



The Constitution of the College of Family Physicians Eastern, Central, Southern Africa (ECSA-CFP)

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Contents

| | |
|--|-----------|
| INTERPRETATIONS..... | 3 |
| CHAPTER ONE: ARTICLES OF THE CONSTITUTION OF THE COLLEGE OF FAMILY PHYSICIANS OF EAST, CENTRAL & SOUTHERN AFRICA (ECSA-CFP) | 4 |
| PREAMBLE:..... | 4 |
| ARTICLE 1: VISION AND MISSION | 4 |
| ARTICLE 2: OBJECTIVES..... | 4 |
| ARTICLE 3: ASSOCIATION STATUS..... | 5 |
| ARTICLE 4: CONSTITUENT MEMBER COUNTRIES..... | 5 |
| ARTICLE 5: AFFILIATIONS | 5 |
| ARTICLE 6: MEMBERSHIP OF THE COLLEGE..... | 6 |
| ARTICLE 7: REGISTER OF FELLOWS | 6 |
| ARTICLE 8: STATUS, BENEFITS, RIGHTS, DUTIES AND OBLIGATIONS APPLICABLE TO ALL FELLOWS..... | 7 |
| ARTICLE 9: PRIVILEGES DEPENDENT ON PAYMENT OF REGISTRATION FEES AND SUBSCRIPTIONS | 7 |
| ARTICLE 10: LIST OF DEFAULTERS..... | 7 |
| ARTICLE 11: CESSATION OR TERMINATION OF FELLOWSHIP | 7 |
| ARTICLE 12: COUNCIL OF THE COLLEGE OF FAMILY PHYSICIANS..... | 8 |
| ARTICLE 13: STANDING COMMITTEES | 9 |
| ARTICLE 14: OFFICE BEARERS, THEIR DUTIES AND OBLIGATIONS..... | 10 |
| ARTICLE 15: THE PROGRAM COORDINATOR..... | 12 |
| ARTICLE 16: MEETINGS OF THE COUNCIL..... | 13 |
| ARTICLE 17: POWERS AND DUTIES OF THE COLLEGE OF FAMILY PHYSICIANS | 14 |
| ARTICLE 18: FINANCES OF THE COLLEGE..... | 15 |
| ARTICLE 19: GENERAL MEETINGS AND CONFERENCES OF THE COLLEGE OF FAMILY PHYSICIANS..... | 15 |
| ARTICLE 20: DISCIPLINARY ACTION | 17 |
| ARTICLE 21: APPOINTMENTS AND FUNCTIONS OF TRUSTEES OF THE COLLEGE OF FAMILY PHYSICIANS | 17 |
| ARTICLE 22: AMENDMENT OF THE CONSTITUTION..... | 18 |
| ARTICLE 23: WITHDRAWAL OF CONSTITUENT COUNTRY MEMBERSHIP: | 18 |
| ARTICLE 24: DISSOLUTION OF THE COLLEGE | 18 |
| ARTICLE 25: DECLARATION | 19 |
| CHAPTER TWO: STANDING ORDERS | 20 |
| 1. NOTICE OF MEETINGS | 20 |
| 2. ADMISSION TO MEETINGS | 20 |
| 3. BUSINESS PROPOSED BY FELLOWS..... | 20 |
| 4. ATTENDANCE REGISTER..... | 20 |
| 5. ABSENCE OF A QUORUM..... | 20 |
| 6. ORDER OF BUSINESS | 20 |
| 7. ORDER OF ADDRESS..... | 21 |
| 8. OFFICERS OF THE COLLEGE | 21 |
| 9. ELECTION OF OFFICERS..... | 21 |
| 10. ABSENCE OF THE SECRETARY GENERAL | 22 |
| 11. VOTING | 22 |
| 12. TRAINEE/REGISTRAR/RESIDENT PARTICIPATION..... | 22 |
| 13. COMMITTEES..... | 22 |
| DECLARATION | 23 |

| | |
|---|-----------|
| CHAPTER THREE: BYLAWS OF THE COLLEGE OF FAMILY PHYSICIANS OF EAST CENTRAL AND SOUTHERN AFRICA..... | 24 |
| 1. CONFLICT WITH ARTICLES..... | 24 |
| 2. THE COMMON SEAL..... | 24 |
| 3. THE SECRETARIAT..... | 24 |
| 4. ALTERATION OF THE BYLAWS..... | 24 |
| 5. ANNUAL GENERAL MEETING (AGM) | 24 |
| 6. ELECTION OF THE COUNCIL..... | 25 |
| 7. CESSATION OF COUNCIL MEMBERSHIP | 25 |
| 8. REPLACEMENT OF COUNCIL MEMBER..... | 26 |
| 9. ELECTION OF MEMBERSHIP OF THE COLLEGE | 26 |
| 10. PROCEDURE FOR ELECTION OF ASSOCIATE FELLOWS AND AFFILIATE MEMBER ORGANISATIONS..... | 26 |
| 11. COMMITTEES..... | 26 |
| 12. EXAMINERS | 27 |

INTERPRETATIONS

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

“College of Family Physicians of East, Central and Southern Africa” means the institution inaugurated following a resolution of the participants who met in Malawi October 2022 and subsequently in South Africa in August 2023.

“ECSA-CFP” is the acronym for the College of Family Physicians of East, Central and Southern Africa.

