



**West African College of Surgeons  
College Quest Africain des Chirurgiens**

**REVISED CONSTITUTION  
2016**

*Published by*

**THE WEST AFRICAN COLLEGE OF SURGEONS**

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OF  
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## DEFINITIONS

In this constitution, the following words shall apply unless there is something on the subject or context inconsistent therewith:

1. The "West African College of Surgeons/College Ouest Africain des Chirugiens" means the institution established by the resolution of the members of the Association of Surgeons of West Africa at the Annual General Meeting of the Association held in Benin City, now Edo State of Nigeria on 03 February 1973.
2. "Surgical College" means West African College of Surgeons.
3. "Council" means the Council of the West African College of Surgeons.
4. "Fellow" means a Fellow of the Surgical College
5. "Member" means a medically qualified practitioner who has undergone Membership/Part I training of the Surgical College for middle-level human resource development and passed the prescribed examinations
6. "Diplomate" means a non-Specialist medically qualified Practitioner who has satisfied the requirements and passed the prescribed examinations for middle-level human resource development.
7. "These rules" means these documented rules as originally framed or as from time to time altered and/or adopted by resolutions and/or declarations.
8. "WEST AFRICA" MEANS THAT AREA OF Africa with its neighboring Islands that lies between latitudes 20 degrees north and the Equator, and longitudes 20 degrees east and 20 degrees west of the Greenwich Meridian.

## CHAPTER ONE

### 1. Name

The name of the Organization shall be "The West African College of Surgeons" hereinafter referred to as "THE SURGICAL COLLEGE".

### 2. Objectives

The objectives of the SURGICAL COLLEGE shall be :

a) The promotion, organization and conduct of postgraduate education, training and certification in Surgery, related disciplines and specialties in West Africa through the composition of Faculties. In this regard, FACULTIES shall be deemed to include

- i) Anaesthesia
- ii) Dental Surgery
- iii) Obstetrics and Gynaecology
- iv) Ophthalmology
- v) Otorhinolaryngology
- vi) Radiology
- vii) Surgery

and related sub-specialties as the SURGICAL COLLEGE may determine from time to time

viii) Any other Faculties as the SURGICAL COLLEGE may determine.

- b. Fostering and coordination of education and research in Surgery and related disciplines.
- c. Cooperation with appropriate national and international bodies worldwide with aims and objectives likely to promote, assist, develop and advance the interests of the SURGICAL COLLEGE in the pursuit of its objectives.
- d. The preparation and publication of journals, pamphlets and memoranda, singly or in collaboration with other bodies or organizations as may be considered useful in support of these objectives.
- e. The conduct, participation in, and appointment of representatives or delegates to meetings, symposia, conferences and other bodies on medical and

related disciplines, and setting up appropriate committees for the attainment of the objectives of the SURGICAL COLLEGE.

### **3. Composition of the SURGICAL COLLEGE**

The composition of the SURGICAL COLLEGE shall reflect fully the specialties and related sub-specialties, etc., within broad professional areas of Surgery as contained in Clause 2(a) (i-viii) herein.

### **4. Fellows of the College**

Fellowship of the SURGICAL COLLEGE shall be made up as follows:

i) Medical Practitioners who, in fulfillment of the training requirements, have passed the appropriate examinations and are certified as such in specifically approved disciplines of the SURGICAL COLLEGE, shall be admitted as Fellows, having taken or signed The Oath as prescribed in Clause 28 of this Constitution.

ii) Medical Practitioners who have been adjudged suitable by training, learning and character to be worthy of professional association with the SURGICAL COLLEGE without the examinations as prescribed by the College but who have qualifications recognized by it as of equivalent status, shall be admissible as Fellows 'ad eundem'. Such Fellows shall be

- a) Nationals of any of the member countries of the SURGICAL COLLEGE who must have had registrable or recognized practice experience at any level in the West African sub-region for a period of not less than 12 calendar months anytime in the professional life of the applicant and no less than 10 years after obtaining an equivalent qualification. Such may be considered for Fellowship 'ad eundem' if he/she has actively participated in the Surgical College Outreach Programmes for two of the preceding five years OR attended the Annual Conferences of the Surgical College for at least two years. Such Fellows shall also be required to subscribe/swear The Oath as prescribed in Clause 28 of the Constitution.
- b) Nationals of the West African sub-region who have equivalent qualifications but have not worked in the sub-region for at least twelve months. Such may be considered for Fellowship 'ad eundem' if he/she has actively participated in the Surgical College Outreach Programmes for five years AND attended the Annual Conferences of the Surgical College for at least three years.
- c) Non-nationals who have appropriate qualifications and have practiced in the sub region for at least fifteen (15) years. Such may be admitted as Fellows 'ad eundem' if he/she has actively participated in the Surgical College

Outreach Programmes for five years AND attended the Annual Conferences of the Surgical College for at least three years.

iii) Honorary Fellows who shall be citizens of any nationality and of any professional calling and have been recommended and approved for Fellowship *Honoris Causa* after due process as prescribed by Council. Such Honorary Fellows must have made significant contributions to the science and art of surgery or to the advancement of surgical education, research, training and practice directly or indirectly. The SURGICAL COLLEGE shall separately keep an appropriate register of such Honorary Fellows. Not more than fifty (50) Honorary Fellows shall be alive at any point in time.

