



Constitution

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PREAMBLE

WHEREAS we realize that the fundamental principles of medicine are based on inherent human values that ensure professionalism and benefit to society

WHEREAS we realize that the youths are the future of society, the product of its evolution, the preserver of its values and the ones to live out the consequences of its current condition

WHEREAS we realize the peculiar situation of AFRICA and the problems the continent faces, and whereas these problems fall within the purview of the essential principles of medicine

WHEREAS we are African youth and students of Medicine,

We, the medical students of Africa, in recognition of the need to play a significant role in improvement of the health of African people and the problems of African society in as much as they fall within the purview of medicine and the realization that we have the wherewithal to make a significant contribution

WE hereby make and enact to ourselves this constitution and state as follows:

PART 1 – THE CONSTITUTION

1. There shall be established “The FEDERATION of AFRICAN MEDICAL STUDENTS’ ASSOCIATIONS, FAMSA” hereinafter referred to as FAMSA.
2. FAMSA shall have as its guiding principles the contribution of African medical students in their respective and collective capacities to the meaningful improvement of the health of African people
3. FAMSA shall perform the aforementioned role in the spirit of RESPONSIBLE Youth Action driven by passion for the needs of Africa, the ideals of the medical profession and the values of our common humanity (or Africanity).
4. FAMSA, in pursuit of its goals shall partner and liaise with governments, the United Nations and its System, The African Union, other regional bodies, Non Governmental Organizations and any such bodies corporate that share FAMSA’s ideals.
5. FAMSA in pursuit of its goals shall be non-political, non-partisan and shall not discriminate on the basis of gender, culture, race, ethnicity or religion.
6. The aforementioned statements and the articles hereafter stated shall constitute the *CONSTITUTION OF THE FEDERATION OF AFRICAN MEDICAL STUDENTS’ ASSOCIATIONS*.

SUPREMACY OF THE CONSTITUTION

If there is any law (written or unwritten), regulatory document or pronouncement (on the running of FAMSA) that is inconsistent with the provisions of this constitution, such a law, regulatory document or pronouncement shall be null, void and of no effect to the extent of its inconsistency.

1000 NAME

1000 The name of the Organization shall be FEDERATION OF AFRICAN MEDICAL STUDENTS ASSOCIATIONS (FEDERATION DES ASSOCIATION DES ETUDIANTS EN MEDICINE) abbreviated hereinafter as FAMSA.

2000 AIMS

The aims of FAMSA shall be

2100 To project the image of the African Medical Students both on the continental and international scene.

2200 To enhance and broaden the general and special education of member medical students in and about various parts of Africa as a special furtherance of the diligent efforts of the medical schools, and thus to contribute to the improvement of medical education in Africa.

2300 To establish contact with every Medical Students Association (hereinafter referred to as MSA) in Africa on purely professional matters to the extent of the consistency of such with the preamble of this constitution and the other aims here stated.

2400 To promote exchange of international correspondences, publication of news of medical interest through journals and the organization of professional exchange of medical students between various countries.

2500 To generate initiative in population and health surveys as well as in bio-medical research among African medical students and to collate and disseminate original findings on all matters pertaining to health in Africa.

2600 To encourage and assist member associations in fulfilling the essence of this education, which is to contribute towards the improvement of health in Africa by rendering help in all projects where medical students can be of assistance.

3000 MEMBERSHIP

3100 A member of FAMSA shall be any MSA which has approved and which agrees to abide by the constitution.

3110 An MSA shall be allowed to become a school/ member of FAMSA in the name of the medical School/Faculty only if it represents students studying medicine at the medical School/Faculty.

3120 In the event of more than one MSA from the same medical school applying for membership of FAMSA, membership shall be granted to the association that represents the majority of students in the medical School/Faculty and this shall be confirmed by the Head of the medical School/ Faculty.

3200 APPLICATIONS FOR MEMBERSHIP

3210 An MSA applying for membership of FAMSA shall send to the Administrator the following documents:

- An official application letter addressed to the FAMSA President and signed by the President and Secretary of the applying MSA.
- An original copy of its constitution in English and French.
- A summary of its activities, past, present and future.

3220 All applications shall be sponsored by the head of the medical school or faculty and should include a letter of approval signed by the medical school authority (provost or dean).

3230 The Administrator shall inform the President, other members of the executive council and the General Assembly of all intending members who have met the above criteria.

3240 All new members shall be ratified as full members by the General Assembly which must be attended by at least 2 representatives of each of such MSAs.

3300 TERMINATION OF MEMBERSHIP

Membership shall be terminated in any of the following ways:

3310 By Resignation: Giving six (6) months notice to the Permanent Headquarters and the General Secretariat of the intention of the respective MSA to do so, at which time such MSA should have fulfilled all commitments already undertaken (including FAMSA projects and financial obligations to FAMSA).

3320 On account of non-payment of subscription, notice of arrears shall be sent out in January and June each year to all members by the General Secretary based on information given him/her by the Treasurer. MSAs that default for one year shall have their memberships suspended until they pay.

Those that default for two consecutive years shall be deemed to have forfeited their memberships and a letter to that effect shall be sent to them by the General Secretary. Such MSAs will only be considered for readmission on re-applying for membership, payment of outstanding subscriptions and writing to officially reaffirm their commitment to FAMSA.

3330 An MSA may be suspended or expelled if it does not abide strictly by the constitution of FAMSA- on a motion carried by at least two-thirds of the members present at the General Assembly.

3400 FULL MEMBERSHIP

Full membership of FAMSA is open to associations that represent a Majority of medical students in any medical School/Faculty in Africa.

3500 ASSOCIATE MEMBERSHIP

Association membership of FAMSA shall be granted to MSAs in any medical School/Faculty who are interested in FAMSA and its activities, but are deprived by geographical position from undertaking full membership.

3600 HONORARY MEMBERSHIP

3510 FAMSA shall elect Honorary Members.

3520 Honorary membership shall be granted by the General Assembly, only to those persons who have greatly contributed to the achievement of the aims of FAMSA.

3700 AFFILIATIONS

FAMSA shall establish official affiliations such as consultative bodies and affiliated members amongst other agencies who have similar aims and interests as FAMSA.

4000 ADMINISTRATION

4100 The supreme authority of FAMSA shall be the General Assembly of representatives from Member MSAs.

4200 The Executive Council shall be the governing body of FAMSA and Executive shall have full powers to act on its behalf in the period between General Assemblies in accordance with the policy of FAMSA.

4300 The Executive Council shall consist of:

4310 Those to be elected as individuals or associations:

4311- The President

4312- The Vice President

4313- The Secretary General

4314- The Treasurer General

4315- The Chairmen of Standing Committees

4316- The Regional Coordinators

4320 Those to be appointed as individuals:

4321- The Assistant Secretary General

4322 The FAMSA Headquarters Administrator

4323- Two Ex-Officio Members

4324- Two Special Executives

4400 All members of the Executive Council shall be from full member Associations (as stated in 3400).

4500 ELECTION OF MEMBERS OF EXECUTIVE COUNCIL

4510 The President and Vice President shall be elected as individual for one Election year.

4520 The General Secretariat-Treasury shall be elected as an association for a period of one year (but can be re-elected once). This shall include the offices of the President, the Secretary General and the Treasurer General. The candidacy of any MSA vying for the General Secretariat-Treasury shall be presented by the individual (from such an MSA) aspiring to be the President of FAMSA.