“College” in this document refers to the College of Family Physicians of East, Central and Southern Africa.

“Council” in this document refers to the Council of the ECSA-CFP.

“Fellow” unless otherwise stated, refers to a Founding Fellow or Fellow of the ECSA-CFP.

The “region” refers to that area of Africa north and south of the equator falling under the East, Central and Southern Africa with its neighbouring islands.

“ECSA-HC” refers to 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.

“Family Physician trainee, resident or registrar” refers to a medical doctor undergoing specialist training in the field of Family Medicine. If enrolled in the ECSA-CFP training program, they are registered as Trainee Members.

“President” in this Constitution refers to the person elected as the President of the ECSA-CFP.

The pronouns “they and their” are used as gender neutral terms.

CHAPTER ONE: Articles of the Constitution of the College of Family Physicians of East, Central & Southern Africa (ECSA-CFP)

Preamble:

We, the Fellows of the College of Family Physicians East Central and Southern Africa (ECSA-CFP), in recognition of the vital role that family medicine plays in healthcare delivery and the promotion of the health and well-being of individuals and communities in our region, do hereby establish and adopt this Constitution. We commit ourselves to the advancement of Family Medicine, the enhancement of healthcare standards, and the promotion of professionalism and ethical practice within the discipline.

Article 1: Vision and Mission

- 1.1. The name of the College shall be the College of Family Physicians of East, Central and Southern Africa, and also be known by the acronym ECSA-CFP (hereinafter called the College in this document).
- 1.2. The Constitution will be read in conjunction with the Bylaws of ECSA-CFP (see Chapter 3).
- 1.3. Constitutional items can only be amended through a vote of the Fellows present at the Annual General Meeting (AGM), in accordance with the Bylaws of the College, which may be held in person or on-line by zoom.

Vision statement:

To lead the transformation of primary healthcare in the ECSA region and strengthening the health workforce by providing high quality education, training, research and advocacy in Family Medicine.

Mission statement:

- To increase the availability of specialist Family Physicians in the ECSA region through high quality postgraduate training and assessment.
- to enable collaboration between existing postgraduate Family Medicine training programmes and the sharing of expertise in both training and assessment.
- to improve healthcare outcomes for individuals, families and communities through continuous, comprehensive and person-centred healthcare.

Article 2: Objectives

The founding objectives for which the College is established are:

1. To promote and advance the discipline of family medicine in East Central and Southern Africa
2. To train and assess medical doctors in the discipline of Family Medicine throughout the region.
3. To organise and conduct postgraduate education and training in Family Medicine, related specialties and disciplines, set standards and facilitate the highest level of skills, culturally responsive attitudes, compassionate and efficient care.
4. To arrange and conduct examinations of candidates for admission to the College and/or such other examinations in the various branches of Family Medicine as may from time to time be deemed appropriate.
5. To encourage relevant research in Family Medicine, including quality improvement audits, that contributes to improved health outcomes and quality of care.
6. To train family physicians to become trainers and academic faculty in the discipline of Family Medicine

7. To facilitate and accredit institutions, education bodies and organisations in preparation and training of doctors in Family Medicine
8. To promote integrity, professionalism and continuous professional development among family physicians, including the highest standards of ethical practice.
9. To endorse the role of family physicians as primary care providers and to champion the importance of comprehensive, patient-centred healthcare.
10. To harness mutually beneficial collaboration with other colleges, organisations and associations with similar aims and objectives in the region and internationally
11. To provide a platform for the exchange of knowledge, skills and experiences, to share best practices and for fellowship between Fellows to advance the science and practice of Family Medicine and its allied disciplines.
12. To collaborate with national and international organizations in matters related to family medicine and primary healthcare, to influence and advise on the health agenda in the region through education, research, and advocacy.
13. To raise the profile of Family Medicine in the region as a discipline that prioritizes disease prevention, health promotion, rehabilitation and palliative care, that promotes equitable access to healthcare, identifies and meets the evolving needs of our diverse communities.

Article 3: Association status

- 3.1 The College is an incorporated, non-profit regional organisation constituted in accordance with laws of member states.
- 3.2 The College is non-political, non-partisan and non-sectarian.

Article 4: Constituent member countries

- 4.1 All countries in East, Central and Southern Africa are eligible for constituent membership. Membership by other African countries may be recommended by the Council for consideration by the AGM of the membership.
- 4.2 Any country in the region may have resident Fellows of the College. Such Fellows shall appear under the umbrella of one of the constituent member countries through which they pay their dues to the College.
- 4.3 A country can become a constituent member when the Fellows of the College resident in that country request constituent country membership status.
- 4.4 Council at its discretion may recommend to the AGM constituent member status for that country.
- 4.5 Once accepted the country shall pay a country membership entry fee as determined by Council.

Article 5: Affiliations

- 5.1 The College shall be a constituent College of the College of Health Sciences (CHS) of East, Central and Southern Africa (ECSA) and be affiliated to any other Colleges or Associations within the ECSA region, as the Council of the College deems fit. The College will have its headquarters in any of the member states on a consensus basis.

- 5.2 The College encourages the establishment of national associations and societies of Family Medicine in the constituent member countries which shall be affiliate corporate bodies of the College.
- 5.3 Academic, educational or charitable organisations that share the vision, mission and aims of the College may apply to be affiliate member organisations.

