

**The Constitution**



***Searchlight of Health***

**THE CONSTITUTION**

**OF:**

**ASSOCIATION OF MEDICAL LABORATORY  
SCIENTISTS OF NIGERIA**

Amended this Friday, May 30<sup>th</sup>, 2008

***Founded in Lagos, 1964***

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**CHAPTER ONE**

**SECTION 1: SUPREMACY OF CONSTITUTION:**

1. This constitution shall be Supreme and its provisions shall have or be binding on all members and authorities of the Association.
2. Any regulation or resolution made by any person, group of persons or authority within the Association that is inconsistent with any of the provisions of this constitution shall to the extent of the inconsistency be null, void and of no effect.

**SECTION 2: NAME & STATUS:**

- i. The name of the organization is the "**ASSOCIATION OF MEDICAL LABORATORY SCIENTISTS OF NIGERIA**" herein referred to as "*the Association*" and otherwise also known and called "**AMLSN**"
- ii. The Association is a non-governmental, non religious, non partisan and not for profit civic professional organization.

**SECTION 3: MOTTO:**

*"Searchlight of Health"*

**SECTION 4: SITUATION:**

The Association shall have its National Secretariat offices situate at Abuja, the Capital city of Nigeria.

**SECTION 5: MISSION STATEMENT:**

To vanguard and advocate the advancement of global best practices of Medical Laboratory Science profession and national health services in Nigeria.

**SECTION 6: AIMS AND OBJECTIVES:**

1. To promote high standards in medical laboratory science education.
2. To promote knowledge of medical laboratory science through meetings, seminars, discussions, reports and publications.

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3. To promote the advancement of the health of the generality of Nigerians through efficient and cost effective medical laboratory services.
4. To harness the resources, rights, privileges and opportunities accruing to MEDICAL LABORATORY SCIENTISTS and ensure that such rights, privileges, opportunities and resources are equitably applied for the collective benefit of the public.
5. To promote understanding amongst the various health professionals based on equity, mutual respect and shared beneficial historical past.
6. To mobilize Medical Laboratory Scientists towards self-actualization through the development of talents and creative application of skills.
7. To pursue such other goals as may be of members' and the Nigerian public collective interests and ideals.
8. To uphold the *professional code of conduct* as laid down by the ***Medical Laboratory Science Council of Nigeria- "the MLSCN"***
9. To promote the welfare of members of the Association.
10. To collaborate with the ***International Federation of Biomedical Laboratory Scientists –IFBLS*** and other national and international organizations, bodies or agencies anywhere in the world with similar aims and objectives.
11. To initiate, participate and advice governmental and non governmental organizations on programmes, legislations and policy matters related to health care delivery system.
12. To monitor other bodies, associations, and societies formed by medical laboratory scientists.
13. Generally to do such other thing{s} as may be necessary to attain the Association's aims and objectives.

## **SECTION 7: TYPES AND ELIGIBILITY FOR MEMBERSHIP:**

1. The Association shall consist of ***Ordinary Members, Honorary Members, Members Emeritus*** and ***Student Associate Members***.

### **(a) Ordinary Members:**

Any **Medical Laboratory Scientist -MLS** registered under **Medical Laboratory Science Council of Nigeria Act 11, 2003** shall have the right to Ordinary membership of the Association.

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(b) **Honorary Members.**

Other Scientists who have attained distinction by contributions to *Medical Laboratory Science* may be appointed as Honorary Members of the Association upon nomination by the *National Executive Council* and endorsement of the *Annual General Meeting* (AGM).

(c) **Members Emeritus:**

An individual who has been a member in good standing for a period of twenty or more years and who has retired from the field of medical laboratory science because of age or illness may upon written notification to the Association and approval by the National Executive Council become a Member Emeritus.

(d) **Student Associate Members.**

Undergraduate Students of Medical Laboratory Science are eligible to Student Associate Membership.

