

**THE CONSTITUTION OF THE EAST, CENTRAL & SOUTHERN AFRICA  
COLLEGE OF PAEDIATRICS AND CHILD HEALTH**



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## INTERPRETATIONS

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

“East, Central and Southern Africa College of Paediatrics and Child Health” means the institution inaugurated following a resolution of the members of the Association of Paediatricians of East, Central and Southern Africa at a virtual meeting held on 15<sup>th</sup> April 2021 of the Paediatric Associations of Kenya, Uganda, Tanzania, Zimbabwe, Ethiopia, and Botswana.

“College” means the East, Central and Southern Africa College of Paediatrics and Child Health.

“Council” means the Council of the East, Central and Southern Africa College of Paediatrics and Child Health.

“Board” means a constituent section of the East, Central and Southern Africa College of Paediatrics and Child Health that is delegated by the Council to manage the technical affairs of a specified specialty, sub-specialty, or discipline of Paediatrics.

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

“Paediatric Resident” means a health professional undergoing specialist training in a field of Paediatrics and Child Health.

“Fellow” means a health professional undergoing training in a sub-specialty of Paediatrics and Child Health.

Fellowship as a special membership grade:

“Fellow” refers to a privileged member who is specially elected in recognition of their work and achievements or service within the professional domain of the East, Central and Southern Africa College of Paediatrics and Child Health.

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

“Trainee” means a registered medical practitioner who is registered with the College in any of the programs of training.

## CHAPTER ONE: ARTICLES OF THE CONSTITUTION OF THE COLLEGE OF PAEDIATRICS AND CHILD HEALTH OF EAST, CENTRAL & SOUTHERN AFRICA

### PREAMBLE

WHEREAS WE, the Paediatricians 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 Paediatricians” or the “College”, shall be the “East, Central and Southern Africa College of Paediatrics and Child Health and be also known by the acronym “ECSAPACH”.
- 1.2 The Emblem of the College shall be the college logo depicted by two circles with the inner circle having the map of Africa in the middle with countries in the ECSA region highlighted and two children a boy in blue and a girl in pink in the inner circle. For the outer circle words and initials of the college of paediatrics and child health inscribed.

#### ARTICLE 2.0 THE VISION

Innovative, decentralized specialist paediatric education for a healthier African child.

#### ARTICLE 3.0 THE MISSION

To empower paediatric specialists to revolutionize child health across Africa by delivering accessible, high-quality education.

#### ARTICLE 4.0 THE VALUES

**Integrity:** We are committed to upholding the highest standards of honesty and ethics in all our endeavours. Integrity guides our interactions with patients, fellows, and stakeholders, ensuring trust and transparency.

**Quality:** We strive for excellence in every aspect of our work. Our commitment to quality ensures that we provide the best possible education and healthcare services, fostering a culture of continuous improvement.

**Collaborative:** Collaboration is essential to achieving our mission. We work together with various stakeholders to create a unified and effective approach to paediatric healthcare.

**Innovative:** Innovation drives our approach to education and healthcare. We embrace new ideas and technologies to improve outcomes and make a lasting impact.

**Nurturing:** We are committed to nurturing the potential of every individual we work with, from our fellows to the children and communities we serve.

## ARTICLE 5.0 AFFILIATIONS

- 5.1 The College encourages the establishment of National Paediatric Associations and Societies in the constituent member countries and these bodies shall be affiliate corporate bodies of the College of Paediatrics and Child Health.
- 5.2 The College of Paediatrics and Child Health shall be a constituent college of the East, Central and Southern Africa College of Health Sciences 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 6.0 OBJECTIVES

The objectives, for which the College of Paediatrics and Child Health is established, are:

- 6.1 To promote, organize and conduct postgraduate education and training in paediatrics, child health, related specialties and sub-specialties, allied disciplines, and to promote the highest level of skills, attitudes, and efficiency in their practice.
- 6.2 To promote and encourage research in paediatrics, allied arts and sciences.
- 6.3 To promote the integrity of paediatricians and allied professionals and to cultivate and maintain the highest ethical standards and professional conduct.
- 6.4 To arrange and conduct certifying examinations of candidates for admission to the College of Paediatrics and Child Health and/or such other examinations in the various branches of paediatrics, its allied arts and sciences as may from time to time be deemed appropriate.
- 6.5 To award Membership and Fellowship or equivalent recognition to medical practitioners having special knowledge in one or other branches of Paediatrics or allied arts and sciences.
- 6.6 To bring together Fellows, Members and Associate Members of the College of Paediatrics and Child Health periodically to advance the science and practice

of Paediatrics and its allied disciplines.

- 6.7 To promote cooperation and work with bodies with similar aims and objectives.

## **ARTICLE 7.0 COMPOSITION OF MEMBERSHIP**

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

## **ARTICLE 8.0 CONSTITUENT MEMBER COUNTRIES**

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

- 8.1 A country can become a constituent member only when the Fellows and Members of the College resident in that country express interest in the activities of the College and request constituent country membership status.
- 8.2 Any country in the region may have resident Fellows and Members of the College. Such Fellows and Members shall operate under the umbrella of one of the constituent member countries through which they shall pay their dues to the College.
- 8.3 Council at its discretion may then recommend to the Annual General Meeting constituent member status for that country.
- 8.4 Once accepted the country shall pay a country membership entry fee as determined by Council.

