

- 14.2 The minutes of the proceedings of the last Annual executive General Meeting, all intervening Extraordinary general meetings and the secretary's report shall be read and adopted.
- 14.3 The Society's audited account and balance sheet for the preceding year, signed by the treasurer shall be submitted for consideration and adoption.
- 14.4 Any special business, which the executive Committee has deemed necessary to introduce shall be considered.
- ELECTIONS** 15. The Chairman shall call for the nomination of candidates for election as members of the Executive Committee and the Auditor. Each nomination is to be seconded by two members.
- 15.1 If the candidates nominated for respective offices are not more than the vacancies, the chairman shall declare the person so nominated as elected for the office. If the number of nominations are more than vacancies even after withdrawals, then an election shall be held by secret ballot.
- 15.2 A candidate shall not be eligible for nomination to an Executive office unless he/she is present at the meeting or has informed his/her consent for nomination. This stipulation may not apply to co-opted members who have been nominated by an incoming Executive Committee.

PART V-SCIENTIFIC MEETINGS

- SCIENTIFIC MEETINGS** 16. Two scientific meetings shall be held annually, one to be held during the annual general meeting and the second, a purely scientific meeting, is to be held in a district or Provincial Hospital.

EXTRA-ORDINARY GENERAL MEETING

NOTICE OF EXTRA-ORDINARY

BUSINESS TO BE TRANSACTED

INTER-PRÉTATION

QUORUM

- 16.1 Date and place of the meeting is to be decided by the executive Committee and organising committee shall give three months notice in writing.

PART VI-EXTRA-ORDINARY GENERAL MEETING

17. The Executive Committee may call an extraordinary general meeting at any time.
- 17.1 The Executive Committee shall call an extraordinary general meeting within 15 days of the secretary's having received a requisition to that effect, signed by at least one third of the number of members who have paid their Annual Membership Fee.
18. Notice of an extraordinary general meeting starting day and hour and place of the meeting together with business for which the meeting has been called shall have been communicated to the members, by the secretary at least seven days before the date of holding the meeting.
- 18.1 The Executive Committee may, in case of emergency, call an extraordinary general meeting at a shorter notice.
19. No business other than the business for which the meeting has been called for shall be transacted at the extraordinary general meeting

PART VII-PROVISIONS APPLICABLE TO ALL GENERAL MEETINGS

20. In this part, unless the context otherwise requires; "General Meeting" means Annual General Meeting or Extraordinary General Meeting of the Society.
21. Subject to the provisions of article 22, the quorum at the general meeting shall be 20% of the full paid members for the relevant year.

LACK OF QUORUM	22.	If within half an hour from the time appointed for a general meeting, a Quorum is not present, the meeting, shall Be dissolved; in any other case it shall Stand adjourned.	12.1	Scientific Meetings of the full membership and associate members shall be held preferably in a District Hospital.
			12.2	The Executive Committee shall decide the place, Date and the hour of the meeting –12. and 12.1.
ADJOURNMENT OF	23.	The person presiding over a general Meeting at which a quorum is present Under article 21 may adjourn the meeting to any other date but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjourned took place.	12.3	The notice of both meetings shall be communicated by the secretary at least three months before the meeting.
			BUSINESS TO BE TRANSACTED AT THE ANNUAL GENERAL MEETING	
VOTE ON RESOLUTION	24.	At any general meeting a resolution put to the vote, shall be decided on a show of hands, unless a secret ballot is demanded by one or more members.	13.1	Consideration of the secretary’s report of the year
			13.2	Consideration and adoption of audited account and balance sheet of the Society prepared by the treasurer.
SECRET BALLOT	25.	if a Secret Ballot is dully demanded at any General Meeting, it shall be taken in such a manner as the chairman directs, and the results of the poll shall be deemed to be the resolution of the meeting.	13.3	The consideration and transaction of any special business which the Executive Committee may deem necessary to submit to the meeting.
			13.4	The consideration and transaction of any special business of which a minimum of 15 days notice in writing shall have been given by any member of the Society to the Secretary.
CASTING VOTE	26.	Any resolution proposed for decision by a general meeting shall be determined by a majority of votes of the members present and in case of equality of votes on show of hands or secret ballot the chairman of the meeting shall be entitled to a casting vote in addition to his deliberative vote.	13.5	The election of the auditor and members of the Executive Committee
			PROCEDURE AT ANNUAL GENERAL MEETING	
MINUTES	27.	The minutes of the general meeting shall be recorded by the secretary and circulated to full members within one month.	14.	The procedure to be adopted at the Annual general Meeting be as follows:
			14.1	The chair shall be taken by: The Chairman and In the absence of the chairman by the vice Chairman and: In the absence of both the chairman and vice Chairman, a member elected by the meeting as chairman.
	PART VIII-THE EXECUTIVE COMMITTEE			
Executive committee	28.	There shall be an Executive Committee of the Society, which shall consist of not more than eight members, at least for of whom must be surgeons. Six members for the Executive Committee will be elected at the Annual General Meeting. And in addition the out going secretary and treasure shall become		

