



THE CONSTITUTION OF  
**THE EAST, CENTRAL AND  
SOUTHERN AFRICA COLLEGE  
OF OBSTETRICS AND  
GYNAECOLOGY**

ECSACOG

2024

P.O. BOX 1009 ARUSHA, TANZANIA

# INTERPRETATIONS

## For purposes of this Constitution,

1. "College" means East, Central and Southern Africa College of Obstetrics and Gynaecology.
2. "Council" means the council of the East, Central and Southern Africa College of Obstetrics and Gynaecology.
3. "Fellow" means a fellow of the East, Central and Southern Africa College of Obstetrics and Gynaecology.
4. "Region" means that area of Africa North and South of the equator falling under the East, Central and Southern Africa with its neighboring islands.
5. "Gynaecologist" means a physician who specializes in the care, diagnosis, and treatment of disorders of the female reproductive system.
6. "Obstetrician" means a physician who is qualified to practice in obstetrics.
7. "Obstetrics" means the field of study concentrated on pregnancy childbirth, and the postpartum period.
8. "Gynaecology" means the medical practice dealing with the health of the female reproductive system
9. In this Constitution words importing the masculine gender shall be construed to include the feminine gender
10. In this Constitution words importing the masculine gender shall be construed to include the feminine gender
11. Throughout the Life Course Means - Sexual and Reproductive health across the whole life and generations that encompasses Puberty and Adolescent health, Maternal and Newborn health, Fertility , Gynecological disorders and Menopausal health .
12. SRMNAH - Sexual, Reproductive, Maternal, Neonatal and Adolescent Health



# CHAPTER ONE

## THE CONSTITUTION OF

### THE EAST, CENTRAL AND SOUTHERN AFRICA COLLEGE OF OBSTETRICS AND GYNAECOLOGY (ECSACOG)

#### PREAMBLE:

We, the Obstetricians and Gynaecologists of East, Central and Southern Africa, firmly and solemnly resolve to establish in our region a College of Obstetrics and Gynaecology founded on the principles of excellence and ethical practice.

#### ARTICLES

##### ARTICLE 1.0 NAME AND EMBLEM

- 1.1 The name of the organization shall be the "East, Central and Southern Africa College of Obstetrics and Gynaecology and be also known by the acronym "ECSACOG" hereinafter referred to as the "College",
- 1.2 The Emblem of the College shall be the logo of "ECSACOG" founded in 2017. The cover page shall use ECSACOG colours, as designed by the Council.

##### ARTICLE 2.0 THE VISION

A reference body for Sexual and Reproductive health throughout the life course in the region of East, Central and Southern Africa and beyond.

##### ARTICLE 3.0 THE MISSION

To be a lead organization for clinical excellence in reproductive health in the region of East, Central and Southern Africa and beyond, and a platform for shared experiences and skills transfer



## **ARTICLE 4.0 AFFILIATIONS**



- 4.1 The College encourages the establishment of National Obstetrical and Gynaecological Associations and Societies in the constituent member countries and these bodies shall be affiliate corporate bodies of the College.
- 4.2 All Countries in East, Central and Southern Africa are eligible for constituent membership.
- 4.3 The College shall be a constituent college of the East, Central and Southern Africa College of Health Sciences.
- 4.4 A country can become a constituent member only when the Fellows and Members of the College resident in that country show adequate interest in the activities of the College and request constituent country membership status.
- 4.5 Any country in the region may have resident Fellows and Members of the College. Such Fellows and Members shall appear under the umbrella of one of the constituent member countries through which they pay their dues to the College
- 4.6 Council at its discretion may then recommend to the Annual General Meeting 4 constituent member status for that country.
- 4.7 Once accepted the country shall pay a country membership entry fee as determined by Council.

## **ARTICLE 5.0 OBJECTIVES**

The objectives, for which the College is established, are:

- 5.1 To foster intellectual inquiry and critical thinking in preparing graduates who will serve as effective, ethical and engaged health professionals, through advancement of creative and appropriate research, innovation, to facilitate provision of solutions to regional Sexual, Reproductive, Maternal, Adolescent, Neonatal and Menopausal health issues and problems.
- 5.2 To extend knowledge through innovative educational programs in which students and emerging scholars are mentored to realize their highest potential and assume leadership roles, responsibility, and service to society.