## **5. Status, Rights; Duties and Obligations of Fellows.**

a) Fellows shall enjoy full rights, benefits, and other privileges as may from time to time be declared by Council, and shall be subject, *mutatis mutandis*, to the obligations and burdens howsoever declared by Council from time to time.

b) Past Presidents shall retain their seats in Council and shall be exempted from payment of annual dues on the attainment of the age of 70 years. No Past President shall be eligible to contest for any office of the Surgical College, but may be co-opted for its services on the invitation of the Council of the SURGICAL COLLEGE.

c) Honorary Fellows shall enjoy all the rights, benefits and privileges of Fellows except the right to vote and be voted for at any meeting of the SURGICAL COLLEGE, and shall not be required to pay any subscriptions, levies or any such fees as imposed by the SURGICAL COLLEGE except such Fellow decides otherwise voluntarily.

## **6. Members of the College**

Medical Practitioners who, in fulfillment of the training requirements, have passed the appropriate examinations and are certified as such in specifically approved disciplines of the SURGICAL COLLEGE shall be admitted as Members, having taken or signed The Oath as prescribed in Clause 28 of this Constitution.

## **7. Status, Rights; Duties and Obligations of Members**

- a.) Members shall enjoy rights, benefits, and other privileges as may from time to time be declared by Council, and shall be subject, *mutatis mutandis*, to the obligations and burdens howsoever declared by Council from time to time.
- b.) Shall wear College gowns distinguishable from those of Fellows and Diplomates;
- c.) Shall pay 60% of the dues applicable to Fellows of the SURGICAL COLLEGE and levies as specifically or severally determined on the recommendation of Council.
- d.) Shall not hold any principal office in the SURGICAL COLLEGE by election, selection, nomination or co-option.
- e.) Shall not be eligible to vote or be voted for but may attend AGM in observer status.

## **8. Diplomates of the College**

Diplomates of the College are medical practitioners who have fulfilled the training requirements and passed the appropriate non-specialist examinations in non-Fellowship programmes approved for middle-level human resource development in disciplines approved by the Surgical College.

## **9. Status, Rights, Duties and Obligation of Diplomates**

Diplomates shall enjoy full rights, benefits and other privileges as may from time to time be declared by Council, and shall be subject, *mutatis mutandis*, to the obligations and burdens howsoever from time to time declared by Council. Such Diplomates shall:

- i. Take the Oath as prescribed in Clause 28 of the Constitution;
- ii. Wear College gowns distinguishable from those of Fellows and Members;
- iii. Not hold any office in the SURGICAL COLLEGE by election, selection, nomination or co-option;
- iv. Not be eligible to vote or be voted for, but may attend AGM as observers.
- v. Shall pay 40% of the dues applicable to Fellows of the SURGICAL COLLEGE and levies as specifically or severally determined on the recommendation of Council.

## **10. DUES AND LEVIES.**

- a. The SURGICAL COLLEGE, as often as it is necessary, shall fix annual dues and levies as may be required for its overall growth.
- b. Any Fellow in good financial standing on the attainment of age 70 years shall be exempted from payment of annual dues. Such Fellows, however, shall apply for the exemption in writing.

## **11. Officers of the College**

(a). Officers of the SURGICAL COLLEGE shall be :

- (i) The President
- (ii) First Vice - President
- (iii) Second Vice - President
- (iv) Secretary-General
- (v) Honorary Treasurer
- (vi) Assistant Secretary-General
- (vii) Assistant Honorary Treasurer

### **(b). Election of Officers**

(i) The President shall be elected at an Annual General Meeting from amongst Fellows of at least fifteen (15) years standing who must have occupied the office of First Vice - President.

(ii) The First Vice - President (otherwise designated as President- Elect when in Office) shall be elected at an Annual General Meeting from amongst Fellows of at least fifteen (15) years standing who must have served as a Member of Council and/or of a Faculty Board and must be from a different Country from that of the President.

iii) The Second Vice - President shall be elected at an Annual General Meeting from amongst Fellows of at least ten (10) years standing who must have served as a Member of Council and/or of a Faculty Board. He/she shall be from a different Country from the President and the First Vice - President and he /she shall not be eligible for re-election to the same office.

(iv) The Secretary-General shall be elected at an Annual General Meeting from amongst Fellows of at least ten (10) years standing, who must have served as a Member of Council or Faculty Board.

(v) The Honorary Treasurer shall be elected at an Annual General Meeting from amongst Fellows of at least ten (10) years standing who must have served as a Member of Council or Faculty Board.

(vi) The Assistant Secretary-General shall be elected at an Annual General Meeting from amongst three Fellows nominated by the Secretary General. They shall be Fellows of at least seven (7) years standing and must have served on a Faculty Board or Council.