Article 6: Membership of the College

For registration and in general, unless and until otherwise lawfully determined, the number of Fellows of the College shall be unlimited.

There shall be the following categories of Fellows and Members as defined below:

- Founding Fellow
- Fellow
- Associate Fellow
- Honorary Fellow
- Trainee Member
- Affiliate Member Organisation

6.1 Founding Fellow

Any specialist family physician registered as such with a medical regulatory authority in a constituent member country at the time of the inauguration of the College, shall be eligible to be admitted as a Founding Fellow.

6.2 Fellow

Any medical doctor trained as a specialist family physician and who is certified by the College through its examination or has been awarded a Fellowship by election, having satisfied the Council that they possess qualifications entitling them to be Fellows of the College, shall be eligible for Fellowship in the College. They shall, subject to payment of approved subscription and approved application, become a Fellow.

6.3 Associate Fellow

An Associate Fellow shall be any registered specialist family physician who normally lives and works outside the ECSA region but wishes to support the College. They shall apply to Council for Associate Fellowship.

6.4 Honorary Fellow

An Honorary Fellow shall be a professional of high distinction who has contributed to the advancement of the mission and vision of the College, who may not be a medical doctor but whom the College has absolute discretion to honour. They shall be proposed by two college fellows for consideration by Council.

6.5 Trainee Member

Any medical doctor enrolled in the ECSA-CFP postgraduate training program as a registrar/resident shall be a trainee member.

6.6 Affiliate member organisation

Academic, educational or charitable organisations that share the vision, mission and aims of the College may apply to be Affiliate Members of the College.

Article 7: Register of Fellows

7.1 A register shall be kept of names, addresses and contact details (email and telephone numbers) of all Fellows of the College.

7.2 Subject to the Articles and Bylaws of the College, the Council shall have the power to remove the name of any individual from the register, following a resolution passed by a

majority of at least two thirds of the whole number of Fellows 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 8: Status, benefits, rights, duties and obligations applicable to all Fellows

8.1 All elections to Fellowship of the College shall be by the Council of the College.

8.2 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.

8.3 Persons qualified in accordance with the Articles, Bylaws or Regulations of this Constitution may, if the Council deem fit, be admitted as Fellows of the College after paying such registration fees and signing such declaration as may be prescribed from time to time.

8.4 By applying for Fellowship, the individual is obliged to fulfil all the statutes of the College as stated in this Constitution and Bylaws. Fellows shall be entitled to benefit from all programmes of the College provided that they have complied with the obligations of Fellows under this Constitution and by-laws; and subject to the category of the Fellowship.

8.5 Voting privileges shall be restricted to Fellows (including Founding Fellows).

8.6 Associate and Honorary Fellows are not eligible to hold office of the College.

8.7 With the exception of Honorary Fellows, all Fellows shall pay such annual subscriptions as shall be prescribed by Council from time to time.

8.8 Fellows who have retired from paid practice may apply to Council for a waiver of the annual subscription but retain their Fellowship.

Article 9: Privileges dependent on payment of registration fees and subscriptions

9.1 No Fellow shall enjoy any of the privileges of membership 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.

9.2 Fellows shall consequently not be capable of exercising their respective voting rights unless they have paid all annual subscriptions due from them.

Article 10: List of defaulters

10.1 The Council shall from time to time publish a list of persons who are in default under Articles 8 and 9 and who are thus not entitled to exercise their rights and privileges therein referred.

10.2 Any Fellow who has failed to pay their dues for a period of two consecutive years shall be subject to review of their membership by the Council. If the said Council determines that such member should be dropped from membership, then they shall be given a written notice that they will be dropped from membership unless their 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.

10.3 A Fellow failing to pay in full their dues within the given six-month (6) period shall be automatically dropped from membership.

10.4 The Council shall be empowered in its discretion upon payment of all outstanding amounts due to the College, to reinstate a Fellow as the case may be, any person who has ceased to be one by reason of the provision of this rule.

Article 11: Cessation or termination of Fellowship

11.1 A Fellow or Member as categorised in Article 6 shall cease to be a Fellow or Member under the following circumstances:

- (i) If by notice in writing to the College they resign.
- (ii) If their name is erased from the register of the Medical Regulatory body in any of the member Countries.
- (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 full Council, their Fellowship be terminated provided that all the Articles and By-laws of the College regarding removal from the College Register are fully complied with.

11.2 The person concerned will have the right to defend themselves 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.

11.3 Any person who has ceased to be a Fellow, shall no longer be designated as such and shall cease both directly and indirectly, expressed or implied, to hold themselves as being a Founding Fellow, Fellow, Honorary Fellow or Affiliate Member as the case may be. In case of their disregard of this provision, the College 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.

11.4 Any person so stripped of Fellowship shall cease using the designation (and any abbreviation thereof) to which they became entitled upon enrolment as a Fellow as the case may be.

Article 12: Council of the College of Family Physicians

The College shall be governed by the Council, which is composed of constituent country representatives (Article 14.6) who are Fellows of the College. The Council may devolve some functions to committees.