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- 5.3 To apply knowledge through country, regional and global engagements that will improve quality of life and enhance good health and well-being of peoples of the region.
  - 5.4 To promote, organize and conduct postgraduate education and training in Obstetrics and Gynaecology and related specialties and allied disciplines to the highest level of skills, attitudes, knowledge and proficiency in the practice.
  - 5.5 To promote, conduct and encourage research in Obstetrics and Gynaecology and allied arts and sciences in the region.
  - 5.6 To create forums for the dissemination of essential SRMNAH data and information within the region and beyond.
  - 5.7 To advocate and support advocacy for quality health care and service delivery, as well as awareness on common and emerging SRMNAH issues within our region.

## **ARTICLE 6 MEMBERSHIP AND FELLOWSHIP**

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

### **SECTION 6.1 FELLOWS [FCOG]**

The College shall comprise the following categories of Fellows:

#### **6.1.1. FOUNDING FELLOW**

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 Obstetrics and Gynaecology.

#### **6.1.2. ORDINARY FELLOWS**

They shall be Medical Practitioners who have satisfactorily completed their Postgraduate training and have passed the prescribed examinations in Obstetrics and Gynaecology and related specialties of the College and practiced for two years or more, 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.

### **6.1.3. HONORARY FELLOWS**

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

### **6.1.4. OVERSEAS FELLOWS**

They shall be Obstetrics and Gynecology specialists practicing outside the constituent member countries of the College.

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

## **SECTION 6.2 MEMBERS [MCOG]**

The College shall comprise the following categories of Members:

### **6.2.1 FOUNDING MEMBERS**

They shall be persons who were admitted as Members of the College on its inauguration and who possess qualifications entitling them to be registered in Obstetrics and Gynaecology.

### **6.2.2 MEMBERS**

1. They shall be Medical Practitioners who have satisfactorily completed their basic Obstetrics and Gynaecology Training and have passed the prescribed membership examinations in Obstetrics and Gynaecology and related specialties of the College. After two years post qualification they will become Fellows upon application to the Council
2. Medical Practitioners who have satisfactorily completed their specialist Obstetrics and Gynaecology Training in Institutions other than the College can apply for Membership having satisfied the Council of the College that they possess qualifications entitling them to be Member of the College. After five years post qualification they will become Fellows upon application to the Council.



### **6.2.3 ASSOCIATE MEMBERS**

They shall be Medical Practitioners who have commenced their post-graduate training in Obstetrics and Gynaecology, in the College or other Training Institutions. Candidates for admission as Associate Members shall be proposed and seconded by Fellows of the College in writing and considered for approval by the Council.

### **6.2.4 AFFILIATE MEMBERS**

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

## **SECTION 6.3 ELECTION OF FELLOWS AND MEMBERS**

6.3.1 All elections to membership of the College shall be by the Council of the College.

6.3.2 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.

6.3.3 All criteria categorically stipulated in the by-laws for eligibility of membership or fellowship must be fulfilled.

## **SECTION 6.4 REGISTER OF FELLOWS AND MEMBERS**

6.4.1 A register shall be kept of names and addresses of all Fellows and Members of the College and their email and telephone numbers.

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

6.4.3 Deceased members shall be deleted from Register of active members. A register of these members shall be kept separately.

6.4.4 Members who have lost membership shall be deleted from the Register the list of these members shall be kept separately.



## **SECTION 6.5 STATUS, RIGHTS, DUTIES AND OBLIGATIONS APPLICABLE TO ALL FELLOWS AND MEMBERS**

- 6.5.1 Persons qualified in accordance with the Articles, By-laws or Regulations of this constitution may, if the Council deem fit, be admitted as Fellows or Members of the College after paying such registration fees and signing such declaration as may be prescribed from time to time.
- 6.5.2 With the exception of Honorary Fellows, all Fellows and Members shall pay such annual subscriptions as shall be prescribed by Council from time to time.
- 6.5.3 Fellows who attain the age of 65 years or are retired from practice may apply to Council for a waiver of the annual subscription.
- 6.5.4 All Fellows shall enjoy full rights, benefits and other privileges, as may from time to time be declared by the Council and shall be subject, 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.
- 6.5.5 All Members and their subcategories shall enjoy full rights, benefits and other privileges, as may from time to time be declared by the Council. They shall however not be eligible to vote and to be voted for at any meeting of the College.

