

**FEDERATION OF AFRICAN MEDICAL STUDENTS' ASSOCIATIONS  
(FAMSA)**



**CONSTITUTION OF THE FEDERATION OF AFRICAN MEDICAL STUDENTS'  
ASSOCIATIONS**

**AMENDED AND ADOPTED BY THE 38TH FAMSA GENERAL ASSEMBLY ON THE  
5TH NOVEMBER 2024 IN NIGERIA**

## **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 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:

## TABLE OF CONTENTS

PREAMBLE .....	i
PART 1: CONSTITUTION.....	1
1.0 SUPREMACY OF THE CONSTITUTION .....	1
2.0 NAME .....	1
3.0 PRINCIPLES .....	1
4.0 AIMS .....	2
5.0 MEMBERSHIP .....	3
5.1 APPLICATION FOR MEMBERSHIP .....	3
5.2 FULL MEMBERSHIP .....	4
5.3 ASSOCIATE MEMBERSHIP .....	4
5.4 HONORARY MEMBERSHIP .....	4
5.5 AFFILIATIONS .....	4
5.6 TERMINATION OF MEMBERSHIP .....	4
6.0 ADMINISTRATION.....	5
7.0 ELECTIONS .....	6
7.1 ELECTION OF MEMBERS OF EXECUTIVE COUNCIL .....	6
7.2 ELECTORAL PROCESS .....	7
7.3 STANDING COMMITTEES.....	7
7.4 TENURE OF OFFICE .....	8
7.5 CO-OPTION OF INDIVIDUALS TO THE EXECUTIVE COUNCIL .....	8
7.6 FAMSA HEADQUARTERS .....	9
7.7 REGIONAL COORDINATORS.....	9
7.8 FAMSA OFFICERS.....	10
7.9. DISCIPLINE .....	11

8.0 ANNUAL CALENDAR, BUDGETING AND FINANCING.....	11
8.1 CALENDAR AND BUDGETING .....	11
8.20 BANKING .....	12
8.3 FINANCIAL AD-HOC COMMITTEE .....	12
9.0 MEETINGS .....	13
9.1 GENERAL ASSEMBLY .....	13
9.2 EXECUTIVE COUNCIL MEETINGS .....	13
9.3 NOTICE OF MEETING.....	14
9.4 VOTING .....	14
9.5 QUORUM.....	15
10.0 GENERAL .....	15
11.0 STANDING ORDERS.....	16
11.1 VALIDITY .....	16
11.2 THE POWERS OF THE GENERAL ASSEMBLY .....	16
13.0 QUORUM.....	17
14.0 MEMBERS AND RIGHTS .....	17
15.0 THE CHAIRPERSON OF THE GENERAL ASSEMBLY .....	18
15.0 SECRETARY .....	18
16.0 DELEGATES .....	19
17.0 OBSERVERS.....	19
18.0 CONDUCT .....	19
19.0 AGENDA & DEBATES.....	20
20.0 MOTION.....	20
21.0 AMENDMENT .....	20
22.0 OPPOSITION .....	21

23.0 PROCEDURAL TERMS .....	22
23.1 POINT OF ORDER .....	22
23.2 POINT OF INFORMATION .....	22
24.0 PROCEDURAL MOTIONS .....	22
24.1 ADJOURNMENT OF MEETING .....	22
25.0 VOTING .....	22
26.0 RESOLUTIONS .....	23
PART 111 - BY-LAWS.....	24
1.0 DEFINITION OF PROFESSIONAL MATTERS .....	24
2.0 REGULATIONS FOR ALL EXECUTIVE COUNCIL MEMBERS .....	24
2.1 GENERAL .....	24
2.2 PRESIDENT .....	24
2.3 VICE PRESIDENT .....	25
2.4 GENERAL SECRETARY .....	26
2.5 THE TREASURER.....	27
2.6 THE ASSISTANT GENERAL SECRETARY .....	27
2.7 HEADQUARTERS ADMINISTRATOR .....	28
2.8 REGIONAL COORDINATORS.....	29
2.9 GENERAL REGULATIONS FOR STANDING COMMITTEES .....	29
3.1 DEFINITIONS.....	29
3.2 CHAIRPERSON OF SCOPE .....	30
3.3 REGULATION FOR PROFESSIONAL EXCHANGE .....	31
4.0 REGULATIONS FOR THE STANDING COMMITTEE ON PUBLICATIONS (SCOPUB) .....	33
4.1 GENERAL .....	33