## **ARTICLE 9.0 MEMBERSHIP**

For registration and in general, unless and until otherwise lawfully determined, the number of Fellows, Members, Associate Members and Affiliate Members of the College of Paediatrics and Child Health shall be unlimited.

### **9.1 FELLOWS [FCPCH]**

The College of Paediatrics and Child Health shall comprise the following categories of Fellows:

#### **9.1.1 FOUNDATION FELLOWS**

They shall be persons who were admitted as Fellows of the College on its inauguration and who possess qualifications entitling them to be registered in their field of practice of Paediatrics as per Article 6.0 above.

#### **9.1.2 ORDINARY FELLOWS**

They shall be persons who have satisfactorily completed their specialty or sub-specialty training in a field of Paediatrics and Child Health and have passed the prescribed examinations of the College of Paediatrics, 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.

#### **9.1.3 HONORARY FELLOWS**

They shall be professionals of high distinction in the Health Professions and such other eminent persons, whether or not members of the medical profession, as the College of Paediatrics and Child Health may in its absolute discretion decide to honour.

#### **9.1.4 OVERSEAS FELLOWS**

They shall be persons whose permanent institution of practice, research or educational activities in Paediatrics and Child Health is outside the constituent member countries of the College of Paediatrics and Child Health.

9.1.2.1 Paediatrics and Child Health specialists working temporarily in the constituent member countries of the College shall be eligible for Fellowship of the College in their area of specialization as certified by the home country's certifying body if they meet the election criteria and shall apply for the ECSAPACH Fellowship through the respective country representative.

9.1.2.2 On completion of their ECSAPACH activities Overseas Fellows shall retain their Overseas Fellowship status if they so wish.

### **9.2 MEMBERS [MCPCH]**

The College of Paediatrics and Child Health shall comprise the following categories of Members:

#### **9.2.1 MEMBER**

They shall be persons who have satisfactorily completed their specialist training in a field of Paediatrics and Child Health and elected to Membership having satisfied the Council of the College that they possess qualifications entitling them to be Member of the College but have not met criteria to qualify as Fellow of the College of Paediatrics and Child Health.

#### **9.2.2 ASSOCIATE MEMBERS**

They shall be persons who have commenced their training in a specialist field of Paediatrics and Child Health. Candidates for admission as Associate



Members shall be proposed and seconded by Fellows of the College in writing on prescribed forms and accompanied by supporting letters from the proposer and seconder. The Council of the College shall carry out election of Associate Members.

#### **9.2.3 AFFILIATE MEMBERS**

They shall be health professionals who have made such a contribution to the practice of Paediatrics as the Council of the College may deem acceptable.

### **ARTICLE 10.0 ELECTION OF FELLOWS AND MEMBERS**

- 10.1 All elections to Fellowship or Membership of the College shall be by the Council of the College.
- 10.2 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.
- 10.3 All criteria categorically stipulated in the by-laws for eligibility of Fellowship or Membership must be fulfilled.

### **ARTICLE 11.0 REGISTER OF FELLOWS AND MEMBERS**

- 11.1 The College Registrar shall maintain a register of names and addresses of all Fellows and Members of the College and their email and telephone contacts.
- 11.2 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 at least two thirds of the whole number of Members of the Council and that at least twenty-eight days' notice of the meeting for this purpose be sent to the Fellow or Member whose name it is proposed to remove.

### **ARTICLE 12.0 STATUS, RIGHTS, DUTIES AND OBLIGATIONS APPLICABLE TO ALL FELLOWS AND MEMBERS**

- 12.1 Persons qualified in accordance with the Articles, By-laws or Regulations of this Constitution may, if the Council deems fit, be admitted as Fellows or Members of the College after paying such registration fees and signing such declaration forms as may be prescribed from time to time.
- 12.2 Except for Honorary Fellows, all Fellows and Members shall present periodic evidence of maintenance of competence and ethical standards as prescribed by their respective Board.

- 12.3 Except for Honorary Fellows, all Fellows and Members shall pay such annual subscriptions as shall be prescribed by Council from time to time.
- 12.4 Fellows and Members who attain the age of 65 years and retire from practice may apply to Council for a waiver of the annual subscription.
- 12.5 All Fellows and Members 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.
- 12.6 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 13.0 PRIVILEGES DEPENDENT ON PAYMENT OF REGISTRATION FEES AND SUBSCRIPTIONS**

- 13.1 No Fellow or Member shall enjoy any of the privileges of the College 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.
- 13.2 Fellows shall consequently not be capable of exercising their respective voting rights unless they have paid all annual subscriptions due from them.

#### **ARTICLE 14.0 LIST OF DEFAULTERS**

- 14.1 The Council shall from time to time cause a list to be published of persons who are in default under Articles 12.0 and 13.0 and who are thus not entitled to exercise their rights and privileges therein referred.
- 14.2 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 affiliation with the College by the Council. If the said Council determines that such person should be dropped from their College affiliation, then he shall be given a written notice that he will be dropped from the register 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.

- 14.3 A Fellow or Member failing to pay in full his dues within the given six-month (6) period shall be automatically dropped from affiliation with the College.
- 14.4 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 (14.2 or 14.3).