## **SECTION 6.6; PRIVILEGES DEPENDENT ON PAYMENT OF REGISTRATION FEES AND SUBSCRIPTIONS**

- 6.6.1 No Fellow or Member shall enjoy any of the privileges of fellowship unless they have paid their registration fees and until they have paid their annual subscriptions and arrears thereof (if any) and have fulfilled such other requirements as may be laid down or provided for in these clauses.
- 6.6.2 Fellows shall consequently not be capable of exercising their respective voting rights unless they have paid all annual subscriptions due from them.





## **SECTION 6.7 LIST OF DEFAULTERS**

- 6.7.1 The Council shall from time to time cause a list to be published of persons who are in default under section 6.5 and section 6.6 and who are thus not entitled to exercise their rights and privileges therein referred. The anniversary for subscription shall be end of June in the calendar year
- 6.7.2 Any Member or Fellow who has failed to pay his dues for a period of two consecutive years shall be subject to review of his membership by the Council. If the said Council determines that such member should be dropped from membership, then he shall be given a written notice that he will be dropped from membership unless his account is paid in full within six (6) months of the mailing of the said notice which shall be sent by electronic mail or through the respective country representative.
- 6.7.3 A Fellow or member failing to pay in full his dues within the given six- month (6) period shall be automatically dropped from membership.
- 6.7.4 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

## **SECTION 6.8 CESSATION OR TERMINATION MEMBERSHIP**

- 6.8.1 A Fellow or Member as categorized in section 6.3 shall cease to be a Fellow or Member under the following circumstances:
- (i) If by notice in writing to the College one resigns.
  - (ii) If one voluntarily relinquishes Membership/Fellowship they may be reinstated without arrears upon payment of the annual subscription
  - (iii) If one's name is erased from the register of the Medical Regulatory body in any of the member Countries.
  - (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 Fellowship or Membership be terminated provided that all the Articles and By-laws of the College regarding removal from the College Register are fully complied with.
  - (v) When Fellows or Members have defaulted as in section 6.7.2 above.



6.8.2 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 himself or herself as being a Foundation Fellow, Fellow, Honorary Fellow, Member, Associate Member or Affiliate Member as the case may be, and in case of his/her disregard of this provision, the College shall be entitled to apply to any court of law of competent jurisdiction for an appropriate interdict or injunction against that person with costs of the proceedings.

6.8.3 A person so striped of membership or fellowship shall cease using the designation (and any abbreviation thereof) to which he became entitled upon enrolment as a Fellow or Member as the case may be.

## **ARTICLE 7.0 ORGANS OF THE COLLEGE**

### **SECTION 7.1 THE COUNCIL**

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

7.1.1 The Council shall consist of the President, Vice President, Secretary General, Assistant Secretary General, Treasurer, the three Chairpersons of the College standing Committees elected under the terms of section 7.3 of this constitution, the Registrar, two Country Representatives from each of the constituent countries of the College, the Overseas Fellows' Representative, the Editor of the East Central and Southern African Journal of Obstetrics and Gynaecology and the immediate past President. The immediate past President shall however not hold any office of the Council.

7.1.2 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) and the Education, Scientific and Research Committee (ESRC).



## **7.1.1 DUTIES AND OBLIGATIONS OF COUNTRY REPRESENTATIVES**

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

- 7.1.1.1 Shall represent their countries on Council and carry out the duties that Council has assigned to them within Council, at their country level, and in liaison with the local country Obstetrics and Gynaecology association/society carry out duties on behalf of the College.
- 7.1.1.2 Shall carry out all responsibilities as stipulated in the Corporate Governance document of the College and as determined by Council from time to time
- 7.1.1.3 Shall represent the College in their respective countries.
- 7.1.1.4 Shall bear the overall responsibility for the College affairs in their respective countries.

## **7.1.2 POWERS OF THE COUNCIL**

The Council shall -

- 7.1.2.1 Be responsible for the overall supervision and organization of the affairs of the College and shall be responsible for setting up committees and other appropriate bodies for consideration of the objectives of the College.
- 7.1.2.1 Conduct, participate in and appoint representatives or delegates to attend meetings, symposia and conferences of other bodies on Obstetrics, Gynaecology and Reproductive medicine or related discipline.
- 7.1.2.2 Appoint, remove, or suspend, salaried staff and to determine their duties and powers and fix their terms of service pursuant to the prevailing labor laws and regulations.
- 7.1.2.3 Set up and maintain a Central US \$ Bank account in the name of the College, through a bank account established for the College in Arusha at the ECSA-HC headquarters.
- 7.1.2.4 Set up and maintain a Central US \$ Bank account in the name of the College, through a bank account established for the College in Arusha at the ECSA-HC headquarters.
- 7.1.2.5 Present the Auditors' report and statement of Accounts thereof before the Annual General Meeting for consideration.