2. **Other membership criteria:**

Registration of membership shall be by the completion of requisite modalities as may be prescribed from time to time by the Annual General Meeting.

3. **Fees and Dues:**

All ordinary Members are obligated to the payment of such levies, fees, dues, subscription and other financial contributions as may be so prescribed from time to time by the Annual General Meeting.

4. **Register of Members:**

- (a) There shall be kept at the National Secretariat offices a Register of all members.
- (b) Each State Branch and Chapter shall also maintain a Register of Branch or Chapter members respectfully.

5. **LOSS OF MEMBERSHIP:**

Membership may at anytime by the discretion and requisite decision of the Annual General Meeting be suspended or terminated.

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### **SECTION 8: ORGANIZATIONAL STRUCTURE:**

1. The Association shall be established and operate at; National level, State/ (FCT) Branch level and Chapter level accordingly.
2. A Branch of the Association can only be established by the approval of the National Executive Council of the Association and shall be located in state capitals and Abuja, Federal Capital Territory.
3. The National Executive Council on the recommendation of the state branch may from time to time approve the establishment of 'Chapters' as may be expedient.
4. The general administration and operations of Branch and Chapter levels shall be in conformity with the provisions of the Constitution hereunder provided.

### **SECTION 9: NATIONAL EXECUTIVE OFFICERS / NATIONAL EXECUTIVE COUNCIL**

#### **1. NATIONAL EXECUTIVE OFFICERS**

- i. The National President
- ii. 1st Vice President
- iii. 2nd Vice President
- iv. The National Secretary
- v. The Assistant Secretary
- vi. The National Treasurer
- vii. The National Financial Secretary
- viii. The National Auditor
- ix. The National Public Relations Officer
- x. The immediate past President (ex-officio)
- xi. The Editor in Chief of JMLS (ex-officio)
- xii. The Registrar, MLSCN (ex-officio)

#### **2. National Executive Council**

- i. National Executive officers
- ii. Chairman, MLSCN
- iii. Chairmen and Secretaries of State Branches
- iv. Federal Director of Medical Laboratory Services



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- v. Chairman, Committee of Deans/Heads of MLS Faculties/Departments in Universities.
- vi. Chairman, Board of Fellows
- vii. Chairman, Board of Trustees
- viii. Chairman, Guild of Medical Laboratory Directors
- ix. Chairman of any other Technical bodies of AMLSN.
- x. Chairmen or Secretaries of organizations to which the Association is affiliated, i.e. APBN, IFBLS, FAAMLS, if the officers are Nigerian ordinary members
- xi. The most senior MLS in the Armed Forces: Army, Air Force, Navy, Police and other paramilitary agencies.

## **SECTION 10: POWERS OF NATIONAL EXECUTIVE OFFICERS/COUNCIL**

### **1. POWERS OF NATIONAL EXECUTIVE OFFICERS**

- i. Execution of the policies of the Association and the implementation of the decisions of the Council and the AGM of the Association in accordance with the constitution.
- ii. Without prejudice National Officers shall initiate policies for the good governance of the Association subject to the approval of NEC and or AGM
- iii. It shall be responsible for issuing of yearly reports and shall make all the necessary arrangements for the general meeting.
- iv. It shall provide all officials with the necessary materials to perform their duties.
- v. It shall have the power to make arrangements, as it seems necessary to publicise and advocate the cause of the profession.
- vi. It shall have power, subject to this constitution to authorize the direct use and expenditure of the general funds of the Association for all or any of the objectives of the Association or for any purpose, which in its opinion is necessary.
- vii. It shall be responsible for the engagement of employees as approved by the Council.
- viii. It shall recommend deserving members of the Association to the NEC for the award of Fellowship of the Association.