4530 The Secretary General and the Treasurer General shall be appointed immediately at the General Assembly by the MSA that wins the General Secretariat slot.

4540 Standing Committees shall be elected as Associations, the individual Chairman being appointed immediately at the General Assembly by member Associations themselves which are also responsible for their work.

4550 The member Associations holding Standing Committees shall be elected for one year, and can be re-elected.

4560 An Assistant Secretary General shall be appointed by the Vice President at his/her discretion.

4570 Two Ex-officio members shall be the immediate past President and Vice President.

4580 The Regional Coordinators shall be elected as individuals for one year.

4590 Sub-committee may be appointed by any of the members of the Executive Council. Notification of such should however reach the General Secretariat and the Permanent Headquarters within two weeks of setting up of such subcommittees.

4600 ELECTORAL PROCESS

4610 Election of officers shall be by nomination duly seconded during a plenary session of the General Assembly set aside for that purpose. Such nominations should however reach the Chairman of the GA at least 12 hours before the said plenary session. All persons being nominated for elections must have the support of their local MSA and must have at least nine (9) months left before qualifying as a doctor. In the event that such persons are not members of the executive council of their local MSA, a formal letter of introduction (duly signed by the MSA president and general secretary) of such a person as the representative of the MSA will be required.

4620 Elections shall be by secret ballot system with the Secretary of the General Assembly serving as the returning officer.

4630 Any individual or MSA that has the simple majority of valid votes for a particular office shall be deemed to have won and shall thus be declared winner by the returning officer.

4700 STANDING COMMITTEES

4710 A standing committee shall consist of a number of students working on a Standing & special problems or on special field of FAMSA activities, submitting a Committee report for consideration by the Executive Council and the General Assembly.

4720 Each standing committee shall be constituted within four weeks of the GA and the membership shall be communicated to the General Secretariat and Permanent Headquarters within the said time frame.

4730 There shall be five standing committees:

4731 Standing Committee on Health and Environment abbreviated hereafter as SCOHE.

4732 Standing Committee on Medical Education and Research abbreviated hereafter as SCOMER.

4734 Standing Committee on Professional Exchange abbreviated hereafter as SCOPE.

4735 Standing Committee on Publications, abbreviated hereafter as SCOPUB.

4736 Standing Committee on Population Activity, abbreviated hereafter as SCOPA

4800 TENURE OF OFFICE

4810 Executive Council Members and Standing Committee members shall hold office from the time of election till the dissolution of the Executive Council at the GA that follows that.

4820 No individual or MSA shall hold an executive position consecutively for more than two election years.

4830 No person shall be allowed to hold an office in the Executive Council for more than three (3) months after qualification as a doctor.

4840 Without prejudice to the provision of 4800 of this constitution Ex-officio members shall be exceptions

4850 No country shall hold more than four (4) elective positions.

4900 CO-OPTION OF INDIVIDUALS TO THE EXECUTIVE COUNCIL

4910 The Executive Council shall appoint a legal practitioner to advise on all legal matters. Such a legal practitioner shall reside in the same country as the General Secretariat and shall hold office for **one (1) year**.

4920 The Executive Council shall reserve the right to co-opt, where necessary, experts to any of its deliberations but such invited members shall have no voting rights.

5000 FAMSA HEADQUARTERS

5010 There shall be a FAMSA Headquarters.

5020 FAMSA Headquarters shall be a permanent address for use by International Organizations, Governments, Corporations, other bodies and private citizens whose goodwill and co-operation FAMSA has sought, for assistance in the execution of FAMSA projects in any part of Africa.

5030 FAMSA Headquarters shall be a centre for archives of FAMSA and a pivot for information and communication, membership recruitment, interagency collaboration and building of partnerships.

5040 The FAMSA Headquarters shall have an Administrator, a general advisory board and a caretaker Association.

5050 The Administrator shall be appointed by the out-going members of the Headquarters Board through a thorough selection process (which shall include an interview session with a scoring system to be agreed upon by the members of the Headquarters Board).

5060 The Administrator shall be the head of the FAMSA Headquarters and shall coordinate all her activities.

5070 The Administrator shall constitute the Headquarters Board from members of the caretaker association.

5080 In the event of the expiration of the tenure of an executive council, the Headquarters Board shall take over the running of the association till a new executive is elected.

5100 REGIONAL COORDINATORS

5110 There shall be Regional Coordinators for the following African Regions

- West Africa
- East Africa
- North Africa
- South Africa
- Central Africa

5120 A Regional Coordinator (RC) shall be elected as an individual at the General Assembly from any member MSA in the regions listed above.

5130 The RCs shall organize Regional Conferences or Workshops on a theme as may be approved by the Executive Council.

5140 RCs shall work with MSA Presidents, FAMSA Officers and Executive Council Members from their region to organize programmes and promote the aims and objectives of FAMSA.

5150 RCs shall prepare and forward written Quarterly Reports of FAMSA activities in their region to the General Secretariat and FAMSA Headquarters and present Annual Reports of same to the General Assembly.

6000 FAMSA OFFICERS

6100 FAMSA shall have FAMSA officers responsible for grassroots execution of FAMSA activities.

6200 FAMSA Officers shall be officers through whom FAMSA activities shall be undertaken by MSAs that so desire. They shall operate in accordance with the policy of FAMSA..

6300 FAMSA officers shall be appointed by their MSAs for at least a period of one year and shall be responsible to FAMSA.

6400 FAMSA officers shall send written reports their activities to their respective Regional Coordinators

6500 FAMSA officers shall be expected to represent their respective MSA at the FAMSA HEALTH EDUCATIVE SCHOOL.

7000 DISCIPLINE

7100 If the Executive Council comes to the conclusion that an Executive member appointed by a member association does not fulfill his duties, the Council shall reserve the right to decide with a two-third majority to ask the member association (s) concerned to replace the executive member.

7200 In the event of a member Association being unable to replace the executive member, the Executive Council shall reserve the right with a two-thirds majority to transfer the duties of the executive member to any other member (s) of the executive council or to elect an entirely new member to fill the post.

7300 In the case of the General Secretariat- Treasury, the Executive Council shall mandate the Vice President and Assistant Secretary General to assume the offices of the President and Secretary General respectively.

7400 Without prejudice to 7300, in the case of President and/or Vice-President, the Executive Council shall reserve the right to decide with a two-third majority that some or all duties of this/those Executive members be transferred to other executive or non-executive members of FAMSA.

7500 A member association cannot remove any Executive officer of the association unless a recommendation for removal is approved by two-thirds majority of member of the Executive Council.

8000 ANNUAL CALENDAR, BUDGETING AND FINANCING

8100 CALENDAR AND BUDGETING

8110 FAMSA shall have an annual calendar and Budget.

8120 FAMSA Annual calendar and Budget shall usually cover:

8121 General Assembly Travel cost for members of the executive council and honorary members, feeding and accommodation of delegates (representation) from all member Associations as well as honorary members.

