



ZAMBIA PAEDIATRIC ASSOCIATION

CONSTITUTION OF THE



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Article 1 - NAME

The name of the association shall be “The ZAMBIA PAEDIATRIC ASSOCIATION” (ZPA) (hereafter referred to as the Association).

Article 2 - ADDRESS

The registered office of the Association shall be at the University Teaching Hospitals, Children’s Hospital. P/Bag RW 1X, LUSAKA, ZAMBIA.

Article 3 - OBJECTIVES

The aim and objectives of the Association shall be:

- a) To advance the specialty of Paediatrics and allied disciplines through undergraduate, postgraduate, and continuing education within Zambia.
- b) Promote research in Paediatrics and related fields.
- c) Promote and foster friendship among Paediatricians and students of Paediatrics and other related specialists interested in specific and overall well-being of children.
- d) To promote and maintain high levels of professional conduct and ethical standards of the practice of paediatrics and allied specialties.
- e) To provide a platform to the above-mentioned specialists to voice their opinions concerns and for dissemination of their experience and knowledge for the well-being of the children.



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- f) To provide a platform for expression of opinion/concerns and share experience of knowledge for the wellbeing of children.
- g) To advocate for the wellbeing of children.

Article 4 - MEMBERSHIP

Membership shall be open to paediatricians and specialists in paediatric subspecialties. Associate members, Life members and Honorary members who shall be resident and or practicing or have practiced paediatrics.

- (a) **Members:** Shall be specialist Paediatricians in possession of a certified postgraduate degree in Paediatrics or Paediatric Subspecialty. These members should be entitled to hold offices and vote at meetings.
- (b) **Life Members:** Shall be holders of any of the qualifications listed above in Article 4, (a) and upon payment of one final subscription to be decided and revised by the executive committee and ratified at the general body meeting, shall become life members. They will be entitled to hold offices and vote at the meetings.
- (c) **Honorary Members:** Shall be medical practitioners who have, in the opinion of the committee, contributed to the advancement of Paediatrics and Child Health or have shown interest in the advancement of Paediatrics and child Health
- (d) **Associate Members:** shall be students (undergraduate or postgraduate), nurses visited by the committee to become Associate Members. Associate members shall not be entitled to hold office or vote.



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- (e) Affiliated organisations that promote the wellbeing of mothers and children.

Article 5 - ELECTIONS

- a) Election of ordinary membership, life membership or associate membership shall be carried out by the Annual General Meeting.
- b) Candidates for these memberships shall be nominated by any of the members of the Association and screened by the executive committee before submission to Annual General Meeting. Election to membership will be by application seconded by a full paid-up member.

Article 6 - MEMBERSHIP FEES

Each ordinary or associate member shall pay an entrance fee and an annual subscription the accounts-of which shall be decided and revised at the General Body Meeting and circulated widely from time to time.

Article 7 - ASSOCIATION ACCOUNT

- a) Subscription shall be payable to the Treasurer each year. Should subscriptions be in twelve months in arrears, a warning notice shall be sent by the Treasurer.
- b) Should the member fail to pay his/her subscription after a further three months, he/she shall, at the discretion of the committee cease to be a member of the Association.
- c) All payments and funds shall be made to and received by Treasurer and be deposited by him/her in the name of the association in any bank in Lusaka, Zambia as decided by the Executive committee.



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d) The Treasurer, the President and Secretary-General and a committee member will serve as joint signatories for the association. All cheques issued by the association shall be signed by the President and Treasurer. In the absence of either the President or Treasurer, the Secretary-General and a chosen committee member will serve as signatories for the association.

Article 8 - ADMINISTRATION OF ACCOUNT

The Treasurer shall administer the accounts and provide a statement of the account at the General Body Meeting.

Article 9 - EXECUTIVE COMMITTEE

The Management of the Association shall be vested in the Executive Committee. The Executive committee shall consist of:

1. The President
2. The Vice President
3. The Secretary-General
4. The Treasurer
5. Four Committee Members (Secretaries)



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Article 10: ELECTION OF EXECUTIVE COMMITTEE

- a) The Executive Committee shall be elected at the Annual General Meeting of the ordinary members and life members. All the ordinary members and life members will have to cast one vote for each position being elected.
- b) If there are more than one candidate for any office position the voting will be secret and after counting the votes, the results will be declared immediately during the Annual General Meeting.
- c) The candidates for any of the office positions will have to be nominated by one ordinary/life member and seconded by another ordinary/life member before becoming eligible for being elected.

Article 11: TERM OF OFFICE OF EXECUTIVE COMMITTEE

- a) The Executive Committee shall hold office for maximum of 2 consecutive terms (2 years) or until the next Annual General Meeting.
- b) All the office bearers are eligible for re-election a maximum 2 consecutive terms.

Article 12: DUTIES OF EXECUTIVE COMMITTEE The duties of the committee shall be:

- a) To carry out the policies of the Association including filling of the offices that have become vacant on the Executive Committee from among the ordinary members of the association.
- b) To act as a membership Committee.
- c) To act as a Nominating Committee.



