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# PEADIATRIC SOCIETY OF GHANA

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## THE CONSTITUTION

February, 2020

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## **CONSTITUTION OF THE PAEDIATRIC SOCIETY OF GHANA**

### **PREAMBLE:**

With the best interest of the Health of the Ghanaian child underpinning all that we shall do, this Constitution is enacted this 8th day of February 2020 and shall guide all decisions taken by and concerning the Paediatric Society of Ghana

### **ARTICLE I: NAME AND ADDRESS**

The name of the Society shall be the Paediatric Society of Ghana. (Subsequently referred to in this Constitution as “the Society”)

The Address of the Society shall be

**% Department of Child Health,  
Korle Bu Teaching Hospital,  
P. O. Box GP 498  
Accra**

### **ARTICLE II: OBJECTIVES**

The main objective of the Society shall be to create a platform for Paediatricians and other Professionals to join together to promote the health of the Ghanaian Child through advocacy, research, sharing of knowledge. and awareness creation about the health challenges they face.

The Specific Objectives of the Society are

- I. To engage the Government and the people of Ghana on the conditions which constitute a threat to the life and health of children.
- II. To promote the acquisition and dissemination of knowledge about Child health.

- III. To promote the maintenance of appropriate Paediatric and Child Health practice among medical practitioners and other health professionals in this country.
- IV. To encourage research into all aspect of Paediatrics and Child Health.
- V. To form strategic partnership and collaborated with National, Regional and International bodies with similar interests.
- VI. To do any other lawful activity that will further the objectives of the Society

### **ARTICLE III: MEMBERSHIP**

- I. Membership shall be open to
  - 1. Paediatricians, residents, medical and dental practitioners and all other health professionals who deal with the promotion of health and treatment of disease in children.
  - 2. All other professionals who promote the health and development of children.
  
- II. Every candidate for membership of the Society shall apply in writing to the secretary, stating clearly their intention to join the society with personal details (name, address, telephone number[s], email address and two {2} referees who are members of the society).
  
- III. There shall be four types of membership of the Society namely:
  - 1. Full Member: These shall be Ghanaian members of the society who are accredited Paediatricians by the Ghana Medical and Dental Council or any other accrediting institution.
  - 2. Associate Member: These shall be all other individuals whose profession involves the medical and dental care and / or the protection and promotion of the health and/or development of children. (e.g. Paediatric residents; Medical practitioners of all categories; Paediatric Nurses, Public Health Nurses, General Nurses, Medical Social Workers,

Teachers, Psychologist, Psychiatrist; physiotherapist; occupational therapist; Behavioral therapist; lawyers, journalist etc.)

3. International members: These shall be individuals who live and work outside Ghana and satisfy all other requirements for membership of the Society for the period of stay abroad.
4. Honorary Member: These shall be outstanding personalities who by their work, actions and generosity have demonstrated a love for children and an interest in the promotion of good health and welfare of children.
5. All Professionals shall be registered and in Good Standing with their Professional Regulatory Bodies.
6. A Member shall be deemed to be in good standing if the member has discharged all financial and other obligations as mandated by the Society.

#### **ARTICLE IV: RESIGNATION OR EXCLUSION FROM MEMBERSHIP**

- I. A member of the Society may resign from membership by notice in writing to the Secretary of the Society.
- II. The National Executive Council may, at its discretion, exclude any person from membership of the Society if:
  1. The National Executive Council is satisfied after due inquiry that the conduct of such a member is detrimental to the honor and interest of the Society or calculated to bring the Society into disrepute.
  2. Any other reasons for which the National Executive Council, upon due consideration deems as cause to exclude a person from membership of the society

#### **ARTICLE V: RELATIONSHIP WITH NATIONAL AND INTERNATIONAL BODIES**

- I. The Ghana Medical Association:
  1. The Society shall operate as a group affiliated to the Ghana Medical Association.

2. The Ghana Medical association shall be the initial external arbitrator in such matters for which an external arbitrator is required

II. Other International Bodies:

The Society may, by a simple majority vote of members present and voting at an Annual General Meeting, apply for membership of any international organization with similar interest and objectives as the Society.

