



**THE CONSTITUTION  
OF  
THE COLLEGE OF SURGEONS OF EAST, CENTRAL AND  
SOUTHERN AFRICA**

**COSECSA**

**AMENDED – 2024**

## Table Of Contents

<b>Interpretations:</b> .....	<b>3</b>
<b>Articles Of The Constitution Of The College Of Surgeons Of East, Central &amp; Southern Africa</b>	<b>4</b>
<b>Articles</b> .....	<b>4</b>
Article 1 Name And Emblem.....	4
Article 2 The Vision .....	4
Article 3 The Mission .....	4
Article 4 Affiliations .....	4
Article 5 Objectives .....	5
Article 6 Powers And Duties Of The College Of Surgeons.....	5
Article 7 Composition Of Membership .....	6
Article 8 Constituent Member Countries .....	6
Article 9 Membership.....	7
Article 10 Election Of Fellows And Members .....	8
Article 11 Register Of Fellows And Members.....	8
Article 12 Status, Rights, Duties And Obligations Applicable To All Fellows And Members As Referred To In Article 8.....	8
Article 13 Privileges Dependent On Payment Of Registration Fees And Subscriptions .....	9
Article 14 List Of Defaulters.....	9
Article 15 Cessation Or Termination Of Fellowship Or Membership.....	10
Article 16 Withdrawal Of Constituent Country Membership .....	10
Article 17 Council Of The College Of Surgeons.....	11
Article 18 Duties And Obligations Of Country Representatives.....	11
Article 19 The Executive Committee.....	11
Article 20 The Registrar Of The College Of Surgeons .....	12
Article 21 Powers Of The Council.....	12
Article 22 Powers And Duties Of The Executive Committee .....	13
Article 23 Powers And Duties Of The Registrar Of The College.....	14
Article 24 The Chief Executive Officer .....	15
Article 25 Powers And Duties Of The Ceo .....	15
Article 26 Meetings Of The Council .....	15
Article 27 Standing Committees .....	16
Article 28 Membership Of The Executive Committee Of The College .....	17
Article 29 Finances Of The College .....	18
Article 30 General Meetings And Conferences Of The College Of Surgeons.....	19
Article 31 Appointments And Functions Of Trustees Of The College Of Surgeons.....	20

Article 32 Disciplinary Action .....	21
Article 33 Declaration .....	22
Article 34 Dissolution Of The College .....	22
Article 35 Amendment Of The Constitution .....	23
<b>By-Laws Of The College Of Surgeons Of East Central And Southern Africa .....</b>	<b>24</b>
<b>Part I: Standing Orders .....</b>	<b>24</b>
1. Notice To Meetings .....	24
2. Absence Of The Secretary General.....	24
3. Admission To Meetings .....	24
4. Business Proposed By Fellows Or Members.....	24
5. Absence Of A Quorum .....	24
6. Attendance Register.....	24
7. Order Of Business.....	25
8. Order Of Address .....	25
9. Voting.....	25
<b>By-Laws Part II .....</b>	<b>26</b>
1. Conflict With Articles .....	26
2. The Common Seal .....	26
3. The Secretariat.....	26
4. Alteration Of The By-Laws.....	26
5. Annual General Meeting.....	26
6. Election Of The Council.....	26
7. Cessation Of Council Membership: .....	27
8. Replacement Of Council Member.....	28
<b>By-Laws Part III Election Of Membership Of The College .....</b>	<b>29</b>
I. Associate Fellow .....	29
II. Fellow.....	29
III. Eligibility Criteria For Ordinary Fellowship By-Election.....	30
IV. Rights Of Elected Fellows: .....	30
V. Procedure For Election Of Affiliate Members:.....	30
VI. Committees .....	31
VII. Examiners .....	31
<b>Resolution.....</b>	<b>32</b>

## INTERPRETATIONS:

For purposes of this Constitution, unless the context otherwise requires,

**“College of Surgeons of East, Central and Southern Africa (COSECSA)”** means the institution inaugurated following a resolution of the members of the Association of Surgeons of East Africa (ASEA) at the annual general meeting of the association held in Nairobi Kenya in December 1999.

**“College”** means the College of Surgeons of East, Central and Southern Africa.

**“Council”** means the council of the College of Surgeons of East, Central and Southern Africa.

**“Fellow”** means a fellow of the College of Surgeons of East, Central and Southern Africa

The **“region”** means the area of Africa north and south of the equator falling under the East, Central and Southern Africa with its neighboring islands.

**“ASEA”** means the Association of Surgeons of East Africa as it was inaugurated on 9th November 1950 in Nairobi

**“ECSA-HC”** means the regional inter-governmental health organization established in 1974 to foster and promote regional cooperation in health and capacity to address health needs among member states which include Kenya, Lesotho, Malawi, Mauritius, Seychelles, Swaziland, United Republic of Tanzania, Uganda, Zambia and Zimbabwe.

**“Surgical Resident/Registrar or Trainee”** means a medical doctor undergoing specialist training in the field of surgery.

**“President”** in this constitution means the person elected as the president of the College of Surgeons of East Central and Southern Africa.

All words importing the masculine gender include the feminine and vice versa

## **ARTICLES OF THE CONSTITUTION OF THE COLLEGE OF SURGEONS OF EAST, CENTRAL & SOUTHERN AFRICA**

### **PREAMBLE:**

WHEREAS WE, the Surgeons of East, Central and Southern Africa, have firmly and solemnly resolved to establish in our region a college founded on the principles of excellence and ethical practice.

### **PROVISIONS:**

In this constitution, words importing the masculine gender shall be construed to include the feminine gender

## **ARTICLES**

### **ARTICLE 1 NAME AND EMBLEM**

- 1.1. The name of the organisation, hereinafter referred to as the “College of Surgeons” or the “College”, shall be the “College of Surgeons of East, Central and Southern Africa and be also known by the acronym “COSECSA”.
- 1.2. The Emblem of the College shall be the logo of COSECSA as founded in 1999.

### **ARTICLE 2 THE VISION**

To be the reference surgical body in the region of East, Central and South Africa and beyond.

### **ARTICLE 3 THE MISSION**

The mission of the College of Surgeons is to promote excellence in Surgical Care, Education and Training, and Research.

### **ARTICLE 4 AFFILIATIONS**

- 4.1. The College encourages the establishment of National Surgical Associations and Societies in the constituent member countries and these bodies shall be affiliate corporate bodies of the College of Surgeons.
- 4.2. The College of Surgeons shall be affiliated with the College of Health Sciences of East, Central and Southern Africa, Health Community (ECSA-HC) and to any other Colleges or Associations, within and outside the region of East, Central and Southern Africa, as the Council of the College deems fit.