#### **ARTICLE 15.0 CESSATION OR TERMINATION OF MEMBERSHIP**

- 15.1 A Fellow or Member as categorized in Article 8.0 shall cease to be a Fellow or Member under the following circumstances:
- (i) If by notice in writing to the College one withdraws.
  - (ii) If one's name is erased from the register of the Medical Regulatory body in any of the member Countries.
  - (iii) If the person fails to meet prescribed criteria for demonstration of maintenance of competence and ethical standards in their specialty, sub-specialty or discipline of Paediatrics and Child Health, despite approved remedial measures and grace period.
  - (iv) 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 – one's affiliation with the College be terminated provided that all the Articles and By-laws of the College regarding removal from the College Register are fully complied with.
- 15.2 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 themselves as being a Foundation Fellow, Ordinary Fellow, Honorary Fellow, Member, Associate Member or Affiliate Member as the case may be, and 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 interdiction or injunction against that person with costs of the proceedings.
- 15.3 A person so stripped of College Membership or Fellowship status shall cease using the designation (and any abbreviation thereof) to which they became entitled upon enrolment as a Fellow or Member as the case may be.

## **ARTICLE 16.0 COUNCIL OF THE COLLEGE OF PAEDIATRICS AND CHILD HEALTH**

There shall be a Council composed of Fellows of the College.

- 16.1 The Council shall consist of the President, Vice President, Secretary General, Assistant Secretary General, Treasurer, the three Chairmen of the College standing Committees (elected under the terms of Article 26 of this constitution), the Chairs of constituent specialty or sub-specialty or discipline (SSD) Boards of the College (elected under the terms of Article 27 of this constitution), the Registrar, two Country Representatives from each of the constituent countries of the College, one Overseas Fellows' Representative.
- 16.2 The Council shall manage the affairs of the College through the Executive Committee (EC), Finance and General-Purpose Committee (FGPC), Examination and Credentials Committee (ECC), Education, Scientific and Research Committee (ESRC), and the Specialty/Sub- specialty/Discipline (SSD) Boards.

## **ARTICLE 17.0 DUTIES AND OBLIGATIONS OF COUNTRY REPRESENTATIVES**

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

- 17.1 They shall be members of the Council and answerable to the Council and college membership.
- 17.2 Shall represent their countries on Council and carry out the duties that Council has assigned to them within Council, at their country level, and carry out duties on behalf of the College in liaison with the local country Paediatrics Association or Societies.
- 17.3 Shall carry out all responsibilities as stipulated in the Corporate Governance document of the College and as determined by Council from time to time.
- 17.4 Shall represent the College in their respective countries, including ensuring recognition of College awards by the relevant regulatory bodies and other institutions in member countries.
- 17.5 Shall collectively bear the overall responsibility for the College affairs.

## **ARTICLE 18.0 POWERS OF THE COUNCIL**

The Council shall:

- 18.1 Be responsible for the overall supervision and organization of the affairs of the College of Paediatrics and shall be responsible for setting up committees, Boards, and other appropriate bodies for consideration of the objectives of the College.
- 18.2 Conduct, participate in and appoint representatives or delegates to attend meetings, symposia, and conferences of other bodies on Paediatrics or related discipline.
- 18.3 Appoint and remove, or suspend, salaried staff and to determine their duties and powers and fix their terms of service pursuant to the prevailing labour laws and regulations.
- 18.4 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.
- 18.5 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.
- 18.6 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.
- 18.7 Raise funds for and on behalf of the College.
- 18.8 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.
- 18.9 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.
- 18.10 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.

- 18.11 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.
- 18.12 Subject to the provisions of the By-laws, the Council shall have power to appoint an Examinations and Credentials Committee, SSD Boards, and other Committees deemed necessary, and to define the duties of such Committees and Examining Panels.
- 18.13 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.
- 18.14 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.
- 18.15 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 Paediatrics and Child Health of any member or the election of any person to Fellow or Member of the College.

#### **ARTICLE 19.0 MEETINGS OF THE COUNCIL**

- 19.1 Meetings of the Council shall be held at least four times a year at such time and place as may, from time to time, be determined by the Council. In any given year, two of these shall be Pre- AGM and Post-AGM Council meetings.
- 19.2 Meetings of the Council shall be held on online platforms or in rotation in the constituent countries of the College, if held in person.
- 19.3 The quorum shall be two thirds of the Council members for Council meetings and Executive Committee meetings.
- 19.4 The Secretary General shall convene an extraordinary meeting of the Council whenever requested to do so, in writing, by the President or by not less than one third of the Council Members. At any such extra-ordinary meeting, no business shall be transacted other than that for which the meeting was called unless with the unanimous consent of the Fellows present.

- 19.5 One third of the members shall form a quorum at any meeting of the Council.
- 19.6 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 and, in case of an equality of votes, the Chairman of the meeting shall have a second or casting vote
- 19.7 The President, or in his 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.
- 19.8 The Chairman of the meeting shall direct the minutes of the meeting to be written consisting of every business transacted including:
- 19.8.1 The names of Members of the Council present at such meeting of the Council and of any Committee of the Council
- 19.8.2 Appointments of Officers
- 19.8.3 All orders or directives given by the Council and Committees of the Council
- 19.8.4 All resolutions and proceedings of meetings of the Council and Committees of the Council
- 19.9 Any such minutes of any meeting of the Council or any Committee aforesaid of the College shall be signed by the Chairman of such meeting or by the Chairman of the next succeeding meeting and shall be receivable as *prima facie* evidence of the matters transacted in that meeting.

#### **ARTICLE 20.0 THE REGISTRAR OF THE COLLEGE**

- 20.1 The Council shall appoint a Registrar of the College who shall be a prominent Fellow of the College.
- 20.2 The Registrar shall hold office for a three-year term and shall be eligible for re-appointment for one more term, as the Council may deem necessary.

