

## CONSTITUTION OF THE OTORHINOLARYNGOLOGY SOCIETY OF GHANA

### ARTICLE 1 –Name, Crest and Motto:

- i. The name of the Society shall be Otorhinolaryngology Society of Ghana, hereinafter referred to as “The Society”
- ii. Registered address of correspondence shall be c/o Ghana College of Physicians and Surgeons
- iii. The Motto of the Society is “
- iv. Crest of the society shall be a -Please see Enclosure “A”

### ARTICLE II-Objects:

- i. To promote the art and science of otorhinolaryngology.
- ii. To coordinate the activities of otorhinolaryngologists.
- iii. To represent otorhinolaryngologists and protect their interests.
- iv. To promote fellowship among otorhinolaryngologists.
- v. To highlight specific ENT problems in Ghana and contribute to the solution of these problems
- vi. Collaborate with other international, regional, and local societies, on areas of common interest

### ARTICLE III-Membership

The Society shall consist of members, an Associate, and Honorary.

- i. Full Membership  
Full Membership shall be those who are registered medical practitioners with a post-graduate qualification in otorhinolaryngology and who are engaged in the practice of Otorhinolaryngology, Head and Neck Surgery.
- ii. Associate Membership
  - a) Associate Members shall be registered medical practitioners with a post-graduate qualification in otorhinolaryngology and who are **not** engaged in the practice of Otorhinolaryngology, Head and Neck Surgery in Ghana.
  - b) Associate Membership shall be open to members of the Medical professions who have an interest in Otorhinolaryngology
- iii. Honorary Membership  
Honorary Membership may be conferred on persons who are distinguished in public life or who have rendered meritorious service to the medical or allied Professions or to this Society.
- iv. Termination of Membership

- (a) Any member of the Society may resign from the Society by giving to the Hon. General Secretary of the Society notice in writing to that effect, providing that any members giving such notice shall be liable to pay his subscription up to and including the current year in which such notice was given.
- (b) Any member in arrears of subscription for a period of two years in spite of repeated reminders shall ipso facto cease to be a member

#### **ARTICLE IV-Voting Rights**

Voting rights shall be confined to the full Members of the Society in good standing

#### **ARTICLE V- Election Members**

- i. Election to Membership of the Society will be made by the Executive Committee of the Society
- ii. All applications for Full and Associate Membership shall be made on such application forms as the Executive Committee shall prescribe from time to time.
- iii. Honorary members shall be elected at a General meeting of the Society upon the recommendations of the Executive Committee

#### **ARTICLE VI-Subscriptions**

- i. The Financial Year shall start on the 1<sup>st</sup> of January and end on the 31<sup>st</sup> of December
- ii. (a) The Annual Subscription for Full Members shall be periodically set by the AGM
- iii. (b) The Annual Subscription for Associate Members shall be (50% of full subscription)

#### **ARTICLE VII- Executive Committee**

- i. The Management of the Society shall be in the hands of the Executive Committee consist of:-
  - (a) President
  - (b) Vice-President
  - (c) Secretary
  - (d) Treasurer
  - (e) Two Ordinary Committee Members
  - (f) Immediate Past President
- ii. The Executive Committee shall be elected at the Annual General Meeting or at an Extraordinary General meeting if all Members of the Executive committee resign during the year.

- iii. The immediate past president shall be an automatic ordinary member of the incoming executive committee.

#### **ARTICLE VIII-Duties of office-bearers**

##### **i. President**

- (a) Shall preside at all business meetings of the Society.
- (b) Shall have a casting vote in addition to his normal vote.
- (c) In the event of the absence of the President, the Vice-President shall preside at the meeting. In the absence of both the President and the Vice-President, the Committee shall elect one Executive Committee member to preside at the meeting

##### **ii. Secretary**

- (a) Shall be responsible for the management of the Society.
- (b) Shall keep a Register of members
- (c) Shall convene all meetings of the Society
- (d) Shall prepare the Annual Report which shall be circulated to members two weeks before the Annual General Meeting of the Society.
- (e) Shall keep minutes of all the business meetings of the Society

##### **iii. Treasurer:**

- (a) Shall sign all cheques which will have to be countersigned by the president or secretary
- (b) Shall keep an account of all business transactions by the Society
- (c) Shall prepare the Audited Statement of Accounts which shall be circulated to members two weeks before the Annual General meeting of the Society.
- (d) Shall collect Annual subscriptions from members.

#### **ARTICLE IX- Ordinary Committee Members**

Ordinary Committee Members shall generally assist in the management of the Society.

#### **ARTICLE X- Vacancy**

The Executive Committee shall have the right to fill any vacancy of office that may occur during their term of office.

#### **ARTICLE XI-Meetings**

##### **i. Annual General Meeting**

- (a) The Annual General Meeting shall be held once every year on a date and at a place to be decided by the Executive Committee. The business of the Annual General meeting shall be.