## **ARTICLE 5**

### **OBJECTIVES**

The objectives, for which the College of Surgeons is established, are:

- 5.1. To promote, organise and conduct postgraduate education and training in surgery and related specialties and allied disciplines and to promote the highest level of knowledge, skills, attitudes, and efficiency in their practice.
- 5.2. To promote and encourage research in surgical and allied arts and sciences.
- 5.3. To promote the integrity of the surgical and allied professions and to cultivate and maintain the highest ethical standards and professional conduct.
- 5.4. To arrange and conduct examinations of candidates for admittance to the College of Surgeons and/or such other examinations in the various branches of surgery and allied arts and sciences as may from time to time be deemed appropriate.
- 5.5. To award Membership and Fellowship or equivalent recognition to medical practitioners having special competency in one or other branches of surgery or allied arts and sciences.
- 5.6. To bring together Fellows, Members and Associate Members of the College of Surgeons periodically to advance the science and practice of surgery and its allied disciplines and for fellowship.
- 5.7. To promote cooperation and work with bodies with similar aims and objectives.

## **ARTICLE 6**

### **POWERS AND DUTIES OF THE COLLEGE OF SURGEONS**

The College of Surgeons through its Council shall, without prejudice to **Article 5**, have the following powers and duties:

- 6.1. To determine the criteria for the admittance of Fellows and Members to the College and design and/or approve a structure that will enable the College to perform its functions.
- 6.2. To determine standards, training programmes and courses, for postgraduate medical education in the constituent countries of the College.
- 6.3. To establish boards or panels of examiners for the conduct of appropriate postgraduate specialist examinations and to recommend to the Council, based on the results of such examinations, the award of Fellowship or Membership of the College.
- 6.4. To approve examiners, examinations, fees, and allowances payable to examiners and other persons involved in the conduct of examinations.
- 6.5. To carry out inspections of Institutions providing postgraduate education in Surgery and its allied disciplines, indicated in **Article 5**, in order to assess the eligibility of candidates of such Institutions for the award of Fellowship or Membership of the College.

- 6.6. To harmonise, where necessary, the standards, training programmes and syllabi for professional postgraduate medical education of the College and other bodies duly recognised by the College.
- 6.7. To investigate and accredit programmes of professional postgraduate education in Surgery and allied disciplines in various constituent countries and to determine the criteria for recognition of postgraduate Specialist qualification obtained elsewhere.
- 6.8. To purchase, assign, mortgage, or, in other ways, dispose of such monies, assets, or real property, as may be deemed necessary for the conduct of the affairs of the College.
- 6.9. To admit Fellows and Members to the College.
- 6.10. To make By-laws, regulations, and standing orders for the conduct of the affairs of the College, including election to the Council.
- 6.11. To perform all such other duties as may be deemed necessary in furtherance of the mission and objectives of the College and to publish and/or assist in publishing books, journals, pamphlets, and other educational materials.

## **ARTICLE 7**

### **COMPOSITION OF MEMBERSHIP**

The composition of the membership of the College shall reflect fully the specialties and sub-specialties within the broad professional area of surgery and any other specialties that may be approved by the College from time to time.

## **ARTICLE 8**

### **CONSTITUENT MEMBER COUNTRIES**

All Countries in East, Central and Southern Africa are eligible for constituent membership.

- 8.1. A country can become a constituent member only when the Fellows and Members of the College resident in that country show adequate interest in the activities of the College and request constituent country membership status.
- 8.2. A country must have an established surgical society in order to qualify for membership and the request to join the College must come from the Surgical Society.
- 8.3. Any country in the region may have resident Fellows and Members of the College. Such Fellows and Members shall appear under the umbrella of one of the neighbouring constituent member countries through which they pay their dues to the College.
- 8.4. The Council at its discretion may then recommend to the Annual General Meeting constituent member status for that country.
- 8.5. Once accepted the country shall pay a country membership entry fee as determined by the Council.

## **ARTICLE 9**

### **MEMBERSHIP**

For the purpose of registration and in general, unless and until otherwise lawfully determined, the number of Fellows, Members, Associate Members and Affiliate Members of the College of Surgeons shall be unlimited.

#### **9.1. FELLOWS [FCS-ECSA]**

The College of Surgeons shall comprise the following categories of Fellows:

##### **9.1.1. FOUNDATION FELLOWS**

These shall be persons who were admitted as Fellows of the College of Surgeons on its inauguration and who possessed qualifications entitling them to be registered in their field of practice of surgery as per **Article 6** above.

##### **9.1.2. ORDINARY FELLOWS**

They shall be Medical or Dental Practitioners who have satisfactorily completed their Higher Surgical Training and have passed the prescribed examinations in surgery and related specialties of the College of Surgeons or have been awarded a Fellowship by election, having satisfied the Council of the College that they possess qualifications entitling them to be Fellows of the College

##### **9.1.3. HONORARY FELLOWS**

They shall be individuals of high distinction in the Medical or Surgical profession or such other eminent persons, whether or not members of the medical profession, who have made a remarkably high contribution to the cause of the College or in the field of surgery and whom, the College may, in its absolute discretion, decide to honour.

##### **9.1.4. OVERSEAS FELLOWS**

They shall be surgical specialists practicing outside the constituent member countries of the College of Surgeons.

- i. Surgical specialists working on contracts in the constituent member countries of the College shall be eligible for Fellowship by Election if they meet the criteria and shall apply for fellowship through the respective country representative.
- ii. On completion of their local contracts shall revert to Overseas Fellow status if they wish to maintain their Fellowship of the College.

#### **9.2. ASSOCIATE FELLOWS**

They shall be Surgical Specialists who have satisfactorily completed their specialist Surgical Training in Institutions other than COSECSA and have been elected having satisfied the Council of the College that they possess qualifications entitling them to be Associate Fellows of the College (AFCS). These replaces the former Member Specialists of the College.



### **9.3. MEMBERS**

The College of Surgeons shall comprise the following categories of Members:

#### **9.3.1. MEMBERS [MCS]**

They shall be Surgical Practitioners under training in COSECSA who have satisfactorily completed their Basic Surgical Training and have passed the prescribed membership examinations in surgery and related specialties of the College of Surgeons.

#### **9.3.2. AFFILIATE MEMBERS**

They shall be health professionals or professionals outside of the surgical disciplines, and non-health professionals who have made such a contribution to the practice of surgery as the Council of the College may deem acceptable.

### **ARTICLE 10**

#### **ELECTION OF FELLOWS AND MEMBERS**

- 10.1. All elections to Fellowship and Membership of the College shall be by the Council of the College.
- 10.2. An individual seeking election to Fellowship of the College shall be proposed and seconded by two fully paid-up Fellows in good standing with the College.
- 10.3. All criteria categorically stipulated in the by-laws for eligibility for membership or fellowship must be fulfilled.

### **ARTICLE 11**

#### **REGISTER OF FELLOWS AND MEMBERS**

- 11.1. A register shall be kept of names and addresses of all Fellows and Members of the College of Surgeons and their email and telephone numbers.
- 11.2. Subject to the Articles and By-laws of the College of Surgeons, the Council shall have the power to remove the name of any individual from the register, provided that no name shall be removed therefrom, except pursuant to a resolution passed by a majority of at least two-thirds of the whole number of Members of the Council and that at least twenty-eight days' notice of the meeting and this purpose be sent to the Fellow whose name it is proposed to remove.