## **ARTICLE VI: GOVERNING STRUCTURE AND OFFICERS**

### **III. GENERAL ASSEMBLY**

The General Assembly (GA) shall comprise members of the Society in good standing who shall participate in a general meeting convened in accordance with the constitution.

1. The General Assembly shall:
  - a. Be the highest decision-making body of the society
  - b. Be responsible for amending the constitution of the Society.
  - c. Consider all matters affecting the national and global interest of the Society.
  - d. Receive and approve the Society's annual report including financial statement and audited accounts of the Society as well as any other relevant report.
  - e. Appoint auditors for the ensuing year.
  - f. Consider and approve such other business, as National Executive Committee or council shall recommend.
  - g. Shall elect National executive committee members at the annual general meeting in accordance with the provision of this constitution.
  - h. Shall delegate the execution of a specified action to the national executive committee.
2. There shall be two types of General meetings
  - a. Annual General Meeting (AGM), which are held once a year

- b. Emergency General Meeting (EGM), which take place when mandated.
3. Decisions of the Assembly shall be by ordinary resolution through consensus; simple majority (50% + 1) or by special resolution with two thirds majority of the members present at the meeting.

#### **IV. NATIONAL EXECUTIVE COMMITTEE**

##### **1. Function**

The affairs of the Society shall be directed and administered by the National Executive Committee (NEC)

It shall

- a. shall be responsible for the organisation of the General Meetings of the Society and for all other business on behalf of the Society including finances.
- b. shall have the power to fill vacancies in its body as and when necessary by co-opting members who satisfy requirement for the position.
- c. cause proper books of Accounts to be kept; an income and expenditure account and balance sheet to be prepared, audited and circulated at the Annual General Meeting.
- d. appoint such special or ad hoc committees as may be needed from time to time to perform specified duties. On completion of the assignment, the committee shall be dissolved.
- e. be responsible for all relations with the National Government and international bodies operating in and out of Ghana including the sourcing of funds, donations and gifts from all the above.
- f. Oversee the establishment and operations of regional branches.

##### **2. Composition**

NEC shall be composed of seven members, namely

- a. President,
- b. Vice President

- c. Secretary,
- d. Assistant Secretary
- e. Treasurer
- f. Two executive members (one female; one male)

3. Duties of NEC members

The duties of members of NEC shall be

a. PRESIDENT

The President shall be a Full member and shall be the Chief Administrative Officer of the Society.

The President shall

- i. be responsible for the general supervision of the affairs of the Society.
- ii. preside over all meetings of the National Executive Committee; AGM, EGM (except those organised to discuss disciplinary actions him/her) at which he/she is present
- iii. present the programme planned for the ensuing year to the General Assembly for approval.
- iv. sign such legal documents as are authorized by the National executive committee or the transaction of the official business of the Society;
- v. countersign cheques for the disbursement of the Society's money;
- vi. represent the Society at meetings of other organisations or, delegate the responsibility to do so
- vii. perform all other duties incidental to the office of President.

b. VICE PRESIDENT

The Vice President shall be a Full member. The Vice President shall

- i. Assist the President to perform the duties of the President
- ii. Perform any duties assigned by the President.



c. GENERAL SECRETARY

The General Secretary shall be a Full member

The Secretary shall:

- i. Summon all National meetings of the Society except the Board
- ii. Prepare the agenda for all National meetings except the Board meetings and EGM to chaired by the board chair.
- iii. Take and keep minutes of the proceedings of all National meetings of the Society except a board meeting and EGM to be chaired by the board chair.
- iv. Be responsible for the maintenance of the Register of Members of the Society
- v. Perform such other duties as may be specifically assigned by the President.

d. ASSISTANT GENERAL SECRETARY

The Assistant Secretary shall be a Full member. The Assistant Secretary shall

- i. assist the Secretary to perform Secretarial duties and shall perform any tasks assigned by the Secretary

e. TREASURER/FINANACIAL SECRETARY

The Treasurer shall be a Full member

The Treasurer shall be:

- i. responsible for true and accurate accounting of all Society's moneys, funds, investments and other properties of the Society.
- ii. collect all dues and any other financial contributions required to be paid by members; disburse funds as directed by National Executive committee.
- iii. present accounts annually to the Annual General Meeting of the Society.

f. TWO EXECUTIVE MEMBERS

They shall be member of the association other than an honourable member

- i. They shall perform duties as assigned by the President.