(vii) The Assistant Honorary Treasurer shall be elected at an Annual General Meeting from amongst three Fellows nominated by the Honorary Treasurer. They shall be Fellows of at least seven (7) years standing and must have served on a Faculty Board or Council.

## **12. Terms of Office of Officers**

The following terms of office shall apply:

- i) The President shall hold office for a term of two (2) years only and shall not be eligible for re-election following the expiration of his/her term of office.
- ii) The First Vice - President shall hold office for a term of two (2) years, after which he/she shall succeed the incumbent President on the expiry of his/her term of office.
- iii) The Second Vice - President shall hold office for a term of two (2) years and shall not be eligible for re-election to the same office.
- iv) The Secretary-General shall hold office for a term of two (2) years and shall be eligible for re-election for not more than two additional terms of two years each in two consecutive elections at an Annual General Meeting. Following a continuous period of six (6) years as Secretary-General, he/she shall not be eligible for re-election to the same office for a period of four (4) years immediately following the expiration of his/her third term in office.
- v) The Honorary Treasurer shall hold office for a term of two (2) years and shall be eligible for re-election for a further term of two years and shall not be eligible to contest for the same office for a period of four (4) years immediately following the expiration of his/her second term in office.

- vi) The Assistant Secretary-General shall hold office for a term of two (2) years and shall be eligible for re-election for not more than two additional terms of two years each in two consecutive elections at an Annual General Meeting. Following a continuous period of six (6) years as Assistant Secretary-General, he/she shall not be eligible for re-election to the same office for a period of four (4) years immediately following the expiration of his/her third term in office.
- vii) The Assistant Honorary Treasurer shall hold office for a term of two (2) years and shall be eligible for re-election for a further term of two years, but shall not be eligible to contest for the same office for a period of four (4) years immediately following the expiration of his/her second term in office.

### **13. Electoral Guidelines**

Elections of Officers shall be conducted according to the approved Electoral Guidelines, which may be amended by Council from time to time as documented in the By-Laws of the Surgical College.

### **14. Powers and Duties of The President**

The President shall be the Chief Officer of the Surgical College and shall preside at all meetings and activities of the SURGICAL COLLEGE and its Committees of Council in which he/she is present by virtue of his/her office. Such activities shall not include the Chairmanship of a Faculty Board or any of its sub-committees to which he/she may rightly belong by professional specialization.

### **15. Deaths, Resignation, Incarceration or Permanent Disability of Principal Officers & Chairmen of Faculty Boards:**

(a) In the event of death or inability of the President to perform his/her duties due to mental or physical incapacity, resignation, prolonged incarceration by a civil court of competent jurisdiction in any of the member countries, or by the acceptance of a national service likely to be in conflict with the duties and status of his office in the SURGICAL COLLEGE the First Vice President shall be sworn in as President at an emergency F&GPC meeting. The Secretary-General shall invite a Past President to swear in the 1<sup>st</sup> Vice President as President for the remaining unexpired term of the incumbent President without prejudice to the provisions of Clause 11 (b) of the Constitution. The decision shall be ratified at the next Council Meeting immediately

following such an event

(b) In the event that the First Vice President is not available to take office in accordance with Clause 11 (b) (i-ii) and 12 (i-ii) for reasons similar to Clause 15(a) above, the Second Vice - President shall act in that office for the duration of the unexpired tenure of the incumbent President.

(c) In the event that the Secretary-General or the Honorary Treasurer is unable to continue in office in accordance with Clause 11(b) (iv-v) and 12 (iv-v) for reasons similar to Clause 15(a) above, the Assistant Secretary-General and Assistant Honorary Treasurer respectively shall be sworn in by the President at an emergency F&GPC meeting. The decision shall be ratified at the next Council Meeting immediately following such event for the remaining unexpired term of the incumbent Officers without prejudice to the provisions of Clause 11(b) of the Constitution.

(d) In the event that the Chairman of a Faculty Board is unable to take or hold office for the reasons given in respect of the officers in Clause 15(a), the Faculty Secretary shall oversee the functions of the Faculty for the unexpired tenure of the incumbent Chairman. The nomination of such a person shall be without prejudice to his/her right to contest for the office of Chairman if eligible to do so under the regulations normally in force for the purpose. . In the case of a Secretary of Faculty, the Faculty Board shall select an Acting Secretary for the unexpired tenure. The nomination shall be forwarded to The President for approval.

## **16. Composition of Council**

The following shall be members of Council:

- i. The President
- ii. The First Vice President/President Elect
- iii. The Second Vice President
- iv. The Secretary-General
- v. The Honorary Treasurer
- vi. The Assistant Secretary-General
- vii. The Assistant Honorary Treasurer
- viii. Head of Administration -in attendance
  
- ix. Twenty (20) Fellows of at least 10 years standing elected at an Annual General Meeting of all Fellows/Members present.