**2. POWERS OF THE NATIONAL EXECUTIVE COUNCIL**

- i. It shall ensure the proper management of all funds of the Association and protect them from misappropriation.
- ii. It shall diligently fulfill the duties prescribed for the protection of members.
- iii. It shall institute all legal proceedings, which may be necessary on behalf of the association, to protect the interest of the Association as a whole.
- iv. It shall take every means to secure the observation of all rules of the Association by its members.
- v. It shall settle disputes between members.
- xi. It shall have powers to make other rules, including employment of staff, subject to the provisions of the constitution for the running of the business of the Association.

**SECTION 11: DUTIES OF NATIONAL OFFICERS**

**1. THE NATIONAL PRESIDENT**

There shall be a President for the Association.

- a. He shall be the head of the national executive officers, national executive council and the Association.
- b. The President shall coordinate the activities of the national body and branches of the Association. He shall preside over all general, emergency, national executive council and national executive officers meetings.
- c. He shall direct the day-to-day administration of the Association.
- d. He shall have the power to intercede in all affairs of the Association and promote understanding among members.
- e. He may, if necessary, direct the expulsion of any member whose conduct threatens to disturb the orderly proceedings of any meeting of the Association.
- f. In extreme cases, and where a general uproar is occasioned he, may adjourn the meeting at his own discretion.
- g. He shall serve as the "A" signatory to all the Association's accounts except the annual conference account.

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- h. He shall sermon meetings of the national executive council, national executive officers and the general meetings.
- i. He shall be an ex-officio member of the standing and ad-hoc communities including the Board of Trustees.
- j. He shall present an annual report to the AGM.
- k. He shall have the power to appoint a personal assistant if he so desire
- l. He shall perform all such functions as may be assigned to him by the National Executive Council and General Meetings.

### **2. THE 1<sup>ST</sup> VICE PRESIDENT**

There shall be for the Association a 1<sup>st</sup> Vice President.

- i. He shall perform the duties of the President in his absence.
- ii. He shall assist the President in the day to day running of the Association.
- iii. He shall perform such other duties as may be assigned to him by the President or the Association.

### **3. THE 2<sup>ND</sup> VICE PRESIDENT**

There shall be for the Association a 2<sup>nd</sup> Vice President

- i. He shall perform the duties of the President in the absence of the President and the 1st Vice President.
- ii. He shall assist the President in the day to day running of the Association.
- iii. He shall perform such other duties as may be assigned to him by the President or the Association.

### **4. THE NATIONAL SECRETARY**

There shall be for the Association, a National Secretary.

- i. He shall keep the record and minutes of meetings of the National Executive Officers, National Executive Council and the Annual General Meetings.
- ii. He shall be responsible for the running of the National Secretariat.
- iii. He shall keep an up to date register of members of the Association.

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- iv. He shall prepare the quarterly reports of the assets and liabilities of the Association.
- v. He shall issue notices for meetings, after due consultation with the President.
- vi. He shall perform any other function(s) as may be assigned by the President for the Association.
- vii. He shall in the execution of his duties act under the control of the National Executive Council and direction of the President and ensure the smooth administration of the Association.
- viii. He shall conduct correspondence on behalf of the Association after due consultation with the President.
- ix. He shall be a signatory to the Association's Account.
- x. He shall keep the Common Seal and other legal documents/instruments of the Association.

### **5. THE ASSISTANT SECRETARY:**

There shall be an Assistant Secretary for the Association.

- i. He shall assist the National Secretary in the performance of his duties.
- ii. He shall act as National Secretary in the absence of the National Secretary.
- iii. He shall perform any other function as may be assigned to him by the President or the Association.

### **6. THE NATIONAL FINANCIAL SECRETARY**

There shall be for the Association a National Financial Secretary.

- i. He shall be responsible for the keeping of the financial records of the Association.
- ii. He shall prepare and have ready for the Auditor a financial statement of the Association.
- iii. He shall prepare a quarterly report of the accounts of the Association.
- iv. He shall prepare or cause to be prepared and submit to the national executive council an annual report containing revenue estimates and expenditure.
- v. All vouchers shall be prepared and signed by the Financial Secretary and approved and countersigned by the President

**7. THE NATIONAL TREASURER**

There shall be a National Treasurer for the Association.