12.1 The Council shall:

- i. Be responsible for the overall supervision and organisation of the affairs of ECSA-CFP and shall be responsible for setting up committees and other appropriate bodies for consideration of the objectives of the College.
- ii. Conduct, participate in and appoint representatives or delegates to attend meetings, symposia and conferences of other bodies on family medicine, primary care or related disciplines.
- iii. Elect and approve office bearers (the President, Vice President, Registrar and Treasurer and so on) from within the Fellows at Council.
- iv. Consist of the President, Vice President, Secretary General, Assistant Secretary General, Treasurer, the Registrar, the three Chairpersons of the College Standing Committees elected under the terms of Article 14.6 of this Constitution, two Country Representatives from each of the constituent countries of the College, and the immediate past President. The immediate past President shall not hold any office of the Council.
- v. Arrange for replacement of any Council member found to be unfit for office, by a vote of no confidence in Council (process described in bye-laws). The individual shall cease to be a

Council member and the Fellows of their constituent country shall be requested to nominate a replacement.

- vi. Have powers to formulate bylaws in accordance with the Constitution, subject to ratification at the AGM. Council can suggest changes to the Constitution to be ratified at the AGM.
- vii. Appoint Fellows to committees as deemed necessary.
- viii. Appoint and remove, or suspend, salaried staff and to determine their duties and powers and fix their terms of service pursuant to the prevailing labour laws and regulations.
- ix. Set up and maintain a central bank account in the name of the College.
- x. Appoint Auditors who shall audit the accounts of the College and present the Auditors' report and statement of Accounts thereof before the AGM for consideration.
- xi. 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.
- xii. Raise funds for and on behalf of the College, including 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.
- xiii. With the sanction of the AGM, 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 authorised by such a meeting and to issue any debentures or debenture stock or other security to secure the same.
- xiv. Determine registration fees, annual subscriptions and other fees and charges payable by the various classes of Fellows of the College from time to time.
- xv. 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.
- xvi. Subject to the provisions of the bylaws, 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.
- xvii. Authorise payment of out-of-pocket expenses to Fellows of Council and Committees and to Examiners and salaried staff when travelling on business for the College.
- xviii. 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 bylaws 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
- xix. Recommend to the AGM alterations or amendments of the Articles, Bylaws and/or regulations for regulating any matter pertaining to the admission to the College of Family Physicians of any member or the election of any person to the Fellowship, or other status of the College.

12.2 The term of office of Council members shall be three years. A Council member shall be in office for a maximum of two terms.

12.3 The Council shall manage the affairs of the College through the Executive Committee, Finance and General Purposes Committee, Examination and Credentials Committee and the Education, Scientific and Research Committee.

Article 13: Standing committees

The Council of the College shall have four standing committees (including the Executive Committee) to facilitate achieving its objectives. Additional committees shall be constituted at the discretion of the Council.

13.1 The powers and duties of the Executive Committee

- i. The Executive Committee shall

- ii. Consist of the President, Vice President, the Secretary General, the Treasurer, the Registrar, the Chairperson of each of the standing Committees, and co-opted Fellows as may be appointed by the elected Council members.
- iii. Report and be accountable to the Council
- iv. Act on behalf of Council between meetings and when addressing urgent situations
- v. Make recommendations to Council on major commitments and advise the Council on decisions and College matters.
- vi. Hold meetings before all scheduled Council meetings and whenever the need arises, and keep in regular contact between meetings.
- vii. Shall oversee, support and provide leadership to the ad-hoc Committees, ensuring that objectives of the College are realised
- viii. Shall determine the agenda and give direction for the Council meetings and the AGM

13.2 Examination and Credentials Committee (ECC)

- (i) The ECC shall consist of a Chairperson, 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.
- (ii) The ECC shall meet regularly to organise examinations, to examine the credentials of all candidates, and to deal with other academic matters such as reciprocal arrangements, accreditation of hospitals, setting up of panels of examiners, and any other matters as directed by the Council

13.3 Finance and General Purpose Committee (FGPC)

- (i) The FGPC shall consist of a Chairperson, the Treasurer, the Registrar, up to three other members of the Council and a number of co-opted Fellows as may be deemed fit by the Council of the College.
- (ii) The FGPC shall meet on a regular basis to deal with routine business as directed by the Council, to raise funds for the College and to authorise expenditure.

13.4 Education, scientific and research committee (ESRC)

- (i) The ESRC shall consist of a Chairperson 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.
- (ii) The ESRC shall meet regularly to deal with education, training and research issues in their broadest sense.

Article 14: Office bearers, their duties and obligations

14.1 The **President** serves as the principal leader and spokesperson of the College and shall:

- i. Set the strategic direction of the College in consultation with the Executive Committee
- ii. Chairs meetings of the Executive Committee, the Council and all general meetings of the College, ensuring that meetings run smoothly and decisions are made.
- iii. Presides over decision-making processes with a key role in shaping policies and initiatives
- iv. collaborates with other officers, including the Secretary General and Registrar, to implement goals and objectives of the College.
- v. represents the College externally, including with government agencies, other Colleges and partner organizations
- vi. hold office for only one term of three years and shall remain on the Council as an ex-officio observer with no voting rights for one further year.

14.2 The **Vice President** shall perform the duties of the President if the president is absent.

14.3 The **Treasurer** shall be a family physician and responsible for all financial matters of the College, including organising an annual audit and preparing a financial report for the AGM.