31.5 Minutes of every meeting shall be kept by the secretary and confirmed as a true record in the next meeting.

the furtherance of the objectives mentioned in article 3 and 4

31.6 In the absence of the secretary, the meeting shall elect a member for keeping minutes.

PART III - MEMBERSHIP

QUALIFICATION FOR FULL MEMBERSHIP

6.1. All fully registered doctors are entitled to apply for membership of the society

6.2 All applicants must be registered by the Zambia Medical Council.

6.3 Full applicants have voting rights.

QUALIFICATION FOR ASSOCIATE MEMBERSHIP

6.4 Members of the nursing profession, paramedicals in surgery and other interested parties may apply for Associate Membership.

6.5 Associate Members shall have no

QUALIFICATION FOR HONORARY MEMBERSHIP

6.6 Such membership shall be honorary, proposed by the Executive Committee and ratified in the Annual General Meeting of the Society. The recipient should have contributed significantly to the Society or to the cause of Surgery in or outside Zambia. He will normally, have retired from active Surgical practice and have no voting rights.

QUALIFICATION AS A FOUNDATION MEMBER

6.7 Doctors whose names appear in the Membership Register of the Society on Inauguration day shall be considered as Foundation Members

TERMINATION OF MEMBERSHIP

7. A person shall cease to be members if:-
7.1 He/She resigns his/her membership or
7.2 His/her membership is cancelled by the Executive Committee, because of improper detrimental to the interests of the Society

DISCIPLINARY ACTION AND RIGHT OF APPEAL

8. If in the opinion of the Executive Committee a member is found guilty of improper conduct detrimental to the interests of the Society or has committed a breach of the Provisions of the constitution,

NOTICE OF RESIGNATION

32. Any member desirous of vacating his office may send his resignation to the chairman in writing and on acceptance of his resignation by the executive committee, his office shall become vacant (and not before).

VACATION OF OFFICE

33. An Executive Committee member shall cease to hold office if he:-

33.1 Resigns and the resignation is accepted under voting rights article 32 or

33.1 Is absent from three consecutive meetings of the executive without valid reason or

33.2 Ceases to be a member of the Society under the provisions of the constitution.

GENERAL VACANCY

34. A vacancy amongst the members of the executive committee may be filled by Nomination of a member at the next meeting of the executive committee until the next General meeting.

PART XI-FINANCIAL PROVISIONS

BANKING ACCOUNTS

35. One or more Bank Accounts of the Society shall be opened, kept or closed in such bank or banks or building society as the executive committee may determine. All cheques drawn on such account or withdrawals there from shall be signed by two Executive Committee Members one of whom should be the treasurer.

