



**THE CONSTITUTION OF THE COLLEGE OF
ANAESTHESIOLOGISTS OF EAST, CENTRAL AND
SOUTHERN AFRICA**

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INTERPRETATIONS

For purposes of this Constitution, unless the context otherwise requires,

“College of Anaesthesiologists of East, Central and Southern Africa” means the institution inaugurated following a resolution of the members who met in Arusha January 2012.

“CANECSA” means the College of Anaesthesiologists of East, Central and Southern Africa.

“College” means the College of Anaesthesiologists of East, Central and Southern Africa.

“Council” means the council of the College of Anaesthesiologists of East, Central and Southern Africa.

“Fellow” means a fellow of the College of Anaesthesiologists of East, Central and Southern Africa

the “region” means that area of Africa north and south of the equator falling under the East, Central and Southern Africa with its neighboring islands.

“ECSA-HC” means the regional inter-governmental health organization established in 1974 to foster and promote regional cooperation in health and capacity to address health needs among member states which include Kenya, Lesotho, Malawi, Mauritius, Seychelles, Swaziland, United Republic of Tanzania, Uganda, Zambia and Zimbabwe.

“Anaesthesiologist resident” means a medical doctor undergoing specialist training in the field of Anaesthesia.

“President” in this constitution means the person elected as the president of the College of Anaesthesiologists of East Central and Southern Africa.

“trainee” means a registered medical practitioner who is registered with the College in any of the programmes.

All words importing the masculine gender include the feminine and vice versa

CHAPTER ONE

ARTICLES OF THE CONSTITUTION OF THE COLLEGE OF ANAESTHESIOLOGISTS OF EAST, CENTRAL & SOUTHERN AFRICA

PREAMBLE:

WHEREAS WE, the Anaesthesiologists of East, Central and Southern Africa, have firmly and solemnly resolved to establish in our region a College founded on the principles of excellence and ethical practice.

Provisions:

In this constitution words importing the masculine gender shall be construed to include the feminine gender

ARTICLES

ARTICLE 1.0. NAME AND EMBLEM

- 1.1. The name of the organization, hereinafter referred to as the “College of Anaesthesiologists” or the “College” shall be the "**College of Anaesthesiologists of East, Central and Southern Africa**" incorporating National Societies of Anaesthesiologists and be also known by the acronym "**CANECSA**"
- 1.2. The Emblem of the College shall be that of ECSA HC with The TRIAD of anaesthesia represented by a triangle in the middle under which the word *vigilia* is printed. The Globe with the map of Africa with ECSA Countries represented by STARS and the serpent-entwined Rod of Aesculapius on the right

ARTICLE 2.0. VISION

To be the reference Anaesthesiology body in the region of East, Central and Southern Africa and beyond

ARTICLE 3.0 MISSION

The mission of CANECSA is to promote excellence and enhanced patient safety in Anaesthesia and Critical Care through education, training and research.

ARTICLE 4.0. AFFILIATIONS

- 4.1 The College encourages the establishment of National Anaesthesiology Associations and Societies in the constituent member countries and these bodies shall be affiliate corporate bodies of the College of Anaesthesiologists
- 4.2 The College of Anaesthesiologists shall be a constituent College of the East Central and Southern Africa College of Health Sciences (under ECSA HC) and be affiliated to any other Colleges or Associations, within and without the region of East, Central and Southern Africa, as the Council of the College deems fit

ARTICLE 5.0 OBJECTIVES

The objectives for which the College of Anaesthesiologists (CANECSA) is established are:

- 5.1 To promote, organize and conduct postgraduate education and training in anaesthesia and related specialties /disciplines and to promote the highest level of skills, attitudes and efficiency in their practice.
- 5.2 To promote and encourage research in anaesthesia and related topics and audit of clinical practice.
- 5.3 To promote integrity among Anaesthesiologists and cultivate and maintain the highest ethical standards and professional conduct.
- 5.4 To arrange and conduct examinations of candidates for admission to the College of Anaesthesiologists and/or such other examinations in the various branches of anaesthesia care and sciences as may from time to time be deemed appropriate.
- 5.5 To promote friendship and exchange of ideas amongst anesthesiologists and other anaesthesia care providers of East, Central and Southern Africa.
- 5.6 To promote cooperation with and help establish professional bodies with similar aims and objectives.
- 5.7 To promote the development of the existing specialties into faculties and assist in the development of other anaesthesia subspecialties within the field of anaesthesia.
- 5.8 To award Fellowship or equivalent recognition to medical practitioners having special knowledge in one or other branches of Anaesthesia
- 5.9 To bring together Fellows, and Associate Members of the College of Anaesthesiologists periodically to advance the science and practice of Anaesthesia
- 5.10 To promote cooperation and work with bodies of similar aims and objectives

ARTICLE 6.0 COMPOSITION OF MEMBERSHIP

The composition of CANECSA shall reflect fully the specialties and sub-specialties within the broad professional area of anaesthesia and any other specialties that may be approved by the College from time to time.

ARTICLE 7.0. CONSTITUENT MEMBERS

All Countries in East, Central and Southern Africa are eligible for constituent membership.

7.1 A country can become a constituent member only when the Fellows and Members of the College resident in that country show adequate interest in the activities of the College and request constituent country membership status.

7.2 Any country in the region may have resident Fellows and Members of the College. Such Fellows and Members shall appear under the umbrella of one of the constituent member countries through which they pay their dues to the College

7.3 Council at its discretion may then recommend to the Annual General Meeting constituent member status for that country.

7.4 Once accepted the country shall pay a country membership entry fee as determined by Council.

ARTICLE 8.0. MEMBERSHIP

For the purpose of joining, registration and in general, unless and until otherwise lawfully determined, the number of Fellows and Members and Associate Members of the College of Anaesthesiologists shall be unlimited

8.1 Fellows

The College of Anaesthesiologists shall comprise the following classes of Fellows:

8.1.1 Foundation Fellows:

These shall be persons who were admitted as Fellows of the College of Anaesthesiologists on its inauguration and who possess qualifications entitling them to be registered in their field of practice of anaesthesia, as per Article 4 above.

8.1.2. Ordinary Fellows:

They shall be Medical Practitioners who have satisfactorily completed their Higher Anaesthesia Training and have passed the prescribed examinations in anesthesia and related specialties of CANECSA, or have

been awarded a Fellowship by election, having satisfied the Council of the College that they possess qualifications entitling them to be Fellows of the College.

8.1.3 Honorary Fellows:

They shall be professionals of high distinction in the Medical and Surgical Professions and such other eminent persons, whether or not members of the Medical and Dental profession, as the Council of CANECSA may, in its absolute discretion, decide to honor.

8.1.4 Overseas Fellows

They shall be anaesthesia specialists practicing outside the constituent member countries of the College of Anaesthesiologists.

1. Anaesthesia specialists working on contracts in the constituent member countries of the College shall be eligible to local Fellowship if they meet the election criteria and shall apply for fellowship through the respective country representative.
2. On completion of their local contracts shall revert to Overseas Fellow status if they wish to maintain their Fellowship of the College.

8.2. Members:

The College of Anaesthesiologists shall comprise the following categories of Members:

8.2.1 Members:

Medical practitioners engaged in the practice of anaesthesia or its ancillaries, or retired therefrom and who have obtained a postgraduate degree of one of the recognized Universities of East, Central and Southern Africa or the College Membership Examination (MCS-ECSA) or a higher qualification in anaesthesia or its ancillaries which is acceptable to the Council shall be eligible for membership.