4.2 SCOPUB CHAIRPERSON .....	33
4.3 MSA OFFICER FOR PUBLICATIONS.....	35
4.4 REGULATION FOR FAMSA PUBLICATIONS.....	35
5.1. DEFINITIONS.....	37
5.2 SCOMER CHAIRPERSON .....	38
5.3 MSA OFFICER FOR MEDICAL EDUCATION AND RESEARCH.....	40
6.1 DEFINITIONS.....	41
6.2. SCOHE CHAIRPERSON.....	41
6.3. MSA OFFICERS FOR HEALTH AND ENVIRONMENT .....	42
6.4. INFORMATION FOR PARTNERING WITH PHARMACEUTICAL COMPANIES:	42
7.1 DEFINITIONS.....	43
7.2 THE CHAIRPERSON OF SCOPA.....	44
7.3 MSA OFFICERS FOR POPULATION ACTIVITIES .....	45
8.0 REGULATIONS FOR THE SPECIAL EXECUTIVES .....	45
9.0 REGULATIONS OF THE GENERAL ASSEMBLY AND EXECUTIVE COUNCIL MEETINGS. ....	46
9.1 GENERAL ASSEMBLY .....	46
10.0 REPORTS TO FAMSA MEETINGS.....	47
10.1. GENERAL .....	47
10.2. EXECUTIVE COUNCIL MEMBERS .....	48
10.3 FAMSA FOUNDATION FUND.....	48
10.4 GRANTS AWARDS AND PRIZES, SPONSORSHIPS.....	49
11.0 AMENDMENT .....	49

## **PART 1: CONSTITUTION**

### **1.0 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.

### **2.0 NAME**

The name of the Organization shall be **FEDERATION OF AFRICAN MEDICAL STUDENTS' ASSOCIATIONS** abbreviated hereinafter as **FAMSA**.

### **3.0 PRINCIPLES**

3.1 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

3.2 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).

3.3 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.

3.4 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.

3.5 The aforementioned statements and the articles hereafter stated shall constitute the **CONSTITUTION OF THE FEDERATION OF AFRICAN MEDICAL STUDENTS' ASSOCIATIONS.**

#### **4.0 AIMS**

The aims of FAMSA shall be:

4.1 To represent and protect the interest of African medical students on both continental and international level.

4.2 To offer learning opportunities that increase the knowledge, experience and skills of medical students in various parts of Africa in order to promote the quality of medical education in Africa.

4.3 To establish contact with every Medical Students' Associations (MSA) for the purposes of cross-cultural learning, information sharing and to encourage overall impacts of medical students on improvement of healthcare in Africa.

4.4 To provide a forum for medical students across Africa to share knowledge on different topics of concern to Africans ranging from medical education innovation, quality care, research, health technology, health policy and others.

4.5 To promote scientific and professional exchange learning among various countries via publication of news of medical interest through journals and the organization of research and professional exchange programs among medical students between various countries.

4.6 To facilitate initiative in population health and health surveys among African medical students so that they are empowered to positively impact on the health of their communities.

## **5.0 MEMBERSHIP**

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

5.02 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.

5.03 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.

## **5.1 APPLICATION FOR MEMBERSHIP**

5.11 An MSA applying for membership of FAMSA shall send the following:

Documents to the FAMSA president and secretariat for review and transmission to the administrator for archival duties;

- i. An official application letter addressed to the FAMSA President and signed by the President and Secretary of the applying MSA.
- ii. An original copy of its constitution in English and French
- iii. A summary of its activities, past, present and future. A proof of plan of payment of the membership due at the beginning of the term as per amount voted at the previous General Assembly.

5.12 All applications shall be sponsored by the head of the medical schools or faculties and should include a letter of approval signed by the medical school authority (provost or dean); All the aforementioned shall be gathered by the various MSA presidents and channeled to the MSA president who assembles and presents them to the FAMSA president.

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

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

## **5.2 FULL MEMBERSHIP**

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

## **5.3 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.

## **5.4 HONORARY MEMBERSHIP**

5.51. FAMSA shall elect Honorary Members.

5.52. 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.

## **5.5 AFFILIATIONS**

FAMSA shall establish official affiliations such as consultative bodies (WHO, UN, African Union, UNICEF, UNESCO, Johnson & Johnson) and affiliated members amongst other agencies which may include students’ organisations such as IFMSA, IPSF, EMSA, AMSA who have similar aims and interests as FAMSA. Subsequent affiliations may be determined by the decision of the executive council.

## **5.6 TERMINATION OF MEMBERSHIP**

Membership shall be terminated in any of the following ways:

5.61 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).

5.62 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.

## **6.0 ADMINISTRATION**

6.1 The supreme authority of FAMSA shall be the General Assembly of representatives from member MSAs.

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

6.3 The Executive Council shall consist of:

6.310 - Those to be elected as individuals or associations:

6.311- The President

6.312 - The Vice President

6.313 - The Secretary General

6.314 - The Treasurer General

6.315 - The Chairperson of Standing Committees

6.316 - The Regional Coordinators

6.320 Those to be appointed as individuals:

6.321 - The Assistant Secretary General

6.322 - The FAMSA Headquarters Administrator

6.323 - Two Ex-Officio Members

6.4 All members of the Executive Council shall be from Full Member Associations (as stated in 5.3).

## **7.0 ELECTIONS**

### **7.1 ELECTION OF MEMBERS OF EXECUTIVE COUNCIL**

7.1.1 The President and Vice President shall be elected as individuals for one Election year.

7.1.2 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 General Secretary 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.