7.1.2.6 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.

7.1.2.7 Raise funds for and on behalf of the College.

7.1.2.8 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.

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.

7.1.2.9 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.

7.1.2.10 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.

7.1.2.11 Subject to the provisions of the By-laws, the Council shall have power to appoint Examinations and Credentials Committee, Examining Panels, and other Committees deemed necessary, and to define the duties of such Committees and Examining Panels.

7.1.2.12 Authorize payment of out of pocket expenses to members of the Council and Committees and to Examiners and salaried staff when travelling on business for the College.

7.1.2.13 Make regulations for the management of the College or any other organ of its functions, provided that no regulation made shall conflict with these Articles or the Bylaws and so no regulations shall be made under this power which would amount to such addition to or alteration of the Articles as could only be made legally by special resolution



- 7.1.2.14 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 Obstetricians and Gynecologists of any member or the election of any person to the Fellowship, Membership or other status of the College.
- 7.1.2.15 The Council shall appoint a Registrar of the College who shall be a Fellow of the College.
- 7.1.2.16 The Registrar shall hold office for a three year renewable tenure upon approval by the Council

### **7.1.3 MEETINGS OF THE COUNCIL**

- 7.1.3.1 Meetings of the Council shall be held regularly with a minimum of four times a year at such time and place as may, from time to time, be determined by the Council.
- 7.1.3.2 Meetings of the Council may be held physically, online virtually through different convenient media or hybrid as shall be determined by the Council
- 7.1.3.3 The Quorum for the Council meetings shall be at least two thirds of the Council Members.
- 7.1.3.4 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.
- 7.1.3.5 Questions arising at any Council meeting shall be decided by consensus wherever possible. Matters that cannot be decided by consensus may be decide by a majority of votes and, in case of an equality of votes, the Chair of the meeting shall have a second or casting vote.
- 7.1.3.6 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 members to chair the meeting.

7.1.3.7 The Chair of the meeting shall direct the minutes of the meeting to be written consisting of each and every business transacted including:

- A. The names of Members of the Council present at such meeting of the Council and of any Committee of the Council.
- B. Appointments of Officers.
- C. All orders or directives given by the Council and Committees of the Council
- D. All resolutions and proceedings of meetings of the Council and Committees of the Council.

7.1.3.8 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 Chair of the next succeeding meeting and shall be receivable as **prima facie** evidence of the matters transacted in that meeting.

## **SECTION 7.2 THE EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the College,

7.2.1 The Executive Committee shall consist of the President, Vice President, the Secretary General, Deputy Secretary General, Treasurer, the Chairpersons of each of the three standing Committees, the Registrar and co-opted Fellows as may be appointed by the elected Council Members

7.2.2 The Executive Committee shall hold meetings before scheduled Council meetings and whenever the need arises

### **7.2.3 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

7.2.3.1 The Executive Committee as constituted in section 7.2 item 7.2.1 of this Constitution shall report and is accountable to the Council

7.2.3.2 Shall act on behalf of Council between meetings and when addressing urgent situations

7.2.3.3 Make recommendations to Council on major commitments and advise the Council on decisions and College matters.

7.2.3.4 Shall supervise the College Registrar as appointed in section 7.4



7.2.3.5 Shall oversee, support and provide leadership to the standing and other ad-hoc Committees, ensuring that objectives of the College are realized

7.2.3.6 Shall determine the agenda and give direction for the Council meetings and the Annual General Meeting

## **SECTION 7.3 STANDING COMMITTEES**

The Council of the College shall have three standing Committees to facilitate achieving its objectives. Council can appoint additional standing and adhoc committees as necessary

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

- i The Examination and Credentials Committee shall consist of a Chairperson, Registrar and up to three members of the Council and several co-opted Fellows as may be deemed fit by the Council of the College.
- ii The Committee shall meet regularly to organize examinations and to examine the credentials of all candidates, deal with other academic matters such as reciprocal arrangements, accreditation of hospitals, setting up of panels of examiners, election of Fellows and Members, and any other matters as directed by the Council

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

- i The Finance and General-Purpose Committee shall consist of a Chairperson, the College Treasurer, the Registrar and up to three members of the Council and a number of co-opted Fellows as may be deemed fit by the Council of the College.
- ii The Committee shall meet on a regular basis to deal with ordinary matters of routine business as directed by the Council, to raise funds for the College and to authorize expenditure.