8.2.2. Associate Members:

Medical practitioners who shall either have commenced their post-graduate training in anaesthesia, or allied professions who have made such a contribution to the practice of anaesthesia as the Council of the College deems acceptable shall be eligible. Candidates for admission as Associate Members shall be proposed and seconded by Fellows in writing on the prescribed forms and accompanied by supporting letters from the proposer and seconder. Election of Associate Members shall be carried out by the Council of the College.

8.2.3 Promotion from Associate Membership to Membership:

On completion of their anaesthesia training and acquiring their Postgraduate Anaesthesia Qualification, Associate Members, upon application, may be promoted to Membership, if the Council deems fit, after one year of practice as a qualified anesthesiologist.

ARTICLE 9.0 ELECTION OF FELLOWS AND MEMBERS

- 9.1 All elections to membership of the College shall be by the Council of the College.
- 9.2 An individual seeking election to Fellowship of the College shall be proposed and seconded by two fully paid up Fellows in good standing with the College.
- 9.3 All criteria categorically stipulated in the by-laws for eligibility of membership or fellowship must be fulfilled.

ARTICLE 10.0 REGISTER OF FELLOWS AND MEMBERS

- 10.1 A register shall be kept of names and addresses of all Fellows and Members of the College and their email and telephone numbers.
- 10.2 Subject to the Articles and By-laws of the College, the Council shall have the power to remove the name of any individual from the register, provided that no name shall be removed there from, except pursuant to a resolution passed by a majority of at least two thirds of the whole number of Members of the Council and that at least twenty eight days' notice of the meeting and this purpose be sent to the Fellow whose name it is proposed to remove.

ARTICLE 11.0 STATUS, RIGHTS, DUTIES AND OBLIGATIONS APPLICABLE TO ALL FELLOWS AND MEMBERS

- 11.1. Persons qualified in accordance with the Articles, By-laws or Regulations of this constitution may, if the Council deem fit, be admitted as Fellows or Members of the College after paying such registration fees and signing such declaration as may be prescribed from time to time.
- 11.2. With the exception of Honorary Fellows, all Fellows and Members shall pay such annual subscriptions as shall be prescribed by Council from time to time.

- 11.3. Fellows who attain the age of 65 years and retire from practice may apply to Council for a waiver of the annual subscription.
- 11.4. All Fellows shall enjoy full rights, benefits and other privileges, as may from time to time be declared by the Council and shall be subject, *mutatis mutandis*, to the obligations and burdens howsoever from time to time declared by the Council. Overseas Fellows are however not eligible to hold office of the College.
- 11.5. All Members and their subcategories shall enjoy full rights, benefits and other privileges, as may from time to time be declared by the Council and shall be subject, *mutatis mutandis*, to the obligations and burdens howsoever from time to time declared by the Council. They shall however not be eligible to vote and to be voted for at any meeting of the College.

ARTICLE 12.0 PRIVILEGES DEPENDENT ON PAYMENT OF REGISTRATION FEES AND SUBSCRIPTIONS

- 12.1. No Fellow or Member shall enjoy any of the privileges of fellowship unless they have paid their registration fees and until they have paid their annual subscriptions and arrears thereof (if any) and have fulfilled such other requirements as may be laid down or provided for in these clauses.
- 12.2. Fellows shall consequently not be capable of exercising their respective voting rights unless they have paid all annual subscriptions due from them. Fellows or Members who attain the age of 65 years and/or retire from active anaesthesia practice, may apply to Council for waiver of annual subscription **fee, and notified of the decision.**
- 12.3. No Fellow or Member shall enjoy any of the privileges of fellowship unless they have paid their registration fees and annual subscriptions including arrears and fulfilled such other requirements as stipulated in the constitution.

ARTICLE 13.0 LIST OF DEFAULTERS

- 13.1. The Council shall from time to time cause a list to be published of persons who are in default under Articles 11.0 and 12.0 and who are thus not entitled to exercise their rights and privileges therein referred.
- 13.2. Any Member or Fellow who has failed to pay his dues for a period of two consecutive years shall be subject to review of his membership by the Council. If the said Council determines that such member should be dropped from

membership, then he shall be given a written notice that he will be dropped from membership unless his account is paid in full within six (6) months of the mailing of the said notice which shall be sent by electronic mail or through the respective country representative.

- 13.3. A Fellow or member failing to pay in full his dues within the given six-month (6) period shall be automatically dropped from membership.
- 13.4. The Council shall be empowered in its discretion upon payment of all outstanding amounts due to the College, to reinstate a Fellow or member as the case may be, any person who has ceased to be one by reason of the provision of this rule

14.1 CESSATION/TERMINATION OF FELLOWSHIP OR MEMBERSHIP:

- 14.1 A Fellowship or Membership as classified in Article 8 shall cease to be under the following circumstances:
 - I. if by notice in writing to the College of Anaesthesiologists one resigns:
 - II. if one's name is erased from the register of the Medical Council of the relevant country;
 - III. if by resolution of the Council, passed by a majority of at least two thirds of the Fellows of the Council present, being not less than one fourth of the whole number of Fellows of the Council, one's Fellowship or Membership be terminated. This, provided that all the Articles and By-laws of the College of Anaesthesiologists regarding removal from the College of Anaesthesiologists Register are fully complied with.
- 14.2 The person concerned will have the right to defend himself at the Council meeting before a final decision is made by the Council. The fellow will need to submit, in writing, their decision to represent their case to the Council 28 days prior to the Council Meeting, and secondarily, receive written confirmation of the submission of that request from the Council.
- 14.3 Any person who has ceased to be a Fellow or Member, as the case may be in terms of this Article, shall no longer be designated as such and shall cease both directly and indirectly, expressed or implied, to hold himself or herself as being a Foundation Fellow, Fellow, Honorary Fellow or Member, as the case may be, and in case of his disregard of this provision, the College of Anesthesiologists shall be entitled to apply to any court of law of competent jurisdiction for an appropriate interdict or injunction against that person with costs of the proceedings.

- 14.4 Subject to the Articles and By-laws of the College of Anaesthesiologists, the Council shall have the power to remove the name of any individual from the register, provided that no name shall be removed there from, except pursuant to a resolution passed by a majority of at least two thirds of the whole number of Members of the Council and that at least twenty eight days' notice of the meeting and this purpose be sent to the Fellow whose name it is proposed to remove.

ARTICLE 15.0 COUNCIL OF THE COLLEGE OF ANAESTHESIOLOGISTS

There shall be a Council composed of Fellows of the College

- 15.1 The Council shall consist of the President, Vice President (President elect), the Secretary General, Assistant Secretary General, Treasurer, three chairpersons of the college standing committees, Registrar, two country representatives from each constituent country, overseas fellows' representative, the Editor, and immediate past president. The immediate past president shall however sit in council for one year preceding his term and shall not hold any office of the council.
- 15.2 The affairs of the College of Anaesthesiologists shall be managed by a Council functioning through the Executive committee, Finance and General-Purpose Committee, the Examination and Credentials Committee and the Education and Scientific Committee.

ARTICLE 16.0 POWERS OF THE COUNCIL

The Council shall:

- 16.1 Be responsible for the overall supervision and organization of the affairs of the College of Anaesthesiologists and shall be responsible for setting up committees and other appropriate bodies for consideration of the objectives of the College.
- 16.2 Conduct, participate in and appoint representatives or delegates to attend meetings, symposia and conferences of other bodies on surgical or related disciplines.
- 16.3 Appoint and remove, or suspend, salaried staff and to determine their duties and powers and fix their terms of service pursuant to the prevailing labor laws and regulations.
- 16.4 Set up and maintain a Central US\$ Bank account in the name of the College, and authorize the Country Representatives of the constituent countries to open and maintain local currency accounts in the name of the College for use in the running of the activities of the College in each country.