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

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

7.1.5 The individual Chairman holding Standing Committees shall be elected for one year, and can be reelected.

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

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

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

7.1.9 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.

## **7.2 ELECTORAL PROCESS**

7.2.1. 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 Chairperson of the GA at least 12 hours before the said plenary session. All persons being nominated for executive positions must have the support of their Medical Students Association and must have at least 9 months before writing their final medical school exams as medical students. In the event that such persons are not members of the executive council of their 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.

7.2.2. Elections shall be by secret ballot system or via any other tool permitting transparency of election and this election shall be conducted with the assistance of an elected returning officer. The returning officer shall be nominated and elected at the beginning of the plenary session before the main plenary elections process. The nominee must have had at least one past GA experience.

7.2.3. 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.

7.2.4 A person can only be elected as President of the association only if he or she has attended TWO previous general assemblies. This criterion should not be modified or stepped down under any circumstances.

## **7.3 STANDING COMMITTEES**

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

7.3.2 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.

7.3.3 There shall be five standing committees:

7.3.4 Standing Committee on Health and Environment, abbreviated hereafter as SCOHE.

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

7.3.6 Standing Committee on Professional Exchange, abbreviated hereafter as SCOPE.

7.3.7 Standing Committee on Publications, abbreviated hereafter as SCOPUB.

7.3.8 Standing Committee on Population Activity, abbreviated hereafter as SCOPA.

#### **7.4 TENURE OF OFFICE**

7.4.1 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.

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

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

7.4.4 Without prejudice to the provision of 4.8 of this constitution Ex- officio members shall be exceptions.

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

#### **7.5 CO-OPTION OF INDIVIDUALS TO THE EXECUTIVE COUNCIL**

7.5.1. The Executive Council shall appoint a legal practitioner to advice 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.

7.5.2. 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.

## **7.6 FAMSA HEADQUARTERS**

7.6.1 There shall be a FAMSA Headquarters.

7.6.2 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.

7.6.3 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. 5.04 The FAMSA Headquarters shall have an Administrator, a general advisory board and a caretaker Association.

7.6.4 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).

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

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

7.6.7 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

## **7.7 REGIONAL COORDINATORS**

7.7.1. There shall be Regional Coordinators for the following African Regions - West Africa - East Africa - North Africa - South Africa - Central Africa

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

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

7.7.4. 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.

7.7.5 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.

## **7.8 FAMSA OFFICERS**

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

7.8.2. 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.

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

7.8.4. FAMSA officers shall send written reports their activities to their respective Regional Coordinators,

## **7.9. DISCIPLINE**

7.9.1 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.

7.9.2 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.

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

7.9.4 Without prejudice to 7.8.1, 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 are transferred to other executive or non-executive members of FAMSA.

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

## **8.0 ANNUAL CALENDAR, BUDGETING AND FINANCING**

### **8.1 CALENDAR AND BUDGETING**

8.1.1 FAMSA shall have an annual calendar and Budget.

8.1.2 FAMSA Annual calendar and Budget shall usually cover:

8.1.3 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.

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

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

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

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

## **8.20 BANKING**

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

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

- The President
- The General Secretary
- The Treasurer-General

## **8.3 FINANCIAL AD-HOC COMMITTEE**

8.3.1 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.

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

## **9.0 MEETINGS**

### **9.1 GENERAL ASSEMBLY**

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

9.1.2 Sessions of the General Assembly shall be hosted by the member association elected (after a bidding process at the General Assembly and shall be done yearly). The call for applicants for MSAs for the hosting of the afore-mentioned GA shall be opened at least one month prior to the GA by the outgoing General Secretariat. Member MSAs contesting must submit such applications 48 hours to the General Assembly.

9.1.3 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.

9.1.4 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.

### **9.2 EXECUTIVE COUNCIL MEETINGS**

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

9.2.2 The first meeting shall be within 24 hours after its election into office whenever there is a new executive council. This in effect shall be held 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.

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

9.2.4 Any member Association shall host the Executive Council Meeting.

9.2.5 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.

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

### **9.3 NOTICE OF MEETING**

9.3.1 At least three (3) months of clear notice shall be given of the General Assemblies starting the date, time, theme and place of meeting.

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

### **9.4 VOTING**

9.4.1 Every Full Member Association shall have at most three votes (from the 3 corresponding delegates) at the General Assembly.

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

9.4.3 In case of member association having not paid its membership for the FAMSA- 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.

9.4.4 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.

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

## **9.5 QUORUM**

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

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

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

9.5.4 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.

## **10.0 GENERAL**

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

10.2 FAMSA shall have the following types of meeting:

10.3 A General Assembly which shall meet once annually

10.4 The executive council shall meet as many times as necessary with at least one physical meeting, aside the meeting in connection with the General Assembly.