- x. Ten (10) Fellows nominated by Council to represent member countries not adequately represented through the electoral process of which not more than four (4), when necessary, shall represent special interests of the SURGICAL COLLEGE.
- xi. Past Presidents of the SURGICAL COLLEGE
- xii. Chairmen of Faculties
- xiii. Fellows referred to in Clause (16) (ix) herein, shall hold office for a term of 2 years and shall be eligible for re-election for a further term provided that no Fellow shall serve for more than four (4) continuous years in Council and shall not be eligible for re-election for a period of 4 years immediately following their fourth (4<sup>th</sup>) year in Council.

#### 17. Statutory Committees of Council

a. **The Executive Committee of Council** shall consist of members of Council as described in Clause 16 (i)-(vii) herein and shall be responsible for the implementation of Council decisions and other urgent matters of a specific and general nature through the Finance and General Purposes Committee (F&GPC) of the SURGICAL COLLEGE.

b. There shall be a **Finance & General Purposes Committee (F&GPC)**, which shall be responsible for matters related to finances of the Surgical College, and such other matters of a general nature (viz: appointments, promotion and discipline of staff among others) or of the utmost urgency for necessary action in between the meetings of Council. The F&GPC shall report its activities to the next Council Meeting for notification or ratification where necessary.

The F&GPC shall consist of the Executive Committee, three members of Council and two non-Council members who are Fellows of more than fifteen (15) years post Fellowship, being non-Executive Committee members. Such non-Council members shall be elected for a term of two years at the Annual General Meeting.

The President shall be the Chairman of the Committee.

## **18. Powers and Duties of Council**

Council shall

- i. Be responsible for the overall supervision and organization of the affairs of the SURGICAL COLLEGE, and the discipline of Fellows, Members, Diplomates, Trainees and Staff.
- ii. Be responsible for setting up Committees of Council, in addition to those statutorily constituted by this Constitution, Faculties of the SURGICAL COLLEGE and other appropriate bodies in the pursuit of Surgical College objectives.
- iii. Have powers to co-opt Fellows into its membership for specific reasons and for a specified duration without prejudice to the provisions of Clause 16 of this Constitution.
- iv. Determine the structure and function of the Surgical College Secretariat and appoint principal administrative officers on such terms and conditions of service as it may determine for the general administration of the Secretariat of the SURGICAL COLLEGE. The Head of Administration shall be responsible to Council and shall carry out such duties as are assigned to him/her under the overall policy guidelines and direction as conveyed by the Secretary-General.
- v. Appoint External Auditors who shall audit the accounts of the SURGICAL COLLEGE annually and place the Auditor's Report and Statement of Account thereof before the Annual General Meeting for consideration.

## **19. Meetings of Council**

Meetings of Council shall be held at least two (2) times in one year at such times and places, as may from time to time be determined by Council. The Secretary-General shall convene an emergency meeting of Council whenever requested so to do in writing by the President, or by not less than one-third of the total membership of Council. Whenever practicable, meetings of Council shall be held in rotation in Member Countries. One third of the membership of Council or the nearest whole number shall be a quorum at any meeting of Council.

## **20. Powers and Duties of the Surgical College**

The SURGICAL COLLEGE shall without prejudice to the provisions of Clause 22 of this constitution

- i. Determine the criteria for the admission of Fellows, Members and Diplomates to the SURGICAL COLLEGE and design and/or approve a structure that will enable the SURGICAL COLLEGE to discharge its functions.
- ii. Prescribe standards and training programmes for postgraduate professional medical education in Member Countries.
- iii. Establish Boards of Examiners for the conduct of appropriate postgraduate examinations and to make recommendations to Council on the basis of the results of such examinations for the award of the Specialist Fellowship and other non-Specialist Certificates as the SURGICAL COLLEGE may from time to time determine.
- iv. Approve External Examiners and the alternates, and determine examination fees and allowances/other fees payable to Examiners and other persons connected with the conduct of examinations.
- v. Carry out inspection of Institutions providing postgraduate professional medical training in order to assess eligibility of candidates of such institutions to sit the examinations leading to the award of the diplomas of the SURGICAL COLLEGE.
- vi. Determine suitability of surgical posts in medical institutions for training in the various surgical Specialties.
- vii. Evaluate and accredit programmes of professional postgraduate education in Surgery in the various Member Countries and to determine the criteria for recognition of postgraduate Specialist qualifications obtained elsewhere.
- viii. Harmonize, where necessary, the standards, training programmes and syllabi for professional postgraduate medical education of the SURGICAL COLLEGE and other appropriate bodies duly recognized by the SURGICAL COLLEGE.

- ix. Acquire, assign, mortgage or in other ways, dispose of such monies, assets or real property, as may be necessary for the conduct of the business of the SURGICAL COLLEGE.
- x. Make bye-laws, regulations and standing orders for the conduct of the business of the SURGICAL COLLEGE including elections to Council.
- xi. Admit Fellows, Members and Diplomates.
- xii. Invite representatives of collaborating organizations, to be in attendance at its meetings, when deemed necessary.
- xiii. Do all such other things as may be considered necessary in furtherance of the objectives of the SURGICAL COLLEGE and publish, and/or assist in publishing books, pamphlets, journals and other educational materials.