- 16.5 Appoint Auditors who shall audit the accounts of the College and present the Auditors' report and statement of Accounts thereof before the Annual General Meeting for consideration.
- 16.6 Acquire property for the College on such terms and conditions as the Council may think fit and to let, hypothecate or mortgage the same as may be deemed expedient in the interests of the College.
- 16.7 Raise funds for and on behalf of the College.
- 16.8 Accept any donations, endowment or bequest made to the College or for the purpose of any specific object and carry out trusts attached to such donation, endowment or bequest.
- 16.9 With the sanction of the Annual General Meeting, raise any loan or loans for the purpose of the College in any manner, upon any security including the pledge, mortgage or hypothecation of the Property of the College and on terms authorized by such a meeting and to issue any debentures or debenture stock or other security to secure the same
- 16.10 Determine registration fees, Annual subscriptions and other fees and charges payable by the various classes of Fellows and Members of the College from time to time.
- 16.11 Print and publish any of the periodicals, circulars, journals, calendars as the Council may from time to time determine and copies thereof may be sold and distributed at such prices and on such terms as may from time to time be determined by the Council.
- 16.12 Subject to the provisions of the By-laws, the Council shall have power to appoint Examinations and Credentials Committee, Examining Panels, and other Committees deemed necessary, and to define the duties of such Committees and Examining Panels.
- 16.13 Authorize payment of out of pocket expenses to members of Council and Committees and to Examiners and salaried staff when travelling on business for the College.
- 16.14 Make regulations for the management of the College or any other organ of its functions, provided that no regulation made shall conflict with these Articles or the By-laws and so no regulations shall be made under this power which would amount to such addition to or alteration of the Articles as could only be made legally by special resolution
- 16.15 Recommend to the Annual General Meeting alterations or amendments of the Articles, By-laws and/or regulations for regulating any matter pertaining to the admission to the College of Anaesthesiologists of any member or the election of any person to the Fellowship, Membership or other status of the College.

ARTICLE 17.0 MEETINGS OF COUNCIL

- 17.1 Meetings of Council shall be held at least twice a year at times and

places to be determined by council. Whenever possible meetings shall be held in rotation in constituent countries

17.2 One Council meeting shall be held before the AGM and Examinations; there shall be a ceremonial meeting at the end of the Annual Scientific Meeting to admit the new Members and Fellows.

17.3 The Secretary General shall convene an extraordinary meeting of the Council whenever requested to do so, in writing, by the President or by a petition signed by not less than one third of the Council Members. A thirty-day notice shall be required. At any such extraordinary meeting, no business shall be transacted other than that for which the meeting was called unless with the unanimous consent of the Fellows present.

17.4 CHAIRMAN OF COUNCIL MEETINGS

The President, or in his absence the Vice President, shall chair the meetings of the Council of the College. In the absence of both, the Fellows present shall elect a chairman from amongst themselves.

17.5 QUORUM OF COUNCIL MEETINGS

One third of the members of the Council shall form a quorum and a decision of the majority of the Members present shall prevail. In the case of an equality of votes the chairman of the meeting shall have a second or casting vote.

17.6 MINUTES OF COUNCIL MEETINGS

The minutes of the Council shall be a record of -

- a) All appointments of Officers
- b) The names of Members of the Council present at such meeting of the Council and of any Committee of the Council
- c) All orders or directives given by the Council and Committees of the Council and
- d) All resolutions and proceedings of General Meetings of the College of Anaesthesiologists and of Meetings of the Council and Committees of the Council.
- e) Any such minutes of any meeting of the Council or any Committee aforesaid of the College of Anaesthesiologists, signed by the Chairman of such meeting or by the Chairman of the next succeeding meeting shall be receivable as prima facie, evidence of the matters stated in such minutes.

ARTICLE 18.0 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

There shall be an Executive Committee of the College

- 18.1 The Executive Committee shall consist of the President, Vice President, the Secretary General, Treasurer, the Chairman of each of the three standing Committees, the Registrar and co-opted Fellows as may be appointed by the elected Council Members.
- 18.2 The Executive Committee shall hold meetings before all scheduled Council meetings and whenever the need arises; however, in between meetings members of the Executive Committee shall keep in regular contact.
- 18.3 The Executive Committee as constituted in article 17.1 of this Constitution shall report and is accountable to the Council
- 18.4 Shall act on behalf of Council between meetings and when addressing urgent situations
- 18.5 Make recommendations to Council on major commitments and advise the Council on decisions and College matters.
- 18.6 Shall supervise the College Director/Manager/Coordinator as appointed in Article 21.0
- 18.7 Shall oversee, support and provide leadership to the other ad-hoc Committees, ensuring that objectives of the College are realized
- 18.8 Shall determine the agenda and give direction for the Council meetings and the Annual General Meetings

ARTICLE 19.0 DUTIES AND OBLIGATIONS OF COUNTRY REPRESENTATIVES

Each constituent member country shall be represented in Council by a Fellow/Fellows duly elected by Fellows of the respective country and endorsed at the AGM. Overseas Fellows shall elect a Fellows to represent them in Council.

- 19.1 They shall be members of the Council and responsible to the entire Council and college membership
- 19.2 Shall represent their countries on Council and carry out the duties that Council has assigned to them within Council, at their country level, and in liaison with the local country Anaesthesia association/society carry out duties on behalf of the College.

- 19.3. Shall carryout all responsibilities as stipulated in the Corporate Governance document of the College and as determined by Council from time to time
- 19.4. Shall represent the College in their respective countries.
- 19.5. Shall bear the overall responsibility for the College affairs.

ARTICLE 20.0 POWERS AND DUTIES OF THE REGISTRAR OF THE COLLEGE OF ANAESTHESIOLOGISTS

The Council shall appoint a Registrar of the College who shall be a prominent Fellow of the College. He shall hold office for a two-year term and eligible to re-appointment, as the Council may deem necessary. The Registrar as appointed in Article 18.0 shall be responsible for the supervision and management of all academic functions of the College.

- 20.1 Shall be responsible for all academic records such as admission forms, transcripts and degree applications of current and former trainees and ensure their integrity, accuracy, and security.
- 20.2 Shall oversee the inflow of applications, supervise the process of qualification verification for programme entry and facilitate trainee enrollment to the College.
- 20.3 Shall build a secure trainee database and set policy and procedure for their responsible use.
- 20.4 Shall maintain up-to-date course/training schedules, catalogs, and examination schedules.
- 20.5 Shall be responsible for the production of official transcripts and certificates and compile academic reports
- 20.6 Shall advise the Council on academic matters.
- 20.7 Interprets and enforces policies and regulations of the College.
- 20.8 Shall chair the Appeal Committee for trainees and in addition may be required to resolve disputes concerning trainee records.
- 20.9 Shall be responsible for the verification of information about each prospective trainee's former college, or University and evaluate this information against the College's requirements to determine whether the college will accept the prospective trainee.
- 20.10 Shall design changes in college policy, such as new registration requirements as may deem necessary.
- 20.11 Shall maintain the Register of College membership
- 20.12 Assist the Chair Finance and General Purpose Committee (FGPC) in organizing the graduation ceremonies.

- 20.13 Shall be responsible for planning and overseeing the academic budget.
- 20.14 Shall be a member of other Committees as deemed fit.

ARTICLE 21.0 THE PROGRAM DIRECTOR/MANAGER/COORDINATOR

There shall be a Program Director/Manger/Coordinator appointed by the Council of the College. The Program Direct shall be answerable to Council through the President.