14.4 The **Registrar** shall be responsible for the supervision and management of all academic functions of the College and shall:

- i. Manage the certification and accreditation process, including evaluating applications and maintaining records.
- ii. Be responsible for all academic records such as admission forms, transcripts and degree applications of current and former trainees and ensure their integrity, data accuracy and security.
- iii. Oversee the inflow of applications, supervise the process of qualification verification for program entry and facilitate trainee enrolment to the College.
- iv. Build a secure database of trainees and set policy and procedure for their responsible use.
- v. Maintain up-to-date courses, training schedules, catalogues, and examination schedules.
- vi. Be responsible for the production of official transcripts and certificates and compile academic reports.
- vii. Advise the Council on academic matters.
- viii. Interprets and enforces academic policies and regulations of the College.
- ix. Chairs the Appeals Committee for trainees and may be required to resolve disputes concerning trainee records.
- x. 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.
- xi. Prepare reports related to membership, certifications, or regulatory compliance for the Executive Committee, government agencies, or accreditation bodies.
- xii. Design changes in college policy, such as new registration requirements as may deem necessary.
- xiii. Maintain the Register of College membership
- xiv. Assist the Chair Finance and General Purposes Committee in organising the graduation ceremonies.
- xv. Be responsible for planning and overseeing the academic budget.
- xvi. Be a member of other Committees as deemed fit.

14.5 ***The Secretary General*** is responsible for overseeing the administrative functions of the organization and shall:

- i. Maintain official records and documents, including meeting minutes, Bylaws and membership records.
- ii. Handle communication within the College, including distributing meeting notices and ensuring that members receive relevant information.
- iii. Organise and prepare for meetings, creating agendas and distributing materials.
- iv. Provide governance support to the President and the Executive Committee by facilitating governance processes and ensuring compliance with organisational bylaws and regulations.
- v. Manage membership services, such as processing applications and renewals, and maintain a secure database of members (Fellows) of the College.

14.6 The ***Country representatives*** shall:

- i. Be one or two Fellows duly elected by Fellows of each constituent member country to be their representatives in Council, shall be endorsed at the AGM, and shall represent the College in their respective countries.
- ii. Be members of the Council and responsible to the entire Council and College membership.
- iii. Carry out the duties that Council has assigned to them within Council, at their country level, and in liaison with the local country Family Medicine association or university department, carry out duties on behalf of the College.

- iv. Carry out all responsibilities as stipulated by the College and as determined by Council from time to time.

14.7 Election of Officers

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

14.8 Tenure of Office

The following terms of office shall apply:

- (i) The President shall hold office for a term of three 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 for one year.
- (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.

14.9 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 as necessary.

14.10 Representative of trainees/registrars/residents in Council

Trainee Members undertaking the postgraduate Family Medicine training program with the College will elect one representative as an observer at Council. This person shall not have voting rights. See also Standing Order 12.

Article 15: The Program Coordinator

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

Powers and duties of the Program Coordinator

- i. The Program 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.
- ii. Shall report exclusively to the College Council.
- iii. Shall develop strategic plans, annual budget and annual operational plans.
- iv. Organizes fundraising and marketing to ensure that the College is self-sustaining.
- v. Runs the College in a business-like manner.
- vi. Appoints, delegates to, and motivates senior secretariat staff and is responsible for operational management and handling of the secretariat.
- vii. Develops and nurtures links with Ministries of Health of member countries.
- viii. Ensures that the College functions happen, namely:
 1. The annual operational plan is fulfilled
 2. Transparent budgetary management
 3. Courses
 4. Examinations
 5. Council meetings take place
- ix. Has authority to represent the College on any public statements on its behalf
- x. Advises and acts as secretary to Council.
- xi. Operates and manages the College budget.

Article 16: Meetings of the Council

16.1 *Council meetings*

- i. The Council shall have a formal meeting at least twice a year, which may be held in person or on-line. The frequency of ordinary meetings of Council shall be decided by Council.
- ii. The President, or in their absence the Vice President, shall chair the meetings of the Council. If neither is present, the members shall elect one of their numbers to chair the meeting.
- iii. The Secretary General may call a special meeting outside of ordinary meetings of Council, provided no less than five members of Council have formally requested them to do so. The special Council meeting will take place within seven days of Council being informed. Council will make provision for members unable to attend in person to participate in the meeting.
- iv. 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 Fellows (see article 18.2).
- v. Meetings of the Council shall be held in rotation in the constituent countries of the College.

16.2 *Extraordinary General Meeting (EGM)*

- i. The Secretary General shall convene an extraordinary meeting of the Council whenever requested to do so, in writing, by the President or at the request of twenty or more Fellows drawn from at least FIVE of the constituent countries of the College.
- ii. The quorum shall be fifteen Fellows.
- iii. A thirty-day notice shall be required.
- iv. At any such EGM, no business shall be transacted other than that for which the meeting was called unless with the unanimous consent of the Fellows present.

16.3 *Quorum of Council meetings:* One third of the registered members of the Council (country representatives) shall form a quorum and a decision of the majority of the Fellows present shall

prevail. Questions arising at any Council meeting shall be decided by consensus wherever possible. Matters that cannot be decided by consensus may be decided by a majority of votes. In the case of an equality of votes the Chair of the meeting shall have a second or casting vote.