8122 Executive Council Meeting Travel, feeding and accommodation cost for Executive Council members and honorary members.

8123 FAMSA Health Educative School expenses - travel, feeding and accommodation cost for all delegation (MSA officers). Cost for Secretarial duties, administrative cost.

8124 Expenses for regional conferences and the activities of standing committees.

8130 The details of the calendar formulation and budgeting shall be undertaken by the Executive Council who would execute the calendar.

8200 FINANCING

8210 The budgetary resources for financing the Calendar shall be worked out by the executive council.

8220 FAMSA budgetary resources shall include as follows:

8221 Member Associations: Every member Association shall pay a basic Annual subscription to be decided by the General Assembly in consideration of the recommendation of the Executive Council on the calendar, budgeting and financing.

8222 Awards Grants, sponsorship and prize from organizations and private citizens secured in accordance with FAMSA policy and regulations for Awards, Grants and prizes for specific projects.

8223 Foundation fund: FAMSA shall have a foundation fund which be an endowment from organizations and private citizens in appreciation of the good work done by FAMSA to humanity and who shall be the Trustees of the Fund.

8224 FAMSA annual calendar, Budgeting and financing shall be presented to the General Assembly for approval or amendment at the plenary session that follows the election.

8300 BANKING

8310 Monies belonging to FAMSA shall be deposited by the Treasurer in a duly licensed Bank of international esteem, and shall be completely transferred to same bank in any country of the General-Secretariat-Treasury on shift General Secretariat from a member Association to another.

8320 All cheques drawn on the Association Bank Account shall be authorized by the following officers with the permission of the President.

8321 The President

8322 The Secretary- General

8323 The Treasurer-General

8400 FINANCIAL AD-HOC COMMITTEE

8410 This body shall be appointed at the beginning of each General Assembly to consider the balance sheet, the general financial situation, and audit the account of the treasury and the members of the Executive Council.

8420 The financial Ad-hoc committee shall consist of the five non-Executive Council Members.

9000 MEETINGS

9100 GENERAL ASSEMBLY

9110 FAMSA meetings shall be the General Assembly meeting and the Executive Council meeting and shall be held in the country of any Member Association.

9120 Sessions of the General Assembly shall be hosted by the member Association elected (after a bidding process) by the General Assembly of the preceding year and shall be once yearly.

9130 In the event that an MSA that won the hosting right will be unable to host the GA, such an MSA should officially notify the Executive Council at most four (4) months after the GA when they won the hosting right. In this case, the MSA hosting the Vice President shall host the GA.

9140 Each MSA shall be represented by at most three delegates (representation) one of whom must be designated as leader. All such delegates shall have voting rights at the G.A. In the event that an MSA has more than three representatives, the supernumerary ones shall be admitted to the G.A. as observers. Each delegate must have a letter of credentials from the MSA being represented. The aforementioned leader shall undertake the responsibility of naming the individual(s) to occupy offices won by such an MSA.

9200 EXECUTIVE COUNCIL MEETINGS

9210 The executive Council shall meet at least twice a year.

9220 The first meeting shall be within **24 hours** after its election into office whenever there is a new executive council. This in effect shall hold at the venue of the GA where the election took place such that the annual calendar and budget shall be prepared at the said meeting in preparation for presentation to the GA.

9230 There shall be a second meeting, **called at the discretion of the president.**

9240 Any member Association shall host the Executive Council Meeting.

9250 Exchange officers meeting shall be hosted at the request of any executive or member association with the aim of discussing plans and problems of FAMSA.

9260 Technical meeting that will seek the achievement of specific objectives e.g seminars, workshops, Health educative study, e.t.c.

9300 NOTICE OF MEETING

9310 At least three (3) month clear notice shall be given of the General Assemblies stating date, time, theme and place of meeting.

9320 Two months' notice shall be given of any meeting of the executive council. But an emergency meeting may be summoned within one month.

9400 VOTING

9410 Every Full Member Association shall have at most three votes (from the corresponding delegates) at the General Assembly.

9420 Any member association attending the General Assembly for the first time shall observe and cannot vote or be voted for.

9430 Associate Member shall have no voting right unless otherwise decided by a simple majority vote by the General Assembly.

9440 In case of member association having not paid its membership for the FAMSAs- year ending just prior to the General Assembly this member association and/or delegates from, this member association shall not be eligible to be voted for or be granted any voting power in that General Assembly.

9450 At the General Assembly voting shall be by show of hands. This may be altered on request by a simple majority of delegates present at such a session. However, the election of executive council members shall be by secret ballot.

9460 Decisions of the General Assembly except where otherwise provided in this Constitution, shall be taken by a simple majority of delegates.

9500 QUORUM

9510 No business shall be transacted at the General Assembly or Executive Council meeting unless a quorum of member is present at the time when the meeting proceeds to business.

9520 For the General Assembly the Quorum shall be one-third of the entire membership.

9530 The quorum of Executive Council meetings shall be five including the President or Vice-President and/or Secretary General.

9540 If after **48 hours** after fixed time of commencement a quorum had not been formed the meeting shall be converted to an exchange officers meeting or alternatively postponed to a later date.

PART II

STANDING ORDERS OF PROCEDURE AT MEETINGS

1000 GENERAL

1100 FAMSA meetings shall be held in any country in Africa which is sympathetic to her aims and objectives.

1200 FAMSA shall have the following types of meeting:

- A general assembly which shall meet once annually
- Executive Council meeting which shall meet at least once a year, apart from the meetings in connection with the G.A.
- Exchange officers meeting to be convened as deemed necessary.
- Technical meetings that will seek the achievement, of specific objectives e.g. seminars, workshop, summer school, e.t.c.

1300 VALIDITY

1310 These standing orders are final and binding on all meeting of FAMSA.

1320 Propositions for amendments of these standing orders must be lodged at the general secretariat at least two months before the next G.A. The executive council shall then present such to the General Assembly for consideration. Validity of any shall then require a two-third majority of those possessing the right of voting at the General Assembly.

1330 Temporary suspension of any of these standing orders shall require a two-thirds majority. The suspension shall be for a stated period which must never exceed the duration of the particular meeting.

2000 GENERAL ASSEMBLY POWER

2100 The General Assembly shall be the highest representative policy-making body. Decisions made shall be binding and final.

2110 Executive Council members can only be elected by the General Assembly.

2120 The General Assembly shall review and approve the reports of all executive council members.

2130 All recommendations raised there shall be considered and implemented by the Executive Council.

2140 The General Assembly shall scrutinize and approve:

- constitutional changes
- final list of members
- finance and credentials.

2150 The General Assembly shall have the power to suspend, remove or punish any officer or member found guilty of misconduct. The General Assembly shall discuss and plan up the yearly programme of FAMSA. This shall be reviewed and implemented by the Executive Council.

2200 QUORUM

2210 One-third of the full member association shall form a quorum.

2220 If within **48 hours** after the time appointed for the meeting to commence, a quorum is not formed, the exchange officers meeting shall be conducted if the requirements are met.