ARTICLE 22.0 POWERS AND DUTIES OF THE PROGRAM DIRECTOR/MANAGER/COORDINATOR

- 22.1. The Program Director/Manager/Coordinator main responsibility shall be provision of leadership, general supervision, management and control of the operations of the College on a day-to-day basis in accordance with the plans and policies approved by the Council.
- 22.2. Shall report exclusively to CANECSA Council.
- 22.3. Shall develop strategic plans, annual budget and annual operational plans
- 22.4. Organizes fundraising and marketing to ensure that CANECSA is self-sustaining.
- 22.5. Runs CANECSA in a business-like manner,
- 22.6. Appoints, delegates to, and motivates senior secretariat staff and is responsible for operational management and handling of the secretariat
- 22.7. Develops and nurtures links with Ministries of Health of member countries
- 22.8. Ensures that CANECSA functions happen, namely:
 - 1. Annual operational plan is fulfilled
 - 2. Transparent budgetary management
 - 3. Courses
 - 4. Examinations
 - 5. Council meetings take place
- 22.9. Has authority to represent CANECSA on any public statements on its behalf
- 22.10. Advises and acts as secretary to Council.
- 22.11. Operates and manages the College budget

ARTICLE 23.0 STANDING COMMITTEES OF THE COUNCIL

23.1 EXAMINATION AND CREDENTIALING COMMITTEE

- a. The Examination and Credentialing Committee shall consist of a Chairman, at least three members of the Council and a number of co-opted Fellows as may be deemed fit by the Council of the College.
- b. The Committee shall meet regularly to organize examinations and to examine the credentials of all candidates and to deal with other academic matters such as reciprocal arrangements, recognition of hospitals, panel of examiners and other matters as directed by the Council

23.2 FINANCE AND GENERAL-PURPOSE COMMITTEE

- a) The Finance and General-Purpose Committee shall consist of a Chairman, the College Treasurer, the Registrar and up to three members of the Council and a number of co-opted Fellows as may be deemed fit by the Council of the College.
- b) The Committee shall meet before each Council meeting to deal with matters financial, human resource issues and raise funds for the College of Anaesthesiologists
- c) Council may direct the Committee to meet at other times

23.3 EDUCATION, SCIENTIFIC AND RESEARCH COMMITTEE

- a) The Education and Scientific Committee shall consist of a Chairman and at least three members of the Council and a number of co-opted Fellows as may be deemed fit by the Council of the College.
- b) The Committee shall meet at least once a year to deal with education issues in its broadest sense.

ARTICLE 24.0 OFFICERS OF THE COLLEGE

24.1. Officers of the College of Anaesthesiologists shall be:

- (i) President
- (ii) Secretary General
- (iii) Treasurer

- (iv) Registrar
- (v) The College Director/Manager/Coordinator
- (vi) Chairmen of the three Standing Committees
- (vii) The Editor of the Journal
- (viii) Registrar
- (ix) Historian

24.2. Election of Officers

- (i) The President and Vice President shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows of at least 7 year standing and who must have served as Members of the Council
- (ii) The Secretary General, the Treasurer, and the Assistant Secretary General shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows of at least 5 year standing and who must have served as Council Members
- (iii) The Chairman of each of the three Standing Committees shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows of at least 5 year standing and must have served as Council Members.
- (iv) Registrar should be an ex-Officio member appointed by the Council.

24.3. Tenure of Office

The following terms of office shall apply:

- (i) The President shall hold office for a term of two years and shall not be eligible for re-election following the expiry of the term of office
- (ii) The Vice President shall hold office for a term of two years at the end of which shall be the President Elect.
- (iii) The Other Officers shall hold office for a term of two years and shall be eligible for re-election for two further terms, provided that no Fellow shall serve more than 6 consecutive years in the same office.

24.4 Vacancies, Sub-Committees and Co-Options

The Council shall have the power to fill vacancies in its body as and when they occur and may appoint such Sub-committees with such powers as it may deem appropriate. Council and Sub-committees shall have the power to co-opt.

ARTICLE 25. POWERS AND DUTIES OF THE COLLEGE OF ANAESTHESIOLOGISTS

The College of Anaesthesiologists through its Council shall, without prejudice to Article 3, have the following powers and duties:

- a) To determine the criteria for the admission of Fellows and Members to the College and design and/or approve a structure that will enable CANECSA to perform its functions
- b) To determine standards, and training programmes and courses, for Postgraduate medical education in the constituent countries of the College.
- c) To establish boards or panels of examiners for the conduct of appropriate postgraduate examinations and to recommend to the Council on the basis of the results of such examinations, the award of Fellowship or Membership of the College of CANECSA, fees and allowances payable to examiners and other persons involved in the conduct of examinations.
- d) To carry out inspections of Institutions providing postgraduate education in Anaesthesiology and its allied disciplines, indicated in Article 4, in order to assess eligibility of candidates of such Institutions for the award of Fellowship or Membership of CANECSA.
- e) To harmonize, where necessary, the standards, training programmes and syllabi for professional postgraduate medical education of CANECSA and other bodies duly recognised by the College
- f) To collaborate with medical licensing and regulatory bodies and institutions of higher education
- g) To investigate and accredit programmes of professional postgraduate education in Anaesthesia and allied disciplines in various constituent countries and to determine the criteria for recognition of postgraduate Specialist qualification obtained elsewhere.
- h) To purchase, assign, mortgage, or, in other ways, dispose of such monies, assets, or real property, as may be deemed necessary for the conduct of the affairs of CANECSA.
- i) To admit Fellows and Members to CANECSA.
- j) To make By-laws, regulations, and standing orders for conduct of the affairs of the College of Anaesthesiologists, including election to the Council.
- k) To perform all such other duties as may be deemed necessary in furtherance of the mission and objectives of CANECSA and to publish and/or assist in publishing books, journals, pamphlets and other educational materials.

ARTICLE 26.0 FINANCES OF THE COLLEGE

26.1. SOURCES OF REVENUE

The College's source of revenue shall be from but not confined to: -

- (i) Membership and subscription fee as shall be determined from time to time by the Council
- (ii) Donations, Grants, bequest and/or trusts
- (iii) Interest and profits from the College's property and capital
- (iv) Any other legal entitlement to the College
- (v) Any other source or means approved by the Council provided that such sources are not illegal.

26.2. EXPENDITURE

- (i) All money raised by or on behalf of the College shall be applied to cover the running costs and the achievement of the objectives of the College and for no other purpose.
- (ii) The FGPC (Finance General Purpose Committee) is responsible for the proper use of money raised through grants according to the guidelines issued by the funding body. The Treasurer should keep receipts for all money paid out in expenses to committee members for duties carried out on behalf of the College
 - I. All funds belonging to the College shall be deposited and disbursed through a bank account established for the College (based with ECSA HC where applicable). Any withdrawal / expenditure greater than \$5,000 must be approved by the signatories of the College as stipulated in Article 28.4 of this Constitution.
 - II. All monies and/or cheques shall be deposited with the aforesaid bank as soon as possible and only a limited amount of cash shall be kept as determined by the Council from time to time.
 - III. The Treasurer shall issue receipt(s) in the name of the College, whenever money due to the College is received.
 - IV. The Financial year of the College shall run from July 1st to June 30th

26.3 SIGNATORIES OF THE COLLEGE

- (i) The authority to expend and withdraw the College funds shall rest with the signatories
- (ii) Signatories of the College shall consist of:

- (a) Program Director/Manager/Coordinator (sitting in ECSA HC) Secretary General and Treasurer for the College
- (b) ECSA HC DF or any such person as will be designated by ECSA HC Directorate of Finance

(iii) Any two of the above signatories shall constitute a legal transaction

26.4 AUDITING

Save as otherwise provided for in this constitution: -

- (i) An auditor shall be appointed by the ECSA HC/Council and the accounts of the College shall be audited at least once a year
- (ii) The accounts comprising a detailed income and expenditure account by type of income/cost and a balance sheet shall be independently audited at least once per year.
- (iii) The signatories shall sign the audited accounts and balance sheets before being presented to the Council and Annual General Meeting.