#### **21. Meetings of the Surgical College**

- i. The Annual General Meeting of the SURGICAL COLLEGE shall be held between the first week of January and the last week of March in each year at such time and place as Council may from time to time designate.
- ii. The Secretary-General shall convene an extra-ordinary general meeting of the SURGICAL COLLEGE at the request of the President or at the request of forty or more Fellows drawn from, at least four (4) Member Countries.
- iii. In between Annual General Meetings, the Council shall be responsible for the conduct of the affairs of the SURGICAL COLLEGE as prescribed in Clauses 17 and 18 of this Constitution.
- iv. Quorum of Extra-Ordinary General Meeting shall be 70.

#### **22. Appointment and Function of Trustees of the Surgical College**

- i. Not more than seven (7) and not less than two (2) Trustees of the SURGICAL COLLEGE shall be appointed in each member country from among the Fellows resident in that country at an Annual General Meeting of the College on the recommendation of Council.

- ii. The Trustees of the SURGICAL COLLEGE shall herein be referred to as "THE REGISTERED TRUSTEES OF THE WEST AFRICAN COLLEGE OF SURGEONS IN ..... (Name of Country)....."
- iii. The Trustees shall normally hold office for life but a Trustee shall cease to hold office if he/she: -
  - (a) Resigns from the office.
  - (b) Ceases to be a Fellow of the West African College of Surgeons.
  - (c) Becomes of unsound mind and medically certified to that effect.
  - (d) Becomes an officially declared bankrupt.
  - (e) Is convicted of a criminal offence involving dishonesty, theft, embezzlement or such similar offence by a Civil Court of competent jurisdiction.
  - (f) Is recommended for removal from office by Council and the other Trustees of Member Countries by a simple majority of votes cast at an Annual General Meeting of the SURGICAL COLLEGE or
  - (g) Ceases to reside in the member country of which he/she is Trustee.
- (iv) Upon a vacancy occurring in the number of Trustees, another member shall be appointed at an Annual General Meeting of the SURGICAL COLLEGE on the recommendation of Council.
- (v) All documents to be executed by the Trustees shall be signed by each of them and sealed with the Common Seal.
- (vi) The Trustees shall apply under the appropriate laws of Member Countries for the incorporation of the Registered Trustees of the SURGICAL COLLEGE.
- (vii) The Trustees shall have power to accept and hold in trust, all lands belonging to the SURGICAL COLLEGE and to acquire land on behalf of the SURGICAL COLLEGE subject to such conditions as may be imposed by the laws of the respective Countries.

### **23. Discipline**

- i. It shall be the duty of every Fellow, Member, Diplomate, Trainees or Staff to acquaint himself/herself with the knowledge of the Disciplinary Rules and Regulations, as contained in the Manual of Operations of the Surgical College.
- ii. Without prejudice to the provision of Clause 18 (i) of this Constitution, Council may by a simple majority of all its members, expel, suspend, call for the resignation of, or otherwise apply any other sanctions it considers appropriate for the discipline of any Fellow, Member, Diplomate, Trainee or Staff whose conduct is found to be detrimental to the interest of the SURGICAL COLLEGE. Prior to such sanctions being applied, there shall be a written complaint and enquiry by an investigating committee that proves to the satisfaction of Council that an infraction has been committed.
- iii. Any Fellow, Member, Diplomate, Trainee or Staff to be investigated shall have prior and appropriate notification and shall have adequate opportunity, including the right to legal representation, for his/her defense.

### **24. Conduct Detrimental to Interest of the Surgical College**

Without prejudice to the provisions of Clause 15 herein, the following shall, in each case, be considered to be conclusive evidence of conduct detrimental to the interest of, and inconsistent with the objectives of, the SURGICAL COLLEGE.

- i. Conviction in a civil court for a felony or any crime involving moral turpitude;
- ii. Suspension or termination of the right to practice medicine in any state, province, and/or country, by reason of violation of any law, statute or governmental regulations controlling the practice of medicine in such state or province.
- iii. Touting and/or soliciting for patients.
- iv. Grossly immoral, dishonorable or unprofessional conduct as may be adjudged by Council.
- v. Failure on the part of a Fellow, Member or Diplomate to pay his/her dues and/or assessments for a continuous period of three (3) years or more, and

has, upon notice in private communication, publication in College newsletter and/or College website, or any other means as may be determined from time to time by the SURGICAL COLLEGE, failed to meet his/her obligations to the SURGICAL COLLEGE and to give satisfactory and acceptable explanation thereof, shall be deemed guilty of conduct detrimental to the interest of the SURGICAL COLLEGE.

**25. Amendment of the Constitution**

The provisions of this Constitution shall not be altered, amended or deleted except by Resolution duly passed at an Annual General Meeting by a two-thirds majority of members present and voting. Notice of motions for a review, alteration, amendment and deletions shall be submitted at an Annual General Meeting for consideration at a subsequent Annual General Meeting. Such notice shall include the intention to revise the entire Constitution or the relevant portion of the Constitution for which an amendment is sought.