#### **ARTICLE 21.0 POWERS AND DUTIES OF THE REGISTRAR OF THE COLLEGE**

The Registrar as appointed in Article 20.0 above shall be responsible for the supervision and management of all academic functions of the College.

- 21.1 Supervise all SSD Board Chairs
- 21.2 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.

- 21.3 Shall oversee the inflow of applications, supervise the process of qualification verification for program entry and facilitate trainee enrolment to the College.
- 21.4 Shall build a secure trainee database and set policy and procedure for their responsible use.
- 21.5 Shall maintain up-to-date course/training schedules, catalogues, and examination schedules.
- 21.6 Shall be responsible to produce official transcripts and certificates and compile academic reports.
- 21.7 Shall advise the Council on academic matters.
- 21.8 Interprets and enforces academic policies and regulations of the College.
- 21.9 Shall chair the Appeal Committee for trainees and in addition may be required to resolve disputes concerning trainee records.
- 21.10 Shall approve changes in college policy, such as new registration requirements as may deem necessary.
- 21.11 Shall maintain the Register of College membership.
- 21.12 Assist the Chair FGPC in organizing the graduation ceremonies.
- 21.13 Shall be responsible for planning and overseeing the academic budget.
- 21.14 Shall be a member of other Committees as deemed fit.

## **ARTICLE 22.0 THE EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the College.

- 22.1 The Executive Committee shall consist of the President, Vice President, the Secretary General, Treasurer, the Registrar, the Chief Executive Officer, the Chairman of each of the three standing Committees [Examinations and Credentials Committee (ECC); Finance and General Purpose Committee (FGPC); Education, Scientific and Research Committee (ESRC)], the Chairman of each of the SSD Boards, and co-opted Fellows as may be appointed by the elected Council Members.
- 22.2 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.

## **ARTICLE 23.0 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

- 23.1 The Executive Committee as constituted in article 19.1 of this Constitution shall report and is accountable to the Council.
- 23.2 Shall act on behalf of Council between meetings and when addressing urgent situations.
- 23.3 Make recommendations to Council on major commitments and advise the Council on decisions and College matters.



- 23.4 Shall supervise the College Chief Executive Officer as appointed in Article 24.0.
- 23.5 Shall oversee, support, and provide leadership to the other ad-hoc Committees, ensuring that objectives of the College are realized.
- 23.6 Shall determine the agenda and give direction for the Council meetings and the Annual General Meeting.

#### **ARTICLE 24.0 THE CHIEF EXECUTIVE OFFICER**

There shall be a Chief Executive Officer appointed by the Council of the College. The Chief Executive Officer (CEO) of the College shall be answerable to Council through the President.

#### **ARTICLE 25.0 POWERS AND DUTIES OF THE CEO**

- 25.1 The CEO's 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.
- 25.2 Shall report exclusively to ECSAPACH Council.
- 25.3 Shall develop strategic plans, annual budget, and annual operational plans.
- 25.4 Organise fundraising and marketing to ensure that ECSAPACH is self-sustaining.
- 25.5 Run ECSAPACH in a business-like manner.
- 25.6 Appoint, delegate to, and motivate senior secretariat staff and is responsible for operational management and handling of the secretariat.
- 25.7 Develop and nurture relationships with Ministries of Health of member countries, universities, and other local, regional, and overseas government and non-government partners.
- 25.8 Ensure that logistical and administrative aspects of ECSAPACH functions happen, including but not limited to:
  - 25.8.1 Annual operational plan is fulfilled.
  - 25.8.2 Transparent budgetary management.
  - 25.8.3 Training courses.
  - 25.8.4 Examinations and graduation ceremonies.
  - 25.8.5 Council meetings take place.
- 25.9 Has authority to represent ECSAPACH on any public statements on its behalf.
- 25.10 Advise and act as Secretary to Council.
- 25.11 Operate and manage the College budget.

## **ARTICLE 26.O STANDING COMMITTEES**

The Council of the College shall have three standing Committees to facilitate achieving its objectives.

### **26.1 EXAMINATION AND CREDENTIALS COMMITTEE (ECC)**

26.1.1 The Examination and Credentials Committee shall consist of a Chairman who will be a member of the College Council, the College Registrar, Chairs of SSD Boards, and a co-opted Fellow as may be deemed fit by the Council of the College.

26.1.2 The Committee shall meet regularly to review academic policies of the College for presentation to the Council for approval.

### **26.2 FINANCE AND GENERAL-PURPOSE COMMITTEE (FGPC)**

26.2.1 The Finance and General-Purpose Committee shall consist of a Chairman, the Treasurer, College Chief Finance Officer, the Registrar, up to three members of the Council and two co-opted Fellows as may be deemed fit by the Council of the College.

26.2.2 The Committee shall meet on a regular basis to deal with ordinary matters of routine business as directed by the Council, to plan resource mobilization strategies for the College and to authorize expenditure.

### **26.3 EDUCATION, SCIENTIFIC AND RESEARCH COMMITTEE (ESRC)**

26.2.3 The Education, Scientific and Research Committee shall consist of a Chairman, two members of the Council, Chairs of the SSD Boards, and up to two co-opted Fellows as may be deemed fit by the Council of the College.

26.2.4 The Committee shall meet regularly to design, review, and recommend educational, training and research policies of the College in their broadest sense to the Council for approval.