10.5 FAMSA Regional meeting to be convened as deemed necessary by the FAMSA regional coordinators.

10.6 Technical meetings that will seek the achievement of specific objectives e.g. seminars, workshop, summer school, e.t.c.

## **11.0 STANDING ORDERS**

### **11.1 VALIDITY**

11.1.1 These standing orders are final and binding on all meetings of FAMSA.

11.1.2 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.

11.1.3 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.

### **11.2 THE POWERS OF THE GENERAL ASSEMBLY**

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

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

11.2.3 The General Assembly shall review and approve the reports of all executive council members. 12.4 All recommendations raised at the General Assembly shall be considered and implemented by the Executive Council.

11.2.4 The General Assembly shall scrutinize and approve: - constitutional changes - final list of members - finance and credentials.

11.2.5 The General Assembly shall have the power to suspend, remove or punish any member of executive council or any member MSA found guilty of misconduct.

11.2.6 The General Assembly shall review and vote the proposed yearly plan (including proposed expenditures) of FAMSA made by the succeeding executives. This could be amended and implemented by the Executive Council as deemed necessary.

11.2.7 The year plan of the succeeding executive council (including proposed expenditures) should be drafted and approved by the general assembly before the end of the general assembly.

### **13.0 QUORUM**

12.1 The Quorum shall be constituted by 1/3rd of the member associations of the Federation present at the general assembly.

12.2 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.

### **14.0 MEMBERS AND RIGHTS**

13.1 There shall be elected by a simple majority vote of delegates a Chairperson 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.

## **15.0 THE CHAIRPERSON OF THE GENERAL ASSEMBLY**

14.1 The Chairperson 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.

14.2 The Chairperson 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 GA and postponement to mean deferring of an issue under debate until a later date as selected by the GA.

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

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

## **15.0 SECRETARY**

15.1 The Secretary shall be recruited by a call for GA plenary team and elected by the delegates according to article 2.3 and this shall be the second item on the agenda.

15.2 The Assistant Chair shall take the chair when requested to do so by the chairperson in the event of the chairperson being absent, when the chairperson is impeached in which case the Vice chairperson replaces him/her.

15.3 The Secretary must ensure that minutes and records of attendance are adequately recorded and forwarded to the General Secretariat and the FAMSA HQ board for archival purposes

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

## **16.0 DELEGATES**

16.1 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 at the plenary GA.

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

## **17.0 OBSERVERS**

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

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

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

## **18.0 CONDUCT**

18.1 No delegate may speak except by the permission of the chairperson.

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

18.3 The proper mode of address shall be “The GA Chairperson, delegates and observers”

18.4 No delegates including virtual attendees may leave his seat without the permission of the Secretary.

## **19.0 AGENDA & DEBATES**

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

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

19.3 The first items of the agenda shall be the elections of the Chairperson and the Secretary.

## **20.0 MOTION**

20.1 Motion must be tabled before an issue is debated.

20.2 The Chairperson shall accept and read out a relevant motion.

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

20.4 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.

## **21.0 AMENDMENT**

21.1 Following the introduction of the motion, the chair shall call for amendments.

21.2 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.

21.3 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.

21.4 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.

## **22.0 OPPOSITION**

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

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

22.3 The proposer of the motion shall have the right to speak before closure of discussion.

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

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

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

22.7 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 but can be reintroduced in a further date during the General Assembly.

22.8 Motions shall only be withdrawn with the consent of either the proposer or the seconder.

22.9 The chair shall have the power to end debates by using a “dismissal” or “postponement” and must provide a reason for this act.

## **23.0 PROCEDURAL TERMS**

### **23.1 POINT OF ORDER**

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

23.1.2 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 FAMSA is being or about to be violated.

23.1.3 A delegate shall be severely reprimanded by the chair 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.

### **23.2 POINT OF INFORMATION**

23.2.1 A point of information shall be heard: (i) at the discretion of the chair (ii) if the current speaker wishes to accept it.

23.2.2 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.

23.3.3 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.

23.3.4 Abuse of point of information is treated as a point of order.

## **24.0 PROCEDURAL MOTIONS**

### **24.1 ADJOURNMENT OF MEETING**

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

## **25.0 VOTING**

25.1 In all meetings, voting shall be by show of hands or with the help of any other adapted tool that ensures transparency of the vote.

25.2 Voting may be by secret ballot (which is defined as voting by written indication on ballot paper) or with the help of any other adapted tool that ensures privacy of the vote, if a motion is tabled and carried through by a simple majority.

25.3 The returning officer; who is part of the plenary team elect, shall be responsible for the distribution of ballot slips for the counting of votes and relays the result to the chair for announcement.

25.4 Observers or nominees for a post may be excluded from the hall during voting only by a successful motion, a two third majority.