16.4 *Minutes of Council meetings:* The Chair of the meeting shall direct the minutes of the meeting to be written (as a record) including:

- i. The names of members of the Council present at such meetings of the Council and of any Committee of the Council
- ii. All appointments of Officers
- iii. All orders or directives given by the Council and Committees of the Council and,
- iv. All resolutions and proceedings of meetings of the Council and Committees of the Council
- v. Any such minutes of any meeting of the Council or any Committee aforesaid of the College shall be signed by the Chair of such meeting or by the Chair of the next succeeding meeting and shall be receivable as prima facie evidence of the matters transacted in that meeting.

Article 17: Powers and duties of the College of Family Physicians

The College of Family Physicians through its Council shall, without prejudice to Article 2, have the following powers and duties:

- i. To determine the criteria for the admission of Fellows to the College and design and/or approve a structure that will enable the College to perform its functions.
- ii. To determine standards, and training programmes and courses, for postgraduate medical education in the constituent countries of the College.
- iii. 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 of the College.
- iv. To approve examiners, examinations, fees and allowance payable to examiners and other persons involved in the conduct of examinations.
- v. To carry out inspections of institutions providing postgraduate education in Family Medicine and its allied disciplines to assess eligibility of candidates of such institutions for the award of Fellowship of the College.
- vi. To harmonise, where necessary, the standards, training programmes and syllabi for professional postgraduate medical education of the College and other bodies duly recognised by the College.
- vii. To collaborate with medical licensing and regulatory bodies and institutions
- viii. of higher education.
- ix. To investigate and accredit programmes of professional postgraduate education in Family Medicine and allied disciplines in various constituent countries and to determine the criteria for recognition of postgraduate Specialist qualification obtained elsewhere.
- x. 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 the College.
- xi. To admit Fellows to the College.
- xii. To make bylaws, regulations, and standing orders for conduct of the affairs of the College, including election to the Council.
- xiii. To perform all such other duties as may be deemed necessary in furtherance of the mission and objectives of the College and to publish and/or assist in publishing books, journals, pamphlets and other educational materials.

Article 18: Finances of the College

18.1 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.

18.2 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 is responsible for the proper use of money raised through grants according to the guidelines issued by the funding body.
- iii. The Treasurer should keep receipts for all money paid out in expenses to committee members for duties carried out on behalf of the College.
- iv. All funds belonging to the College shall be deposited and disbursed through a bank account established for the College. Any withdrawal / expenditure greater than USD 5,000 must be approved by the signatories of the College as stipulated in this Constitution.

18.3 Supervision of funds

Save as otherwise provided for in this Constitution: --

- i. The Council shall appoint the College's banker.
- 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 January 1st to December 31st

18.4 Signatories of the College

The authority to expend and withdraw the College's funds shall rest with the signatories.

- i. Signatories of the College shall consist of:
 - a. The President
 - b. The Secretary General
 - c. The Treasurer
- ii. Any two of the above signatories shall constitute a legal transaction.

18.5 Auditing

Save as otherwise provided for in this Constitution: -

- i. An auditor shall be appointed by the 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 AGM.

Article 19: General meetings and conferences of the College of Family Physicians

19.1 The Annual General Meeting (AGM) and Scientific Conference shall be held annually in any of the constituent countries in rotation. The date and place shall have been decided upon at the AGM two years in advance but may be subsequently altered by the Council at its discretion. In between meetings, the Secretary General shall conduct the affairs of the College on the directive of the President and Council of the College.

19.2 The *Annual General Meeting (AGM)*

The AGM shall normally convene each year in the last quarter of that year, to review progress and attend to important business. Notice of the AGM shall be sent to all Fellows not less than 30 days before the meeting. All Fellows and Trainee Members may attend the AGM but only Fellows are eligible to vote.

19.3 *Agenda of the AGM*

The Agenda of the AGM shall include:

- i. Confirmation and signing of the minutes of the last AGM and matters arising.
- ii. Communication from the President
- iii. Presentation of the Report of the Registrar
- iv. Presentation of the report of the Secretary General.
- v. Presentation of the report of the Treasurer and passing of the accounts of the year
- vi. Election of Council every two years
- vii. Any matter of which not less than six weeks' notice has been given in writing to the Secretary General.

19.4 *Resolutions*

- i. Any Member or Fellow desiring to bring forward an item of business to be considered at the AGM 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.
- ii. 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 AGM or to an EGM, if the General Meeting at which such an item has been considered, so requires.

19.5 *Special General Meetings*

- i. 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.
- ii. 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.
- iii. At a Special General Meeting, no subjects other than those of which the prescribed notice has been given shall be discussed.

19.6 *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.

19.7 *Minutes*

Minutes shall be distributed to the Fellows through the country representatives within three months after the holding of a General Meeting

19.8 *The Annual Scientific Conference* shall be held where possible, at the same time as the AGM, for the presentation of papers, discussion and demonstration of matters of interest in Family Medicine and Primary Care, and for social intercourse amongst the Fellows and Trainee Members of the College.

Article 20: Disciplinary action

20.1 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.

20.2 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:

- i. Suspension or termination of the right to practise 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
- ii. Failure on the part of the individual to pay their Fellowship dues and/or assessments, for a continuous period of three years or more and, has, upon notice, failed to meet their obligations to the College and failed to give a reasonable and acceptable explanation thereof.
- iii. A Fellow of the College 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 21: Appointments and functions of trustees of the College of Family Physicians

21.1 One trustee from each constituent member country of the College shall be appointed at the AGM of the College on the recommendation of the constituent country.