2300 MEMBERS AND RIGHTS

There shall be elected by a simple majority vote of delegates a Chairman for the General Assembly (**he/she must have attended at least one GA before the present one**). This business shall be the first item on the agenda of all meetings. **This shall be conducted by the President.**

2400 **THE CHAIRMAN OF THE GENERAL ASSEMBLY**

2410 The Chairman shall be responsible for the conduct of the meeting and shall interpret and give his ruling on all matters as laid down in the constitution and standing orders.

2420 The Chairman shall have the powers of dismissal and postponement, Dismissal to mean disallowing permanently an issue of debate for general power, order and affectivity of the G.A and Postponement to mean- deferring of an issue under debate until a subsequent meeting of the executive council.

2430 The Chairman shall have no deliberation vote except in the event of a tie when he has the casting vote.

2440 The confidence of the chairman may be questioned by the proposal of a motion of “no confidence in the chair”. The chairman can then be impeached by a two third majority of delegates present.

2500 **SECRETARY**

2510 The Secretary shall be elected by the delegates from amongst their own number by simple majority. This shall be the second item on the agenda.

2520 The Secretary shall take the chair when requested to do so by the chairman in the event of chairman being absent, when the chairman is impeached in which case he will conduct the election of another Vice chairman.

2530 The Secretary shall make sure that the minutes of the meeting and records of attendance are accurately recorded and forward to the Secretary General of FAMSA.

2540 The Secretary shall compile all major resolutions which after approval by the G.A. must be countersigned by both vice chairman and chairman.

2600 **DELEGATES**

2610 A delegate is a representative of a member MSA, officially mandated to hold the debating and voting rights of the MSA, who is officially recognized and accepted by the credentials committee. Each member MSA shall have not more than three delegates.

2620 All delegates shall have the rights of speech, proposing and seconding motions and of voting.

2700 **OBSERVERS**

2710 Observers may be present and they shall be duly noted and registered by the General Assembly on recommendation of the credentials committees.

2720 Observers shall have the right to speak on any issue but they shall have no right to propose, second motion or vote.

2730 Observers must leave the hall if so decided by a simple majority.

2800 **CONDUCT**

2810 No delegate may speak except by the permission of the chairman.

2820 All delegates wishing to speak shall indicate by show of hands.

2830 **The proper mode of address shall be “The GA Chairman, delegates and observers”**

2840 No delegates may leave his seat without the permission of the Secretary

2900 **AGENDA & DEBATES**

2910 The G.A. shall discuss first all matters on the agenda. Such agenda must be brought to the notice of all delegates at least 24 hours before the meeting.

2920 Matters arising shall be discussed after the agenda has been fully dealt with.

2930 The first items of the agenda shall be the elections of chairman and Secretary.

3000 **MOTION**

3010 Motion must be tabled before an issue is debated.

3020 The Chairman shall accept and read out a relevant motion.

3030 A motion must be seconded by any other delegate except the proposer.

3040 There can be no debates or voting on a motion until it is seconded but the proposer must introduce the motion either before or after it is seconded.

3100 AMENDMENT

3110 Following the introduction of the motion, the chairman shall call for amendments.

3120 In the event of a delegate moving an amendment to a motion, the amendment shall only be accepted if both the proposer and the seconder of the motion accept the amendment.

3130 In the event of either the proposer or seconder being unwilling to accept the amendment, acceptance shall only be by voting with a simple majority determining whether the original or the amended motion should stand.

3140 In the event of the acceptance of an amendment, it shall be incorporated into the motion, and its proposer and seconder become the proposer and seconder of the new substitution motion.

3200 OPPOSITION

3210 In the event of there being no further amendments, the chairman shall call for any opposition to the motion.

3220 In the event of there being opposition, the introducer of the opposition shall speak before any further discussion.

3230 The proposer of the motion and the introducer of opposition to it shall have the right to speak before closure of discussion.

3240 The chairman shall call on the meeting to vote for or against the motion after closure of debate.

3250 If there is no opposition to the motion the motion under discussion passes without further debates.

3260 Only one motion or amendment may be debated at any one time.

3270 Any motion that was not seconded or was delegated by voting shall not be reintroduced at the same meeting unless it is pursuant to a motion of requesting and two-thirds majority is tabled.

3280 Motions shall only be withdrawn with the consent of either the proposer or the seconder. The chairman shall have the power to end debates by using a "dismissal" or "postponement".

3300 PROCEDURAL TERMS

3310 POINT OF ORDER

3311 Point of order shall take precedence over all other terms of address to the chairman, and must be heard immediately.

3312 A point of order shall relate to any of the following:

- (i) Correction of digression from the issue under debate.
- (ii) Notification that the aims, constitution or standing orders of FAMSAs are being or about to be violated.

3313 A delegate shall be severely reprimanded by the chairman if the point of order is not used as defined: A delegate shall forfeit the right to use the point of order if he is reprimanded, three times.

3320 POINT OF INFORMATION

3321 A point of information shall be heard:

- (i) at the discretion of the chairman
- (ii) if the current speaker wishes to accept it.

3322 A point of information to a delegate shall be a brief information which is of value to the understanding or outcome of the issue at stake.

3323 A point of information from a delegate shall be a brief question to the current speaker or the meeting at large which is relevant to the particular discussion.

3324 Abuse of point of information is treated as in point of order.

3400 PROCEDURAL MOTIONS

3410 ADJOURNMENT OF MEETING

The meeting shall be in session until the Chairman declares the sitting adjourned after a motion for adjournment has been duly moved and seconded.

3500 VOTING

3510 In all meetings, voting shall be by show of hands.

3520 Voting may be by secret ballot (which is defined as voting by written indication on ballot paper) if a motion is tabled and carried through by a simple majority.

3530 The Secretary shall be responsible for the distribution of ballot slips for the counting of votes and for announcement of the results.

3540 Observers or nominees for a post may be excluded from the hall during voting by a successful motion or at the discretion of the Secretary.

3600 RESOLUTIONS

3610 Resolutions of the G.A. must be compiled by the Secretary and counter-checked by the current Secretary General of FAMSA. It must then be countersigned by the Chairman, and Secretary of the G.A, the Secretary General, President and Headquarters Administrator. Copies of those resolutions must then be distributed to all delegates.

3620 The names of delegates and observers at the General Assembly shall be compiled by the organizers of the meeting supervised by the Secretary General or his/her deputy.

PART 111 - BYE-LAWS

1000 DEFINITION OF PROFESSIONAL MATTERS

1100 The interpretation of the definition below shall be based on

- The aims of FAMSA as defined by the constitution
- Such regulations which may be in use at the time of the General Assembly meetings.

1200 Professional Matters shall be regarded as:

1210 Medical Education

1220 Medical Student Publication

1230 Health Matters

1240 Organizing Health Projects

1250 Medical Student Exchange and Travel for the purpose of medical training.

1260 Representation of Medical Students at International Organizations according to terms specified in the Constitution

1270 Any other Matter approved by the General Assembly of specifically defined in the Constitution.

2000 REGULATIONS FOR ALL EXECUTIVE COUNCIL MEMBERS

2100 Executive Council Members shall:

2110 Keep ordered and up-to-date files including their whole correspondence and all documents concerning their activities.

2120 Bring their files to each meeting of FAMSA. In case of change of Executive Council the files shall immediately be transferred to the new office bearer.