	3.4	The teaching of Surgery	EXPENDITURE	36.	All accounts for the Society and expenditure incurred for or behalf of the Society shall be dealt with by the executive committee as they may determine.
	3.5	Research in the field of surgery			
	3.6	Communication of surgical knowledge			
	3.7	Fellowship between members, associate members and all professional colleagues	REVENUE	37.	All fees, subscriptions, gifts, donations and other moneys of the Society shall be paid to the treasurer within seven days of their receipt and deposited to the credit of the Society at the banks or building society, by the treasure within seven days of their receipt by the treasurer.
	3.8	Affiliations with such bodies as the Association of Surgeons of East Africa and other surgical associations elsewhere in the world.			
	3.9	Any other matters connected with or incidental to the objectives mentioned in paragraph 3.1 to 3.8.		37.1	The Executive Committee shall have the right to raise funds.
ACTIVITIES	4.	The Society will achieve the objectives mentioned in article 3 through the medium of scientific, social and educational activities. These activities will include:	AUTHORITY REQUIRED FOR EXPENDITURE	38.	Subject to the provision of article 39 and and article 40, no expenditure for or on behalf of the Society, shall be incurred without the consent of the executive committee.
	4.1	The holding of meetings at least twice a year, where scientific papers shall be presented and discussed by the membership. The venue for an Annual General Meeting shall alternate between Lusaka and the Copperbelt. The other meeting shall be held in a District of Provincial Centre.	EXPENDITURE FOR WHICH AUTHORITY NOT REQUIRED	39.	Without the consent of the Executive Committee the Chairman or the Secretary may incur an expenditure on behalf of the Society for a sum as determined by the Executive Committee. The expenditure however shall be sanctioned by the Executive Committee.
	4.2	Arranging scientific exhibitions and educational lectures by local or visiting surgeons form abroad.	SECRETARY TO KEEP PETTY CASH	40.	The Secretary shall be allowed to keep a sum as determined by the Executive Committee.
	4.3	The circulation of news letter (s) annually to members and in due course of time the publication of a Journal of the Society.	FUNCTIONS	41.	The treasurer shall keep proper accounts of al the income and expenditure of the Society. The annual accounts shall be for a period of twelve months ending on 31 st December each year and shall be audited by auditor elected in the Annual General Meeting. The treasure shall submit to the Annual General Meeting the audited statement of income and expenditure and the balance sheet for the preceding year.
FUNCTIONS AND DUTIES	5.	Subject to the provisions of this constitution, the Society may discharge all such functions and perform all such duties as it deems fit for			

THE SURGICAL SOCIETY OF ZAMBIA

CONSTITUTION

PART XIII-AMENDMENT OF CONSTITUTION

AMENDMENT OF THE CONSTITUTION

- 4.2 Any amendment of this constitution may be proposed by a resolution at The Annual General Meeting or by Any member at any extraordinary General meeting called for this purpose. 15 days written notice to the Honorary Secretary is required.
- 42.1 In order to amend the Constitution at Annual or an Extraordinary General Meeting the votes of two thirds of the voting members Present are required.

END

PART I – PRELIMINARY

- NAME 1. The name of the Society is “THE SURGICAL SOCIETY OF ZAMBIA”
- INTERPRETATION 2. In this constitution, unless the context otherwise requires:
- 2.1 “THE SOCIETY” means the Surgical Society of Zambia.
- 2.2 “EXECUTIVE COMMITTEE” means the Executive Committee of the Society, established under article 28
- 2.3 “FINANCIAL YEAR” means the period of 12 months ending on the 31st of December of each year.
- 2.4 “OFFICE BEARERS” means the Chairman, vice chairman, secretary and treasurer.
- 2.5 “QUALIFIED SURGERON” means a medical graduate who has successfully completed a Diploma Fellowship, Masters of Doctoral programme in Surgery or its specialities.

PART II-OBJECTIVES AND FUNCTIONS OF THE SOCIETY

- OBJECTIVES 3. The objectives of the Society are to promote, foster and assist the advancement of:
- 3.1 The art and Science of Surgery in Zambia.
- 3.2 Surgical services and the standard of surgical care in Zambia.
- 3.3 The formation of a body able to represent the views and interests of those working in surgery and related disciplines.

Surgical Society of Zambia

University Teaching Hospital

BOX RW 1X

LUSAKA, ZAMBIA

MARCH 1995



THE SURGICAL SOCIETY OF ZAMBIA

(MEMBER OF THE INTERNATIONAL
FEDERATION OF SURGICAL COLLEGES)

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CONSTITUTION

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