- i. He shall keep account of all donations, gifts, dues and contributions to the Association.
- ii. He shall within 72 hours make bank lodgments in respect of the monies received by him within the period of such collection and for such purposes keep appropriate books of account.
- iii. He shall keep an *imprest account* as may be approved from time to time by the National Executive Council.
- iv. He shall perform such other functions as may be assigned to him from time to time by the Association or the President.
- v. He shall be a signatory to the Association's Account.

**8. THE NATIONAL PUBLIC RELATION OFFICER**

There shall be a National Public Relation Officer for the Association.

- i. He shall publicize all activities of the Association, after due consultation with the President.
- ii. He shall issue press releases and statements on matters of general interest to the Association as directed by the President or National Executive Council.
- iii. He shall be the liaison officer between the Association and the Public.
- iv. He shall be responsible for the management of AMLSN websites, as may be directed by the President.

**9. THE NATIONAL AUDITOR**

There shall be a National Auditor for the Association.

- i. He shall carry out periodic auditing of the Association's accounts.
- ii. He shall ensure prudent and judicious use of all monies released to officers of the Association.
- iii. He shall prepare an audited account of the Association and shall present this to the members at the Annual General Meeting, a day before the AGM.

**SECTION 12: ELECTION OF OFFICERS**

**(a) ELECTIONS**

- i. There shall be an Ad-hoc Electoral Committee-“**AEC**” appointed by the National Executive Council on the recommendation of National Executive Officers for the conduct of elections.
- ii. Election of the National Executive Officers shall hold in the Annual General Meeting immediately preceding the expiration of the term of the out-going executive officers.
- iii. The AEC shall be appointed at least three months before the expiration of the term of the out-going executive.
- iv. The AEC meeting for elections must be convened at least one month before the expiration of the out-going executive.
- v. Elections shall be by open-secret ballot.
- vi. Only financially up-to-date members shall vote and be voted for.

**(b) ELIGIBILITY:**

Any person seeking election into any office of the Association shall meet the following conditions:-

- i. He is a financial member; national, branch and chapter
- ii. He is an active member of his branch and chapter.
- iii. He is sponsored by the branch.
- iv. He has not been indicted by a panel, court or tribunal etc.
- v. He shall have held office at chapter, and state levels to contest for branch and national office respectively
- vi. He shall have held a national office for at least one term to contest for the office of the National President

**(c) TENURE OF OFFICE:**

Every officer of the Association shall unless, he resigns, dies or is removed, hold office for a single term of 3 years.

**(d) REMOVAL OF AN OFFICER(S):**

- i. An officer of the Association shall cease to hold office if a motion for his removal is supported in writing by 20 members from at least one third of state branches and passed by at least two third members present in the Annual General Meeting.

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- ii. The National Executive Council in a duly convened meeting, shall have the power to suspend for a specified period any officer found wanting in the discharge of his duties.
- iii. Any AGM properly convened shall have the power to dissolve or pass a vote of "No confidence" on the national officer(s), provided a motion moved to this effect is supported by 23 state branches in writing and passed by at least two-third of the members present, and shall proceed to elect a new national officer(s) or care-taker committee and thereafter. Election must be conducted within six months thereafter.

### **SECTION 13: COUNCIL OF PATRONS:**

1. There shall be a Council of Patrons made up of a GRAND PATRON, who shall be the serving President of the Federal Republic of Nigeria and at least 5 PATRONS approved by the Annual General Meeting (AGM). The Grand Patron shall be the Chairman of the Council of Patrons.
2. The National Executive Council subject to the approval of a properly constituted AGM shall nominate the patrons and such number of patrons shall be reviewed as the need arises.
3. The patrons shall be an elder statesman who has great social, economic and political influence in the country.
4. The council of patrons shall perform the following duties:
  - (a) Act as advisers to the Association.
  - (b) Assist the Association to achieve its set objectives.
  - (c) Perform any other function as may be assigned to them by the Association.

