personal or national views.
- All participation in international events or decision-making must be **approved in advance** by the Executive Board or the President.
- Reports from international meetings or collaborations must be **submitted in writing** to the Secretary General and shared with the Executive Board.
- BMDA may organize or co-host **international congresses, symposia, and scientific projects** in partnership with other global institutions.
- Representation should always promote **scientific excellence, collaboration, and the visibility of the Balkan medical community**.

Through active representation, BMDA strengthens its **voice, influence, and partnerships** in the international medical arena.

9.4. Collaboration with Ministries, Universities, and NGOs

The **Balkan Medical Doctors Association (BMDA)** may establish and maintain **collaborative relations** with **ministries of health, medical faculties, hospitals, universities, and non-governmental organizations (NGOs)** that share its mission and values.

Principles of Collaboration

- Collaboration is based on **mutual respect, professional integrity, and shared goals** in healthcare improvement, education, and research.
- BMDA remains **independent and non-political** in all cooperation activities, regardless of the institutional or governmental status of its partners.
- Agreements for collaboration are formalized through **Memoranda of Understanding (MoUs)** or official partnership letters approved by the **Executive Board**.
- Cooperation may include:
    - Joint organization of **conferences, congresses, and training programs**;
    - Participation in **research, innovation, and academic exchange projects**;
    - Development of **public health and awareness campaigns**;
    - Collaboration on **policy recommendations and professional guidelines**;
    - Promotion of **student and resident mobility programs**.
- BMDA may serve as a **bridge for dialogue** between academic institutions, ministries, and healthcare organizations across the Balkan region.

- All partnerships must respect BMDA's **ethical standards, transparency rules, and financial procedures**.
- The **Executive Coordinator**, in cooperation with the **President** and **Secretary General**, oversees the implementation and communication of all collaborative projects.

This framework allows BMDA to act as a **platform for unity and progress**, connecting professional, academic, and institutional partners across the Balkans and beyond.

10.SCIENTIFIC AND PUBLICATION POLICY

10.1. BMDA Scientific Journal

The official scientific publication of the **Balkan Medical Doctors Association (BMDA)** is the **BMDA Scientific Journal**, abbreviated as **BMDAJ**.

The journal serves as a **platform for medical research, scientific communication, and regional collaboration** among doctors and researchers from the Balkans and beyond.

Objectives

- To publish **high-quality scientific articles, reviews, and case reports** in all areas of medicine and healthcare.
- To promote **research collaboration and knowledge exchange** across Balkan countries.
- To ensure **equal representation** of contributions from all member countries.
- To support **young researchers and early-career doctors** in publishing their work.
- To maintain **editorial independence, transparency, and academic integrity** in all stages of publication.

Editorial Management

- The **Scientific Journal Board** oversees all editorial operations of BMDAJ.
- The journal follows an **international peer-review process**, ensuring fairness, quality, and objectivity in article selection.
- All manuscripts are evaluated based on **scientific merit, originality, and ethical standards**.
- The **Editor-in-Chief**, **Editorial Board Members**, and **Reviewers** are appointed by the **Executive Board** based on their academic qualifications and scientific contribution.
- Editorial appointments are for a **three (3) year term**, renewable once.
- BMDAJ may be published **electronically and/or in print**, and aims for **indexing in international scientific databases** (DOAJ, Scilit, Crossref, Scopus, etc.).
- All publication fees, open-access policies, and copyright conditions are approved by the **Executive Board**.

BMDAJ is the **official voice of scientific excellence and cooperation** within BMDA, strengthening the visibility of Balkan medicine in the global academic community.

10.2. Editorial and Publication Standards

The **Balkan Medical Doctors Association (BMDA)** upholds the highest standards of **editorial integrity, peer review, and publication ethics** across all its scientific outputs, including the **BMDA Scientific Journal (BMDAJ)** and official **Congress Abstract Books**.