ARTICLE 27. GENERAL MEETINGS AND CONFERENCES

- a) General Meetings and Conferences: A General Meeting and Conference of the Association shall be held once in each year in any of the Constituent Member Countries in rotation.
- b) The date and place shall have been decided upon at the Annual General Meeting two years in advance but may be subsequently altered by the Council at its discretion.

ARTICLE 28. AGENDA

The Agenda of the Annual General Meeting shall include:

- a) Confirmation of Minutes of the last AGM and matters arising.
- b) Communication from the President
- c) Presentation of the report of the Secretary General.
- d) Presentation of the report of the Treasurer and passing of the accounts of the year
- e) Election of Council every two years.
- f) Any matter of which not less than six weeks' notice has been given in writing to the Secretary General.

ARTICLE 29. RESOLUTIONS

- a) Any Member or Fellow desiring to bring forward an item of business to be considered at the Annual General Meeting of the College of Anaesthesiologists, must give notice of such item to the Secretary General at least six weeks before the date of the meeting at which such an item is to be considered, and the nature of such business shall be circulated with the agenda.
- b) If the item of business is adopted and passed by the meeting, it shall be referred to the College Council for any necessary action, and the Council shall, if necessary, report to the next Annual General Meeting or to an extraordinary General Meeting, if the General Meeting, at which such an item has been considered, so requires.

ARTICLE 30. SPECIAL GENERAL MEETINGS

- a) A Special General Meeting may be called at any time by the Council or on the written request of at least one quarter of the subscribed Fellows from each of at least three constituent Countries.
- b) The purpose for which the meeting is called shall be stated in the notice convening the meeting and such notice shall be circulated at least one month before the date for which it is called.
- c) At a Special General Meeting, no subjects other than those of which the prescribed notice has been given shall be discussed.

ARTICLE 31. QUORUM:

At any General Meeting, 40 Fellows shall form a quorum. A minimum of five (5) countries must be represented amongst the minimum of 40 Fellows, not more than 20 from one individual country, for an official quorum to be established. Every Fellow present shall be entitled to one vote upon every motion and in case of equality of votes the President shall have a second or casting vote. No Fellows shall be permitted to vote by proxy.

ARTICLE 32. MINUTES

Minutes shall be distributed to the Fellows, Members and Associate Members through the country representatives within three months after the holding of a General Meeting.

ARTICLE 33.0 DISCIPLINARY ACTION

- 33.1 If at any time it shall be brought to the notice of the Council that any Fellow or Member of the College has obtained admission into the College by false statement, fraud or imposition or whose conduct, being subject of enquiry, is proven, upon a written complaint, to the satisfaction of the Council, on the

recommendation of an investigating committee, to be detrimental to the interests of the College, the Council shall decide whether to expel, suspend, call for the resignation of, or otherwise discipline the individual concerned as it may deem fit.

- 33.2 The following shall be considered to be conduct or conclusive evidence of conduct detrimental to the interests of, and inconsistent with the mission and objectives of the College of Anaesthesiologists:
- (i) Suspension or termination of the right to practice medicine in one's own country or any other country, by reason of violation of any law, statute or governmental regulations controlling the practice of medicine in such state, province and/or country therein force,
 - (ii) Failure on the part of the individual to pay his/her Fellowship or Membership dues and/or assessments, for a continuous period of three years or more and, has, upon notice, failed to meet his/her obligations to the College and failed to give a reasonable and acceptable explanation thereof.
 - (iii) A Fellow or Member of the College of Anaesthesiologists who has been de-registered on the above grounds shall be eligible for readmission upon application, and review of the grounds for application, for re-registration by the College.

ARTICLE 34 APPOINTMENTS AND FUNCTIONS OF TRUSTEES OF CANECSA

- 34.1 A trustee shall be appointed for each of the constituent countries at the Annual General Meeting of the College on the recommendation of the Constituent Country.
- 34.2 The Trustees of the College, herein referred to as "The Registered Trustees of the College of Anaesthesiologists of East, Central and Southern Africa", shall hold office for life, but a Trustee shall cease to hold office if he/she:
- a) resigns his/her office as Trustee or
 - b) ceases to be a member of the Registered Trustees of the College of Anaesthesiologists of East Central and Southern Africa or
 - c) becomes insane or
 - d) officially declared bankrupt or
 - e) is convicted by a court of criminal offence involving dishonesty or
 - f) is removed from the register of his national Medical Council or

- g) is recommended for removal from office by the Council and Trustees of the College and by the majority of Fellows attending an Annual General Meeting of CANECSA or
 - h) Ceases to live in East, Central or Southern Africa or any constituent country of the College.
- 34.3 Upon a vacancy occurring in the number of Trustees, a new member shall be appointed at an Annual General Meeting of CANECSA.
- 34.4 The Trustees shall have a common seal similar to the seal of CANECSA. The seal shall be kept in custody by the Secretary General, who shall make it available when required for use by the Trustees.
- a) All documents to be executed by the Trustees shall be signed by each of the Trustees and sealed with the common seal.
 - b) The Trustees shall apply under the appropriate laws of the constituent countries for the incorporation of CANECSA.
 - c) The Trustees shall have the power to accept, hold in trust all lands belonging to CANECSA and to acquire land on behalf of CANECSA, subject to such conditions as may be imposed by the laws of each constituent country.

ARTICLE 35 PUBLICATIONS

The East, Central and Southern African Journal of Anaesthesiology (future) will be the official scientific journal of CANECSA.

ARTICLE 36 INFORMATION TECHNOLOGY & RESOURCE CENTRE

- a) CANECSA may establish information technology and resource centres in all constituent countries.
- b) A Steering Committee for these centres shall be appointed from amongst Members and Fellows of each constituent country
- c) The Steering Committees shall recommend to the Finance and General Purposes Committee the provision and purchase of relevant resource materials including Computer Hard and Soft ware, access to the Internet, CD-ROMs, DVD's and similar media, books, journals or any other useful publications.
- d) Members and Fellows of CANECSA shall be privileged to utilise the resources provided in these centres.

- e) The Steering Committees shall appoint Coordinators from among Members and Fellows of CANECSA who shall have charge of the Resource Centres under the direction of the Steering Committees. The Coordinator shall be required to maintain the effective and up-to-date function of the Resource Centres of each constituent country and shall suggest to the Steering Committee the equipment and materials to be purchased, and other such requirements as may be necessary for the usefulness and proper maintenance of the Resource Centre. He, or she, shall enter or cause to be entered in the Centre records, all equipment and resource materials purchased by or presented to CANECSA.
- f) Archives and Museums shall be established in each constituent country whenever possible.

ARTICLE 37 AMENDMENT OF THE CONSTITUTION

- a) The provisions of this Constitution shall not be changed, amended or removed except by a Resolution duly passed at an Annual General Meeting by two thirds of the Fellows present and voting. Notice of motions of change, amendment, or deletion shall be submitted at an Annual General Meeting for consideration at the next Annual General Meeting.
- b) Such notice shall include the relevant part of the Constitution for which the amendment is required.