## **26.0 RESOLUTIONS**

27.1 Resolutions of the G.A. must be compiled by the Secretary of the plenary team and counterchecked by the ingoing Secretary General of FAMSA. It must then be countersigned by the Chair, and Secretary of the G.A, the Secretary General, President and Headquarters Administrator. Copies of those resolutions must then be distributed to all delegates.

27.2 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 - BY-LAWS**

### **1.0 DEFINITION OF PROFESSIONAL MATTERS**

### **2.0 REGULATIONS FOR ALL EXECUTIVE COUNCIL MEMBERS**

#### **2.1 GENERAL**

##### **Executive Council Members shall:**

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

2.1.2 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.

2.1.3 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.

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

2.1.5 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.

2.1.6 Send to the General Secretary such copies of their correspondence with non-member associations as maybe of interest to the General Secretariat.

#### **2.2 PRESIDENT**

##### **The President shall**

2.2.1 be the chief executive of FAMSA

2.2.2 be in charge of General controls as well as policy guidance

2.2.3 coordinate the work of the Executive Council.

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

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

2.2.6 with the General Secretary and other Executive members draw up the Preliminary Agenda for the General Assembly and Executive Council Meetings.

2.2.7 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.

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

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

## **2.3 VICE PRESIDENT**

### **Vice-President shall:**

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

2.3.2 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.

2.3.3 present the above in the form of a detailed report to the General Assembly.

2.3.4 coordinate the activities of standing committees.

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

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

## **2.4 GENERAL SECRETARY**

### **The General Secretary shall:**

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

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

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

2.4.4 together with the President or Vice-President corporate and relate with member and nonmember associations according to the decisions of the General Assembly.

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

2.4.6 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.

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

2.4.8 compile a directory of member NMAs 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.

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

## **2.5 THE TREASURER**

### **The treasurer shall:**

2.5.1 devise an action plan for fundraising and present such to the Executive Council and thereafter coordinate fundraising efforts

2.5.2 keeps an up-to-date record of the financial transactions of FAMSA.

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

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

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

2.5.6 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.

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

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

## **2.6 THE ASSISTANT GENERAL SECRETARY**

### **The Assistant General Secretary Shall:**

2.6.1 works closely with the Secretary General and assists him/her in the discharge of his/her duties.

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

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

2.6.4 present a report of his/her activities to the GA.

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

## **2.7 HEADQUARTERS ADMINISTRATOR**

### **The Headquarters Administrator shall:**

2.7.1 coordinate the activities of the permanent headquarters of FAMSA

2.7.2 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).

2.7.3 receive regular reports of standing committees and regional coordinators for proper documentation in the archives of the headquarters.

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

2.7.5 present a record of his activities to the GA.

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

## **2.8 REGIONAL COORDINATORS**

**This has been adequately provided for in 5.0-5.4 of this constitution.**

## **2.9 GENERAL REGULATIONS FOR STANDING COMMITTEES**

2.9.1 The Standing committee chairperson should be elected at the General Assembly by all the delegates present

2.9.2 Role of Standing Committee Chairperson will be contested individually.

## **3.0 REGULATIONS FOR THE STANDING COMMITTEE ON PROFESSIONAL EXCHANGE (SCOPE)**

### **3.1 DEFINITIONS**

3.1.1 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.

3.1.2 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:

3.1.3 to strengthen the relationship between Medical Students' Association

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

3.1.5 to 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.

3.1.6 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.

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

3.1.8 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.

3.1.9 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, the innovative approaches concerning the following FAMSA activities:

3.1.10 Population activities

3.1.11 Medical Education and Research activities

3.1.12 Health and Environment activities

3.1.13 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.

### **3.2 CHAIRPERSON OF SCOPE**

The chairperson of SCOPE shall:

3.2.1 be responsible for coordination and guiding the work of the committee in the field of Professional exchange, which shall include:

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

3.2.3 Drawing up a detailed programme for the health education school covering elective Postings and Activities, Information Exchange Conference and study tours.

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

3.2.5 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.

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

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

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

3.2.9 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.

### **3.3 REGULATION FOR PROFESSIONAL EXCHANGE**

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

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

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

3.3.4 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 General Secretary to the Chairperson of SCOPE not more than eight weeks after the General Assembly.

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

3.3.6 The exchange shall complete and send back such forms to the Chairperson SCOPE not more than Sixteen weeks after the General Assembly.

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

3.3.8 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 the Dean or Director of Medical School of the applicant.

3.3.9 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.

3.3.10 At the FAMSA 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.

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

3.3.12 The charge for an application form (3 copies) shall be \$5.00 all of which goes to the Treasurer through the Chairperson SCOPE as payment for the application form. The further expenditures shall be communicated to the applicants as determined by the standing committee.