2130 Keep files of his predecessor for the period of one year and then transfer them to the Headquarters. The Administrator shall make available files or documents from the archives to any member of the executive council on request and such file or document shall be returned to the Headquarters after use.

2140 Carry out their financial transaction according to the financial regulations of FAMSA.

2150 Present or send a formal report to the second Executive Council meeting, to the President, Vice-President and Secretary General at a stipulated time (agreed on by the Executive Council) and to the General Assembly.

2160 Send to the Secretary General such copies of their correspondence with non-member associations as may be of interest to the General Secretariat.

2200 PRESIDENT

The President shall

2210 -be the chief executive of FAMSA

2220 -be in charge of General controls as well as policy guidance

2230 -co-ordinate the work of the Executive Council.

2240 -together with the Secretary General improve the co-operation with and between member associations and non-member associations according to the decisions of the General Assembly.

2250 -together with the Secretary General and the Administrator be responsible for all the liaison affairs of FAMSA.

2260 -With the Secretary General and other Executive members draw up the Preliminary Agenda for the General Assembly and Executive Council Meetings.

2270 Be responsible for at least for sending a report summarizing recent and projected activities to such contact as there may be with them on specific matters.

2280 Keep himself well informed about the important meeting of the various international students and senior organization with which FAMSA has affiliations.

2290 Reserve the only right to permit disbursement of FAMSA Fund in accordance with the approved Calendar and budget and shall be an authorizing signatory together with Secretary General and Treasurer for FAMSA Bank Transactions.

2300 VICE PRESIDENT

Vice-President shall:

2310 be ready in acute circumstances to accept the responsibilities of the President and shall thus cooperate closely with the president on all important matters.

2320 During his tenure of office be perfectly acquainted with all that happen in FAMSA and observe, analyze, and review the various functions and offices, he shall pass his observations and criticism to the persons concerned whenever he considers these necessary.

2330 Present the above in the form of a detailed report to the General Assembly.

2340 Shall co-ordinate the activities of standing committees.

2350 Shall plan to and host the General Assembly in the event that the MSA with the hosting right declines.

2360 perform any other duty(ies) assigned to him/her by the President or the executive council.

2400 SECRETARY GENERAL

The Secretary-General shall:

2410 Endeavour to improve the image of FAMSA as well as establish fruitful contacts with all international organizations.

2420 be responsible for the central administration and correspondences on behalf of FAMSA

2430 participate in the formulation of annual calendar, and services for budget and finance proposals and supplies.

2440 together with the President or Vice-President co-operate and relate with member and non-member associations according to the decisions the General Assembly.

2450 together with the organizing member association and host MSA president for General Assemblies, arrange such FAMSA meeting.

2460 together with the President/or Treasurer be an authorizing signatory in FAMSA bank transactions in accordance with the provision of the Constitution for FAMSA banking.

2470 at the instance of the President notify members of the Executive Council of their meeting and notify member MSAs of the next General Assembly.

2480 compile a directory of member MSAs and their contact addresses (e-mail, phone numbers, fax e.t.c.) and send copies of such to all Executive Council members and the headquarters to aid adequate networking.

2490 perform any other duty(ies) assigned to him/her by the President or the executive council.

2500 THE TREASURER

The treasurer shall:

2510 devise an action plan for fund raising and present such to the Executive Council and thereafter co-ordinate fund raising efforts

2520 keep an up-to-date record of the financial transactions of FAMSA.

2530 disburse funds for FAMSA activities on approval of the President.

2540 together with the President and/or Secretary General be an authorizing signatory in FAMSA bank transactions.

2550 chair the financial ad-hoc committee constituted by the GA.

2560 close the account of the FAMSA at the end of his/her tenure and transfer the Dollar equivalence of the balance to the new treasurer.

2570 present a financial report to the GA at the end of the financial year.

2580 perform any other duty(ies) assigned to him/her by the President or the executive council.

2600 THE ASSISTANT SECRETARY GENERAL

The Assistant Secretary General Shall:

2610 work closely with the Secretary General and assist him/her in the discharge of his/her duties.

2620 perform the functions of the Secretary General in the event that the latter is absent for any reason.

2630 assume the position of the Secretary General in acting capacity in the event that the Secretary General resigns, gets impeached or is deemed incapacitated by two thirds of the Executive Council Members.

2640 present a report of his/her activities to the GA

2650 perform any other duty(ies) assigned to him/her by the President or the Executive Council.

2700 HEADQUARTERS ADMINISTRATOR

The Headquarters Administrator shall:

2710 co-ordinate the activities of the permanent headquarters of FAMSA

2720 regularly update the president and other Executive Council members about issues of FAMSA as it concerns the permanent headquarters (e.g. recruitment of MSAs, communications with international agencies).

2730 receive regular reports of standing committees and regional co-ordinators for proper documentation in the archives of the headquarters.

2740 ensure proper record keeping including files of Executive Council members, past and present.

2750 present a record of his activities to the GA

2760 perform any other duty(ies) assigned to him by the President or the Executive Council.

2800 REGIONAL CO-ORDINATORS

This has been adequately provided for in 5000-5400 of this constitution

2900 GENERAL REGULATIONS FOR STANDING COMMITTEES

2910 The member associations holding a standing committee shall elect the Chairman and other members

2920 One member association only serve as the centre for each FAMSA activity/committee, the association concerned may, however, request the aid of other member associations in cases of their being particularly suited to provide such aid.

3000 REGULATIONS FOR THE STANDING COMMITTEE ON PROFESSIONAL EXCHANGE (SCOPE)

3100 DEFINITIONS

3110 A professional Exchange is an exchange of professional information among medical students by the method of international correspondence and Journals, international clerkships and electives and FAMSA Health educative school.

3120 FAMSA Health Educative School is an arrangement where on the invitation of SCOPE- hosting member association, students-MSA officers from various member associations representing their associations converge in the host medical school for not more than four weeks for the purpose of exchange of professional information. The FAMSA Health Educative School includes clinical clerkship elective postings or elective postings in Preventive and Social (Community) Medicine, and in either case, with sessions of activities information exchange conferences and study tours.

The objectives of the FAMSA Health Educative School are:

3121 to strength than the relationship between Medical Students Association

3122 to expose medical students to appreciate students to different variations of medical education in Africa.

3123to enable medical students to appreciate the different angles, enormity and similarity of health problems in different parts of Africa and the different approaches to those problems.

3124 to enable the students learn more about Africa, her people, her customs, her land and aspirations to provide medical students of Africa with more fruitful, beneficial and educative electives since the health problem in Africa are generally similar unlike results achieved in going to other continents, whose major health problems, socio-economic and cultural conditions are totally different from those that obtain in Africa.

3130 MSA officers are students appointed by their MSAs and through whom the respective MSAs that under-take to execute FAMSA activities in accordance with FAMSA policies and regulations operate for such activities.

3140 MSA officers are students appointed by their MSAs and through whom the respective MSAs that undertake to execute FAMSA activities in accordance with FAMSA policies and regulations operate for such activities.

3150 A CLINICAL CLERKSHIP is defined as the stay of a clinical student working and studying in a clinical department of a hospital or clinic without receiving payment.