**26. By-Laws**

The By- Laws may be amended by resolutions of Council from time to time

**27. Supremacy of the Constitution**

All matters not provided for in this constitution shall be vested in Council and shall be decided upon without prejudice to any or all of the provisions of this Constitution.

**28. Fellowship, Membership and Diploma Declarations**

All Fellows, Members and Diplomates duly admitted shall, before their names are scrolled on the SURGICAL COLLEGE Register, make the following declarations and affirmations:

**"I /...(name)...../do solemnly and sincerely/declare and affirm/that I will observe and obey/all the collegiate laws/of the West African College of Surgeons/in force from time to time./**

**I hereby/ promise faithfully/to defend the rights/and maintain the reputation/honour and dignity/of the West African College of Surgeons.**

## CHAPTER TWO

### STANDING ORDERS

#### **1. Notice of Meetings:**

- a.) A notice, in writing, of every meeting specifying the date, place and time of meeting shall be delivered in hard and/or electronic copy to each member within a reasonable time, not less than three calendar months from the date of the meeting, in the case of a *General Meeting of the SURGICAL COLLEGE*, to enable Members to attend. It shall be the duty of the *Secretary-General* to send out the notice of such a meeting.
  
- b.) In the case of a *Council Meeting* and any of its *Committees*, it shall also be the duty of the *Secretary-General* to attach to the notice of meeting the business to be transacted thereat and the relevant documents on the matters to be discussed. Such notice shall normally be given not less than three weeks to the date of the meeting.
  
- c.) No other business shall be transacted unless the meeting resolves to transact it by the adoption of the *Agenda as presented or modified under Any Other Business'* at the commencement of the meeting.

#### **2. Absence of the President and Vice-Presidents:**

In the absence of the *President* or lateness due to unavoidable circumstance, the *First Vice-President* shall act for the duration of the meeting, failing which the *Second Vice-President* shall act. In the event that the *President* and both *Vice-Presidents* are unavoidably absent, the most senior of the *Past Presidents* present shall preside. All such acting appointments shall be terminated on the arrival of any of the substantive office holders. All decisions taken shall be binding, as if the *President* were in attendance.

#### **3. Absence of the Secretary-General or Honorary Treasurer**

In the absence of the *Secretary-General* or the *Honorary Treasurer*, the *Assistant Secretary-General* and *Assistant Honorary Treasurer* shall act respectively. In the event that the *Secretary-General* and his *Assistant* are absent or unavoidably late to the meeting, the *Chairman* shall appoint any member present, other than a *Past*

President, to act as Secretary.

#### **4. Admission to Meetings**

Unless by prior approval of the President-in-Council, no person other than a Fellow, Member or Diplomate of the SURGICAL COLLEGE or a member of staff shall be present at any meeting of the SURGICAL COLLEGE, Council or any of its Committees. A Consultant in any of the professions may be invited to be in attendance at a meeting. Such attendance shall be for the purpose of transacting a specific item on the adopted Agenda.

#### **5. Business Proposition by Fellows**

Any Fellow desiring an item of business to be considered at a meeting shall send such proposal in writing to the Secretary-General within a reasonable time, normally not less than one month to the meeting. It shall be the duty of the Secretary-General to consult with the President and/or the Executive Committee whether to entertain the request within the provisions of the Constitution. This standing order is without prejudice to the right of a Fellow to raise any issue on the floor of an Annual General Meeting or under 'Any Other Business" of the agenda of a Council Meeting, if a member of Council.

#### **6. Absence of Quorum**

The quorum for an Ordinary Annual General Meeting shall be One Hundred (100). If no quorum is formed within two (2) hours of the advertised time for the meeting, the meeting shall be adjourned on a simple majority of those present.

#### **7. Attendance Book**

The Secretary-General shall keep an Attendance Record, which shall be signed by the members present at any College meeting.

#### **8. Order of Business**

Unless otherwise resolved, the Order of Business at any meeting shall be as follows:

- a. Election, when applicable, such as the Chairman of the Meeting
- b. Opening formalities.
- c. Presentation and adoption of the Agenda
- d. Reading, correction and adoption of minutes of the last meeting.

- e. Matters arising from the Minutes of the last Meeting.
- f. Business as itemized on the agenda unless otherwise directed by the Chairman.
- g. Any Other Matter not previously included in the adopted Agenda, shall be taken only at the discretion of the Chairman.
- h. Closing formalities and date of next meeting

**9. Order of Address**

Fellows shall address the meeting through the Chairman, who shall determine the priority in a request of more than one speaker. Any participant shall have the right to raise a point of order on which the ruling of the Chairman shall be final.