### **ARTICLE 12**

#### **STATUS, RIGHTS, DUTIES AND OBLIGATIONS APPLICABLE TO ALL FELLOWS AND MEMBERS AS REFERRED TO IN ARTICLE 8**

- 12.1. Persons qualified in accordance with the Articles, By-laws, or Regulations of this constitution may, if the Council deem fit, be admitted as Fellows or Members of the College after paying such registration fees and signing such declaration as may be prescribed from time to time.
- 12.2. Except for Honorary Fellows, all Fellows and Members shall pay such annual subscriptions as shall be prescribed by Council from time to time.

- 12.3. Fellows who attain the age of 65 years and retire from active practice may apply to the Council for a waiver of the annual subscription.
- 12.4. All Fellows shall enjoy full rights, benefits, and other privileges, as may from time to time be declared by the Council and shall be subject, mutatis mutandis, to the obligations and burdens howsoever from time to time declared by the Council. Overseas Fellows and Associate Fellows are however not eligible to hold office of the College.
- 12.5. All Members and their subcategories shall enjoy full rights, benefits, and other privileges, as may from time to time be declared by the Council and shall be subject, mutatis mutandis, to the obligations and burdens howsoever from time to time declared by the Council. They shall however not be eligible to vote and to be voted for at any meeting of the College. Members are also not eligible to hold office in the College.

### **ARTICLE 13**

#### **PRIVILEGES DEPENDENT ON PAYMENT OF REGISTRATION FEES AND SUBSCRIPTIONS**

- 13.1. No Fellow or Member shall enjoy any of the privileges of fellowship unless they have paid their registration fees and until they have paid their annual subscriptions and arrears thereof (if any) and have fulfilled such other requirements as may be laid down or provided for in these clauses.
- 13.2. Fellows shall consequently not be capable of exercising their respective voting rights unless they have paid all annual subscriptions owing from them.

### **ARTICLE 14**

#### **LIST OF DEFAULTERS**

- 14.1. The Council shall from time to time develop a list to be published of persons who are in default under **Articles 12.0** and **13.0** and who are thus not entitled to exercise their rights and privileges referred therein.
- 14.2. Any Member or Fellow who has failed to pay his dues for two consecutive years shall be subject to review of his membership by the Council. If the said Council determines that such fellow or member should be dropped from membership, then he shall be given a written notice that he will be dropped from membership unless his account is paid in full within six (6) months of the mailing of the said notice which shall be sent by electronic mail or through the respective country representative.
- 14.3. A Fellow or member failing to pay in full his dues within the given six-month (6) period shall be automatically dropped from membership.
- 14.4. The Council shall be empowered at its discretion upon payment of all outstanding amounts due to the College, to reinstate a Fellow or member as the case may be, any person who has ceased to be one by reason of the provision of this rule.

## ARTICLE 15

### CESSATION OR TERMINATION OF FELLOWSHIP OR MEMBERSHIP

- 15.1. A Fellow or Member as categorised in **Article 9** shall cease to be a Fellow or Member under the following circumstances:
- i. If by notice of resignation in writing to the College he or she resigns.
  - ii. If his or her name is erased from the register of the Professional Regulatory body in any of the member Countries.
  - iii. If by resolution of the Council, passed by a majority of at least two-thirds of the Fellows of the Council present – being not less than one-fourth of the full Council – someone's Fellowship or Membership be terminated provided that all the Articles and By-laws of the College regarding removal from the College Register are fully complied with.
- 15.2. Any person who has ceased to be a Fellow or Member, as the case may be in terms of this Article, shall no longer be designated as such and shall cease both directly and indirectly, expressed or implied, to hold himself or herself as being a Foundation Fellow, Fellow, Honorary Fellow, Associate Fellow, Member or Affiliate Member as the case may be, and in case of his/her disregard of this provision, the College shall be entitled to apply to any court of law of competent jurisdiction for an appropriate interdict or injunction against that person with costs of the proceedings.
- 15.3. A person so stripped of membership or fellowship shall cease using the designation (and any abbreviation thereof) to which he became entitled upon enrolment as a Fellow or Member as the case may be.

## ARTICLE 16

### WITHDRAWAL OF CONSTITUENT COUNTRY MEMBERSHIP

In the unlikely event that a constituent member country deems it necessary to withdraw its membership from COSECSA, the following procedure shall be followed:

- 16.1. A formal written request for such motion shall be submitted to the Secretary-General at least 6 (six) months before the next AGM.
- 16.2. The written request shall bear the signatures of at least 50% of the country's Registered COSECSA Fellows consenting to the motion to withdraw.
- 16.3. The council shall receive and deliberate on the motion in at least 2 (two) Council meetings before seeking endorsement from the AGM.
- 16.4. The motion shall be tabled for endorsement at the AGM if 60% of the members of the Council approve in a vote.
- 16.5. Withdrawal shall be granted only if 60% of eligible fellows present at the AGM endorse the motion.
- 16.6. COSECSA assets located in the withdrawing country shall be disposed of and compensated for in a manner agreed upon through legal channels.

## **ARTICLE 17**

### **COUNCIL OF THE COLLEGE OF SURGEONS**

There shall be a Council composed of Fellows of the College.

- 17.1. The Council shall consist of the President, Vice President, Secretary General, Treasurer, the four Chairpersons of the College standing Committees elected under the terms of **Article 26.2 (iii)** of this constitution, the Registrar, two Country Representatives from each of the constituent countries of the College, two Overseas Fellows' Representatives and the president of Women in Surgery Africa (WISA).
- 17.2. The immediate past President shall however not hold any office of the Council and shall be in Council for one year only.
- 17.3. The Council shall manage the affairs of the College through the Executive Committee (EC), Finance and General Purposes Committee (FGPC), Examination and Credentials Committee (ECC), the Education and Training Committee (ETC), and the Research and Publications Committee (RPC).

## **ARTICLE 18**

### **DUTIES AND OBLIGATIONS OF COUNTRY REPRESENTATIVES**

Each constituent member country shall be represented in the Council by two fellows duly nominated by the Surgical Society of the respective country and endorsed at the AGM. Overseas Fellows shall elect two Fellows to represent them in Council.

- 18.1. They shall be members of the Council and responsible to the entire Council and college membership.
- 18.2. Shall represent their countries on Council and carry out the duties that Council has assigned to them within Council, at their country level, and in liaison with the local country surgical association/society carry out duties on behalf of the College.
- 18.3. Shall carry out all responsibilities as stipulated in the Corporate Governance document of the College and as determined by Council from time to time.
- 18.4. Shall represent the College in their respective countries.
- 18.5. Shall bear the overall responsibility for the College affairs.

## **ARTICLE 19**

### **THE EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the College

- 19.1. The Executive Committee shall consist of the President, Vice President, Secretary General, Treasurer, the Chairpersons of each of the four standing Committees, the Registrar, and co-opted Fellows as may be appointed by the elected Council Members.
- 19.2. The Executive Committee shall hold meetings before all scheduled Council meetings and whenever the need arises; however, in between meetings members of the Executive Committee shall keep in regular contact.