3160 Activities information exchange conferences are defined as conferences organized as part of the FAMSA, Health Educative School for the purpose of exchanging information on what schools have achieved these, the innovative approaches and where to look for them, concerning FAMSA activities:

3161 Population activities

3162 Medical Education and Research activities

3163 Health and Environment activities

3170 A study tour is defined as a group arrangement including, amongst other things, visits to hospitals and/or medical institutions and/or pharmaceutical industries and/or study of community development activities.

3200 CHAIRMAN OF SCOPE

The chairman of SCOPE shall

3210 – be responsible for co-ordination and guiding the work of the committee in the field of Professional exchange, which shall include:

3220 – Consolidating arrangements in his/her medical school through the authorities for hosting the FAMSA Health Educative School.

3230- drawing up detailed programme for the health educative school covering elective Postings and Activities, Information Exchange Conference and study tours.

3240 Draw up a detailed budget for accommodation and feeding of delegates to the Health Educative School.

3250 Ensure proper understanding by the government of its country or states or school authority of the necessity of this project in order to generate financial support for the Health Educative School.

3260 Present the above planning and budgeting for approval by the Executive Council through the Secretary-General at the second Executive Council meeting.

3270 Forward a comprehensive report on the Health Educative School to SCOPUB, not more than four weeks after the Health Education School for publication.

3280 Present a comprehensive report of the running and cost of the Health Educative School to the Executive Council/General Assembly.

3290 Explore sources of information and knowledge to develop improved professional exchange activity, regulations and guidelines as well as policy guidance for recommendation to the Executive Council/General Assembly.

3300 REGULATION FOR PROFESSIONAL EXCHANGE

3310 The FAMSA Health Education School shall be organized in accordance with the Regulation for professional Exchange activity, and in collaboration with all other standing committee who will have to include their own programmes.

3320 Only member Associations carrying out FAMSA activities shall be represented by their MSA officers for such activities as the FAMSA Health Educative School.

3330 Bilateral or Unilateral exchange of students between medical schools shall be relentlessly pursued, organized and implemented by authorities and medical students.

3340 Names of students representing the MSA as MSA officers who may be willing to attend the FAMSA Health Educative School as exchange shall be compiled and sent in by the Assistant Secretary General to the Chairman of SCOPE not more than eight weeks after the General Assembly.

3350 The exchange (MSA Officers) shall have the right to receive from the SCOPE Chairman, application forms to the FAMSA Health Educative School not more than Twelve weeks after the General Assembly.

3360 The exchange shall complete and send back such forms to the Chairman SCOPE

not more than Sixteen weeks after the General Assembly.

3370 The Chairman of SCOPE shall send out invitation forms only from the list of the names of MSA officers sent to him/her by the Assistant Secretary General and shall reserve the right to process the forms when they are returned and inform such exchanges of their success or failure.

3380 For an application to be successful the requirements specified in the forms shall be satisfied and all information supplied must be correct and countersigned by Dean or Director of Medical School of the applicant.

3390 For the purpose of good results the Dean or Director of applicants that are successful shall be kept informed of the progress and the invitation and travel ticket shall be sent to such applicants through their Deans or Director of Medical School.

3400 At the FAMSAs Health Educative School the exchanges shall be obliged to attend the clerkship regularly for the whole duration of the clerkship arranged and must follow strictly the instructions of the doctor in-charge.

3410 The exchange shall be obliged to attend Exchange Conference sessions and shall present a report on FAMSAs activities actually carried out and confirmed by the Dean or Head of his/her Medical School.

3420 The charge for an application form (3 copies) shall be \$5.00 all of which goes to the Treasurer through the Chairman SCOPE as payment for the application form.

3500 REGULATIONS FOR THE STANDING COMMITTEE ON PUBLICATIONS (SCOPUB)

General

3510 FAMSAs shall pay serious attention to the importance of publications in the furtherance of its aims and activities with particular reference to the Journal AFROMEDICA.

3520 The publications of FAMSAs shall include:

3521 – AFROMEDICA.

3522 – FAMSAs Newsletter.

3523 Introducing FAMSAs.

3524 Information Booklet.

3525 All other booklets or pamphlets for general release bearing the name of FAMSAs.

3526 Programme for the Students International Clinic conference SICC, FAMSAs Health Educative Schools, SCOME, SCOPA and SCOHE seminars.

3600 SCOPUB CHAIRMAN

The Chairman SCOPUB shall:

3610 Be responsible for all FAMSAs publications, except those from the General Secretariat and specialist publications from the Standing Committees.

3620 Assist the member associations in publication problems.

3630 Establish and keep contact with national and local medical student publications.

3640 Be responsible for publicizing FAMSAs and its activities in various student publications.

3650 Edit the FAMSAs publications.

3670 Publish every third year, if financially possible, the “Introducing FAMSAs”, for distribution to Medical Students Associations in Africa, informing the individual medical students about the history and structure of FAMSAs as well as her past and present activities and plans for the future (short term and long term).

3680 Prepare for each General Assembly the exhibition of the medical student journals of the member associations.

3690 Be responsible for providing the organizing committee for the SICC with available publications about FAMSAs aims, structure and activities.

3700 THE MSA OFFICER FOR PUBLICATIONS shall:

3710 Be responsible for ensuring distribution of all FAMSAs publications in their own countries and acknowledge the fact that these publications have been received and distributed.

3720 Be responsible for regularly supplying the SCOPUB with copies of their own Local MSA Publications.

3800 REGULATION FOR FAMSAs PUBLICATIONS

3810 AFROMEDICA;

3811 AFROMEDICA shall appear on fixed publication dates (once a year).

3812 AFROMEDICA shall contain information on FAMSA activities in various parts of Africa, coming from reports presented at the Chairman SCOPE, and also articles of medical and health news round the world.

3813 The articles shall be published in English and French.

3820 FAMSA-NEWSLETTER

3821 FAMSA- Newsletter shall appear three times in a year, in April, July and November of the current year.

3822 FAMSA – Newsletter shall contain current information on events in the medical world within the framework of FAMSA.

3823 All news items for the NEWSLETTER from officials or member associations shall reach the SCOPUB before the first date of the months specified in 4521 for appearance of the NEWSLETTER which such news item is required to appear.

3830 INTRODUCING FAMSA

3831 Introducing FAMSA shall be edited not less than every third year where necessary.

3832 Introducing FAMSA shall contain a brief and to the point introduction of what the nature and structure of FAMSA is, its aims, SCOPE of activities, membership, and other relevant information concerning the organizational set-up of FAMSA.

3840 INFORMATION BOOKLET

3841 Information booklet shall be edited not less than every third year where necessary.

3842 INFORMATION BOOKLET shall contain current information on MEDICAL SCHOOL in Africa, their respective Education Curricula, their respective lecturers, and Professors with their qualifications as well some basic information about the medical school and MSA.

4000 REGULATIONS FOR THE STANDING COMMITTEE ON MEDICAL EDUCATION AND RESEARCH (SCOMER)

4100 DEFINITIONS

GENERAL

4110 MEDICAL EDUCATION shall be defined as the PROCESS of acquiring skill and knowledge in the making of a Medical Doctor. The aims of the medical education activity of FAMSA shall be to improve the standard of medical education.