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

- i The Education, Scientific and Research Committee shall consist of a Chairperson, Registrar and up to three members of the Council and several co-opted Fellows as may be deemed fit by the Council of the College.
- ii The Committee shall meet regularly to deal with Education, Training and Research issues in their broadest sense.



## **SECTION 7.4 THE REGISTRAR OF THE COLLEGE**

The Council shall appoint a Registrar of the College who shall be Fellow of the College. The Tenure of Registrar shall be three years renewable on approval by the Council

### **7.4.1 POWERS AND DUTIES OF THE REGISTRAR**

- 7.4.1.1 The Registrar as appointed in section 7.4 shall be responsible for the supervision and management of all academic and other functions of the College. Shall be answerable to Council through the President.
- 7.4.1.2 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.
- 7.4.1.3 Shall oversee the inflow of applications, supervise the process of qualification verification for programme entry and facilitate trainee enrollment to the College.
- 7.4.1.4 Shall build a secure trainee database and set policy and procedure for their responsible use.
- 7.4.1.5 Shall maintain up-to-date course/training schedules, catalogs, and examination schedules.
- 7.4.1.6 Shall be responsible for the production of official transcripts and certificates and compile academic reports.
- 7.4.1.7 Shall advise the Council on academic matters. Shall interpret and enforce policies and regulations of the College.
- 7.4.1.8 Shall chair the Appeal Committee for trainees and in addition may be required to resolve disputes concerning trainee records.
- 7.4.1.9 Shall be responsible for the verification of information about each prospective trainee's former college, or University and evaluate this information against the College's requirements to determine whether the college will accept the prospective trainee.
- 7.4.1.10 Shall design changes in college policy, such as new registration requirements as may deem necessary.
- 7.4.1.11 Shall assist the Chair FGPC( Finance General Purpose Committee) in organizing the graduation ceremony





7.4.1.12 Shall be responsible for planning and overseeing the academic budget.

7.4.1.13 Shall be a member of other Committees as deemed fit.

## **SECTION 7.5 OFFICERS OF THE COLLEGE**

### **7.5.1 OFFICERS OF THE COLLEGE**

Officers of the College shall be:

- 1 President
- 2 Vice president
- 3 Secretary General
- 4 Vice Secretary General
- 5 Treasurer
- 6 Registrar

### **7.5.2 ELECTION OF OFFICERS**

- i The President and Vice President shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows of at least 5 year standing and who must have served as Members of the Council
- ii The Secretary General, the Treasurer, and the Vice Secretary General shall be elected at an Annual General Meeting from amongst the Foundation Fellows or Fellows of at least 3 years standing and who must have served as Council Members
- iii The Chairs of each of the three Standing Committees shall be elected at an Annual General Meeting from amongst the Foundation Fellows or Fellows of at least 3 years standing and must have served as Council Members.
- iv Registrar shall be a Fellow of the college appointed by the Council and must have served in the Council

### 7.5.3 TENURE OF OFFICE

The following terms of office shall apply:

- i The President shall hold office for a term of three years and shall be eligible for re-election following the expiry of the term of office up to a maximum of two terms
- ii The Vice President shall hold office for a term of three years and shall be eligible for re-election following the expiry of the term of office up to a maximum of two terms
- iii The Other Officers shall hold office for a term of three years and shall be eligible for re-election for two further terms, provided that no Fellow shall serve more than 9 consecutive years in the same office.