21.2 The Trustees of the College, herein referred to as "The Registered Trustees of the College of Family Physicians of East Central and Southern Africa", shall hold office for life, but a Trustee shall cease to hold office if they:

- i. resign their office as a Trustee or
- ii. cease to be a member of the College or
- iii. becomes medically incapacitated or
- iv. are officially declared bankrupt or
- v. are convicted by a court of criminal offence involving dishonesty or
- vi. are removed from the register of their national Medical Council or
- vii. are recommended for removal from office by the Council and Trustees of the College and by the majority of Fellows attending an AGM of the College or
- viii. cease to live in the ECSA region or any constituent country of the College.

21.3 Upon a vacancy occurring in the number of Trustees, a new Fellow shall be appointed at an AGM of the College.

21.4 The Trustees shall have a common seal similar to the seal of ECSA-CFP. The seal shall be kept in custody by the Secretary General, who shall make it available when required for use by the Trustees.

- 21.5 All documents to be executed by the Trustees shall be signed by each of the Trustees and sealed with the common seal.
- 21.6 The Trustees shall apply under the appropriate laws of the constituent countries to officially establish the College as a recognised and legally constituted entity in those countries where it operates.
- 21.7 The Trustees shall have the power to accept, hold in trust all lands belonging to the College and to acquire land on behalf of the College, subject to such conditions as may be imposed by the laws of each constituent country.

Article 22: Amendment of the Constitution

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

Article 23: Withdrawal of constituent country membership:

In the unlikely event that a constituent member country deems it necessary to withdraw its membership from the College the following procedure shall be followed:

- 23.1 A formal written request for such motion shall be submitted to the Secretary General at least 6 (six) months before the next AGM.
- 23.2 The written request shall bear the signatures of at least 51% of the country's registered ECSA-CFP Fellows consenting on the motion to withdraw.
- 23.3 Council shall receive and deliberate on the motion in at least two Council meetings before seeking endorsement from the AGM
- 23.4 The motion shall be tabled for endorsement at the AGM if 60% of the members of Council approve in a vote.
- 23.5 Withdrawal shall be granted only if 60% of eligible fellows present at the AGM endorse the motion.
- 23.6 ECSA-CFP assets located at the withdrawing country shall be disposed of and compensated for in a manner agreed upon through legal channels.

Article 24: Dissolution of the College

- 24.1 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.
- 24.2 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.
- 24.3 In the event of dissolution, an appointed legal Counsel shall dispose of 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 organisation or organisations 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 organisation or organisations.

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

Article 25: Declaration

All Fellows duly admitted shall, before their names are scrolled on the College of Family Physicians 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 Family Physicians and its Fellows, that I will observe the provisions of the laws, regulations and code of ethics of the College of Family Physicians as in force from time to time, that I will obey every lawful summons issued by order of the Council of the College of Family Physicians 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
year.....

Witness (must be a Fellow)

Signature:.....

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. ADMISSION TO MEETINGS

Fellows of the College, Trainee Members or staff in attendance on official business, may be allowed to attend a meeting of the College with the permission of the Chair of that meeting. The Council of the College may invite special guests to attend meetings.

3. BUSINESS PROPOSED BY FELLOWS

Any Fellow desiring to bring forward an item of business to be considered at the AGM 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 AGM or to an Extraordinary General Meeting (EGM), if the General Meeting, at which such an item has been considered, so requires.

4. ATTENDANCE REGISTER

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

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. The quorum at the AGM shall be fifty-one percent of registered Fellows.

6. 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 Chair for the purpose of the meeting.
- ii. Apologies for absence
- iii. Adoption of the agenda
- iv. Minutes of the last meeting or any other minutes which have not been approved for signing
- v. Matters arising from the previous minutes
- vi. New Business

- vii. Any other Business

7. ORDER OF ADDRESS

The Chairperson shall conduct the meetings as they deem fit.

At an EGM, as per Article 16.2, held on request of Fellows, the Chairperson 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 the Chairperson and no one shall interrupt another in speaking without the Chair's consent.

8. OFFICERS OF THE COLLEGE

- a. The President
- b. The Vice President
- c. Secretary General
- d. Assistant Secretary General
- e. Treasurer
- f. Registrar
- h. Chairs of the three Standing Committees

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 the College.

- ii. Every vacancy in the number of elected of the Council shall be filled in the following manner:

- a. Every candidate for membership of the Council shall be a Foundation Fellow or Ordinary Fellow and shall be nominated in writing by at least two 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. They will not have voting rights.
- c. The President and Vice President shall be elected at an AGM from amongst the Fellows, must be of at least 7 years' standing as specialist Family Physicians, 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 Associations or Constituent University Departments in Countries of the ECSA Region, based on qualifications, experience, and leadership abilities.
- e. The Secretary General, the Treasurer, and the Assistant Secretary General shall be elected at an AGM from amongst the Fellows, who must be of at least 5 years' standing as specialist Family Physicians, and who must have served as Council members.
- f. The Chairperson of each of the three Standing Committees shall be elected at an AGM from amongst the Fellows, who must be of at least 5 years' standing as specialist Family Physicians, and who must have served as Council members.
- g. The Registrar shall be an ex-Officio member appointed by the Council.

- h. Every nomination paper, duly signed by the Proposer, Secunder and Candidate, shall be lodged with the Secretary General of the College before the AGM.
 - i. Voting papers shall be issued to all paid up Fellows attending the AGM.
 - 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 (Fellows) 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 the College. 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.