**ARTICLE 20**  
**THE REGISTRAR OF THE COLLEGE OF SURGEONS**

The Council shall appoint a Registrar of the College who shall be a prominent Fellow of the College. The Registrar shall hold office for a two-year term and be eligible to re-appointment, as the Council deems necessary.

**ARTICLE 21**  
**POWERS OF THE COUNCIL**

The Council shall:

- 21.1. Be responsible for the overall supervision and organisation of the affairs of the College of Surgeons and shall be responsible for setting up committees and other appropriate bodies for consideration of the objectives of the College.
- 21.2. Conduct, participate in and appoint representatives or delegates to attend meetings, symposia, and conferences of other bodies on surgical or related discipline.
- 21.3. Appoint and remove, or suspend, salaried staff and determine their duties and powers and fix their terms of service pursuant to the prevailing labour laws and regulations.
- 21.4. Set up and maintain a central US\$ Bank account in the name of the College of Surgeons and authorise the Country Representatives of the constituent countries to open and maintain local currency accounts in the name of the College for use in the running of the activities of the College in each country.
- 21.5. Appoint Auditors who shall audit the accounts of the College and present the Auditors' report and statement of Accounts thereof before the Annual General Meeting for consideration.
- 21.6. Acquire property for the College on such terms and conditions as the Council may think fit and to let, hypothecate, or mortgage the same as may be deemed expedient in the interests of the College.
- 21.7. Raise funds for and on behalf of the College.
- 21.8. Accept any donations, endowment, or bequest made to the College or for the purpose of any specific object and carry out trusts attached to such donation, endowment, or bequest.
- 21.9. With the sanction of the Annual General Meeting, raise any loan or loans for the purpose of the College in any manner, upon any security including the pledge, mortgage, or hypothecation of the Property of the College and on terms authorised by such a meeting and to issue any debentures or debenture stock or other security to secure the same

- 21.10. Determine registration fees, Annual subscriptions and other fees and charges payable by the various classes of Fellows and Members of the College from time to time.
- 21.11. Print and publish any of the periodicals, circulars, journals, and calendars as the Council may from time to time determine and copies thereof may be sold and distributed at such prices and on such terms as may from time to time be determined by the Council.
- 21.12. Subject to the provisions of the By-laws, the Council shall have the power to appoint examiners, Examining Panels, panel heads and other examinations-related committees deemed necessary, and to define the duties of such Committees and Examining Panels.
- 21.13. Authorise payment of out-of-pocket expenses to members of the Council and Committees and Examiners and salaried staff when traveling on business for the College of Surgeons.
- 21.14. Make regulations for the management of the College or any other organ of its functions, provided that no regulation made shall conflict with these Articles or the By-laws and so no regulations shall be made under this power which would amount to such addition to, or alteration of, the Articles as could only be made legally by special resolution.
- 21.15. Recommend to the Annual General Meeting alterations or amendments of the Articles, By-laws and/or regulations for regulating any matter pertaining to the admission to the College of Surgeons of any member or the election of any person to the Fellowship, Membership, or other status of the College.

## **ARTICLE 22**

### **POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

- 22.1. The Executive Committee as constituted in **Article 19.1** of this Constitution shall report to and be accountable to the Council.
- 22.2. Shall act on behalf of the Council between meetings and when addressing urgent situations.
- 22.3. Make recommendations to the Council on major commitments and advise the Council on decisions and College matters.
- 22.4. Shall supervise the College Chief Executive Officer as appointed in **Article 24**.
- 22.5. Shall oversee, support, and provide leadership to the other ad-hoc Committees, ensuring that the objectives of the College are realised.
- 22.6. Shall determine the agenda and give direction for the Council meetings and the Annual General Meeting

## ARTICLE 23

### POWERS AND DUTIES OF THE REGISTRAR OF THE COLLEGE

The Registrar as appointed in **Article 20** shall be responsible for the supervision and management of all academic functions of the College.

- 23.1. Shall be responsible for all academic records such as admission forms, transcripts and degree applications of current and former trainees and ensure their integrity, accuracy, and security.
- 23.2. Shall oversee the inflow of applications, supervise the process of qualification verification for programme entry and facilitate trainee enrolment to the College.
- 23.3. Shall build a secure trainee database and set policies and procedures for their responsible use; maintain up-to-date course/training schedules, catalogs, and examination schedules.
- 23.4. The Registrar shall counsel and advise students, faculty, and staff on academic matters; and interpret and enforce policies and regulations of the College.
- 23.5. Shall be responsible for the production of official transcripts and certificates and compile academic reports. He/she shall be the custodian of all these records.
- 23.6. Shall advise the Council on academic matters.
- 23.7. Interprets and enforces policies and regulations of the College.
- 23.8. Shall chair the Appeal Committee for trainees and in addition may be required to resolve disputes concerning trainee records.
- 23.9. Shall be responsible for the verification of information about each prospective trainee's former college, or University and evaluate this information against the College's requirements to determine whether the college will accept the prospective trainee.
- 23.10. Shall design changes in college policy, such as new registration requirements as may be deemed necessary.
- 23.11. Shall compile academic reports and information on the college's academic requirements, course offerings, and registration procedures.
- 23.12. Shall maintain the Register of College membership.
- 23.13. Assist the Chair FGPC in organizing the graduation ceremonies.
- 23.14. Shall be responsible for planning and overseeing the academic budget.
- 23.15. Shall be a member of other Committees as deemed fit.

## **ARTICLE 24**

### **THE CHIEF EXECUTIVE OFFICER**

There shall be a Chief Executive Officer appointed by the Council of the College. The Chief Executive Officer (CEO) shall be answerable to the Council through the President. The CEO's main responsibility shall be the provision of leadership, general supervision, management and control of the operations of the College on a day-to-day basis in accordance with the plans and policies approved by the Council.

## **ARTICLE 25**

### **POWERS AND DUTIES OF THE CEO**

- 25.1. Reports to COSECSA Council through the President and the Secretary General.
- 25.2. Develops strategic plans, annual budget and annual operational plans.
- 25.3. Organises fundraising and marketing to ensure that COSECSA is self-sustaining.
- 25.4. Runs COSECSA in a business-like manner.
- 25.5. Appoints, delegates to and motivates senior secretariat staff and is responsible for operational management and handling of the secretariat.
- 25.6. Develops and nurtures links with Ministries of Health of member countries.
- 25.7. Ensures that COSECSA functions are conducted, namely:
  - a. The annual operational plan is fulfilled.
  - b. Transparent budgetary management.
  - c. Courses.
  - d. Exams.
  - e. Council meetings take place.
  - f. An annual general meeting is conducted.
  - g. All records of meetings are recorded and distributed.
- 25.8. Has authority to represent COSECSA on any public statements on its behalf.
- 25.9. Advises and acts as secretary to the Council.
- 25.10. Operates and manages budget.