#### **4.0 REGULATIONS FOR THE STANDING COMMITTEE ON PUBLICATIONS (SCOPUB)**

##### **4.1 GENERAL**

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

4.4.2 The publications of FAMSA shall include:

4.4.2.1 AFROMEDICA.

4.4.2.2 FAMSA Newsletter.

4.4.2.3 Introducing FAMSA.

4.4.2.4 Information Booklet.

4.4.2.5 All other booklets or pamphlets for general release bearing the name of FAMSA.

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

##### **4.2 SCOPUB CHAIRPERSON**

**The Chairperson SCOPUB shall:**

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

4.2.2. All publications from the General Secretariat and special publications from the Standing Committees shall correspond with the office of the SCOPUB Chairperson prior to circulation.

4.2.3. Assist in the coordination of publications among member association through the MSA Officer for Publications and the Regional Co-ordinators/Directors.

4.2.4. Establish and maintain relationships with national medical students publications across the African regions.

4.2.5. Establish and maintain bi-lateral and multi-lateral relations with fellow international medical students' publication in various continents, as well as reputable international publications including Health and Medical journals, Magazines.

4.2.6. be responsible for maintaining the visibility of the Federation through the periodic publication of FAMSA and her activities in various national and international publications.

4.2.7. Maintain the veracity of each publication before approving it to the Executive Board for circulation.

4.2.8. publish biannually, the Information Booklet of the Federation, for distribution to Medical Students Associations in Africa, serving as a cumulative review of the structure and activities of FAMSA.

4.2.9. coordinate the collation of various publications including journals, editorials, magazines of member associations; which shall be exhibited at each General Assembly.

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

4.2.11. All publications are subject to modification and must be ratified by the Executive Board prior to circulation.

4.2.12. conduct screening exercises for the appointment of the Officer for Publications for each member country and submit the names for ratification to the Executive Board

4.2.13. watch over the electronic archives of Publications of the Federation and present a yearly audit of the archives for approval to the General Assembly; and shall be submitted to the Headquarters for archival upon approval by the General Assembly

4.2.14. serve as the head of the Editorial team/Editor-In-Chief of all publications.

4.2.15. call for submission of articles, editorials, research work, projects and reports from members of the Executive Board as well as member countries and international partners for publishing in the journals.

#### **4.3 MSA OFFICER FOR PUBLICATIONS**

##### **The MSA Officer for Publications shall:**

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

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

#### **4.4 REGULATION FOR FAMSA PUBLICATIONS**

##### **4.4.1. AFROMEDICA:**

4.4.1.1 Shall serve as the official journal of the Federation.

4.4.1.2 AFROMEDICA shall be published on the 3rd quarter of the executive service year.

4.4.1.3 AFROMEDICA shall contain information on FAMSA activities in various parts of Africa, coming from reports presented at the Chairperson SCOPE, research articles from students and even

health professionals - and from our other international partners who may want to publish in our journal.

4.4.1.4 The articles shall be published in English and French.

4.4.1.5 shall be published on the website for circulation.

#### **4.4.2. FAMSA-NEWSLETTER**

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

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

4.4.2.3 The SCOPUB shall be emailing the official members or association to receive items for NEWSLETTER at the first date of months specified in for appearance of the NEWSLETTER which such news item is required to appear.

#### **4.4.3 INTRODUCING FAMSA**

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

4.4.3.2 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.

#### **4.4.4. INFORMATION BOOKLET**

4.4.4.1 Information booklet shall be edited BIANUALLY unless otherwise specified by the Executive Board

4.4.4.2 In the absence of a revision after the second year, the previous edit of the Information Booklet shall be released for circulation and shall carry the edition of the current year.

4.4.4.3 In the event that the Information Booklet fails to undergo a revision after two years, it must be edited at the next available editing year.

4.4.4.4. INFORMATION BOOKLET shall contain current information on the nature and structure of FAMSA is, her aims, scope of activities, membership strength and regional diversities, MEDICAL SCHOOLS in Africa, their respective Education Curricula (as provided by the Chairperson, SCOMER).

## **5.0. REGULATIONS FOR THE STANDING COMMITTEE ON MEDICAL EDUCATION AND RESEARCH (SCOMER)**

### **5.1. DEFINITIONS**

#### **GENERAL**

5.1.1. The aims of the medical education arm of FAMSA shall be to improve the standard of medical education.

5.1.2. The aims of the Medical Research activity of FAMSA shall be:

5.1.2.1 To encourage the training of medical students in research principles and procedures.

5.1.2.2 To maintain a systematic and practical student-based curricula across medical schools in Africa

5.1.2.3 To emphasize and stimulate original thinking and initiative by medical students, including the provision of mentorship and guidance to medical students in Africa

5.1.2.4 To co-ordinate researches and appraise their practical application.

5.1.2.5 To collate and disseminate original findings for global impact.

5.1.2.6 To promote translational research, pivotal in driving last changes in the African Health Sector

5.1.2.7 To promote global relevance by expanding the scientific background of Africa, useful in the epidemiology, diagnosis and management of African diseases.