10. 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 Chairperson of the meeting shall request any Fellow present to act as secretary.

11. VOTING

- i. Unless otherwise specifically provided for by the Articles and Bylaws, 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.
- ii. Unless otherwise provided by the Articles and Bylaws, all questions shall be determined by a simple majority of votes.
- iii. The Chairperson for the meeting, shall, in every question, have one vote as an ordinary Fellow, and, thereafter, shall have the casting vote, as the Chair, when the votes are equal.

12. TRAINEE/REGISTRAR/RESIDENT PARTICIPATION

The Representative of the Trainee Members of Council shall not participate in discussions of Examinations nor selection of Trainers nor Examiners if the member is a Candidate for any of the College examinations.

13. 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.

DECLARATION

All Fellows, duly admitted shall, before their names are scrolled on the College of Family Physicians 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 Family Physicians and its Fellows, that I will observe the provisions of the laws, regulations and code of ethics of the College of Family Physicians as in force from time to time, that I will obey every lawful summons issued by order of the Council of the College of Family Physicians of East Central and Southern Africa (ECSA-CFP), 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 (must be a Fellow)

Signature:.....

CHAPTER THREE: BYLAWS OF THE COLLEGE OF FAMILY PHYSICIANS OF EAST CENTRAL AND SOUTHERN AFRICA

1. CONFLICT WITH ARTICLES

These Bylaws 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 be the emblem of the College as featured below:



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 a place as shall be determined by the College of Family Physicians on the recommendation of the College Council.

4. ALTERATION OF THE BYLAWS

Any motion proposing a new Bylaw or amendment to, or alteration in, or repeal of, an existing Bylaw shall be presented at an AGM 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 Fellows.

5. ANNUAL GENERAL MEETING (AGM)

The business to be transacted at an AGM shall be:

- i. Such business as by the Statutes or by the Articles or by the Bylaws shall for the time be appointed to be transacted at such meeting and
- ii. To consider any motion brought forward by the Council or by any individual Fellow.

6. ELECTION OF THE COUNCIL

- i. ***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.
- ii. ***Election process:*** 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 Fellow and shall be nominated in writing by at least two Fellows. A candidate shall not accept nomination of more than one post at the same time.
 - b) Every nomination paper, duly signed by the Proposer, Seconder and Candidate, shall be lodged with the Secretary General of the College at or before the AGM.
 - c) Voting papers shall be issued to all paid up Fellows attending the AGM.
 - d) 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.
 - e) Voting papers filled in by the electorate shall be returned to the Secretary General of the College for counting of votes.
 - f) Any voting paper, adjudged by the Chair of the scrutineers, appointed by the President or Vice President at the AGM, to be improperly or incorrectly filled in shall be declared invalid.
 - g) The votes shall be counted by scrutineers who shall be Fellows of the College, appointed by the President or Vice President at the AGM and shall report to the President or Vice President who shall declare officially which candidates are elected.
 - h) 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 in their absence, the Vice President, shall have the casting vote.
 - i) The election of new members to the Council as aforesaid shall take place from the close of an ordinary general meeting at which members of the Council, whose such new members are elected to fill, retire from office.
 - j) 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 shall accordingly hold office only for the remainder of the period for which the vacating member would have retained office, but 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 Council member 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 honour obligations as a member of the Council

A Council member failing to attend three consecutive Council meetings for any reason whatsoever shall be deemed to have resigned.

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

8. REPLACEMENT OF COUNCIL MEMBER

A vacancy so created by events in Bylaw 7 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

Trainee Members: Trainees of the College automatically become Trainee Members when they enrol on the College postgraduate Family Medicine training program and have paid the requisite entry fees and subscriptions.

Fellows

- a. Shall be registered as a specialist Family Physician in any of the constituent member countries or elected as a Fellow by Council.
- b. Shall submit a duly filled application form for Fellowship to the Secretary General with a complete up-to-date curriculum vitae
- c. Shall abide by the declaration as stated in Article 24 of this Constitution
- d. The Examinations and Credentials Committee shall receive and scrutinise the required documents of the applicant before making recommendations to Council
- e. Should be proposed and seconded by fully paid-up Fellows of the College
- 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.

10. PROCEDURE FOR ELECTION OF ASSOCIATE FELLOWS AND AFFILIATE MEMBER ORGANISATIONS

- a. Associate Fellows and Affiliate member organisations shall submit their application through the respective Country Representatives.
- b. The Examinations and Credentials Committee shall receive and scrutinise the required documents of the applicants before making recommendations to Council.
- c. Applications shall be approved or rejected at regular Council meetings only.
- d. ONLY applications fulfilling ALL the stipulated criteria shall be eligible for consideration by Council.

11. COMMITTEES

There shall be four standing committees as set out in Article 13.

- a. The Executive Committee
- b. The Examinations and Credentials Committee
- c. The Finance and General Purposes Committee

d. 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 Family Medicine as per Articles 12 and 13.

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 authorises the appointment of any committee other than a standing committee, such a committee shall be elected by the Fellows of the relevant specialty or subspecialty and shall take office at the close of the AGM 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 Fellows of the College. Co-opted members of any committee or subcommittee shall not exceed one fourth of the total membership of that committee.

12. 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 Fellowship of the College, in accordance with the Articles, Bylaws 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.