**10. Motions and Amendments**

All motions shall be proposed and seconded. The Chairman may require any motion or amendment thereto to be in writing. Voting shall be by show of hands or secret ballot, as the Chairman may direct. If the voting is equal and the Chairman does not exercise his casting vote, he/she shall declare the motion not carried

**11. Pecuniary Interest in Financial Transactions, Consultancies, Contracts etc.**

If a Fellow or Member directly or indirectly has pecuniary interest in any financial transactions, consultancies, contracts or any other matter in which the College is a party, and in which he/she is involved in the decision-making process of such business, he/she shall before the commencement of a meeting fully disclose the extent of his/her interest, if any, or shall as soon as practicable thereafter disclose the nature of the interest to which he/she might be privy prior to the transaction, notwithstanding the outcome of the decision. Failure to do so should normally be referred to Council for its disciplinary consideration.

**12. Minutes Book**

The minutes of Meetings shall be written, kept and preserved by the Secretary General in a manner approved by Council and shall be available for inspection by Fellows without let or hindrance unless otherwise directed by Council.

## RESOLUTION

*In pursuance of the Objectives of the Constitution of the West African College of Surgeons, and in obedience to the Annual General Meeting's Mandate at its 54th Annual Meeting in Kumasi, Ghana, on February 25, 2014, to review the 2005 Revised Constitution of the **SURGICAL COLLEGE**, the Annual General Meeting resolves that the revised Constitution of the West African College of Surgeons, as amended, be approved with effect from 01 January, 2017.*

On a motion by

**Osato F. Giwa-Osagie, OON**

**\*Past President, 2002-2005**

Chairman, Constitution Review Committee

Seconded by

**J. Olutola Olatosi**

**(Secretary- General 2013-)**

Yaounde ,Cameroon

2016

## THE BY-LAWS

### (BY-LAWS) ARTICLES

- 1) **The Head Office of the SURGICAL COLLEGE** shall be at such a place as shall be determined by the SURGICAL COLLEGE on the recommendation of Council.
- 2) **The Seal of the SURGICAL COLLEGE** shall be in such form as may be prescribed by resolution of the *Annual General Meeting*. The Secretary-General shall have custody of the Seal. Every instrument to which the Seal is affixed shall be signed by the President and countersigned by the Secretary-General.
- 3) **Examinations of the SURGICAL COLLEGE** shall take place on such dates and at such places as shall from time to time be prescribed by Council. Council shall also, on the recommendation of its appropriate committees, *namely Faculty Board and/or Committee on Higher Professional Medical Education (CHIPMED)*, determine all matters relating to the examinations leading to the award of the Fellowship, Membership and Diploma of the SURGICAL COLLEGE.
- 4) **Powers to fill Vacancies in SURGICAL COLLEGE Committees and Sub-Committees:** The Council shall have the power to fill vacancies in its body, as and when they occur, by co-option. The Council shall have powers to appoint such Ad-Hoc or Special Committees as it may consider necessary and delegate to such sub-committees such powers as it may deem fit. Such committees shall in turn have powers to co-opt members in the pursuit of specialized assignments.
- 5) **Powers to disburse funds:** The Council shall have the power to disburse the funds of the SURGICAL COLLEGE in keeping with approved guidelines governing such disbursement in the Financial Section of its Manual of Operations.
- 6) **Meeting of Committees of Council:** The President, or in his absence, the First Vice-President/Second Vice-President shall be Chairman of all

meetings of Council and its Committees except where otherwise directed by Council.

## **7) Regulations Governing the Electoral Process of the Surgical College**

i) The President, 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President shall be from three (3) different countries

### **ii) For the position of 1<sup>st</sup> Vice President**

A candidate must have been a Fellow for fifteen (15) years or more, and a member of Council or Faculty Board.

- The Proposer must have been a Fellow for not less than ten (10) years, a member of Council and must be in good financial standing.
- The Secunder must have been a Fellow for not less than five (5) years, and must be in good financial standing.
- The candidates must have attended at least five (5) Conferences in the last ten (10) years.

### **iii) For the position of 2nd Vice President, Secretary-General and Honorary Treasurer**

- The candidates must have been Fellows for at least ten (10) years and have been Members of Council or Faculty Board. The candidates must have attended at least five (5) Conferences in the last (10) years.
- The Proposer must have been a Fellow for not less than ten (10) years and must be in good financial standing.
- The Secunder must have been a Fellow for five (5) years or more and must be in good financial standing.
- The election of the 2<sup>nd</sup> Vice-President shall not take place until the nationality of the 1<sup>st</sup> Vice-President is determined. After the election of the 1<sup>st</sup> Vice-President (President-Elect), all candidates from the country of the new 1<sup>st</sup> Vice- President shall be removed from the list of candidates for 2<sup>nd</sup> Vice President
- If there are no valid candidates after such removal, fresh nominations shall be taken from the floor.

