

THE ASSOCIATION OF PHYSICIANS OF TANZANIA

CONSTITUTION

Article I: The Association

- 1.1 The name of the Association shall be “**The Association of Physicians of Tanzania**”. Abbreviated **APHYTA**.
- 1.2 The association shall be a voluntary autonomous organization and it shall attempt to fulfill its objectives in the best interest of its members and the medical profession in Tanzania.

Article II: Aims and Objectives

The aims and objectives of the association shall be to:

- 2.1 Provide organizational means to health workers interested in the practice of Internal Medicine to come together as a professional body
- 2.2 Promote training and research in the field of Internal medicine, thus improving and advancing the practice of Internal Medicine in Tanzania.
- 2.3 Disseminate scientific information in the field of Medicine: by means of meetings, workshops, and publications in the Journal of Physicians of Tanzania, which will be the official Journal of the Association Of? Physicians in Tanzania.
- 2.4 Set, maintain advance standards of professional competence and proper conduct of all members of the association.
- 2.5 Communicate through meetings, correspondence in the field of medicine with sister professional associations in East Africa and the rest of the world.
- 2.6 Advise the government and the public on matters in the field of Internal Medicine.
- 2.7 Do all other things that may be conducive to the attainment of the aims and objectives mentioned above.

Article III: Functions of the Association

The association in pursuit of the objectives and aims stated in article II above may carry out any one or all of the following functions:

- 3.1 To organise and conduct seminars, workshops, and study tours, symposia, lectures and other related activities.
- 3.2 To seek opportunities, voice its views and advance its aims and objectives in national and international fora.
- 1.3 To publish its own Journal, books, website, newsletter and the like with the intention of educating its own members and other members of the medical profession.
- 1.4 To undertake any other activity in conformity with the association's aims and objectives.

Article IV: The Journal

- 4.1 The journal to be published shall be known as 'THE PHYSICIAN'; Journal of the Association of Physicians of Tanzania.
- 4.2 The editorial board shall be appointed by the Governing Council.
- 4.3 The editorial board shall be composed of the Editor in Chief, the assistant editor, treasurer and three other Members
- 4.4 The editorial board shall be answerable to the Governing Council
- 4.5 The Editor shall be a member of the Governing Council.
- 4.6 The editorial board shall have a renewable term of three years.
- 4.7 The journal shall have a separate account.

Article V: Membership of the association

- 5.1 Membership shall comprise of founding members, ordinary members, associate members, honorary members and life members.
- 5.2 Founding members: shall be those who were present at the exploratory meeting and those who attended the inaugural meeting.

- 5.3 Ordinary Members: Shall be medical practitioners with a postgraduate qualification in Internal Medicine or its equivalent as registered by the Medical Council of Tanganyika.
- 5.4 Associate Members shall be all registered and licensed medical practitioners interested in the field of internal medicine.
- 5.5 Honorary members shall be all those who have made special contributions to the advancement of Medicine as proposed by the governing council and endorsed by the annual general meeting (AGM).
- 5.6 Life Membership shall be awarded to an individual person who in the opinion of the GC has made a significant positive contribution in the field of internal medicine and will be approved by the AGM
- 5.7 Members of good standing shall be members who pay their annual contributions and attend meetings regularly.
- 5.8 Life members shall be exempted from annual contributions.

Article VI: Admission to the Association

- 6.1 An individual shall be admitted to ordinary membership if she/he fulfils the following conditions:
- 6.2 Apply in writing to the Hon. General Secretary of the Association
- 6.3 Declares the intention to abide by the constitution of the Constitution of the Association and uphold APHYTAs code of conduct
- 6.4 Undertakes to pay such dues as may be decided by the Annual General meeting
- 6.5 The decision to grant or deny membership is vested in the AGM

Article VII: Rights of members

- 7.1 A founding/ordinary member shall be entitled to one vote at the AGM, which will carry a value of 1 unit, to have his/her name included in the published list of members, to obtain and inspect copies of all the documents of the association upon written request to the Honorary General Secretary and participate in all

- activities of the association.
- 7.2 Founding members and ordinary members shall have the right to be voted to office and become office bearers
 - 7.3 Associate members shall have the right to be represented by one associate member with voting right in the governing council.
 - 7.4 An associate member shall be entitled to one vote at the AGM which will carry a value of 0.3 unit
 - 7.5 Members of good standing will enjoy subsidies to costs of functions organized and materials prepared or distributed by the association.