**V. SUB-COMMITTEES OF THE NATIONAL EXECUTIVE COMMITTEE**

- I. The National Executive Committee shall select (co-opt) from among the members of the Society into sub-Committees
- II. The NEC shall determine the member and chairperson of the subcommittee as well as its chairperson and inform them in writing.
- III. Each subcommittee shall be made up of a minimum of 3 and a maximum of 7 members. with functions as stated hereafter:
- IV. With the exception of the finance subcommittee which will be chaired by the Treasurer, a member of NEC shall be an ex officio member of all Subcommittee.

1. The Child Welfare Sub-committee

The function of the Committee shall be “to kindle the interest of the Government and people of Ghana in the conditions, which constitute a threat to the life and health of children and thereby to promote the good health and well-being of children.

2. The Finance Committee

It Shall be responsible for the financial arrangements of the Society within the financial requirements as prescribed by the NEC. It will work closely with the treasurer who will chair the committee.

3. Ad-hoc Committees

In addition to the above, the National Executive Committee may at any time appoint other Ad Hoc committees to undertake specific tasks.

**ARTICLE VII: BRANCHES OF THE SOCIETY**

There shall be Regional branches of the Society tasked with implementing the national agenda of the society as well as plan and execute activities in the interest of branch that are in line with the objective of the society;

- I. The REC shall coopt members into committees needed for effective running of the branch.
- II. Subject to the constitution and bye-laws of the Society, the Branches shall have the authority to make such rules and regulations as are considered necessary but not inconsistent with the constitution.
- III. Forty Percent (40%) of dues from each Regional Branch shall be sent to the National body of the Society. This percentage may be changed periodically by the General assembly, on the recommendation of the NEC and Finance Committee at an Annual General Meeting. The chairperson of the branch shall be responsible for transferring the agreed percentage to the National bank account.
- IV. Each branch shall open a bank account after obtaining permission from the National Executive Committee. Three Executive members of the branch shall be signatories to the account(s). The Branch shall render account to the National Executive Committee annually

## **ARTICLE VIII – DISSOLUTION AND LIABILITY OF MEMBERS**

- I. The income of the Society shall not be paid or transferred directly or indirectly to a member of the Society at any time.
- II. On the unlikely event of the dissolution of the Society, all monies and assets acquired by the Society shall be transferred to the Ghana Medical Association to be used to support advocacy in Child Health.
- III. In the event of the Society being wound up, each member of the Society shall undertake to contribute to the assets of the Society while the member retains membership status or within one year after the member ceases to be a member. This shall be used for payment of any debts and liabilities of the Society including costs of winding up as may be required, but not exceeding GHC 50.00 per member or former member (50% of the annual dues)

## **ARTICLE IX – INTERPRETATION**

The following words and phrases used in this Constitution shall have the following meaning:

- I. Paediatrician - shall mean a member who has postgraduate qualification in Paediatrics and child health
- II. Resident- shall mean a member who is in postgraduate medical training
- III. Child Health- shall mean the physical, mental, emotional and social well-being of children from newborn through adolescence.
- IV. Branch- a division of the society defined by a region of Ghana and satisfied all requirements for its establishment in accordance with this constitution.

## **ARTICLE X - AMENDMENTS TO THE CONSTITUTION**

1. Any provision of this constitution may be amended.
2. Amendments to the Constitution shall be by two-thirds majority of all members voting in person at an Annual General Meeting.
3. Notice of such amendments of the constitution shall be circulated to all members at least two months before the Annual General Meeting at which such an amendment shall be considered.

## **ARTICLE XI – BYE LAWS**

1. The association shall make such rules and regulations (to be known as byelaws) as shall be necessary for the effective implementation of constitutional provisions of the association

## **ARTICLE XII – ADOPTION AND COMMENCEMENT**

1. By the authority of the General Assembly of the Paediatric Society of Ghana, this constitution is adopted on the 8th of February, 2020.