### 7.5.4 POWERS AND DUTIES OF THE SECRETARY GENERAL

- i Provision of leadership, general supervision, management and control of the operations of the College in accordance with the plans and policies approved by the Council.
- ii Shall ensure adherence to the Constitution by all officers of the college.
- iii Shall facilitate development and review of the strategic plans, annual budgets and annual operational plans
- iv Shall be responsible for operational management and handling of the secretariat
- v Shall develop and nurture links with Ministries of Health of member countries
- vi Shall maintain the Register of College membership.
- vii Shall ensure that ECSACOG functions are achieved, namely:
  - A Annual operational plan
  - B Transparent budgetary management
  - C Relevant Courses
  - D Assessments/Examinations
- viii Send out notice for Meetings of Executive Committee, Council, SGM and AGM with relevant Agenda
- ix Secretary to Executive Committee, Council and AGM and SGM meetings
- x Be a signatory to the College Account
- x Participate in any other College Function as may be asked by the President, Executive Committee or Council.



- xi Participate in any other College Function as may be asked by the President, Executive Committee or Council.
- xii Should be in charge of the College members' register
- xii In the absence of the Secretary General, the Deputy Secretary shall perform the functions of this office in acting capacity or as shall be delegated by the Secretary or Council

## **SECTION 7.6 POWERS AND DUTIES OF THE COLLEGE**

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

- i 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
- ii To determine standards, and training programmes and courses, for Post Graduate medical education in the constituent countries of the College.
- iii To establish boards or panels of examiners for the conduct of appropriate postgraduate examinations and to recommend to the Council on the basis of the results of such examinations, the award of Fellowship or Membership of the College.
- iv To approve examiners, examinations, fees and allowance payable to examiners and other persons involved in the conduct of examinations.
- v To carry out inspections of Institutions providing postgraduate education in Obstetrics and Gynaecology and its allied disciplines, indicated in Article 5, in order to assess eligibility of candidates of such Institutions for the award of Fellowship or Membership of the College.
- vi To harmonize, where necessary, the standards, training programmes and syllabus for professional postgraduate medical education of the College and other bodies duly recognized by the College.
- vii To investigate and accredit programmes of professional postgraduate education in Obstetrics and Gynaecology and allied disciplines in various constituent countries and to determine the criteria for recognition of postgraduate Specialist qualification obtained elsewhere.
- viii 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.

- ix To admit Fellows and Members to the College.
- x To make By-laws, regulations, and standing orders for conduct of the affairs of the College, including election to the Council.
- x 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.

## **SECTION 7.7 FINANCES OF THE COLLEGE**

### **7.7.1 SOURCES OF REVENUE**

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

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

### **7.7.2 EXPENDITURE**

- i All money raised by or on behalf of the College shall be applied to covering the running costs and the achievement of the objectives of the College and for no other purpose.
- ii The FGPC is responsible for the proper use of money raised through grants according to the guidelines issued by the funding body. The Treasurer shall authorize together with the President and Secretary General all money paid out in expenses to committee members and College officers for duties carried out on behalf of the College and have the Receipts kept at ECSA HC Finance Department.
- iii All funds belonging to the College shall be deposited and disbursed through a bank account established for the College in Arusha. Any withdrawal/expenditure must be approved by the ECSACOG Executive with signatories at the ECSA-HC as stipulated in ECSA-HC finance regulations



### **7.7.3 SUPERVISION OF FUNDS**

Save as otherwise provided for in this Constitution: - ECSA-HC shall operate a US\$ bank account in the name of ECSACOG on behalf of the College, but with all transactions authorized by relevant ECSACOG Executive officials who will be stated in writing to the Director General

- i The Council shall follow financial regulations as outlined in the East, Central and Southern African Health Community (ECSA)- financial rules and procedures manual.
- ii All monies and/or cheques shall be deposited with the aforesaid bank as soon as possible and only a limited amount of cash shall be kept as determined by the Council from time to time.
- iii The Treasurer shall authorize issue of receipt(s) in the name of the College, whenever money due to the College is received.
- iv The Financial year of the College shall run from July 1st to June 30th.

### **7.7.4 BANK SIGNATORIES**

Cheques drawn or withdrawal from the Bank account of the College shall be signed as follows: College accounts will be signed by one person from each of these groups:

#### **Group A**

- Director General
- Director General

#### **Group B**

- Director of Finance
- Accountant

### **7.7.5 AUDITING**

Save as otherwise provided for in this constitution: -

- i An auditor shall be appointed following financial regulations of ECSA- HC.
- ii The signatories shall sign the audited accounts and balance sheets before being presented to the Council and Annual General Meeting.