Editorial Board Rules

- The **Editorial Board** of BMDAJ operates under the authority of the **Scientific Journal Board** and the **Executive Board** of BMDA.
- The Editorial Board consists of the **Editor-in-Chief, Associate Editors, Section Editors, and Editorial Members**, representing various medical fields and countries of the Balkans.
- Board members are appointed for a **three-year term**, renewable once, based on scientific merit, editorial experience, and active contribution.
- The Editor-in-Chief is responsible for **final editorial decisions**, ensuring independence and academic objectivity.
- Editorial Board meetings are held **at least twice per year**, in person or online, to review journal performance, policies, and publication plans.
- Editors must declare **conflicts of interest** annually and withdraw from handling manuscripts where a conflict exists.

Peer Review Policy

- All manuscripts submitted to BMDAJ undergo **double-blind peer review**, ensuring fairness and confidentiality.
- Reviewers are selected according to their expertise and are required to provide **constructive, unbiased, and timely evaluations**.
- The identity of reviewers and authors remains confidential throughout the review process.
- The Editorial Board ensures that reviews are conducted in accordance with **COPE (Committee on Publication Ethics)** and **ICMJE (International Committee of Medical Journal Editors)** guidelines.
- Authors have the right to respond to reviewer comments and to appeal editorial decisions if justified.

Congress Abstract Book Publication Rules

- Abstracts submitted to BMDA congresses and conferences are reviewed by the **Scientific Committee** or designated reviewers for quality and relevance.
- Accepted abstracts are published in the **official BMDA Abstract Book**, printed and/or in digital format.
- The Abstract Book must include the **BMDA logo, event details, ISBN/ISSN number (if applicable)**, and editorial acknowledgment.
- Abstracts published in the book remain the **intellectual property of the authors**, but BMDA retains the right to distribute and archive the publication.
- The Executive Coordinator oversees the design, editing, and final approval of the Abstract Book in collaboration with the Scientific Committee.

Plagiarism and Ethics in Publishing

- BMDAJ and all BMDA publications strictly prohibit **plagiarism, data fabrication, falsification, duplicate submission, and unethical authorship practices**.
- All submitted materials are screened using **plagiarism-detection software** before acceptance.
- In cases of suspected misconduct, the Editorial Board follows **COPE procedures** and may retract, correct, or reject affected works.

- Authors must confirm in writing that their work is **original, unpublished, and not under consideration elsewhere**.
- Violations of publication ethics may lead to **article retraction, author suspension, or reporting to relevant institutions**.

Through these policies, BMDA ensures that all its publications reflect **scientific quality, transparency, and ethical excellence**, strengthening the reputation of Balkan medicine worldwide.

11.AMENDMENTS TO THE CONSTITUTION AND BYLAWS

The **Balkan Medical Doctors Association (BMDA)** may amend or supplement its **Constitution and Bylaws** through a transparent and democratic process that ensures participation of all governing bodies.

11.1. Proposal and Initiation

- Proposals for amendments to the Statute may be submitted by:
  - The **President**;
  - At least **three (3) members of the Executive Board**; or
  - At least **one-third (1/3)** of the Regular Members of BMDA through a written and signed request.
- All proposals must be submitted in writing to the **Secretary General**, who distributes them to the **Executive Board** for review and inclusion in the next General Assembly agenda.

11.2. Decision-Making and Voting

- Amendments to the **Statute or Bylaws** require approval by a **two-thirds (2/3) majority** of the members present at the General Assembly.
- Decisions related to the **exclusion or termination of membership** require a **simple majority vote (50% + 1)** of the Executive Board.
- All other decisions of the General Assembly or Executive Board—including elections, project approvals, and administrative resolutions—are adopted by a **simple majority vote (50% + 1)**.
- Voting may be conducted **in person or electronically**, as decided by the Executive Board.

11.3. Entry into Force

- Amendments to the Statute enter into force **immediately after approval** by the General Assembly, unless otherwise specified in the decision.
- The **Secretary General** is responsible for updating and distributing the official version of the Statute to all members and relevant institutions.
- The new version of the Statute must be **published on the official BMDA website** for transparency and public record.