## **ARTICLE 26**

### **MEETINGS OF THE COUNCIL**

- 26.1. Meetings of the Council shall be held at least three times a year at such time and place as may, from time to time, be determined by the Council. In any given year, two of these shall be Pre-AGM and Post-AGM Council meetings.
- 26.2. Meetings of the Council shall be held in rotation in the constituent countries of the College.
- 26.3. The quorum shall be 50% of the Council members for Council meetings and Executive Committee meetings.
- 26.4. The Secretary-General shall convene an extraordinary meeting of the Council whenever requested to do so, in writing, by the President or by not less than one-third of the Council Members. At any such extraordinary meeting, no business shall be transacted other than that for which the meeting was called unless with the unanimous consent of the Fellows present.



- 26.5. At least 50% of the invited Council members entitled to attend shall form a quorum at any meeting of the Council.
- 26.6. Questions arising at any Council meeting shall be decided by consensus wherever possible. Matters that cannot be decided by consensus may be decided by a majority of votes and, in case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
- 26.7. The President, or in his absence, the Vice President shall chair the meetings of the Council. If neither is present, the members shall elect one of their numbers to chair the meeting.
- 26.8. The Chairperson of the Council shall cause minutes to be recorded by the Secretary-General. The minutes shall include:
- a. The names of Members of the Council present at such meeting of the Council.
  - b. of all appointments of Officers and Council members.
  - c. of all orders or directives given by the Council and Committees of the council.
  - d. of all resolutions and proceedings of meetings of the Council and Committees of the Council.
- 26.9. Any such minutes of any meeting of the Council or any Committee aforesaid of the College shall be signed by the Chairperson of such meeting or by the Chairperson of the next succeeding meeting and shall be receivable as prima facie evidence of the matters transacted in that meeting.

## **ARTICLE 27**

### **STANDING COMMITTEES**

The Council of the College shall have four standing Committees to facilitate achieving its objectives.

#### **27.1. EXAMINATION AND CREDENTIALS COMMITTEE (ECC)**

- i. The Examination and Credentials Committee shall consist of a Chairperson, the Registrar, and a minimum of six members of the Council and a number of co-opted Fellows as may be deemed fit by the Council of the College.
- ii. The Committee shall meet regularly to organise examinations and to examine the credentials of all candidates, deal with other academic matters such as reciprocal arrangements, recognition of hospitals, setting up of panels of examiners, the election of Fellows and Members, and any other matters as directed by the Council.

#### **27.2. FINANCE AND GENERAL PURPOSES COMMITTEE (FGPC)**

- i. The Finance and General Purposes Committee shall consist of a Chairperson, the College Treasurer, the President and a minimum of six members of the Council and a number of co-opted Fellows as may be deemed fit by the Council of the College.

- ii. The Committee shall meet on a regular basis to deal with ordinary matters of routine business as directed by the Council, to raise funds for the College and to authorize expenditure.

### **27.3. EDUCATION AND TRAINING COMMITTEE (ETC)**

- i. The Education and Training Committee shall consist of a Chairperson and up to five members of the Council and a number of co-opted Fellows as may be deemed fit by the Council of the College.
- ii. The Committee shall meet on a regular basis to deal with all matters relating to education and training in the broadest sense and as directed by the Council.

### **27.4. RESEARCH AND PUBLICATIONS COMMITTEE (RPC)**

- i. The Research and Publications Committee shall consist of a Chairperson, and up to five members of the Council, Editor in Chief of the ECAJS and a number of co-opted Fellows as may be deemed fit by the Council of the College.
- ii. The committee shall meet on a regular basis to deal with all matters relating to research and publications in the broadest sense and as directed by the Council.

## **ARTICLE 28**

### **MEMBERSHIP OF THE EXECUTIVE COMMITTEE OF THE COLLEGE**

#### **28.1. Members of the Executive Committee shall be:**

- a. President.
- b. Vice President.
- c. Secretary-General.
- d. Treasurer.
- e. Registrar.
- f. Chairpersons of the Four Standing Committees.

#### **28.2. Election of the Executive Committee Members**

- i. The President and Vice President (president-elect) shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows who must have served as Members of the Council for at least 7 years.
- ii. The Secretary-General and the Treasurer shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows who must have served as Members of the Council for at least 5 years.
- iii. The Chairman of each of the four Standing Committees shall be elected at an Annual General Meeting from amongst the Foundation Fellows and Fellows who must have served as Members of the Council for at least 5 years.
- iv. The registrar shall be an ex-officio member appointed by the Council.

### **28.3. Tenure of Office**

The following terms of office shall apply:

- i. The President shall hold office for a term of two years and shall not be eligible for re-election following the expiry of the term of office.
- ii. The Vice President shall hold office for a term of two years at the end of which shall be the President-Elect.
- iii. The other officers shall hold office for a term of two years and shall be eligible for re-election for two further terms, provided that no Fellow shall serve more than 6 consecutive years in the same office.

## **ARTICLE 29 FINANCES OF THE COLLEGE**

### **29.1. SOURCES OF REVENUE**

The College's source of revenue shall be from but not confined to: -

- i. Membership and subscription fees shall be determined from time to time by the Council.
- ii. Candidate program entry, examination, registration, and graduation fees.
- iii. Sale of college gifts and memorabilia.
- iv. Course fees.
- v. Donations, Grants, bequests and/or trusts.
- vi. Research grants, overhead from projects, and fees from funders.
- vii. Endowments.
- viii. Interest and profits from the College's property and capital.
- ix. Any other legal entitlement to the College.
- x. Any other source or means approved by the Council provided that such sources are not illegal.

### **29.2. EXPENDITURE**

- i. All money raised by or on behalf of the College shall be applied to cover the running costs and the achievement of the objectives of the College and for no other purpose.
- ii. The FGPC is responsible for the proper use of money raised through grants according to the guidelines issued by the funding body. The Treasurer shall maintain financial records of the College for presentation to committee members.
- iii. All funds belonging to the College shall be deposited and disbursed through a bank account established for the College.
- iv. Any withdrawal/expenditure greater than \$10,000 must be approved by the Executive.
- v. The CEO can withdraw/spend below \$10,000 upon the approval by the FGPC and the Treasurer.

### **29.3. SUPERVISION OF FUNDS**

Save as otherwise provided for in this constitution: -

- i. The Council shall appoint the College's Banker.
- ii. All monies and/or cheques shall be deposited with the aforesaid bank as soon as possible and only a limited amount of cash shall be kept as determined by the Council from time to time.
- iii. The Treasurer shall maintain financial records and shall carry out other financial control duties on behalf of the College.
- iv. The College Financial year shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.

### **29.4. SIGNATORIES OF THE COLLEGE**

- i. The authority to expend and withdraw the College's funds shall rest with the signatories.
- ii. Signatories of the College shall consist of:
  - a. The President
  - b. The Secretary-General
  - c. The Treasurer
  - d. Chief Executive Officer
- iii. Any two of the above signatories shall constitute a legal transaction.