Article VIII: Termination and readmission to membership

- 8.1 Membership will cease upon resignation, expulsion death, non-payment of annual subscriptions for three years, failure to attend three consecutive AGM without reasonable explanation.
- 8.2 Expulsion of a member: A member shall be expelled from the association by the AGM upon recommendation by the governing council if his or her professional conduct is contrary to the aims and objectives of the Association.
- 8.3 Re-admission: An expelled member shall be readmitted to the Association upon a written application to Hon. General Secretary who will table it to the Governing Council for scrutinization and subsequently recommend to the AGM as appropriate.

Article IX: Organs of the Association

The principal organs of the association shall be the Governing Council and the AGM.

The Governing Council:

- 1.1 The Governing council shall comprise of the President, Vice president, Honorary General Secretary, Honorary Treasurer, Editor in Chief, Chairman of each Zonal Branch, three other members and one Associate member.

Duties of the Governing Council

- 9.2.1 The governing council shall have powers to co-opt any member but not exceeding two to the governing council for the business of the association.
- 9.2.2 The governing council shall be responsible for the business of the association.
- 9.2.3 The Governing Council shall meet not less than four times a year and 1/3 of the members of General Council shall form a quorum.
- 9.2.4 The Governing Council shall organize scientific meetings and determine the date and venue for AGM.
- 9.2.5 The Governing council shall consider applications for membership of the association and recommend to the AGM for approval.
- 1.1.6 The Governing council shall recommend the registration fee and annual subscription to the AGM for approval.
- 9.2.7 Governing council shall have power to propose rules and regulations that will assist effective running of the association.

Duties of the President:

- 1.2 The president shall over see all activities of the association, convene and preside over all governing council meeting and AGM. Summon and preside over extra-ordinary meeting.

Duties of the Vice president:

- 1.3 The vice president shall be responsible for membership mobilization fund raising activities and the co-ordination of research activities. He/She shall assume all duties of the President in his/her absence.

Duties of the Honorary General Secretary:

- 1.4 The Honorary General Secretary shall be the custodian of the constitution, organize meetings, prepare and circulate minutes of all meetings, prepare and organise elections and prepare and circulate a newsletter.

Duties of the Honorary Assistant General Secretary:

- 1.5 The Honorary assistant General secretary shall assist and perform duties assigned to him/her by the Honorary General secretary and act in the absence of the Honorary General secretary

Duties of the honorary Treasurer:

- 1.6 The honorary treasurer shall collect and keep all money in the Association's bank account; pay all authorised bills within time. The honorary treasurer shall also present yearly audited account to the council and AGM. and keep up to date the Associations accounts. He/she shall ensure that a list of members in good financial standing is compiled and circulated at least three months before the AGM. The treasurer shall ensure that correct signatories are obtained for any financial transaction.

Duties of the Honorary Assistant Treasurer

- 1.7 The Honorary Assistant Treasurer shall assist and perform duties assigned to him/her by the Honorary Treasurer and act in the absence of the Honorary Treasurer.

The Annual General Meeting (AGM)

- 9.9.1 **The AGM is constituted by all members and shall be the supreme organ of the association. The Governing Council or any other organ established under its authority shall be subordinate and accountable to it.**
- 1.1.2 The AGM shall assemble from time to time in meetings as occasion demands provided it shall meet at least once in a year in an annual general meeting to receive and discuss Annual reports or any other special reports, (president; secretary; treasurer's reports) and conduct elections when due.
- 1.1.3 The annual general meeting shall be the highest sitting of the association, the quorum shall be one third of all members in good standing. The annual general meeting shall approve or disapprove new members.
- 1.1.4 or all the meetings in the event of quorum not being attained the second meeting should be called within one month. If the quorum is not attained in the second call then the meeting shall proceed

with the members in attendance and the decisions taken will be binding to all.

1.1.5 The president shall preside at the AGM

1.1.6 Extraordinary General meeting,

1.1.7 May be summoned by the President or by request to the governing council or the board of trustees in writing by ten or more members in good standing. A 30 days notice of the meeting must be given.

Article X: Elections.

1.1. Election of new office bearers shall be held biannually at the AGM.

1.2. Each Officer shall be elected for tenure of four years. No office bearer shall be eligible for nomination after two consecutive terms in one office.

1.3. Office bearer shall be elected in such a manner as to allow at least staggering of incumbent and new office bearers. Thus elections will be conducted to elect President and Vice Secretary allowing the Vice President and General Secretary to remain for next election.

10.4 There shall be two groups:

Group A: President, Vice Secretary General, Treasurer, Two Zonal Chairpersons, Editor Two elected members.

Group B: Vice President, General Secretary, Vice Treasurer, Two Zonal Chairpersons, Associate member, One elected member. Elections will be conducted every two years to put in place officers from either group A or B alternately. Thus each officer will serve for a period of four years..