- a. To receive the Treasurer's report and the audited accounts of the Society for the previous year.
- b. To receive the Executive Committee's report on the working of the Society during the previous year
- c. To elect a committee and appoint auditors for the ensuing year.
- d. To deal with such other matters as may be put before it.

(b) Preliminary notice of the Annual General Meeting asking for motions for discussion at the meeting, proposed amendments to the constitution, and other matters to be included in the agenda, shall be sent to all members to reach the secretary not less than 2 weeks before the fixed date of the Annual General Meeting.

(c) Motions proposals, proposed amendments to the Constitution, and other matters to reach the secretary not later than 2 weeks before the date fixed for the meeting.

(d) The Secretary shall circulate to all members the audited statement of accounts and annual report 2 (two) weeks before the annual general meeting

(e) The Secretary shall forward to all members not less than 7 days before the date fixed for the meeting, the Agenda including:

- any motions proposed by members
- proposed amendments to the constitution
- any other matters requested by members

ii. Extraordinary General Meeting

An Extraordinary General Meeting shall be convened:

- (a) By the Executive Committee when they shall deem it necessary or desirable.
- (b) At the request in writing of not fewer than half the membership, stating the objects and reasons for such a meeting.

iii. Executive Committee Meetings

The Executive Committee meetings shall be held at least twice a year or as and when necessary.

iv. Auditors

Two Honorary auditors shall be elected at the Annual General Meeting. These two members shall be Registered-Medical practitioners and they need not necessary be members of the Society, but they shall not be members of the Executive Committee

**ARTICLE XII-Terms of Office**

The term of Office of the Executive Committee shall be for 2 consecutive years Annual General Meetings

### **ARTICLE XIII-Quorum**

- i. The quorum at all Executive Committee Meetings shall be three
- ii. The quorum at all annual and Extraordinary General meetings shall be one-half of the Full members or twice the total number of the Members of the Executive Committee, whichever is the lesser.
- iii. In the event of a lack of quorum at the Annual General Meeting the meeting shall be postponed to a date not earlier than one week and not later than six weeks from the date of the canceled meeting.
- iv. If after a reasonable time after the time appointed for the Annual General Meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Executive Committee, and if a quorum is not present after a reasonable time after the time appointed for the postponed meeting, the members present shall not have the power to alter the rules of the Society or to make decisions affecting the whole membership.
- v. In the event of a lack of quorum at the Extraordinary General Meeting, the meeting will be canceled, The subject for resolution of the canceled meeting may again be raised at another Extraordinary General Meeting, provided that ARTICLE XI, ii(a) or ii(b) is complied with.

### **ARTICLE XIV- Amendment to the Constitution**

Amendments to the Constitution shall be passed if at least two-thirds of the full members present at the Annual General Meeting of the society vote in favour of the amendments. No amendments shall be operative without the prior sanction of the Registrar of Societies.

### **ARTICLE XV-Suspension and or Dismissal**

Every member on joining the Society impliedly undertakes to comply with these rules and any refusal or neglect to do so or misconduct which in the opinion of the Executive Committee is unworthy of a member shall render such member liable to expulsion or suspension by the Executive Committee. The Secretary of the Society shall provide him in writing of the complaint made against him specifying the period within which he is required to answer from such member or upon the expiry of the period specified by the Secretary of the Society above referred whichever is the latter the Executive Committee shall be entitled to take a decision on the complaint against such member.

### **ARTICLE XVI- Publications**

The Annual General Meeting or the Executive Committee shall decide on the publication of the Society.

### **ARTICLE XVII- Interpretation of the Constitution**

Between general meetings, the Executive committee shall interpret the rules of the Society and when necessary determine any point on which the rules are silent. Except where they are

contrary to or inconsistent with the policy previously laid down by the general meeting, the decision of the Executive committee shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.

#### **ARTICLE XVIII-Financial Provisions**

- i. The Treasurer may hold a petty cash advance not exceeding the amount periodically specified by AGM at any one time. All money in excess of this sum shall within 7 days of receipts be deposited in a bank approved by the Executive committee. The bank account shall be in the name of the Society.
- ii. No expenditure exceeding the amount periodically specified by the AGM at any one time shall be incurred without the prior sanction of the Executive committee.

#### **ARTICLE XIX-Prohibition\*\***

- i. The Society shall not have any affiliation or connection outside Ghana provided prior written approval from the authority concerned is obtained.

#### **ARTICLE XX-Dissolution**

- i. The Society shall be dissolved only with the consent of at least two-thirds of its registered members present at an Annual General Meeting or an Extraordinary General Meeting convened for the purpose.
- ii. In the event of dissolution, the balance of the funds shall be disposed of in such manner as may be determined by a majority vote at a General Meeting convened for this purpose.
- iii. Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

#### **APPENDIX**

Name , crest and motto( to be decided later)