### **29.5. AUDITING**

Save as otherwise provided for in this constitution: -

- i. An auditor shall be appointed by the Council and the accounts of the College shall be audited at least once a year.
- ii. The accounts comprising a detailed income and expenditure account by type of income/cost and a balance sheet shall be independently audited at least once per year.
- iii. The Treasurer and the CEO shall sign the audited accounts and balance sheets before being presented to the Council and Annual General Meeting.

## **ARTICLE 30**

### **GENERAL MEETINGS AND CONFERENCES OF THE COLLEGE OF SURGEONS**

- 30.1. An Annual General Meeting (AGM) and Scientific Conference shall be held between the first week of November and the last week of January in each year in any of the constituent Countries in rotation. The date and place shall have been decided upon at the Annual General Meeting two years in advance but may be subsequently altered by the Council at its discretion.

- 30.2. The Secretary-General shall convene an Extraordinary General Meeting at the request of the President, or, at the request of twenty or more Fellows drawn from at least FIVE of the constituent countries of the College.
- 30.3. The Quorum shall be FIFTY (50) Fellows for any general meeting.
- 30.4. The quorum shall be two-thirds of the members for Council meetings and Executive Committee meetings.
- 30.5. In between meetings, the Secretary-General shall conduct the affairs of the College on the directive of the President and Council of the College.
- 30.6. Agenda of the AGM  
The Agenda of the Annual General Meeting shall include:
- a. Confirmation and signing of the minutes of the last AGM and matters arising.
  - b. Communication from the President.
  - c. Presentation of the Report of the Registrar.
  - d. Presentation of the report of the Secretary General.
  - e. Presentation of the report of the Treasurer and passing of the accounts of the year.
  - f. Election of Council every two years.
  - g. Any matter of which not less than six weeks' notice has been given in writing to the Secretary General.
- 30.7. An Annual Scientific Conference shall be held for the reading of papers, discussion and demonstration of matters of surgical interest and for social interaction amongst the Fellows, Members and Associate Members of the College

### **ARTICLE 31**

#### **APPOINTMENTS AND FUNCTIONS OF TRUSTEES OF THE COLLEGE OF SURGEONS**

- 31.1. One Trustee from each constituent member country of the College shall be appointed at the Annual General Meeting of the College on the recommendation of the Council.
- 31.2. The Trustees of the College, herein referred to as "The Registered Trustees of the College of Surgeons of East Central and Southern Africa", shall hold office for life, but a Trustee shall cease to hold office if he/she:
- i. Resigns his/her office as Trustee or
  - ii. Ceases to be a member of the Registered Trustees of the College of Surgeons of East Central and Southern Africa or
  - iii. Becomes insane or
  - iv. Is officially declared bankrupt or
  - v. Is convicted by a court of criminal offence involving dishonesty or
  - vi. Is removed from the register of his national professional Council or
  - vii. Is recommended for removal of office by the Council and Trustees of the College and by the majority of Fellows attending an Annual General Meeting of the College or
  - viii. Ceases to live in East Central and Southern Africa or any constituent country of the College.

- 31.3. Upon a vacancy occurring in the number of Trustees, a new member shall be appointed at an Annual General Meeting of the College.
- 31.4. The Trustees shall have a common seal similar to the seal of the College. The seal shall be kept in custody by the Secretary General, who shall make it available when required for use by the Trustees.
- 31.5. All documents to be executed by the Trustees shall be signed by each of the Trustees and sealed with the common seal.
- 31.6. The Trustees shall apply under the appropriate laws of the constituent countries for the incorporation of the College.
- 31.7. The Trustees shall have the power to accept, hold in trust all lands belonging to the College and to acquire land on behalf of the College, subject to such conditions as may be imposed by the laws of each constituent country.

## **ARTICLE 32 DISCIPLINARY ACTION**

- 32.1. If at any time it shall be brought to the notice of the Council that any Fellow or Member of the College has obtained admission into the College by false statement, fraud, or imposition or whose conduct, being subject of inquiry, is proven, upon a written complaint, to the satisfaction of the Council, on the recommendation of an investigating committee, to be detrimental to the interests of the College, the Council shall decide whether to expel, suspend, call for the resignation of, or otherwise discipline the individual concerned as it may deem fit.
- 32.2. The following shall be considered to be conduct or conclusive evidence of conduct, detrimental to the interests of, and inconsistent with the mission and objectives of the College:
  - i. Suspension or termination of the right to practice medicine in one's own country or any other country, by reason of violation of any law, statute, or governmental regulations controlling the practice of medicine in such state, province and/or country therein force.
  - ii. Failure on the part of the individual to pay his/her Fellowship or Membership dues and/or assessments, for a continuous period of two years or more and, has, upon notice, failed to meet his/her obligations to the College and failed to give a reasonable and acceptable explanation thereof.
- 32.3. A Fellow or Member of the College who has been de-registered on the above grounds shall be eligible for readmission upon application, and review of the grounds for application, for re-registration by the College.

**ARTICLE 33  
DECLARATION**

All Fellows & Members duly admitted shall, before their names are scrolled on the College of Surgeons register, make the following declaration and sign such declaration.

*"I..... do solemnly and sincerely declare and affirm that I will at all times do all within my power to promote the objectives, reputation, honour and dignity of the College of Surgeons and its Fellows, that I will observe the provisions of the laws, regulations and code of ethics of the College of Surgeons as in force from time to time, that I obey every lawful summons issued by order of the Council of the College of Surgeons of East Central and Southern Africa, having no reasonable excuse to the contrary, and I make this solemn declaration honestly promising to adhere to its terms"*

Dated at..... this..... day  
in the year .....

Witness (must be a Fellow) .....  
Signature: .....

**ARTICLE 34  
DISSOLUTION OF THE COLLEGE**

- 34.1. The College may only be dissolved by a Resolution of the General Meeting of the College provided that such resolution is passed by not less than three-quarters of the fellows present at the General Meeting in a vote by ballot.
- 34.2. A written notification of the intention to dissolve the College shall be sent to all fellows in good standing at least six months prior to the General Meeting specifying the proposal of the dissolution.
- 34.3. In the event of dissolution, an appointed legal Counsel shall dispose of the assets of the College remaining after discharging all liabilities in such a manner as the general meeting may by ordinary resolution determine. However, in the generality of this article, the assets of the College shall be given or transferred to some other organization or organizations engaged in activities similar to those for which the College was established. The Executive Committee in office at the time of the dissolution shall be responsible for selecting the beneficiary organization or organizations.

**ARTICLE 35**  
**AMENDMENT OF THE CONSTITUTION**

The provisions of this Constitution shall not be changed, amended, or removed except by a Resolution duly passed at an Annual General Meeting by 50+ of the Fellows in good standing present and voting.

Notice of motions of change, amendment, or deletion shall be submitted at an Annual General Meeting for consideration at the next Annual General Meeting. Such notice shall include the relevant part of the Constitution for which the amendment is required.