1.5 Returning Officer: Election shall be conducted under the supervision of one of the trustees as returning officer.. In the event of his/her absence, a returning officer will be elected by simple majority in the AGM.

1.6 The election of the office bearer shall be by secret ballot at the AGM.

- 1.7 Each member will have one vote.
- 1.8 Candidate for the respective post will be proposed and seconded by members at the AGM.
- 1.9 In the event there are more than three candidates proposed for one post, members will vote to get three candidates with the highest votes. These three candidates will be subjected to second round of voting to elect the best candidate.
- 1.10 An elected office bearer shall cease to be office bearer when he/she: resigns; passes away; is convicted of criminal offence; removed from the register by Medical Council of Tanganyika; Doesn't attend approved meetings for a period of twelve months without a valid reason or consent from the President; acts in a manner detrimental to the interest of the Association. Such action shall be discussed by the Governing Council and the recommendations be taken to AGM for approval or other final decision. Replacement of the elected member shall be effected in the following AGM

Article XI: Subscriptions

- 1.1. The governing council shall recommend membership and subscription fees to the AGM for approval.
- 1.2. Annual subscriptions shall be paid to the treasurer in advance of the annual general meeting for members to have voting rights.

Article XII: Power to make rules and regulations

- 1.1. The governing council may from time to time propose rules and regulation to the AGM whose adoption shall require two third majority of members present at the AGM. Such rules or amendments may also be proposed by any member of good standing at least three months before AGM.

Article XIII: Funds and property of the association

- 13.1. Funds and property of the Association shall be obtained by contributions from its' members, sale of literature, gifts, donations and grants.
- 13.2 The association shall through purchases, donations and gifts acquire, own and maintain fixed and movable assets.
- 13.3 **Board of trustee shall be the custodian**

Article XIV: The Accounts of the Association

- 1.1. The Association shall open its banking accounts with any of the major commercial Banks in Tanzania.
- 1.2. The signatories of the Association for all the banking transactions at the National Level shall be the following:
 - 1.3. Group A:
 - President
 - Hon. General Secretary
 - Group B:
 - Hon. Treasurer
 - Hon. Assistant Treasurer
- 1.4. The following conditions must apply:
There must be two signatories: one from Group A and the other from Group B.

Article XV: Board of Trustees

- 1.1. The AGM shall appoint by special resolution a person or persons of impeccable integrity and rectitude to be member of the Board of trustees of the Association. A minimum of three trustees may be appointed.
- 1.2. Members of the association shall be eligible to be appointed.
- 1.3. The Members of the Board of Trustees shall elect a chairperson who shall be Patron

Article XVI: Zonal Branches

- 1.1 Certain geographical areas of the country may be designated by the Governing council as Zonal branches of the association provided there are at least three members of good standing and approved by the AGM.
- 1.2 Each such branch is an integral part of the association and must follow the constitution of the association.
- 1.3 The Zonal branch shall be responsible for recruitment of the new members
- 1.4 The Zonal branch shall elect a Zonal chairman, Zonal secretary, and a Zonal treasurer and these shall constitute a Zonal governing council for a renewable office tenure of three years.
- 1.5 The Zonal chairman shall chair all the meetings of the zone.
- 1.6 The chairman of each Zonal branch shall be a member of the National Governing council.
- 1.7 The Zonal secretary shall be the secretary of all the Zonal meetings and shall keep records and be responsible for all the correspondences of the Zonal branch.
- 1.8 The Zonal treasurer shall on behalf of the Honorary treasurer of the association be responsible for collection of all fees payable to the Association and forward to the Honorary Treasurer.
- 1.9 A minimum of fifty percentage of funds collected at the Zonal level will be reallocated back to the Zonal Branch to strengthen its activities.
- 1.10 The Zonal branch will be allocated funds by the Governing council based on their annual operational budget.
- 1.11 Each Zonal branch shall hold Zonal branch meetings at least two times a year and report its activities to the Governing Council.

Article XVII: Alteration of the constitution

- 17.1. The constitution may be amended by a two thirds majority vote of members of good standing present at a duly constituted AGM, provided the notice of such a meeting and proposed amendments have been communicated to members in writing at least 30 days prior to such a meeting.

Article XVIII: The Seal and Emblem of the Association

The association shall have a seal and an emblem as approved by the AGM.

Article XIX: Dissolution of the Association

- 1.1 The association may be dissolved by a resolution passed to that effect by a secret ballot at an extraordinary General meeting called specifically for that purpose by the Board of Trustees
- 1.2 A two-thirds vote of all voting members of good standing will be required to pass the resolution.
- 1.3 Where the resolution is passed that General Meeting shall appoint a person(s) to be the liquidator(s) and shall make provisions for the final disposal of the association assets and liabilities