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- d) To act as an Organising Committee for the Annual Scientific Conference and General Body Meeting.
- e) To elect venues for scientific conferences.
- f) To discuss the recommendations referred to it through various bodies and refer the same to the Annual General Meeting.
- g) To utilise and expand the funds of the Association in such manners as to advance the welfare and improve the health of the child it sees fit.
- h) To recruit new members or scrutinise qualifications of the applicants and present them before Annual General Meeting.
- i) To keep the members informed of various activities of the Association.
- j) To maintain the register of members and keep updating the same from time to time e.g., change in addresses, qualifications, and specializations etc. of its members.
- k) To convene meetings at the times and places deemed convenient. The Executive Committee shall meet as frequently as deemed fit but at least quarterly in every year and shall send copies of the minutes to all its paid-up members.
- l) The quorum for executive committee meeting shall be 50 percent of its membership.
- m) The committee shall have powers to co-opt on to the committee from time to time such persons, whether members of the Association, as it deems fit.



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Article 13: DUTIES OF EXECUTIVE COMMITTEE MEMBERS

a) THE PRESIDENT

1. Shall preside over the meetings of the committee, over Annual General Meeting, over the opening and closing sessions of the Annual Scientific Conference and hand over the office to the chairman elect at the next elections.
2. Shall hold the office for two years or until the next Annual General Meeting is convened.
3. Shall be eligible for re-election for a maximum period of 2 consecutive terms

b) THE VICE PRESIDENT

1. Shall preside over the meetings of the committee in the absence of the president or if delegated, over Annual General Meeting, over the opening and closing sessions of the Annual Scientific Conference and hand over the office to the chairman elect at the next elections.
2. Shall hold the office for two years or until the next Annual General Meeting is convened.
3. Shall be eligible for re-election for a maximum period of 2 consecutive terms

c) THE SECRETARY GENERAL



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1. Shall have customary duties to the Executive Committee and to the preparation of the Annual General Meeting.
2. He/she shall hold the office for two years or until the next Annual General Meeting is convened.
3. He/she shall be eligible for re- election for a maximum period of 2 consecutive terms.

d) THE TREASURER

1. Shall keep the proper accounts of the Association, to receive annual subscription and other contributions, bank them and assist with the organisation of the Annual Scientific Conference.
2. He/she shall hold the office for two years or until the next Annual General Meeting is convened. He/she shall be eligible for re-election for a maximum period of 2 consecutive terms.

e) THE COMMITTEE MEMBER (Secretaries)

1. Shall have customary duties to his/her thematic committee and to contributing to the preparation of the Annual General Meeting.
2. He/she shall hold the office for two years or until the next Annual General Meeting is convened.
3. He/she shall be eligible for re- election for a maximum period of 2 consecutive terms.

Article 14: THE ANNUAL GENERAL MEETING



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- a) The Annual general Meeting of the Association shall be held once in each calendar year at a place to be arranged by the Executive Committee. The Executive Committee shall be responsible for the arrangements of the annual general Meeting.

- b) The Annual General Meeting of the Association shall be the business meeting of ordinary members of the Association and its general agenda shall be:
 1. Opening of the meeting
 2. Correcting of the minutes of the previous meeting
 3. Matters arising
 4. Report by the Chairman/Secretary General
 5. The Treasurer's Report
 6. Business from the Executive Committee
 7. Elections of the Executive Committee
 8. Medical Business (if any)



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9. Any other Business

c) The Executive Committee shall be empowered to arrange other meetings at such time and place as it considers desirable.

Article 15: THE ANNUAL SCIENTIFIC MEETING

a) The Association shall hold scientific meetings at least once a year at a venue decided at the Annual General Meeting.

b) Attendance to such scientific meetings shall be permitted only upon registration by members of the Association and non-members including visitors, scientists in other fields and students.

c) The visitors may take part in the Meeting in the same manner as ordinary members.

d) Non-members reading papers shall be introduced by an ordinary member.

e) The financing of the conference shall be the responsibility of the Executive Committee in the capacity of organising committee. The organising committee shall determine the registration fee to offset part of the conference expenses. It shall also have powers to raise funds from other sources as deemed appropriate.

f) The proceedings of the scientific conference shall be published. The organising committee shall arrange for the publication of the communications.



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- g) No unauthorised reports of the proceedings shall be sent to newspapers or journals.

Article 16: THE ASSOCIATION PUBLICATION

The Association shall strive to publish at quarterly intervals a bulletin to provide its members with significant news in the field of paediatrics and related disciplines to disseminate knowledge.

Article 17: AMENDMENT OF CONSTITUTION

Amendments to this constitution shall be made at the Annual General Meeting or any other general meeting convened for this purpose on the recommendation of the Executive Committee, by a vote of a majority of the ordinary members present, provided such amendments have previously been circulated before the meeting.

Article 18: DISSOLUTION OF ASSOCIATION

Except at the end of the normal full term, the Association shall not be dissolved except by a resolution passed by a Annual General Meeting of the ordinary members by a vote of at least two-thirds (2/3) of the members, those unable to attend may record their vote in writing to the Secretary General.

Article 19: DISCIPLINE

- a) Any member who proves himself/herself a public nuisance, is convicted under a court of law for any criminal offence or is imprisoned for not less than six months, or over-indulges in alcoholism or drug addiction, or in the opinion of the Executive Committee is proved to be derogatory to the Association or have contravened one or more of the aims and



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objects of the Association under Article 3, shall be dismissed from the Association on disciplinary grounds at Annual General Meeting on the recommendation of the Executive Committee.

- b) Such a member shall not be eligible for reconsideration to membership until four years have elapsed and in the opinion of the Executive Committee and Association in general, he/she has reformed.