ARTICLE 38.0 DECLARATION

All Fellows & Members, duly admitted shall, before their names are scrolled on the College of Anaesthesiologists register, make the following declaration and sign such declaration.

“I..... do solemnly and sincerely declare and affirm that I will at all time do all within my power to promote the objectives, reputation, honour and dignity of the College of Anaesthesiologists and its Fellows, that I will observe the provisions of the laws, regulations and code of ethics of the College of Anaesthesiologists as in force from time to time, that I obey every lawful summons issued by order of the Council of the College of Anaesthesiologists of East Central and Southern Africa, having no reasonable excuse to the contrary, and I make this solemn declaration honestly promising to adhere to its terms”

Dated at.....this.....day in the Month..... Year.....

Witness (must be a Fellow)

Signature:

ARTICLE 39.0 WITHDRAWAL OF CONSTITUENT COUNTRY MEMBERSHIP:

In the unlikely event that a Constituent member Country deems it necessary to withdraw its membership from CANECSA the following procedure shall be followed:

- 39.1 A formal written request for such motion shall be submitted to the Secretary General at least 6 (six) months before the next AGM
- 39.2. The written request shall bear the signatures of at least 50% of the country's Registered CANECSA Fellows consenting on the motion to withdraw
- 39.3. Council shall receive and deliberate on the motion in at least 2 (two) Council meetings before seeking endorsement from the AGM
- 39.4. The motion shall be tabled for endorsement at the AGM if 60% of the members of Council approve in a vote
- 39.5. Withdrawal shall be granted only if 60% of eligible fellows present at the AGM endorse the motion.
- 39.6. CANECSA assets located at the withdrawing country shall be disposed of and compensated for in a manner agreed upon through legal channels.

ARTICLE 40.0 DISSOLUTION OF THE COLLEGE

- 40.1. The College may only be dissolved by a Resolution of the General Meeting of the College provided that such resolution is passed by not less than three quarters of the fellows present at the General Meeting in a vote by ballot.
- 40.2. A written notification of the intention to dissolve the College shall be sent to all fellows in good standing at least six months prior to the General Meeting specifying the proposal of the dissolution.
- 40.3. In the event of dissolution, an appointed legal Counsel shall dispose the assets of the College remaining after discharging of all liabilities in such a manner as the General Meeting may by ordinary resolution determine.

However, in the generality of this article the assets of the College shall be given or transferred to some other organization or organizations engaged in activities similar to those for which the College was established. The Executive Committee in office at

the time of the dissolution shall be responsible for selecting the beneficiary organization or organizations.

ARTICLE 41.0 AMENDMENT OF THE CONSTITUTION

The provisions of this Constitution shall not be changed, amended or removed except by a Resolution duly passed at an Annual General Meeting by two thirds of the Fellows present and voting.

Notice of motions of change, amendment, or deletion shall be submitted at an Annual General Meeting for consideration at the next Annual General Meeting. Such notice shall include the relevant part of the Constitution for which the amendment is required.

ANY MATTERS NOT PROVIDED FOR IN THESE ARTICLES SHALL BE DEALT WITH BY THE COUNCIL OF THE COLLEGE OF ANAESTHESIOLOGISTS AT ITS DISCRETION

CHAPTER TWO

STANDING ORDERS

1 NOTICE OF MEETINGS

The Secretary General shall issue a notice of every meeting, within a reasonable time and, in any case, not less than three months from the date of the meeting in the case of a General Meeting of the College and it shall be the responsibility of the Secretary General, when sending the notice of the meeting, to give adequate notes and to attach all relevant documents on the matters to be discussed.

2 ABSENCE OF THE SECRETARY GENERAL

If the Secretary General shall be absent at any meeting of the College, the Assistant Secretary General shall act as secretary at such a meeting and, in case the two are absent at the same meeting, the Chairman of the meeting shall request any Fellow present to act as secretary.

3 ADMISSION TO MEETINGS

Members and Fellows of the College, or staff, in attendance on official business, shall be allowed to attend any meeting of the College. The Council of the College may invite special guests to attend meetings.

4 BUSINESS PROPOSED BY FELLOWS OR MEMBERS

Any Member or Fellow desiring to bring forward an item of business to be considered at the Annual General Meeting of the College, must give notice of such item to the Secretary General at least six weeks before the date of the meeting at which such an item is to be considered, and the nature of such business shall be circulated with the agenda. If the item of business is adopted and passed by the meeting, it shall be referred to the College Council for any necessary action, and the Council shall, if necessary, report to the next Annual General Meeting or to an extraordinary General Meeting, if the General Meeting, at which such an item has been considered, so requires.

5 ABSENCE OF A QUORUM

If no quorum is formed within two hours after the time appointed for a meeting, the meeting, shall be adjourned on a majority vote of the Fellows present. The quorum at the Annual General Meeting shall be FORTY fellows.

6 ATTENDANCE REGISTER

The Secretary General shall keep an attendance register, which shall be signed by the Fellows and Members attending the meeting.

7 ORDER OF BUSINESS

Unless decided otherwise, the order of business at any meeting shall be as follows:

- i. Election, when necessary, of a Fellow present, to act as Chairman for the purpose of the meeting.
- ii. Apologies for absence
- iii. Adoption of the agenda
- iv. Communication from the Chair.
- v. Confirmation and signing of the minutes of the last meeting.
- vi. Matters arising out of the minutes of the last meeting.
- vii. Business announced with the notice of the meeting in the order shown in the notice, unless that order is changed with the agreement of the majority of members attending.

8 ORDER OF ADDRESS

The Chairman shall conduct the meetings as he deems fit.

At an extraordinary General Meeting as per **Article 29.2** held on request of Fellows, the Chairman shall call upon those who signed the requisition, to state the business for which the meeting was called before a proposal from any Fellow is received.

Every Fellow, in speaking, shall respectfully address himself/herself to the Chairman and no one shall interrupt another in speaking without the Chairman's consent.

9. Election of Officers

- i. Notification of Vacancies
Not later than on the first day of September of each year during which there is to be an election, a notice shall be given of the forthcoming election, inviting nominations for the vacancies consistent with the provisions of the Articles of CANECSA
- ii. Every vacancy in the number of elected members of the Council shall be filled in the following manner:
 - a. Every candidate for membership of the Council shall be a Foundation Fellow or Fellow and shall be nominated in

writing by at least two Foundation Fellows or Fellows. A candidate shall not accept nomination for more than one post at the same time.

- b. The immediate past president shall be an ex-officio member of the Council for one year. He will not have voting rights.
- c. The President and Vice President (President-Elect) shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows of at least 7 years' standing and who must have served as Members of the Council
- d. The Position of the President shall be filled on a rotational basis from among Fellows of the college from Constituent Societies/Associations in Countries of the ECSA Region in keeping with the order in which they joined the College
- e. The Secretary General, the Treasurer, and the Assistant Secretary General shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows of at least 5 years' standing and who must have served as Council Members
- f. c. The Chairman of each of the three Standing Committees shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows of at least 5 years' standing and who must have served as Council Members.
- g. d. The Registrar shall be an ex-Officio member appointed by the Council.
- h. Every nomination paper, duly signed by the Proposer, Seconder and Candidate, shall be lodged with the Secretary General of CANECSA before the Annual General Meeting.
- i. Voting papers shall be issued to all paid up Fellows attending the Annual General Meeting.
- j. Foundation Fellows and Fellows eligible to vote, and desiring to do so, shall mark upon the voting paper received by them against the name of each candidate for whom they intend to vote.
- k. Voting papers filled in by the electorate shall be returned to two Returning Officers who shall be Fellows and elected by the Fellows.
- l. Any voting paper, adjudged by the Two Returning Officers to be improperly or incorrectly filled in shall be declared invalid.