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## ARTICLE 8.0 GENERAL MEETINGS AND CONFERENCES OF THE COLLEGE

- 8.1 An Annual General Meeting (AGM) and Scientific Conference shall be held in each year virtually or physically in any of the constituent Countries in rotation. The meetings may also be held in a hybrid form. The date and place shall have been decided upon at the Annual General Meeting one year in advance but may be subsequently altered by the Council at its discretion.
- 8.2 The Secretary General shall convene an extraordinary General Meeting at the request of the President, or, at the request of twenty or more Fellows and Members drawn from at least five of the constituent countries of the College
- 8.3 Notice for a notification of vacancies in the College shall be send out at least 6 weeks to the Annual General Meeting.
- 8.4 The Quorum for the Annual General Meeting / Special General Meeting shall be 10% of paid-up members.
- 8.5 In the event of lack of quorum then a new meeting to be called within 3 months and the quorum shall be the members in attendance.
- 8.6 In between meetings, the Secretary General shall conduct the affairs of the College on the directive of the President and Council of the College.
- 8.7 The Agenda of the Annual General Meeting shall include:
  - i Confirmation and signing of the minutes of the last AGM and matters arising.
  - ii Communication from the President.
  - iii Presentation of the Report of the Registrar.
  - iv Presentation of the report of the Secretary General.
  - v Presentation of the report of the Treasurer and passing of the accounts of the year.
  - vi Election of Council every three years.
  - vii Any matter of which not less than six weeks' notice has been given in writing to the Secretary General.
- 8.8 An Annual Scientific Conference shall be held for the reading of papers, discussion and demonstration of matters of obstetrical and gynecological interest and for social intercourse amongst the Fellows, Members and Associate Members of the College.



## **ARTICLE 9.0 APPOINTMENTS AND FUNCTIONS OF TRUSTEES OF THE COLLEGE**

9.1 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. Trustees shall be any of the qualities below:

- i Special person from outside the medical fraternity.
- ii Recommended by country societies /associations to the Council
- iii Of high profile and can contribute to wellbeing of the College
- iv Of high academic standing

9.2 The Trustees of the College, herein referred to as "The Registered Trustees of the East, Central & Southern Africa College of Obstetrics and Gynaecology", shall hold office twice the duration of the Council (6 years), but a Trustee shall cease to hold office if he/she:

- i Resigns his/her office as Trustee.
- ii Ceases to be a member of the Registered Trustees of the East, Central and Southern Africa College of Obstetrics and Gynecology.
- iii Is certified mentally challenged.
- iv Is officially declared bankrupt.
- v Is convicted by a court of criminal offence involving dishonesty.
- vi Is removed from the register of his national Medical Council
- vii 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
- viii Ceases to live in East Central and Southern Africa or any constituent country of the College.
- ix Upon a vacancy occurring in the number of Trustees, a new member shall be appointed at an Annual General Meeting of the College.

9.3 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.





- 9.4 All documents to be executed by the Trustees shall be signed by each of the Trustees and sealed with the common seal.
- 9.5 The Trustees shall apply under the appropriate laws of the constituent countries for the incorporation of the College.
- 9.6 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 10 DISCIPLINARY ACTION**

- 10.1 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.
- 10.2 The following shall be considered to be conduct or conclusive evidence of conduct detrimental to the interests of, and inconsistent with the mission and objectives of the College:
- i Suspension or termination of the right to practice medicine in one's own country or any other country, by reason of violation of any law, statute or governmental regulations controlling the practice of medicine in such state, province and/or country therein force.
  - ii Failure on the part of the individual to pay his/her Fellowship or Membership dues and/or assessments, for a continuous period of two 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.
- 10.3 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 13 DISSOLUTION OF THE COLLEGE**

13.1 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.

13.2 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.

13.3 In the event that ECSACOG were to be liquidated or dissolved, all its assets would be distributed to another not-for-profit organization for charitable, religious, scientific, literary, or educational purposes, or to a government instrumentality as stipulated in board of trustees procedures and governing laws and regulation.

## **ARTICLE 14 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 50% plus 1 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.