4120 Medical Research shall be defined as the process of Scientific Investigation of skill and knowledge required for the practice of medicine. The aims of the Medical Research activity of FAMSA shall be:

- * To encourage the training of medical students in research principles and procedures.
- * To emphasize and stimulate original thinking and initiative by medical students.
- * To co-ordinate researches and appraise their practical application.
- * To collate and disseminate original findings.

4200 SCOMER CHAIRMAN

The Chairman of SCOMER shall:

4210 – be responsible for co-ordinating and guiding the work of the committee in the field of Medical Education and Research which shall include:

4220 – furnishing the member associations with the FAMSA regulations and guidelines for Medical Education and Research activities.

4230- inviting and receiving notifications and the name of their MSA officers for medical Education and Research activity, from member associations whose students may be willing to abide by the regulations and guidelines and who would undertake full participation in this area in their localities. Such notifications should reach the SCOMER not later than six weeks after the General Assembly.

4240 – Consolidating arrangements with the medical school authorities for co-operation and supervision of the Medical Education and Research activity of the respective member associations.

- 4250 – Drawing up a list of the names of MSA Officers of participating member associations.
- 4260 – Forwarding such a list of SCOPE for FAMSA Health Educative School arrangements not later than six weeks after the General Assembly.
- 4270 – Being well informed on important publications concerned with medical education and medical research, and also being informed about the curricula in medical schools of all member associations.
- 4280 – Conducting a survey on special topics concerning medical student education.
- 4290 – Distributing information by sending periodic circular letters to all MSA Officers for Medical Education and Research which shall contain:
- 4291 Summaries of reports received from various MSA Officers by Chairman SCOMER
 - 4292 Details of future conference dealing with medical education and student Research
 - 4293 Lists of new literature on medical education and student research.
- 4300 Compiling a report of its activities in Medical Education and Research as well as its evaluation of its success, for presentation to the Executive Council and General Assembly.
- 4310 Exploring avenues to study its conduct and co-ordination of Medical Education and Research Activities, thus aim at making recommendation for improvement concerning FAMSA regulations for Medical Education and Research.
- 4320 The MSA officers for Medical Education and Research shall
- 4330 Look after the interests of the students of their associations in the field of medical education and research by:
- 4331 – being responsible to his MSA (who is responsible to FAMSA) for all matters concerning medical education and research within their own medical student Association.
 - 4332 – giving current information about their activities to the medical students in the school by means of articles in the school journals, reports, e.t.c.
 - 4333 Maintaining close liaison with the Chairman SCOMER by:
 - 4334 Informing him about the ways of influencing the medical school authorities in their school.
 - 4335 Sending every five months a list of new literature on medical education and on student research.
 - 4340 Encourage the medical students of their Association to engage in medical research.
 - 4350 Encourage and initiate an organized involvement by their medical students.
 - 4351 – to participate actively in discussions concerning medical education.
 - 4352 - to investigate and introduce better selection, teaching and examination methods by co-operation with their teachers, Heads of Departments, Medical Schools/ Faculties and Medical School/Faculty Boards.

5000 REGULATION FOR THE STANDING COMMITTEE ON HEALTH AND ENVIRONMENT (SCOHE)

5100 Definition

5110 HEALTH:

Health shall be defined as a state of complete physical, mental and social well being, and not merely the absence of disease and infirmity.

5120 ENVIRONMENT

Environment shall be defined as the sum total of all the condition and elements which up the surroundings of the individual.

5200 **SCOHE CHAIRMAN**

The Chairman of SCOHE shall:

- 5210 – be responsible for the work which is carried out within FAMSA in the field of health and Environment.
- 5220 – advise the member associations on problems of health and environment.
- 5230 – maintain close liaison with other bodies conducting investigation of working in the field of health and environment.
- 5240 – be responsible for carrying out Drug Appeals to drug firms in various countries for FAMSA Health and Environment project.
- 5250 – be responsible for carrying out appeal for medical equipment to be used by member Associations that require them.

5260 – be responsible for contacting other international organizations in order to investigate the possibilities of obtaining active participation of medical students in the world health and environment problems.

5270 – in the event of a national disaster resulting in a worldwide appeal for drugs and medical equipment, immediately contact the, President of FAMSA and, with his approval, circulate to all member associations information about the current commitments of SCOHE / and advise them as to which drug firms and other bodies in their countries might be approached to meet the appeal.

5300 MSA OFFICERS FOR HEALTH AND ENVIRONMENT

MSA Officers for Health and Environment shall:

5310 – be responsible for all matters concerning Health and Environment problems within the locality of their medical school.

5320 – be responsible for carrying but FAMSA Drug appeals in their countries, as directed by the Chairman of SCOHE.

5330 – keep the Chairman of SCOHE fully and currently informed about the result of such appeals i.e. information about the kind of drugs donated, their quantity, their value, and information as to where and how the drugs are stored.

5400 INFORMATION FOR FAMSA DRUG APPEALS:

5410 In order to prevent duplication and to prevent too many appeals being directed to the same drug firms, the choice of countries in which the Drug Appeals shall be launched shall be left to the Chairman of SCOHE always in complete agreement which shall also ensure their full co-operation with the Chairman of SCOHE.

5420 – The actions shall be carried out in close co-operation with the President and in accordance with the programme decided at the General Assembly.

5430 – The Chairman of SCOHE shall forward detailed directives to the MSA Officers for Health and Environment in the countries in which the drug appeal is launched as to the role they shall play in this connection.

5440 – The Chairman shall send copies of all letters to and receives from any drug firm in any country to MSA Officer for Health and Environment in that country.

5450 – The choice of countries to which the donated drugs are to be sent shall, as far as possible be made by FAMSA which, however, within this framework will try to fulfill the wishes of the donating drug firms.

5460 – It shall be recommended that countries in which there are MSAs who are members of FAMSA shall be included in the list of those recipient countries rates as first priority.

6000 REGULATIONS FOR THE STANDING COMMITTEE ON POPULATION ACTIVITIES (SCOPA)

6100 DEFINITIONS

6110 Population activities shall be defined as activities which deal with ways and means of keeping the population growth at a level compatible with a high quality of life and therefore deals with solving the problem of family planning and population dynamics.

6120 Family Planning shall be defined as a system of action designed to enable people to have the number of children desired, with the spacing required so as to be able to adequately provide for their physical, mental and social well-being.

The goal of Family Planning are to ensure that:

6121 every child that is born is wanted and so the parents will do all in their power to love and adequately care for him/her.

6122 the birth of such a child will not worsen the lives of the parents, other members of the family and the community to which they belong.

6123 the coming child does not jeopardize the chances of survival of his/her other siblings.

6124 others who have had adequate number of children they can care for do not become pregnant again.

6125 the mother is able to equip herself, educationally, economically and maturely before she is face to face with the rigors of motherhood.

6126 there is the availability of not too expensive counseling investigations and treatment for women with the problems of sub-fertility, infertility or overt sterility.

6130 Population dynamics

Population dynamics shall be defined as the continuous process of change in population patterns due to fertility morbidity and mortality rates, migration, socio-economic development, natural and political forces.