- m. The votes shall be counted by the two Returning Officers who shall report to the President who, in turn, shall declare officially which candidates are elected.
- n. In the event of an equality of votes in any election for membership of the Council and such equality affecting the results of the election, the President shall have the casting vote.
- iii. Election of new members of the Council shall take place every two years.
- iv. Any casual vacancy on the Council shall be filled by the Council from amongst Fellows of CANECSA. Any such Council member appointed to fill a casual vacancy shall be deemed to have been appointed until the next AGM at which an election shall be held for that post.

9 VOTING

1. Unless otherwise specifically provided for by the Articles and By-Laws, a vote on any question may be taken by ballot, by roll call or by show of hands as those present at the Meeting may decide.
2. Unless otherwise provided by the Articles and By-Laws, all questions shall be determined by a simple majority of votes.
3. The Chairman for the meeting, shall, in every question, have one vote as an ordinary Fellow, and, thereafter, shall have the casting vote, as Chairman, when the votes are equal.

10. 0. NOTICE TO MEETINGS:

10.1 The Secretary General shall issue a notice of every meeting, within a reasonable time and, in any case, not less than three months from the date of the meeting in the case of a General Meeting of CANECSA and it shall be the responsibility of the Secretary General, when sending the notice of the meeting, to give adequate notes and to attach all relevant documents on the matters to be discussed.

10.2. ABSENCE OF THE SECRETARY GENERAL:

If the Secretary General shall be absent at any meeting of CANECSA, the Assistant Secretary General shall act as secretary at such a meeting and, in case the two are absent at the same meeting, the Chairman of the meeting shall request any Fellow present to act as secretary.

- 10.3. ADMISSION TO MEETINGS:
Members and Fellows of CANECSA, or staff in attendance on official business, may be allowed to attend a meeting of the College with the permission of the Chairman of that meeting. The Council of the College may invite special guests to attend meetings.
- 10.4 ABSENCE OF A QUORUM:
If no quorum is formed within two hours after the time appointed for a meeting, the meeting shall be adjourned. The quorum at the Annual General Meeting shall be forty.
- 10.5 ATTENDANCE REGISTER:
The Secretary General shall keep an attendance register, which shall be signed by the Fellows and Members attending the meeting.
- 10.6 ORDER OF BUSINESS
Unless decided otherwise, the order of business at any meeting other than the AGM shall be as follows:
- i. Election, when necessary, of a Fellow present, to act as Chairman for the purpose of the meeting.
 - ii. Apologies for absence
 - iii. Minutes of the last meeting or any other minutes which have not been approved for signing
 - iv. Matters arising from the previous minutes
 - v. New Business
 - vi. Any other Business
- 10.7. MEMBERSHIPS:
- i. The Representative of the Members of Council shall not participate in discussions of Examinations nor selection of Trainers nor Examiners if the member himself is a Candidate for any of the College examinations.
 - ii. Overseas Fellows, Members and Associate Members
Overseas Fellows will be those who do not reside in the East, Central and Southern Africa region. There shall be no difference in obligation and privilege between Resident and Overseas categories except that Overseas Fellows are not ordinarily eligible for office.
- 10.8. OFFICERS OF THE COLLEGE
- a. The President
 - b. The Vice President
 - c. Secretary General
 - d. Assistant Secretary General

- e. Treasurer
- f. Chairmen of the three Standing Committees
- g. The Editor of the Journal
- h. Registrar
- i. Historian

10.10. Committees

- i. Any committee appointed by the Council shall, in the exercise of the powers delegated to it, conform to any regulations or directions, which the Council may from time to time make or give its guidance.
- ii. All committees shall be entitled to co-opt additional members with the consent and approval of the President and Council and such co-opted members may be experts from outside the College. Co-opted members of any committee shall not exceed one fourth of the total membership of that committee.

10.11. DECLARATION

All Fellows & Members, duly admitted shall, before their names are scrolled on the College of Anaesthesiologists' register, make the following declaration:

"I..... do solemnly and sincerely declare and affirm that I will always do all within my power to promote the objectives, reputation, honour and dignity of the College of Anaesthesiologists and its Fellows, that I will observe the provisions of the laws, regulations and code of ethics of the College of Anaesthesiologists as in force from time to time, that I will obey every lawful summons issued by order of the Council of the College of Anaesthesiologists of East Central and Southern Africa (CANECSA), having no reasonable excuse to the contrary, and I make this solemn declaration honestly promising to adhere to its terms"

Dated at..... this..... day in the year.....

Witness (who must be a Fellow) Signature.....

CHAPTER THREE

BYE-LAWS OF THE COLLEGE OF ANAESTHESIOLOGISTS OF EAST, CENTRAL AND SOUTHERN AFRICA

1 CONFLICT WITH ARTICLES

These By-laws shall be construed so as not to conflict with the Articles and in the event of such conflict the Articles shall prevail.

2 THE COMMON SEAL

The Common Seal of the College shall consist of



A Wheel with a Globe on the right side in which the map of Africa in which the Asclepius Rod with a Serpent coiled and stars total of which are the member societies at inauguration of the College. In the middle of the circle duo lines in a shape of a Triangle below which are the words CANECSA and *vigilia* under it

The Secretary General shall have custody of the Seal. The President and/or the Secretary General shall sign every instrument to which the Seal is affixed.

3 THE SECRETARIAT

The Secretariat of the College shall be at such place as shall be determined by the College of Anaesthesiologists on the recommendation of the College Council.

4 ALTERATION OF THE BY-LAWS

Any motion proposing a new By-law or amendment to, or alteration in, or repeal of, an existing By-law shall be presented at an Annual General Meeting of the College, and the terms of the motion shall lie on the table until the next meeting and its terms shall be stated in the billet. To become a law, it must be approved by two thirds of the Members and Fellows who vote.

5 ANNUAL GENERAL MEETING

The business to be transacted at an Annual General Meeting shall be:

- a. Such business as by the Statutes or by the Articles or by the By-laws shall for the time being be appointed to be transacted at such meeting and
- b. To consider any motion brought forward by the Council or by any individual Fellow.

6 ELECTION OF THE COUNCIL

Notification of vacancies

Not later than on the first day of October of each year during which there is to be an election, a notice shall be given of the forthcoming election, inviting nominations for the vacancies consistent with the provisions of the Articles of the College.

Election process:

Every vacancy in the number of elected members of the Council shall be filled in the following manner:

1. Every candidate for membership of the Council shall be a Foundation Fellow or Fellow and shall be nominated in writing by at least two Foundation Fellows or Fellows. It shall not be competent of a candidate to accept nomination of more than one post at the same time.
2. Every nomination paper, duly signed by the Proposer, Seconder and Candidate, shall be lodged with the Secretary General or Registrar of the College at or before the Annual General Meeting.
3. Voting papers shall be issued to all paid up Fellows attending the Annual General Meeting.
4. Foundation Fellows and Fellows eligible to vote, and desiring to do so, shall mark upon the voting paper received by them against the name of each candidate for whom they intend to vote.
5. Voting papers filled in by the electorate shall be returned to the Secretary General or Registrar of the College for counting of votes.
6. Any voting paper, adjudged by the Chairman of the scrutineers, appointed by the President or Vice President at the Annual General Meeting, to be improperly or incorrectly filled in shall be declared invalid.
7. The votes shall be counted by scrutineers who shall be Members of the College, appointed by the President or Vice President at the Annual General Meeting and shall report to the President or Vice President who shall declare officially which candidates are elected.