**ANY MATTERS NOT PROVIDED FOR IN THESE ARTICLES SHALL BE DEALT WITH BY THE COUNCIL OF THE COLLEGE OF SURGEONS AT ITS DISCRETION**



**BY-LAWS  
OF  
THE COLLEGE OF SURGEONS OF EAST CENTRAL AND SOUTHERN AFRICA**

**PART I: STANDING ORDERS**

**1. NOTICE TO MEETINGS**

The Secretary General shall issue a notice of every meeting, within a reasonable time and, in any case, three months from the date of the meeting in the case of a General Meeting of the College and it shall be the responsibility of the Secretary General, when sending the notice of the meeting, to give adequate notes and to attach all relevant documents on the matters to be discussed.

**2. ABSENCE OF THE SECRETARY GENERAL**

If the Secretary General shall be absent at any meeting of the College, the Registrar shall act as secretary at such a meeting and, in case the two are absent at the same meeting, attending members of the meeting shall request any Fellow present to act as secretary.

**3. ADMISSION TO MEETINGS**

Members and Fellows of the College, or staff, in attendance on official business, shall be allowed to attend any meeting of the College. The Council of the College may invite special guests to attend meetings.

**4. BUSINESS PROPOSED BY FELLOWS OR MEMBERS**

Any Member or Fellow desiring to bring forward an item of business to be considered at the Annual General Meeting of the College must give notice of such item to the Secretary General at least six weeks before the date of the meeting at which such an item is to be considered, and the nature of such business shall be circulated with the agenda. If the item of business is adopted and passed by the meeting, it shall be referred to the College Council for any necessary action, and the Council shall, if necessary, report to the next Annual General Meeting or an extraordinary General Meeting, if the General Meeting, at which such an item has been considered, so requires.

**5. ABSENCE OF A QUORUM**

If no quorum is formed within two hours after the time appointed for a meeting, the meeting shall be adjourned on a majority vote of the Fellows present. The quorum at the Annual General Meeting shall be FIFTY fellows.

**6. ATTENDANCE REGISTER**

The Secretary General shall keep an attendance register, which shall be signed by the Fellows and Members attending the meeting.

## 7. ORDER OF BUSINESS

Unless decided otherwise, the order of business at any meeting shall be as follows:

- i. Election, when necessary, of a Fellow present, to act as Chairperson for the purpose of the meeting.
- ii. Apologies for absence.
- iii. Adoption of the agenda.
- iv. Communication from the Chair.
- v. Confirmation and signing of the minutes of the last meeting.
- vi. Matters arising out of the minutes of the last meeting.
- vii. The business announced the notice of the meeting in the order shown in the notice unless that order is changed with the agreement of the majority of members attending.

## 8. ORDER OF ADDRESS

- i. The Chairman shall conduct the meetings as he deems fit.
- ii. At an extraordinary General Meeting as per **Article 30.2** held on request of Fellows, the Chairman shall call upon those who signed the requisition, to state the business for which the meeting was called before a proposal from any Fellow is received.
- iii. Every Fellow, in speaking, shall respectfully address himself/herself to the Chairman and no one shall interrupt another in speaking without the Chairman's consent.

## 9. VOTING

- i. Unless otherwise specifically provided for by the Articles and By-Laws, a vote on any question may be taken by ballot, by roll call, or by show of hands as those present at the Meeting may decide and/or by digital voting.
- ii. Unless otherwise provided by the Articles and By-Laws, all questions shall be determined by a simple majority of votes.
- iii. The Chairman for the meeting, shall, in every question, have one vote as an ordinary Fellow, and, thereafter, shall have the casting vote, as Chairman, when the votes are equal.

## **BY-LAWS**

### **PART II**

#### **1. CONFLICT WITH ARTICLES**

These By-laws shall be construed so as not to conflict with the Articles of this Constitution and in the event of such conflict the Articles shall prevail.

#### **2. THE COMMON SEAL**

The Common Seal of the College shall consist of the head of a Zebra set over crossed scalpels, with an open book above and with the date 1999 to its sides, set within a circle of gold surrounded by the name of the College set within a circle of red.

The Secretary General shall have custody of the Seal. The President and/or the Secretary General shall sign every instrument to which the Seal is affixed.

#### **3. THE SECRETARIAT**

The Secretariat of the College shall be at such place as shall be determined by the College of Surgeons on the recommendation of the College Council.

#### **4. ALTERATION OF THE BY-LAWS**

Any motion proposing a new By-law or amendment to, or alteration in, or repeal of, an existing By-law shall be presented at an Annual General Meeting of the College, and the terms of the motion shall lie on the table until the next meeting and its terms shall be stated in the billet. To become a law, it must be approved by 50% of the Members and Fellows who vote.

#### **5. ANNUAL GENERAL MEETING**

**The business to be transacted at an Annual General Meeting shall be:**

- i. Such business as by the Statutes or by the Articles or by the By-laws shall for the time-being be appointed to be transacted at such meeting and
- ii. To consider any motion brought forward by the Council or by any individual Fellow.

#### **6. ELECTION OF THE COUNCIL**

##### **i. Notification of vacancies**

Not later than on the first day of October of each year during which there is to be an election, a notice shall be given of the forthcoming election, inviting nominations for the vacancies consistent with the provisions of the Articles of the College.

##### **ii. Election process:**

Every vacancy in the Council shall be filled during the Annual General Meeting (AGM) in the following manner:

- a. Every candidate for membership of the Council shall be a fully paid-up fellow of the College and shall be nominated in writing by at least two fully paid-up Fellows or Fellows. It shall not be competent of a candidate to accept nomination to more than one post at the same time.

- b. Every nomination paper, duly signed by the Proposer, Seconder and Candidate, shall be lodged digitally or otherwise with the Secretary General of the College at or before the Annual General Meeting.
- c. Voting papers shall be issued to all paid-up Fellows attending the Annual General Meeting. Council may decide to use other strategies for voting such as electronic or digital voting systems as appropriate.
- d. All Fellows eligible to vote, and desiring to do so, shall mark upon the voting paper received by them against the name of each candidate for whom they intend to vote.
- e. Voting papers filled in by the electorate shall be returned to the Secretary General or Registrar of the College for counting of votes.
- f. Any voting paper, adjudged by the Chairman of the election who is the Registrar of the College, to be improperly or incorrectly filled in shall be declared invalid.
- g. The votes shall be counted by scrutineers who shall be Members of the College, appointed by the President or Vice President at the Annual General Meeting and shall report to the President or Vice President who shall declare officially which candidates are elected.
- h. In the event of an equality of votes in any election for membership of the Council and such equality affecting the results of the election, the President, or failing him, the Vice President shall have the casting vote.
- i. The election of new members to the Council as aforesaid shall take place from the close of the ordinary general meeting at which members of the Council, whose place such new members are elected to fill, retire from office.
- j. Any casual vacancy on the Council shall be filled by the Council from amongst Fellows of the College and as long as the Council finds it reasonably practicable. Any such Council member appointed to fill a casual vacancy, shall be deemed to have been appointed ad hoc to such vacancy, and he shall accordingly hold office only for the remainder of the period for which the vacating member would have retained office, but he shall be eligible for formal election to that post.