5.1.2.8 To increase global alliance through methodical and scientific collaboration with medical students across the continent and beyond in a bid to improve global health.

## **5.2 SCOMER CHAIRPERSON**

The Chairperson of SCOMER shall:

5.2.1 Coordinate and guide the work of the committee in the field of Medical Education and Research.

5.2.2 Provide the member associations with the FAMSA Handbook for Medical Education and Research.

5.2.3. Invite and receive notifications as well as nominations of persons for the position of NMA officers for Medical Education and Research Activity from Member Countries 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 ten weeks after the General Assembly.

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

5.2.5. Draw up a list of the names of MSA Officers of participating member associations, which would be ratified by the Executive Council.

5.2.6. Be 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.

5.2.7. Conduct periodic surveys on special topics concerning medical education including periodic evaluation schemes for project implementation.

5.2.8. Receive quarter - reports from all MSA Officers for Medical Education and Research for each member country

5.2.9. Distribute information by sending periodic circular letters to all MSA Officers for Medical Education and Research which shall contain:

5.2.9.1 Summaries of reports received from all MSA Officers.

5.2.9.2 Catalogue of details of conferences, activities, external projects concerning medical education, research activities.

5.2.9.3 Update on relevant scholarly literature, articles and editorials concerning Medical Education.

5.2.10 Compile a report of her activities in Medical Education and Research as well as its evaluation of its success, for presentation to the Executive Council and the General Assembly.

5.2.11. Explore avenues to study its conduct and co-ordination of Medical Education and Research Activities, thus aim at making recommendations for improvement concerning FAMSA Handbook for Medical Education and Research.

5.2.12. Maintain liaison and ensure relationships with relevant bodies in the field of Medical Education.

5.2.13. Establish a Small Working Group (SWG) including field experts and Academicians in the drafting and periodic revision of the FAMSA Handbook for Medical Education and Research.

### **5.3 MSA OFFICER FOR MEDICAL EDUCATION AND RESEARCH**

#### **The MSA officers for Medical Education and Research shall:**

5.3.1. Look after the interests of the students of their respective member association in the field of medical education and research by:

5.3.1.1 being responsible to the MSA (who is responsible to FAMSA) for all matters concerning medical education and research within their own medical student association.

5.3.1.2 giving current information about the activities of the Committee to the medical students in the school by means of articles in the school journals, reports.

5.3.1.3 Maintaining close liaison with the SCOMER CHAIRPERSON by:

5.3.1.4 Informing the Chairperson about the ways of influencing the medical school authorities in the respective schools.

5.3.1.5 Appraising the office with periodic updates and revisions in Medical Education and Curricula in the respective MSAs.

5.3.2. Encourage the medical students within the MSA to engage in medical research.

5.3.3. Encourage and initiate an organized involvement by their medical students.

5.3.4. work with the MSA Officer for the Standing Committee on Publications to ensure maximum visibility and provide available platform for scholarly publications

5.3.5. To participate actively in discussions concerning medical education including symposia, workshops, conferences

5.3.6. To bring forth enhanced teaching and examination strategies by co-operation with their teachers, Heads of Departments, Medical Schools/ Faculties and Medical School/Faculty Boards.

## **6.0 REGULATION FOR THE STANDING COMMITTEE ON HEALTH AND ENVIRONMENT (SCOHE)**

### **6.1 DEFINITIONS**

#### **6.1.1 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.

#### **6.1.2 ENVIRONMENT**

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

### **6.2. SCOHE CHAIRPERSON**

#### **The Chairperson of SCOHE shall:**

6.2.1. be responsible for the work which is carried out within FAMSA in the field of health and Environment.

6.2.2. advise the member associations on problems of health and environment.

6.2.3. Maintain close liaison with international student associations and relevant bodies working towards the improvement of global health and the universal environment.

6.2.4. be responsible for Partnering with pharmaceutical companies in various countries for FAMSA Health and Environment project.

6.2.5. be responsible for carrying out appeal for medical equipment to be used by member Associations that require them.

6.2.6. establish and maintain (through the Headquarters) international relationships with recognized organizations (including but not limited to the World Health Organization, African Union, UNICEF) in order to facilitate active participation of medical students in the world health and environment problems.

6.2.7. 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 to assist in any way possible.

6.2.8. coordinate the commemoration of important health days across the member countries (including partnership with other international and local student organizations).

6.2.9. notify the Executive Council of any health-related activities - including endemic, epidemic or pandemic cases - including violent attacks against medical students in hostile regions.

### **6.3. MSA OFFICERS FOR HEALTH AND ENVIRONMENT**

**The MSA Officers for Health and Environment shall:**

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

6.3.2. be responsible for Partnering with pharmaceutical companies in their countries, as directed by the Chairman of SCOHE.

6.3.3. Make a detailed inventory report to the Chairperson of partnership with Pharmaceutical Companies including information about the kinds of drugs donated, their quantity, their value, and information as to where and how the drugs are stored.