8. In the event of an equality of votes in any election for membership of the Council and such equality affecting the results of the election, the President, or failing him, the Vice President shall have the casting vote.
9. The election of new members to the Council as aforesaid shall take place from the close of the ordinary general meeting at which members of the Council, whose such new members are elected to fill, retire from office.
10. Any casual vacancy on the Council shall be filled by the Council from amongst Fellows of the College and as long as the Council finds it reasonably practicable. Any such Council member appointed to fill a casual vacancy, shall be deemed to have been appointed *ad hoc* to such vacancy, and he shall accordingly hold office only for the remainder of the period for which the vacating member would have retained office, but he shall be eligible for formal election to that post.

7 CESSATION OF COUNCIL MEMBERSHIP:

A Council member may cease to be member under the following circumstances:

- i. Resignation from Council

A Councilor may resign by submitting a written resignation letter to the Secretary General. Such resignation shall take effect only after Council has formally accepted it.

- ii. Failure to honor Councilor obligations

A Council member failing to attend three consecutive council meetings for any reason what so ever shall be deemed to have resigned.

Four weeks before the next scheduled Council meeting the Secretary General shall inform in writing the Councilors who have missed two consecutive meetings of the intent for expulsion.

8 REPLACEMENT OF COUNCIL MEMBER

A vacancy so created by events in article (7) of these by-laws, shall be filled by a replacement from the respective Constituent Country only if Council deems it necessary for the remainder of the tenure.

9 ELECTION OF MEMBERSHIP OF THE COLLEGE

Trainees of the College automatically become members after passing the prescribed membership examination of the College. Non-trainees shall follow the following process:

10 MEMBER-SPECIALIST

- a. Shall submit a duly filled application form --- for membership to the Secretary General with a complete up to-date curriculum vita
- b. Shall have attained a specialist qualification from a training Institution recognized by the CANECSA Council
- c. be registered and providing Anaesthetic services in any of the Constituent member countries
- d. The documents submitted shall be processed by the Examinations and Credentials Committee and election held at a regular Council meeting.
- e. elected, the Member-Specialist status shall be awarded upon receiving the prescribed Membership entry fees and Annual subscription as reviewed from time to time by Council. The College Registrar shall prepare the appropriate certificate.
- f. A member so elected shall sign and abide by the declaration as stated in **Article 38.0** of this Constitution

11. FELLOWS

- a. Shall submit a duly filled application form -for fellowship to the Secretary General with a complete up to-date curriculum vita
- b. Shall be a Member-Specialist in good standing with the College
- c. Shall be registered and providing Anaesthetic services in any of the Constituent member countries
- d. Shall abide by the declaration as stated in **Article 38.0** of this Constitution
- e. The examinations and Credentials Committee shall receive and scrutinizes the required documents of the applicant before making recommendations to Council.
- f. Election shall be held at a regular Council meeting
- g. If elected, the Fellowship status shall be awarded upon receiving the prescribed Fellowship entry fees and Annual subscription as reviewed from time to time by Council.

12 ELIGIBILITY CRITERIA FOR ORDINARY FELLOWSHIP BY ELECTION: CRITERIA FOR ORDINARY FELLOWSHIP BY ELECTION:

- a. **Shall be Registered Anaesthesiologists** in their home country

- b. Should only be proposed and seconded by **fully paid-up Fellows** of the College
- c. Shall be:
 - i. **A registered CANECSA Member-Specialist who is fully paid-up for at least the previous 7 years and contributed sufficiently to the cause of the College in the form of presentations in CANECSA scientific sessions, training, examinations, organizing CANECSA/Local chapter meetings and other activities that Council may deem relevant to the College Objectives. OR**
 - ii. **Anaesthesiologist with at least 10 years of active Anaesthetic practice after qualification and 3 or more verifiable scientific presentations at CANECSA meetings**
- d. If elected such a Fellow shall be required to pay **fellowship fee** and **Fellowship Register entry fee** as may be prescribed from time to time by Council

13 PROCEDURE FOR ELECTION OF ASSOCIATE AND AFFILIATE MEMBERS:

1. Associate and Affiliate members shall submit their application through the respective Country Representatives.
2. The examinations and credentials committee shall receive and scrutinizes the required documents of the applicants before making recommendations to Council.
3. Applications shall be approved or rejected at regular Council meetings only.
4. **ONLY** applications fulfilling **ALL** the stipulated criteria shall be eligible for consideration by Council.

14 COMMITTEES

There shall be three standing committees as set out in **Article 23.0**

- (a) The Examinations and Credentials Committee
- (b) The Finance and General Purposes Committee
- (c) The Education, Scientific and Research Committee

In addition, sectional committees shall be appointed to assist and advise the President and Council in matters pertaining to specialties and sub specialties within the broad areas of Anaesthesiologists as per **Article 6**.

Any committee appointed by the Council shall, in the exercise of the powers delegated to it, conform to any regulations or directions, which the Council may from time to time make or give its guidance.

Insofar as the Council authorizes the appointment of any committee other than a standing committee, such a committee shall be elected by the members of the relevant specialty or subspecialty and shall take office at the close of the Annual General meeting immediately succeeding their election.

All committees, or subcommittees, shall be entitled to co-opt additional members with the consent and approval of the President and Council and such co-opted members may be persons who are not Members or Fellows of the College. Co-opted members of any committee or subcommittee shall not exceed one fourth of the total membership of that committee.

15 EXAMINERS

The Council shall have the right to appoint a panel of examiners, from which the Examination and Credentials Committee shall select the examiners to act at each examination.

The examiners shall enquire into and test the knowledge and competence of candidates for the Membership and Fellowship of the College, in accordance with the Articles, By-laws and Regulations laid down for each examination and shall submit their reports to the College Council.

All reports by examiners on candidates shall be regarded as confidential and privileged information for the College.

The Council, on the recommendation of the Examinations and Credentials Committee, shall from time to time fix honoraria and fees for examiners.

16 INFORMATION TECHNOLOGY AND RESOURCE CENTRES

1. The College may establish information technology and resource centers in all constituent countries.
2. A Steering Committee for these centers shall be appointed from amongst Members and Fellows of each constituent country
3. The Steering Committees shall recommend to the Finance and General Purposes Committee the provision and purchase of relevant resource materials including Computer Hard and Soft ware, access to the Internet, CD- ROMs, books, journals or any other useful publications.

4. Members and Fellows of the College shall be privileged to utilize the resources provided in these centers.
5. The Steering Committees shall appoint Coordinators from among Members and Fellows of the College who shall have charge of the Resource Centers under the direction of the Steering Committees. The Coordinator shall be required to maintain the effective and up-to-date function of the Resource Centers of each constituent country and shall suggest to the Steering Committee the equipment and materials to be purchased, and other such requirements as may be necessary for the usefulness and proper maintenance of the Resource Centre. He shall enter or cause to be entered in the Centre records, all equipment and resource materials purchased by or presented to the College.
6. Archives and Museums shall be established in each constituent country whenever possible

17. RESOLUTION

In pursuance of Objectives 5.1 – 5.7 of the Constitution of the College of Anaesthesiologists of East Central and Southern Africa, and in obedience to the Annual General Meeting's Mandate at its ... Annual General Meeting in..., on ... to review the **2012 Constitution** of the COLLEGE OF ANAESTHESIOLOGISTS OF EAST CENTRAL AND SOUTHERN AFRICA, the Annual General Meeting resolves that the revised Constitution of CANECSA as amended, be approved with effect from DATE

Signed for use on this day of Month 20