## **ARTICLE 27.O SPECIALTY, SUB-SPECIALTY, OR DISCIPLINE (SSD) BOARDS**

Whereas the College recognizes the multiple medical specialties and allied health disciplines with diverse scientific principles, skills, aptitudes, and health systems needs that are necessary to deliver and conduct optimal health care, education, and research in paediatrics and child health. The Council of the College shall, from time to time, establish or disband a Board of SSD in a field of Paediatrics and Child Health.

- 27.1 During their respective existences, the Boards shall operate under the by-laws and regulations of the College and as delegated by the Council.
- 27.2 All Fellows and Members of the College shall have a designated Board(s) that correspond(s) to their SSD(s).
- 27.3 Appointees to the Boards shall be elected by the Council to serve for an initial term of five years and eligible for renewal for another term at the discretion of the Council.
- 27.4 Each appointee to a Board must be a Fellow of the College in their respective SSD and must meet and maintain the Board's criteria for maintenance of certification.
- 27.5 There shall be no fewer than seven and no more than ten appointees to each Board.
- 27.6 Each Board shall have a Chair elected by the Fellows of the respective SSD.
- 27.7 Each Board shall have an Associate Registrar who will be delegated and supervised by the College Registrar.
- 27.8 Boards shall be supported and coordinated by the College Executive Committee and Standing Committees.
- 27.9 Boards shall be overseen and operate under the authority of the Council.

#### **ARTICLE 28.0 POWERS AND DUTIES OF SPECIALTY, SUB-SPECIALTY, OR DISCIPLINE (SSD) BOARDS**

- 28.1 Shall develop training curricula for their respective SSD.
  - 28.1.1 Shall develop, validate, schedule, administer, and mark certifying exams in their respective SSD.
  - 28.1.2 Shall recommend Ordinary Fellows for election by the Council.
  - 28.1.3 Shall develop criteria for evaluating the suitability of training facilities and resources for their respective SSD.
  - 28.1.4 Shall advertise and recruit trainees to the SSD's training program that is approved by the College.
  - 28.1.5 Shall develop prerequisite qualifications and aptitudes for prospective trainees to the respective SSD.
  - 28.1.6 Shall verify information about each prospective trainee's prerequisite qualifications before joining the SSD's training program that is approved by the College.
  - 28.1.7 Shall collect and ensure integrity of information that goes into all trainees' academic records such as admission forms, formative and summative evaluations, transcripts, and certificates.

- 28.1.8 Conduct periodic inspection and monitoring of College training sites in their respective SSD.
- 28.1.9 Shall advise the Council on academic matters related to their respective SSD.
- 28.1.10 Shall represent the SSD on and in meetings of Standing Committees, Executive Committee, and Council.
- 28.1.11 Shall mobilize and develop resources including training faculty, educational materials, online training platforms, scholarships funds, clinical infrastructure, and research grants to promote their SSD in the ECSA region and beyond.
- 28.1.12 Shall develop multi-institution and multi-country collaborations to standardize and promote cooperative group clinical care and research.
- 28.1.13 Shall meet on a regular basis to deal with ordinary matters of routine business pertaining to the SSD or as directed by the Council.

## **ARTICLE 29.0 OFFICERS OF THE COLLEGE**

- 29.1 Officers of the College of Paediatrics and Child Health shall be:
  - 29.1.1 President
  - 29.1.2 Secretary General
  - 29.1.3 Treasurer
  - 29.1.4 Registrar
  - 29.1.5 The Chief Executive Officer (CEO)
- 29.2 Election of the Officers
  - 29.2.1.1 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.
  - 29.2.1.2 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.
  - 29.2.1.3 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.
  - 29.2.1.4 Registrar shall be an ex-Officio member appointed by the Council.
- 29.3 Tenure of Office

The following terms of office shall apply:

29.3.1 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

29.3.2 The Vice President shall hold office for a term of two years at the end of which shall be the President Elect.

29.3.3 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.

#### **ARTICLE 30.0 POWERS AND DUTIES OF THE COLLEGE OF PAEDIATRICS AND CHILD HEALTH**

The College of Paediatrics and Child Health through its Council shall, without prejudice to Article 5, have the following powers and duties:

30.1 To determine the criteria for the admission of Fellows and Members to the College and design and/or approve a structure that will enable the College to perform its functions.

30.2 To determine standards, and training programs and courses, for Post Graduate education in SSD of Paediatrics and Child Health in the constituent countries of the College.

30.3 To establish Boards for the development and conduct of appropriate postgraduate curricula, training, certification examinations and to recommend to the Council based on the results of such examinations, the award of Fellow of the College.

30.4 To approve examiners, examinations, fees and allowance payable to examiners and other persons involved in the conduct of examinations.

30.5 To carry out inspections of Institutions providing postgraduate education in Paediatrics and Child Health, indicated in Article 5, to assess suitability of the Institutions for accredited training by the College and eligibility of candidates from such Institutions for the award of Fellow or Member of the College.

30.6 To harmonize, where necessary, the standards, training programs and syllabi for postgraduate health professionals' education of the College and other bodies duly recognized by the College.

30.7 To investigate and accredit programs of professional postgraduate education in Paediatrics and Child Health in various constituent countries and to determine the criteria for recognition of postgraduate qualifications obtained elsewhere.