### **6.4. INFORMATION FOR PARTNERING WITH PHARMACEUTICAL COMPANIES:**

6.4.1. 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 Partnering with pharmaceutical companies shall

be launched shall be left to the Chairperson of SCOHE always in complete agreement which shall also ensure their full co-operation with the Chairperson of SCOHE.

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

6.4.3. The Chairperson of SCOHE shall forward detailed directives to the MSA Officers for Health and Environment in the countries in which the Partnering with pharmaceutical companies is launched as to the role they shall play in this connection.

6.4.4. The Chairperson 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.

6.4.5. 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.

6.4.6. 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.

## **7.0 REGULATIONS FOR THE STANDING COMMITTEE ON POPULATION ACTIVITIES (SCOPA)**

### **7.1 DEFINITIONS**

7.1.1 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.

7.1.2. 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 is to ensure that:

7.1.2.1 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.

7.1.2.2 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.

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

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

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

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

### 7.1.3 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.

## **7.2 THE CHAIRPERSON OF SCOPA**

### **The chairperson of SCOPA shall:**

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

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

7.2.1.2 – 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. Upon receipt of names of Officers, shall forward the names for ratification by the Executive Council

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

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

### **7.3 MSA OFFICERS FOR POPULATION ACTIVITIES**

**MSA Officers for Population Activities shall:**

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

7.3.2. - Encourage and initiate an organized involvement by their medical students.

7.3.3. – With regards carrying out projects, surveys in their communities should be carried out to know the disparities in provisions with the FAMSAs By Laws and reasons for such disparities in those communities.

7.3.4. Determine the best method of approach and entry (into the communities where the projects would be carried out), in order to realize the goals of the committee.

## **8.0 REGULATIONS FOR THE SPECIAL EXECUTIVES**

### **The Special Executives shall:**

8.1. be two (2) members, proficient in English or French Languages.

8.2. be responsible for enhancing communication and solving language problems in the Federation by:

8.2.1. translating documents and publications.

8.2.2. disseminating such translated documents and publications to the Secretariat and Headquarters.

8.3. accept the verdict of an Expert (in cases of issues with semantics and translation) invited by the Executive Council to help. Such a verdict shall thereafter be accepted by FAMSA at the imminent General Assembly.

## **9.0 REGULATIONS OF THE GENERAL ASSEMBLY AND EXECUTIVE COUNCIL MEETINGS.**

### **9.1 GENERAL ASSEMBLY**

The main tasks of the General Assembly shall be to:

9.1.1 evaluate the work for the ending year

9.1.2 decide upon major issue of policy

9.1.3 elect new executives

9.1.4 evaluate and adopt the calendar and budget for the next year.

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

9.2.1 Election of Chairman and Secretary

9.2.2 Constitutional Changes

9.2.3 Report from Credentials committee

9.2.4 Amendments to and Adoption of Agenda

9.2.5 Admission of New Member Associations

9.2.6 Constitution of Financial Ad hoc Committee

9.2.7 Constitution of other Working Committee(s)

9.2.8 Reports from the members of the outgoing Executive Council

9.2.9 Election of the new Executive Council

9.2.10 Presentation of the calendar and Budget for the new Year.

9.2.11 Approval of Date and Place of the Next General Assembly.

9.2.12 Delegation of Responsibilities, function, etc.

9.2.13 Any other business

9.2.14 Closure of the meeting

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

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

## **10.0 REPORTS TO FAMSA MEETINGS**

### **10.1. GENERAL**

10.1.1. All reports of the member associations in meetings of FAMSA shall bear the name of the member association concerned and the name of FAMSA.

10.1.2. All MSA's wishing to submit a report for consideration at the General Assembly shall notify the secretariat not later than a month before the General Assembly. All notifications shall be enlisted and handed over to the Secretary of the General Assembly which will be added to the agenda.

10.1.3. Reports for Consideration shall be digitally presented at the General Assembly and deliberated upon before the report is considered to provide every delegate with a copy not later than 18 hours before the report is considered according to the final Agenda.

10.1.4. All reports shall be summarized in the Communique of the General Assembly, which shall serve as the minutes of the General Assembly and made available for MSAs no later than two months after the General Assembly. This shall be the final duty of the Secretary of the General Assembly and must be submitted to the General Secretary of the Executive Council for dissemination.

## **10.2. EXECUTIVE COUNCIL MEMBERS**

10.2.1. 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 and provide the council with evidence of how they spend the supported money.

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

10.2.3. All members of the EC shall present their financial report with report of activities to the General Assembly at the end of the Physical Year.

## **10.3 FAMSA FOUNDATION FUND**

10.3.1 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.

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

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

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

#### **10.4 GRANTS AWARDS AND PRIZES, SPONSORSHIPS**

10.4.1 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.

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

10.4.3 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.

#### **11.0 AMENDMENT**

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