## **BYE LAWS TO THE CONSTITUTION**

The society shall be governed by the following bye laws:

## **1. MEMBER IN GOODSTANDING**

- a. A member is in good standing if he/she satisfies the following requirements
  - i. has fully paid up dues
  - ii. must have attended at least 1 AGM in the last 3 years.
  - iii. should have attended at least two (2) Branch meetings per year.
- b. All candidates for National and Branch executive positions as well as appointee to sub committees shall be members in good standing at the time of nomination or appointment respectively.
- c. Membership in good standing shall not be criteria for appointment into an Adhoc committee.

## **2. RULES FOR ELECTION OF NATIONAL AND BRANCH EXECUTIVES**

Unless otherwise specified, these regulations shall apply at the National and Branch level

- a. The National executive council and Branch executives shall nominate candidates for the position of an Electoral commissioner and an assistant for approval at an annual general meeting to oversee the electoral process a year prior to National or Branch elections respectively.
- b. The Electoral commissioner and assistant's mandate shall end after the elections.
- c. The Electoral commissioner shall serve notice of impending elections, processes and procedures associated at least 3 months prior to the Annual general meeting at which elections are to occur.
- d. Any other member assisting the electoral commissioner in carrying out its mandate will be made know at least a month to the elections.
- e. The Electoral commissioner shall receive and vet candidate eligible for executive positions at least one month before the election.
- f. The Electoral commissioner shall present all the contesting candidates for all position a week prior to the Annual General meeting.
- g. Any breach in these procedures that will be subject to challenge by a member in good standing.
- h. The Electoral Commissioner shall exercise discretionary powers based on the magnitude of the challenge. In all such instances the decision must lean towards having the elections over cancelling it.
- i. In the event that positions remain uncontested for, the elections will continue and the subsequent NEC will co-opt members to occupy them.

- j. Nomination/filing of candidature on the day of elections must be discouraged.  
Bye law 2 (i) should be the preferred way to go.

### **3. VOTING**

- a. voting for executives shall be by secret ballot
- b. All executive members shall be elected by a simple majority of all members voting in person, at an Annual General Meeting.
- c. Voting on matters arising at the AGM shall be by show of hand.

### **4. POWER TO APPOINT EXECUTIVE MEMBERS**

The National Executive Council shall have the power to co-opt any member (at any time if necessary). to serve the rest of the term of any vacant position that might arise as a result of resignation, expulsion or death.

### **5. RULES FOR ESTABLISHING SUB COMMITTEES**

- a. Each Sub-committee shall comprise five persons Members.
- b. The membership of the committee shall be as follows;
  - i. The chairperson shall be a member of the National Executive Council.
  - ii. The president shall be an ex-officio member of each committee

### **6. RULES FOR ESTABLISHING AN AD HOC COMMITTEE**

- a. Each Ad Hoc committee shall comprise a minimum of 3 and a maximum of 9 members
- b. The chairperson shall be a member of the National Executive council
- c. The President shall be an ex-officio member of the committee

### **7. TENURE**

- a. The term of office of the elected executive member shall be two years and thereafter shall be eligible for re-election for one more term.
- b. The tenure of office of the chair and membership of a subcommittee shall be two years.
- c. The tenure of chair and members of an ad-hoc committee shall be as determined by the national executive committee

### **8. FINANCE OF THE SOCIETY**

- a. Sources of income

The Society's sources of income shall be as follows:

- i. From annual dues to be paid by all members of the Society except Honorary Members. Membership dues shall be fixed periodically by the National Executive Council of the Society, on the recommendation of the Finance Committee and will be subject to the approval of the general assembly
- ii. Grants and donation from well-wishers.
- iii. The Society will not accept funding from Bodies whose activities are not in line with our desire to promote child health such as Infant Formula Milks; Tobacco companies etc.

b. Bank accounts

- i. The Society shall operate one current account and one Savings/Deposit bank account. For Branch accounts refer Article VII (e) of the Constitution.
- ii. The signatories to the bank account shall be the president plus either the secretary or the treasurer.

c. Acquisition and disposal of property

The Society shall have the right to acquire or to dispose of assets and properties in the furtherance of its aims and objectives. These may include financial investment.