- 30.8 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.
- 30.9 To admit Fellows and Members to the College.
- 30.10 To make and amend By-laws, regulations, and standing orders for conduct of the affairs of the College, including election to the Council.
- 30.11 To develop platforms and procedures that promote cooperative multi-country research in Paediatrics and Child Health among member countries.
- 30.12 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 31.0 FINANCES OF THE COLLEGE**

### **31.1 SOURCES OF REVENUE**

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

- 31.1.1 Membership and subscription fees as shall be determined from time to time by the Council.
- 31.1.2 Donations, Grants, bequest and/or trusts.
- 31.1.3 Interest and profits from the College's property and capital.
- 31.1.4 Any other legal entitlement to the College.
- 31.1.5 Any other source or means approved by the Council provided that such sources are not illegal.

### **31.2 EXPENDITURE**

- 31.2.1 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.
- 31.2.2 The FGPC 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.
- 31.2.3 All funds belonging to the College shall be deposited and disbursed through a bank account established for the College. Any withdrawal /

expenditure greater than \$10,000 must be approved by the signatories of the College as stipulated in Article 29.4 of this Constitution.

### **31.3 SUPERVISION OF FUNDS**

Save as otherwise provided for in this constitution:

31.3.1 The Council shall appoint the College's Banker.

31.3.2 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.

31.3.3 The Treasurer shall issue receipt(s) in the name of the College, whenever money due to the College is received.

31.3.4 The Financial year of the College shall run from January 1 to December 31.

### **31.4 SIGNATORIES OF THE COLLEGE**

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

31.4.2 Signatories of the College shall consist of:

31.4.2.1 The President

31.4.2.2 The Secretary General

31.4.2.3 The Treasurer

31.4.3 Any two of the above signatories shall constitute a legal transaction.

### **31.5 AUDITING**

Save as otherwise provided for in this constitution: –

31.5.1 An auditor shall be appointed by the Council and the accounts of the College shall be audited at least once a year

31.5.2 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.

31.5.3 The signatories shall sign the audited accounts and balance sheets before being presented to the Council and Annual General Meeting.

## **ARTICLE 32.0 GENERAL MEETINGS AND CONFERENCES OF THE COLLEGE OF PAEDIATRICS**

32.1 An Annual General Meeting (AGM) and Scientific Conference shall be held between the first week of November and the last week of January in each year or any other mandated time determined by the governing council in any of the constituent Countries in rotation. 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.

- 32.2 The Secretary General shall convene an extraordinary General Meeting at the request of the President, or, at the request of twenty or more Fellows drawn from at least **FIVE** of the constituent countries of the College.
- 32.3 The Quorum shall be a majority of member countries (>50%) for any general meeting.
- 32.4 In between meetings, the Secretary General shall conduct the affairs of the College on the directive of the President and Council of the College.
- 32.5 Agenda of the AGM

The Agenda of the Annual General Meeting shall include:

- 32.5.1 Confirmation and signing of the minutes of the last AGM and matters arising.
- 32.5.2 Communication from the President.
- 32.5.3 Presentation of the Report of the Registrar.
- 32.5.4 Presentation of the report of the Secretary General.
- 32.5.5 Presentation of the report of the Treasurer and passing of the accounts of the year.
- 32.5.6 Election of Council every two years.
- 32.5.7 Any matter of which not less than six weeks' notice has been given in writing to the Secretary General.
- 32.6 An Annual Scientific Conference shall be held for the reading of papers, discussion and demonstration of matters of paediatrics and child health interest and for social intercourse amongst the Fellows, Members and Associate Members of the College.

#### **ARTICLE 33.0 APPOINTMENTS AND FUNCTIONS OF TRUSTEES OF THE COLLEGE OF PAEDIATRICS AND CHILD HEALTH**

- 33.1 One Trustee from each constituent member country of the College shall be appointed at the Annual General Meeting of the College on the recommendation of the Council.
- 33.2 The Trustees of the College, herein referred to as "The Registered Trustees of the College of Paediatrics and Child Health of East Central and Southern Africa", shall hold office for life, but a Trustee shall cease to hold office if he/she:



- 33.2.1 Resigns his/her office as Trustee or
- 33.2.2 Ceases to be a member of the Registered Trustees of the College of Paediatrics and Child Health of East Central and Southern Africa or
- 33.2.3 Becomes insane or
- 33.2.4 Is officially declared bankrupt or
- 33.2.5 Is convicted by a court of criminal offence involving dishonesty or
- 33.2.6 Is removed from the register of his national Medical Council or
- 33.2.7 Is recommended for removal of office by the Council and Trustees of the College and by the majority of Fellows attending an Annual General Meeting of the College or
- 33.2.8 Ceases to live in East Central and Southern Africa or any constituent country of the College.
- 33.2.9 Upon a vacancy occurring in the number of Trustees, a new member shall be appointed at an Annual General Meeting of the College.
- 33.3 The Trustees shall have a common seal similar to the seal of the College. The seal shall be kept in custody by the Secretary General, who shall make it available when required for use by the Trustees.
- 33.4 All documents to be executed by the Trustees shall be signed by each of the Trustees and sealed with the common seal.
- 33.5 The Trustees shall apply under the appropriate laws of the constituent countries for the incorporation of the College.
- 33.6 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 34.0 DISCIPLINARY ACTION**

- 34.1 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.