This procedure guarantees that any changes to BMDA's governance are made with **broad consensus, legitimacy, and accountability**.

12.DISSOLUTION OF THE ASSOCIATION

The **Balkan Medical Doctors Association (BMDA)** may be dissolved only under **exceptional circumstances**, and always in accordance with its non-profit and international character.

Decision on Dissolution

- The decision to dissolve BMDA can be made **only by the Executive Board**, with the **unanimous (100%) approval** of all its current members.
- The proposal for dissolution must be **submitted in writing**, stating the reasons and legal justification for termination of the Association.
- The **General Assembly** must be informed immediately after such a decision and provided with the final report on BMDA's activities, assets, and financial situation.
- Dissolution may not be proposed or approved while there are **active projects, financial obligations, or legal disputes** involving BMDA.

Distribution of Assets

- Upon dissolution, all remaining property, funds, and materials of BMDA shall be **donated or transferred** to another **non-profit medical or humanitarian organization** operating within the Balkan region, as decided unanimously by the Executive Board.
- No member, individual, or entity may claim any financial benefit from BMDA's assets after dissolution.
- The **Secretary General** ensures proper documentation of the dissolution decision and notifies relevant authorities according to the laws of the Republic of North Macedonia.

This article guarantees that BMDA may only cease its activities through **complete unity, transparency, and ethical responsibility**, ensuring that its legacy continues to serve medicine and society.

13.FINAL PROVISIONS

13.1. Interpretation of the Bylaws

The authority for interpreting the provisions of this Statute and all related bylaws rests with the **Executive Board** of the **Balkan Medical Doctors Association (BMDA)**.

In cases of ambiguity, conflict, or uncertainty, the **President**, in consultation with the **Secretary General** and **Executive Coordinator**, may provide an official interpretation subject to Executive Board confirmation.

All interpretations must remain consistent with the **founding principles, goals, and mission** of BMDA.

13.2. Transitional Provisions

Upon adoption of this Statute, all **existing bodies, offices, and committees** of BMDA shall continue to function until the **next regular election session**.

All activities, agreements, and projects initiated prior to this Statute remain **valid and binding** unless otherwise amended by the Executive Board.

Implementation of new provisions, including rotation of mandates and structural adjustments, shall take place **progressively**, under supervision of the Executive Board.

All necessary administrative procedures for official registration, including submission to authorities in the **Republic of North Macedonia**, will be completed by the **Secretary General**.

13.3. Date of Adoption

This Statute of the **Balkan Medical Doctors Association (BMDA)** was **reviewed, approved, and adopted unanimously** by the Executive Board during the **Constitutive Session** held on:
Date: _____
Place: _____
The Statute enters into force **immediately upon adoption**.

13.4. Signatures and Stamps

Executive Board of the Balkan Medical Doctors Association (BMDA)

Constituted and adopted on: _____
Place: _____

No.	Position / Category	Name and Surname	Country	Signature
1.	**President**	Goran Dimitrov	North Macedonia	
2.	**Vice President**	Huseyin Can	Turkey	
3.	**Vice President**	Nenad Đoković	Serbia	
4.	**Vice President**	Rajko Fures	Croatia	
5.	**Vice President**	Hidajet Rahimić	Bosnia and Herzegovina	
6.	**Vice President**	Žanka Cerović	Montenegro	
7.	**Vice President**	Gjustina Loloci	Albania	
8.	**Vice President**	Stelios Kouvaris	Greece	
9.	**Vice President**	Michel Naydenov	Bulgaria	
10.	**Vice President**	Suzana Radić	Republic of Srpska	
11.	**Secretary General**	Primoz Rus	Slovenia	
12.	**Executive Advisor**	Siniša Marković	Serbia	
13.	**Executive Coordinator**	Onur Dika	North Macedonia	
14.	**Board Members**	Rina Rus	Slovenia	
15.	**Board Members**	Yasemin Kilic Ozturk	Turkey	
16.	**Board Members**	Maja Bosković	Serbia	