## **9. ANNUAL GENERAL MEETING**

- a. The Society shall hold an Annual General Meeting to discuss performance and vote on relevant resolutions.
- b. AGM will be held once every year (not later than 15 calendar months of the last meeting)
- c. Quorum for AGM: The presence of twelve (12) members shall constitute a quorum.
- d. Meeting reports: The following reports shall be tabled at the AGM

- i. The National Executive Committee Report
  - ii. A financial statement, including Auditors Report
  - iii. A report from each Branch.
- e. Notice of Annual General meeting: The agenda shall be circulated to all members at least one calendar month before the meeting is due to be held.
- g. Voting at AGM: Each member, in person, shall have one vote in all matters put to the vote at the Annual General Meeting of the Society. The President shall have a casting vote.

## **10. EMERGENCY GENERAL MEETING**

- a. This shall be convened to deal with an urgent business when required upon request by
- i. National Executive Committee
  - ii. Twenty-five percent (25%) of members in good standing presenting a petition to the board
  - iii. Or by a Court order
- b. Emergency General Meeting (EGM) requisition is valid when it meets the following criteria:
- i. Fully stated objects of the meeting
  - ii. the requisition must be signed by all of the requisitionists and
  - iii. the requisition must be lodged at the registered office of the Society.
- c. NEC must convene EGM within 21 days of the date of deposit of the requisition.
- d. If the NEC fail to convene the EGM, the requisitionists, may then convene a meeting themselves. However, they must hold the meeting within 2 months of the requisition date.

## **11. NATIONAL EXECUTIVE COMMITTEE MEETING**

- a. The National Executive Committee shall meet at least once a quarter
- b. The presence of three members shall constitute a quorum
- c. The President shall chair all the meetings of the NEC. In the absence of the president, the Vice President shall chair. In the absence of both



President and Vice President, the members shall elect a Chairperson from amongst themselves.

- d. Decision shall be arrived by consensus or voting by show of hands.
- e. In the case of an equal number of votes, the chair person shall have casting vote.

**12. SUB-COMMITTEE AND AD HOC COMMITTEE MEETING**

- a. The Sub-Committees shall meet at least once every four months.
- b. The sub-committees may be directed to meet on such urgent matters as determined by NEC.
- c. The presence of three members shall constitute a quorum

**13. ESTABLISHMENT OF REGIONAL BRANCHES**

- a. Any region of Ghana with at least three permanent Paediatrician shall be identified for consideration as a branch of the society.
- b. The identified branch shall establish an interim executive of three members.
- c. The identified branch will have an observatory status for a minimum of one year.
- d. During the observatory period the identified branch will operate under the supervision of an established branch.
- e. The supervising branch will provide updates on the identified branch for the general assembly at an AGM including recommendation for the status of an established branch.
- f. Should there be no Paediatrician in an established branch at any point in time, the branch shall operate under the leadership of NEC.
- g. A branch executive who is appointed onto the national executive committee shall fit the branch executive position within a month of being voted for onto NEC.

**14. PUBLIC FORUM**

- a. The Society shall organize a yearly public Forum (PF)

- b. The theme for the PF shall be decided at the AGM OR shall coincide with the theme of the Child Health Week (2<sup>nd</sup> week in May every year) or the International Paediatric theme of the year.
- c. The objectives of the Public Forum shall be:
  - i. To act as a tool for public advocacy for Child Health
  - ii. To increase public and Government awareness of the role of PSG
  - iii. To strengthen the visibility of PSG, particularly outside Accra. To this end the PF should rotate around the country.
  - iv. To strengthen and build enthusiasm in branches by involving them in the organization and hosting of the Public forum.

**JOHN ADABIE APPIAH**



15<sup>th</sup> JANUARY 2021

**President signature and date**

**ANGELA OSEI-BONSU**



15<sup>th</sup> JANUARY 2021

**Secretary signature and date**