**iv) The Assistant Secretary General, and Assistant Honorary Treasurer and Council Members**

- a. The nomination for Assistant Secretary-General and Assistant Honorary Treasurer shall be made on the floor of the Annual General Meeting after the election of the Secretary-General and Honorary Treasurer.
- b. The Secretary-General shall nominate three (3) Fellows of at least seven (7) years' standing, resident in a geographical location separate from that of the Secretary-General.
- c. The Assistant Secretary-General shall be elected at an Annual General Meeting. He or she must have attended two conferences in the preceding five (5) years.
- d. The Honorary Treasurer shall nominate three (3) Fellows of at least seven (7) years' standing, resident in a geographical location separate from that of the elected Honorary Treasurer
- e. The Assistant Honorary Treasurer shall be elected at an Annual General Meeting. He/she must have attended two conferences in the preceding five (5) years.

**v) At large Members of Finance and General Purpose Committee**

Two Fellows of at least fifteen (15) years' standing, who must have submitted nominations at the same time as other candidates for elective offices, shall be elected by the Annual General Meeting

**vi) The Faculty Chairman and Secretary**

- a. The Faculty Chairman must have been a Fellow for at least ten (10) years and must have attended five (5) conferences in the last ten (10) years
- b. The Faculty Secretary must have been a Fellow for at least Seven (7) years and must have attended two (2) Conferences in the last five (5) years

### **vii) Council Members at Large**

For all Fellows contesting for election to the twenty (20) Council positions, their Proposers and Seconders, shall be Fellows of at least five (5) years, in good financial standing and must have attended at least two (2) Conferences in the preceding five years. The Fellows contesting for election shall be in good financial standing and must have attended at least two (2) Conferences in the preceding five years.

### **viii) Contesting for multiple positions**

Candidates can contest for two separate positions, that of a Principal Officer as well as a Council Member or At-Large-Member of the FGPC, but must complete two separate nomination forms.

### **ix) Term Limits**

a) After being in Council for two (2) consecutive terms of two (2) years each, unless as a Principal Officer or a Chairman of Faculty, a Fellow is not eligible for re-election until he/she has been out of Council for four years.

b) After being an At-Large-Member of the FGPC for two consecutive terms of two years each, a Fellow is not eligible for re-election until a period of four years has elapsed.

### **x) Conduct of the Election**

a) All Fellows must be physically present at the AGM to vote and be voted for.

b) The Chief Returning Officer shall be selected by the Outgoing President. Returning Officers must be at least ten (10) in number, but more can be co-opted, if need be. None of the members should be contesting for a position.

c) Candidates for positions are allowed to write a short statement of not more than one hundred (100) words to justify their election to that position, together with a passport picture to be submitted at the time of application.

d) The Secretary General will collate and verify such statements before display on the website of the Surgical College and at the relevant Conference venue.

e) The close of nominations will be 30<sup>th</sup> September of the year preceding

the Annual General Meeting.

- f) Without prejudice to Article 7(x) (c) above, no flyers or statements in any form may be distributed by the candidates prior to the Annual General Meeting. The penalty for violation is immediate disqualification by the President -in- Council.
- g) In the case of Faculty elections, the Chairman and the Secretary should, as much as possible, come from two different countries.

### **h) Definition of Geographical Location and Country**

'Geographical Location' shall be defined as one of the following:

- i. BENIN
- ii. BURKINA FASO
- iii. CAMEROUN
- iv. CAPE VERDE
- v. CENTRAL AFRICAN REPUBLIC
- vi. CHAD
- vii. CONGO (BRAZAVILLE)
- viii. COTE D'IVOIRE
- ix. EQUATORIAL GUINEA
- x. GABON
- xi. GAMBIA
- xii. GHANA
  - a) ASHANTI
  - b) BRONG-AHAFO
  - c) GREATER ACCRA
  - d) CENTRAL
  - e) EASTERN
  - f) NORTHERN
  - g) WESTERN
  - h) UPPER EAST
  - i) UPPER WEST
  - j) VOLTA

- xiii. GUINEA BISSAU
- xiv. GUINEA (CONAKRY)
- xv. LIBERIA
- xvi. MALI
- xvii. MAURITANIA
- xviii. NIGER
- xix. NIGERIA
  - a) ABIA STATE, ANAMBRA STATE, EBONYI STATE, ENUGU STATE and IMO STATE
  - b) ABUJA, BENUE STATE, KOGI STATE, KWARA STATE, NASARAWA STATE, NIGER STATE and PLATEAU STATE
  - c) ADAMAWA STATE, BAUCHI STATE, BORNO STATE, GOMBE STATE, TARABA STATE and YOBE STATE.
  - d) AKWA IBOM STATE, BAYELSA STATE, CROSS RIVER STATE, DELTA STATE, EDO STATE and RIVERS STATE
  - e) EKITI STATE, LAGOS STATE, OGUN STATE, ONDO STATE, OSUN STATE and OYO STATE.
  - f) JIGAWA STATE, KADUNA STATE, KANO STATE, KATSINA STATE, KEBBI STATE, SOKOTO STATE and ZAMFARA STATE.
- xx. SENEGAL
- xxi. SIERRA LEONE
- xxii. TOGO

'Country' is one of the sovereign nations listed i - xxii in Article 7 (x) (h) herein

## RESOLUTION

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