- 34.2 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:
- 34.3 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,
- 34.4 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.
- 34.5 A Fellow or Member 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 35.O WITHDRAWAL OF CONSTITUENT COUNTRY MEMBERSHIP**

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

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

## ARTICLE 36.0 DISSOLUTION OF THE COLLEGE

- 36.1 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.
- 36.2 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.
- 36.3 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 37.0 DECLARATION

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

#### **ARTICLE 38.0 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 PAEDIATRICS AND CHILD HEALTH AT ITS DISCRETION*

## **CHAPTER TWO: STANDING ORDERS**

### **NOTICE TO 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.

### **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 Fellows present to act as secretary.

### **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.

### **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.

### **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 one third of duly paid-up Fellows.

### **ATTENDANCE REGISTER**

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

### **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 Chairperson 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.

### **ORDER OF ADDRESS**

- i. The Chairperson shall conduct the meetings as he deems fit.
- ii. At an extraordinary General Meeting as per Article 32.2 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.
- iii. Every Fellow, in speaking, shall respectfully address himself/herself to the Chairperson and no one shall interrupt another in speaking without the Chairperson's consent.

### **VOTING**

- i. 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.
- ii. Unless otherwise provided by the Articles and By-Laws, 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 Chairperson, when the votes are equal.

## **CHAPTER THREE: BY-LAWS OF THE COLLEGE OF PAEDIATRICS AND CHILD HEALTH 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 (be described and adopted by the College Council) 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 Paediatrics and Child Health 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 Fellows who vote.

### **(5) ANNUAL GENERAL MEETING**

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

- (i) Such business as by the Statutes or by the Articles or by the By-laws 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**

No later than on the first day of October of each year or any other time deemed appropriate 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 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.
- (b) 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.
- (c) Voting papers shall be issued to all paid up Fellows attending the Annual General Meeting.
- (d) 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.
- (e) Voting papers filled in by the electorate shall be returned to the Secretary General or Registrar of the College for counting of votes.
- (f) Any voting paper, adjudged by the Chairperson of the scrutinizers, appointed by the President or Vice President at the Annual General Meeting, to be improperly or incorrectly filled in shall be declared invalid.
- (g) The votes shall be counted by scrutinizers 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.
- (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 failing him, 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 the 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 if 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 Councillor may resign by submitting a written resignation letter to the Secretary General. Such resignation shall take effect only after Council has formally accepted it.

Failure to honour Councillor obligations

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 the Councillors 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:

- (i) **MEMBER SPECIALIST**

- (a) Shall submit a duly filled application form (**maf.001**) for membership to the Secretary General with a complete up to-date curriculum vitae.
- (b) Shall have attained a specialist qualification from a training Institution recognized by the ECSAPACH Council
- (c) Shall be registered and providing Paediatrics 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) If elected, the Member 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 37.0** of this Constitution

**(ii) FELLOW**

- (a) Shall submit a duly filled application form (**maf. 002**) for Fellow status to the Secretary General with a complete up to date curriculum vitae.
- (b) Shall be in good standing with the College.
- (c) Shall be registered and providing Paediatrics services, education, research, or administration in any of the Constituent member countries.
- (d) Shall abide by the declaration as stated in Article 33.0 of this Constitution
- (e) The Examinations and Credentials Committee shall receive and scrutinize 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 Fellow status shall be awarded upon receiving the prescribed Fellowship entry fees and Annual subscription as reviewed from time to time by Council.

**(10) ELIGIBILITY CRITERIA FOR ORDINARY FELLOW BY ELECTION: CRITERIA for Ordinary Fellow by appointment:**

- (a) Shall be Registered Paediatrician 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 ECSAPACH Member- 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 ECSAPACH scientific sessions, training, examinations, organizing ECSAPACH local chapter meetings and other activities that Council may deem relevant to the College Objectives. **OR**

(ii) A paediatrician with **at least 10 years of active Paediatric practice** after qualification **and 3 or more verifiable scientific presentations** at ECSAPACH meetings or publications in the ECSAPACH Journal.

(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.

#### **(11) PROCEDURE FOR ELECTION OF ASSOCIATE AND AFFILIATE MEMBERS:**

(i) Associate and Affiliate members shall submit their application through the respective Country Representatives.

(ii) The examinations and credentials committee shall receive and scrutinize the required documents of the applicants before making recommendations to Council.

(iii) Applications shall be approved or rejected at regular Council meetings only.

(iv) **ONLY** applications fulfilling **ALL** the stipulated criteria shall be eligible for consideration by Council.

#### **(12) COMMITTEES**

(a) There shall be three standing committees as set out in Article 26.O.

(i) The Examinations and Credentials Committee.

(ii) The Finance and General Purposes Committee.

(iii) The Education, Scientific and Research Committee

(b) In addition, sectional committees shall be appointed to assist and advise the President and Council in matters pertaining to specialties and subspecialties within the broad areas of Paediatrics as per **Article 27**.

(c) 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.

(d) 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.

- (e) 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.

### **(13) EXAMINERS**

- (a) 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.
- (b) 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.
- (c) All reports by examiners on candidates shall be regarded as confidential and privileged information for the College.
- (d) The Council, on the recommendation of the Examinations and Credentials Committee, shall from time-to-time fix honoraria and fees for examiners.

### **(14) INFORMATION TECHNOLOGY AND RESOURCE CENTRES**

- (a) The College 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, books, journals or any other useful publications.
- (d) Members and Fellows of the College shall be privileged to utilize the resources provided in these centres.
- (e) The Steering Committees shall appoint Coordinators from among Members and Fellows

of the College 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 shall enter or cause to be entered in the Centre records, all equipment and resource materials purchased by or presented to the College.