## CHAPTER TWO

# STANDING ORDERS

### 1. NOTICE OF MEETINGS

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

### 2. ABSENCE OF THE SECRETARY GENERAL

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

### 3. ADMISSION TO MEETINGS

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

### 4. BUSINESS PROPOSED BY FELLOWS OR MEMBERS

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



## 5. ABSENCE OF 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 10% of fellows and members.

## 6. ATTENDANCE REGISTER

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

## 7. ORDER OF BUSINESS

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

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



## 8. ORDER OF ADDRESS

- i The Chair shall conduct the meetings in accordance to the Constitution.
- ii At an extraordinary General Meeting as per Article 8.2 held on request of Fellows, the Chair 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 Chair and no one shall interrupt another in speaking without the Chair's consent.

## 9. 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 Chair for the meeting, shall, in every question, have one vote as an ordinary Fellow, and, thereafter, shall have the casting vote, as Chair, when the votes are equal.

# CHAPTER THREE

## **BY-LAWS OF**

### THE EAST, CENTRAL AND SOUTHERN AFRICA COLLEGE OF OBSTETRICS AND GYNAECOLOGY (ECSACOG)

#### **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 in the custody of the Secretary General of the Society and shall be used under the authority by means of a resolution of the Executive committee

#### **3. THE SECRETARIAT**

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

#### **4. ALTERATION OF THE BY-LAWS**

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



## 5. ANNUAL GENERAL MEETING

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

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

## 6. ELECTION OF THE COUNCIL

- i Notification of vacancies Not later than six week to the Annual General meeting, a notice shall be given of the forthcoming election, inviting nominations for the vacancies consistent with the provisions of the Articles of the College.

### ELECTION PROCESS

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

- a. Every candidate for membership of the Council shall be a Foundation Fellow, or Fellow a n d 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 or Electronic portal access shall be issued to all paid up Fellows attending the Annual General Meeting.
- d. The Membership shall appoint the Election Returning Officer for the Election
- e. Foundation Fellows and Fellows eligible to vote, and desiring to do so, shall vote either manually or electronically for the candidate for whom they intend to vote.
- f. The Counting of Votes shall be done / supervised by the Election Returning Officer
- g. The Returning Officer 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, a repeat election for that position will be done .



- 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 as long as the Council finds it reasonably practicable. Any such Council member appointed to fill a casual vacancy, shall be deemed to have been appointed **ad hoc** to such vacancy, and he shall accordingly hold office only for the remainder of the period for which the vacating member would have retained office, but he shall be eligible for formal election to that post

## **7. CESSATION OF COUNCIL MEMBERSHIP:**

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

- i Resignation from Council

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

- ii Failure to honour Council obligations

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

Four weeks before the next scheduled Council meeting the Secretary General shall inform in writing the Council member who shall have missed three 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. After completing two years they can apply to become Fellows of the College.



Non-trainees shall follow the process as specified below:

### **i MEMBERS**

- a. Shall submit a duly filled application form - 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 ECSACOG Council.
- c. Shall be registered and providing surgical 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 Members 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 11.0 of this Constitution

### **ii FELLOWS**

- a. Shall submit a duly filled application form - for fellowship to the Secretary General with a complete up to-date curriculum vitae.
- b. Shall be a Member in good standing with the College.
- c. Shall be registered and providing surgical services in any of the Constituent member countries.
- d. Shall abide by the declaration as stated in Article 11.0 of this Constitution.
- e. The examinations and Credentials Committee shall receive and scrutinizes the required documents of the applicant before making recommendations to Council.
- f. Election shall be held at a regular Council meeting
- f. If elected, the Fellowship status shall be awarded upon receiving the prescribed Fellowship entry fees and Annual subscription as reviewed from time to time by Council.



## 12. COMMITTEES

- i There shall be three standing committees as set out in Article 7 section 7.3
  - a. The Examinations and Credentials Committee.
  - b. The Finance and General Purposes Committee.
  - c. The Education, Scientific and Research Committee.
- ii In addition, sectional committees shall be appointed to assist and advise the President and Council in matters pertaining to specialties and sub specialties within the broad areas of Obstetrics and Gynaecology as per Article 6.
- iii 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.
- iv 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.
- v 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

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



- iv. 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**

- i. The College may establish information technology and resource centers in all constituent countries.
- ii. A Steering Committee for these centres shall be appointed from amongst Members and Fellows of each constituent country.
- iii. 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.
- iv. Members and Fellows of the College shall be privileged to utilize the resources provided in these centres.
- v. 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.
- vi. Archives and Museums shall be established in each constituent country whenever possible.