6200 THE CHAIRMAN OF SCOPA

The chairman of scopa shall

6210 be responsible for coordinating and guiding the work of the Committee in the field of Population Activities which shall include:-

6211 Furnishing the member association with the current FAMSA regulations and guidelines for Population Activities.

6212 – Inviting and receiving notification, names of MSA officers, for Population Activities from member Association whose students may be willing to abide by the regulations and guidelines and who would undertake full participation in this area in their localities. Such notifications should reach the SCOPA not later than six (6) weeks after General Assembly.

6213 – Consolidation arrangement with the medical school authorities for co-operation and supervision of the Population Activities of the respect member Associations.

6214 – Drawing up a list of names of MSA officers of participating member associations.

6215 – Forwarding such a list to SCOPE for Health Educative School arrangements not later than eight (8) weeks after the General Assembly.

6216 – Maintaining close liaison with other bodies conducting investigations of working in the field of Population Activities.

6217 – Distributing information and advice by sending periodic circular letters to all MSA officers for Population Activities which shall include:-

List of new literature on Population Activities.

Summarise of reports received from various MSA officers- by Chairman SCOPA.

Details of future conference dealing with Population Activities

6218 – compiling a report of its activities in Population Activities, as well as its evaluation of its success, for presentation to the Executive Council and General Assembly.

6219 – exploring avenues to study its conduct and co-ordination of Population Activities and thus aim at making recommendations for improvement concerning FAMSA regulations for Population Activities.

6300 MSA OFFICERS FOR POPULATION ACTIVITIES

MSA Officers for Population Activities shall:

6310 - Encourage the medical students of their Association to engage in Population Activities

6320 – Encourage and initiate an organized involvement by their medical students.

6330 - To survey in their communities to know the provisions of 7111 of the FAMSA Bye-Laws are very much different and if so what are the reasons

6340 - Determine an optimal approach and point of entry (where the project is not on) of students in this approach to realize the goals of family planning.

7000 REGULATIONS FOR THE SPECIAL EXECUTIVES

The Special Executives shall:

7100 be two (2) members, proficient in English and French Languages and shall come from Anglophone and Francophone Associations respectively.

7200 – be responsible for enhancing communication and solving language problems in the Federation by:

7210 – translating documents and publications.

7220 – disseminating such translated documents and publications to their appropriate quarters.

7300 – always agree among themselves on such translations before the translation shall be accepted by FAMSA.

7400 – accept the verdict of an external language expert invited by the Executive Council to help. Such a verdict shall thereafter be accepted by FAMSA.

8000 REGULATIONS FOR GENERAL ASSEMBLY AND EXECUTIVE COUNCIL MEETINGS

8100 GENERAL ASSEMBLY

The main tasks of the General Assembly shall be to:

- 8110 evaluate the work for the ending year
- 8120 decide upon major issue of policy
- 8130 elect new executives
- 8140 evaluate and adopt the calendar and budget for the next year.

8200 EXECUTIVE COUNCIL

8210 The first meeting the Executive Council is to prepare a general Annual Calendar and Budget proposal for submission to the General Assembly.

8220 The second meeting, is to assess the progress so far made in the realization of the year's programme and budget, take adequate steps to make sure that the year's programme succeed as far as possible before the General Assembly of the next year.

8300 INVITATIONS

Invitations and tentative agendum to FAMSA meeting shall include reminders of the following part of FAMSA Manual.

8400 AGENDA

The following items shall appear on the agenda to FAMSA General Assembly.

- 8410 Election of Chairman and Secretary
- 8420 Constitutional Changes
- 8430 Report from Credentials committee
- 8440 Amendments to and Adoption of Agenda
- 8450 Admission of New Member Associations
- 8460 Constitution of Financial Ad hoc Committee
- 8470 Constitution of other Working Committee(s)
- 8480 Reports from the members of the outgoing Executive Council
- 8490 Election of the new Executive Council
- 8500 Presentation of the calendar and Budget for the new Year.
- 8510 Approval of Date and Place of the Next General Assembly.
- 8520 Delegation of Responsibilities, function, etc.
- 8530 Any other business
- 8540 Closure of the meeting

8600 The registration (participation) fee at meetings of FAMSA shall if at all possible, not exceed US \$30.00 day.

8700 Simultaneous translation shall, if technically and financially possible, be provided at FAMSA General Assembly.

8800 REPORTS TO FAMSA MEETINGS

8810 All reports of the member associations in meetings of FAMSA shall bear the name of the member association concerned and not the name of FAMSA.

8820 Report for consideration at any meeting of FAMSA shall be supplied at the meeting concerned in sufficient numbers to provide every delegate with a copy not later than 18hours before the report is considered according to the final Agenda.

8830 The FAMSA Secretary-General shall further be provided with a sufficient number of original reports to be circulated to the member associations not represented in the meeting in questing and to various other bodies with whom FAMSA maintains contact.

9000 REGULATIONS FOR FINANCE

9100 The “fiscal year” of FAMSA shall from the first day of the General Assembly to the day preceding the next General Assembly.

9200 BUDGET

The budget shall be decided upon by the Executive Council that would executive the calendar of the budget and the budget shall be adopted by the General Assembly.

The budget shall be line with the provisions of 8.00 of the constitution.

9300 EXECUTIVE COUNCIL MEMBERS

9310 All members of the Executive Council shall receive financial support for their work in accordance with the adopted calendar and budget for the current year.

9320 All members of the Executive must attempt to support their work from finance raised locally.

9340 All members of the Executive Council shall present their account balance and of the General Assembly immediately after the end of the fiscal year.

9400 FAMSA FOUNDATION FUND

9410 The aim of the Fund shall be to provide financial support to the administrative duties as well as travel assistance to the Executive Council members to FAMSA meetings.

9420 The Trustees of the FUND shall be the private citizens, and organization that support the FUND.

9430 The Administrators of the FUND shall be the President, Vice-President, Secretary-General, Administrator and Treasurer.

9440 The Administrators of the FUND shall investigate and tap all possible financial sources to help build up the FUND.

9500 GRANTS AWARDS AND PRIZES, SPONSORSHIPS

9510 Grants shall provide travel assistance to MSA Officers for FAMSA Activities who may be in attendance to FAMSA HEALTH EDUCATION SCHOOL and shall also provide travel assistance to delegates to meeting_of FAMSA.

9520 Awards and prizes shall provide recognition and encouragement to MSA with base activities for the year in the field of FAMSA activities.

9530 Sponsorships shall provide assistance for local execution of special projects of FAMSA for which FAMSA had undertaken responsible for supervision of in agreement with the sponsoring Agency.

10.000 AMENDMENT

This constitution shall be in operation for at least two years before a review shall be undertaken.

CONSTITUTION REVIEW COMMITTEE

This Constitution was reviewed by a committee set up at the 25th General Assembly held at the University of Ghana, Legon, Accra.

The members of the committee are:

1. Dr. Babajide H. Adeyefa – Chairman
2. Mr. Oluwadamilola T. Akanji – Secretary
3. Miss Jedidah Njoroge
4. Dr. Itegbemie O. Obaitan
5. Miss Onyekachi Ezenwaka
6. Miss Janice Fiawoyife
7. Mr. Victus Torsu