- (f) Archives and Museums shall be established in each constituent country whenever possible

## APPENDICES

### APPENDIX 1: RESOLUTION BY EAST CENTRAL AND SOUTHERN AFRICA (ECSA) REGION PAEDIATRIC ASSOCIATIONS

In recognition of the great need for Paediatrics and Child Health specialists and Sub specialists in the East, Central and Southern Africa region.


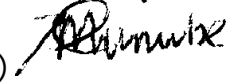

In recognition of the need for coordinated training of health care workers in the region to improve cross border acceptability and transfer of skills.

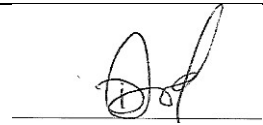
On this 15th Day of April 2021, in a virtual meeting of representatives of Paediatric Associations of Kenya, Uganda, Tanzania, Zimbabwe, Botswana and Ethiopia.

We resolve:

1. To Establish the East, Central and Southern Africa College of Paediatrics and Child Health (ECSAPACH) and affiliate it to the East Central and Southern Africa College of Health Sciences.
2. To Adopt the Constitution and the Training Curriculum that have been developed as the preliminary college documents (Reference Constitution version 1 and Curriculum version 1, dated April 2021).
3. And agree that the following officials shall serve as the interim (ECSAPACH) College Committee members until the College has been established and registered.
  - (a) Dr. John Tole of Kenya as President
  - (b) Prof. Rose Kambarami of Zimbabwe as Vice President
  - (c) Dr. Furaha Kyesi of Tanzania as Secretary General
  - (d) Dr. Deogratius Munube of Uganda as Treasurer
  - (e) Chairman of each of the three standing Committees
    - (i) Dr. Dipesalema Joel of Botswana for Education, Scientific and Research Committee (ESRC).
    - (ii) Dr. Thomas Ngwiri of Kenya for Finance and General-Purpose Committee (FGPC)
    - (iii) Dr. Amha Mekasha of Ethiopia for Examination and Credentials Committee (ECC)
  - (f) That the Kenya Paediatric Association secretariat shall continue to serve as the College Secretariat in the interim period.

Signed on this 20th day of May 2021

(i) 	Chair, Kenya Paediatric Association
(ii) 	Chair, Uganda Paediatric Association
(iii) 	Chair, Paediatric Association of Tanzania

(iv)		Chair, Ethiopia Paediatric Association
(v)		Chair, Zimbabwe Paediatric Association
(vi)		Chair, Botswana Paediatric Association



## APPENDIX 2: MEMBERSHIP APPLICATION FORM FOR ORDINARY MEMBERS

### MEMBERSHIP APPLICATION FORM FOR ORDINARY MEMBERS (non ECSAPACH- trainees) (maf.001)

#### EAST, CENTRAL AND SOUTHERN AFRICA COLLEGE OF PAEDIATRICS AND CHILD HEALTH

East, Central and Southern Africa Health Community

Oloirien Area, Njiro Road P O Box 1009 Arusha, Tanzania Tel: +255- 27-2508362/3; 2504106 Fax: +255-27-2508292; 2504124	websites: Email:
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#### APPLICATION FOR MEMBERSHIP

To the Secretary General,

I, the undersigned ..... (BLOCK LETTERS)

hereby apply to become a: [tick the applicable category]

Member-Specialist	
Associate Member	
Affiliate Member	

of the College of Paediatrics and Child Health of East Central and Southern Africa and  
declare that if elected I shall abide by the rules and regulations of the College.

My degrees, medical qualifications and decorations are:

1. ....

2. ....

3. ....

Address: .....

Phone: .....

Email: .....

Signature: .....

Date: .....

We, the undersigned from our personal knowledge consider

.....

in every way suitable to become a Member/Associate/Affiliate Member of the College.

..... (Name of proposer)	..... (Name of seconder)
..... Signature of Proposer	..... Signature of Seconder

## APPENDIX 3: MEMBERSHIP APPLICATION FORM FOR FELLOWSHIP BY ELECTION

### MEMBERSHIP APPLICATION FORM FOR FELLOWSHIP BY ELECTION (maf.002)

#### EAST, CENTRAL AND SOUTHERN AFRICA COLLEGE OF PAEDIATRICS AND CHILD HEALTH

East, Central and Southern Africa Health Community

Oloirien Area, Njiro Road P O Box 1009 Arusha, Tanzania Tel: +255-27-2508362/3; 2504106 Fax: +255-27-2508292; 2504124	websites: Email:
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### APPLICATION FOR FELLOWSHIP BY ELECTION

**To the Secretary General,**

I, the undersigned ..... (BLOCK LETTERS)

hereby apply to become a: [tick the applicable category]

Ordinary Fellow	
Overseas Fellow	

of the East Central and Southern Africa College of Paediatrics and Child Health and  
declare that if elected I shall abide by the rules and regulations of the College.

- (a) Member-Specialist of ECSAPACH – YES/NO
- (b) Fellow of another College – YES/NO. If yes specify: .....
- (c) My degrees, medical qualifications and decorations are:

1. Medical qualification:	Year:
2. Specialty qualification:	Year:
3. Other qualifications:	Year:
	Year:

Registered & Practicing in: ..... (Country)

Address: .....

Phone: .....

Email: .....

Signature: .....

Date: .....

We, the undersigned from our personal knowledge consider

.....

in every way suitable to become an Ordinary Fellow/Overseas Fellow of the College.

..... (Name of proposer)	..... (Name of seconder)
..... Signature of Proposer	..... Signature of Seconder

◁ ECSAPACH registration numbers ▷