## 7. CESSATION OF COUNCIL MEMBERSHIP:

A Council member may cease to be a member under the following circumstances:

### a. Resignation from Council

A Councillor may resign by submitting a written resignation letter to the Secretary General. Such resignation shall take effect only after the Council has formally accepted it.

### b. Failure to honour Councillor obligations

- a) A Council member failing to attend three consecutive council meetings for any reason whatsoever shall be deemed to have resigned.
- b) Four weeks before the next scheduled Council meeting the Secretary General shall inform in writing the Councillors who have missed two consecutive meetings of the intent for expulsion.

## 8. REPLACEMENT OF COUNCIL MEMBER

A vacancy so created by events in **article (7)** of these by-laws, shall be filled by a replacement from the respective Constituent Country only if the Council deems it necessary for the remainder of the tenure.

## BY-LAWS

### PART III

#### ELECTION OF MEMBERSHIP OF THE COLLEGE

Trainees of the College automatically become members after passing the prescribed membership examination of the College. Non-trainees shall follow the following process:

##### i. ASSOCIATE FELLOW

- a. Shall submit a duly filled application form for membership to the Secretary General with a complete up-to-date curriculum vita.
- b. Shall have attained a specialist qualification from a training Institution recognised by the COSECSA Council.
- c. Shall be registered as a specialist and providing surgical services in any of the Constituent member countries for at least two (2) years.
- d. The documents submitted shall be processed by the Examinations and Credentials Committee and an election held at a regular Council meeting.
- e. If elected, the Associate Fellow status shall be awarded upon receiving the prescribed Membership entry fees and Annual subscription as reviewed from time to time by the Council. The College Registrar shall prepare the appropriate certificate.
- f. A member so elected shall sign and abide by the declaration as stated in **Article 33.0** of this Constitution.

##### ii. FELLOW

- a. Shall submit a duly filled application form for fellowship to the Secretary General with a complete up-to-date curriculum vita.
- b. Shall be registered as a specialist and providing surgical services in any of the Constituent member countries.
- c. Shall abide by the declaration as stated in **Article 33.0** of this Constitution.
- d. The Examinations and Credentials Committee shall receive and scrutinize the required documents of the applicant before making recommendations to the Council.
- e. The election shall be held at a regular Council meeting.
- f. If elected, the Fellowship status shall be awarded upon receiving the prescribed Fellowship entry fees and Annual subscription as reviewed from time to time by the Council.

### **iii. ELIGIBILITY CRITERIA FOR ORDINARY FELLOWSHIP BY-ELECTION.**

- a. Shall be registered surgeons in their home country.
- b. Should only be proposed and seconded by fully paid-up Fellows of the College.
- c. The following are eligible for applying for ordinary fellowship:
  - i. A registered COSECSA Member-Specialist who has been fully paid up for at least the previous 5 years and has contributed sufficiently to the cause of the College in the form of presentations in COSECSA scientific sessions; training; examinations; organising COSECSA Local chapter meetings and other activities that Council may deem relevant to the College Objectives or
  - ii. A qualified surgeon with at least 7 years of active surgical practice after qualification and at least three of the following in addition to the above. These need to be supported with relevant evidence.
    - a. Publication in ECSA Journal.
    - b. Presentation at the COSECSA Conference.
    - c. Confirmed participation in MCS or FCS COSECSA training.
    - d. Confirmed participation in COSECSA examinations as an examiner, observer, or organizer.
    - e. Confirmed participation in COSECSA Local chapter or annual meetings or any other activities that the Council may deem relevant to the College objectives such as organization of regional meetings, AGM, examination, COSECSA affiliated training and workshops.

### **iv. RIGHTS OF ELECTED FELLOWS:**

1. Be elected as country representative, council member, bear office.
2. Vote during college elections.
3. Serve as a trainer in all college trainings.
4. Can be an examiner in college examinations.
5. Serve be a mentor or research advisor.
6. All rights and privileges of a fellow.

### **v. PROCEDURE FOR ELECTION OF AFFILIATE MEMBERS:**

1. Affiliate members shall submit their application through the respective country representatives.
2. The examinations and credentials committee shall receive and scrutinize the required documents of the applicants before making recommendations to the Council.

## vi. COMMITTEES

- i. There shall be four standing committees as set out in **Article 27**.
  - a. The Examinations and Credentials Committee.
  - b. The Finance and General Purposes Committee.
  - c. Education and Training Committee.
  - d. Research and Publications Committee.
- ii. In addition, sessional committees shall be appointed to assist and advise the President and Council in matters pertaining to specialties and sub-specialties within the broad areas of Surgery as per **Article 6**.
- iii. Any committee appointed by the Council shall, in the exercise of the powers delegated to it, conform to any regulations or directions, which the Council may from time to time make or give its guidance.
- iv. Insofar as the Council authorizes the appointment of any committee other than a standing committee, such a committee shall be elected by the members of the relevant specialty or subspecialty and shall take office at the close of the Annual General Meeting immediately succeeding their election.
- v. All committees, or subcommittees, shall be entitled to co-opt additional members with the consent and approval of the President and Council and such co-opted members may be persons who are not Members or Fellows of the College. Co-opted members of any committee or subcommittee shall not exceed one-fourth of the total membership of that committee.

## vii. EXAMINERS

- i. The Council shall have the right to appoint a panel of examiners, from which the Examination and Credentials Committee shall select the examiners to act at each examination.
- ii. The examiners shall enquire into and test the knowledge and competence of candidates for the Membership and Fellowship of the College, in accordance with the Articles, By-laws and Regulations laid down for each examination and shall submit their reports to the College Council.
- iii. All reports by examiners on candidates shall be regarded as confidential and privileged information for the College.
- iv. The Council, on the recommendation of the Examinations and Credentials Committee, shall from time-to-time fix honoraria and fees for examiners.



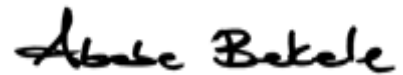
## RESOLUTION

In pursuance of Objectives 5.1 – 5.7 of the Constitution of the College of Surgeons of East Central and Southern Africa, and in obedience to the Annual General Meeting's Mandate at its 25<sup>th</sup> Annual General Meeting in Harare, Zimbabwe, on 5<sup>th</sup> December 2024 to review the **2014 Constitution** of the COLLEGE OF SURGEONS OF EAST CENTRAL AND SOUTHERN AFRICA, the Annual General Meeting resolves that the revised Constitution of COSECSA as amended, be approved with effect from 01<sup>st</sup> January 2025.

*Signed for use on this 5<sup>th</sup> day of December 2024*



**Dr. Jane Odubu Fualal**  
**PRESIDENT**



**Prof Abebe Bekele**  
**SECRETARY GENERAL**



**Prof Wakisa Mulwafu**  
**Chairman of the Constitution Review Committee**

**Harare - Zimbabwe**

**The College of Surgeons of East, Central and Southern Africa (COSECSA)**  
**157 Olorien, Njiro Road, ECSA-HC**  
**P.O. Box 1009, Arusha, Tanzania.**  
**[www.cosecsa.org](http://www.cosecsa.org)**