### **SECTION 14: BOARD OF TRUSTEES:**

- i. There shall be constituted a governing body of at least 7 and not more than 9 members to be known as the Board of Trustees (*"the Trustees"*).
- ii. The Board as constituted shall be known as **"THE REGISTERED TRUSTEES OF THE ASSOCIATION OF MEDICAL LABORATORY SCIENTISTS OF NIGERIA"**.
- iii. A Trustee must be a person of proven integrity, honesty and character.
- iv. A Trustee must be a member of the Association.

## **The Constitution**

- v. A Trustee shall not hold an elective post of the Association.
- vi. A Trustee shall hold office in the first instance for five years and thereafter eligible for another term or for life).
- vii. A Trustee shall cease to hold office if he/she;
  - a. Resigns.
  - b. Behaves in a way that brings the Association into disrepute.
  - c. Is disqualified by the operation of law (becomes bankrupt, insane or convicted of crime bothering on dishonesty).
  - d. A resolution for removal is passed at an AGM by a Two-Third majority vote of members present and voting.
- viii. Upon a vacancy occurring in the membership of the Trustees, an eligible and duly qualified person shall be appointed by NEC subject to ratification by a 2/3<sup>rd</sup> majority vote of the AGM.
- ix. The Trustees shall elect a Chairman amongst themselves and shall prescribe their own operational rules and guideline as may be expedient.
- x. The President of the Association shall sit in all meetings of the Trustees but shall not exercise any voting right.
- xi. The National Secretary of the Association shall serve as secretary to the Trustees.
- xii. The Trustee shall have a **Common Seal** to be kept in the custody of the National Secretary.
- xiii. All properties moveable and immovable shall be vested in the Trustees.
- xiv. All documents to be executed by the Trustees shall be signed by the Chairman, and President of the Association.
- xv. In the event of an inconclusive election or any form of transition crisis in the Association, the Trustees shall act as national officers of the Association for a period not more than three months within which an election to the offices of the national officers shall be conducted.
- xvi. The Trustees shall apply to the Registrar of Corporate Affairs for registration under Part C of the Companies and Allied Matters Act

### **SECTION 15: BOARD OF FELLOWS:**

- 1. There shall be for the Association a Board of Fellows, whose chairman shall be appointed by the President.



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2. Prospective fellows shall be nominated by their branches. The National Executive Officers shall screen such nominees and successful candidates shall be recommended to the National Executive Council for approval.
3. Without prejudice to the foregoing, the National Executive Council may turn down such recommendations.

### **SECTION 16: NATIONAL EXECUTIVE OFFICERS/NATIONAL EXECUTIVE COUNCIL/ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETINGS**

- i. The National Executive Officers shall meet at least once in every 3 months at a venue to be decided by it.
- ii. The National Executive Council shall meet quarterly as may be decided by National Executive Officers.
- iii. An AGM and Scientific Conference of the Association shall be held in August of every year or at such other time as the General Meeting or National Executive Council may decide.
- iv. An Emergency General Meeting (*Special General Meeting*) may be summoned by NEC as deemed necessary.
- v. The supreme authority of the Association shall be vested in the AGM and the Association shall be governed by the National Executive officers.
- vi. Unless where otherwise allowed by the General Meeting, only registered members of the Association shall be entitled to attend the General Meeting and participate in the deliberations of the meeting while only financial members shall have the right to vote.
- vii. There shall be for the Association "Committee Meetings", 'standing or *Ad-hoc* whose mode and venue shall be decided by the National Executive Officers
- viii. A 'financial member' shall be a registered member who is not in arrears of more than one year's dues and levies.
- ix. The planning and organization of the AGM and Scientific Conference shall be by the National Organization Committee (NOC, appointed by **Association of Medical Laboratory Scientists of Nigeria**

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National Executive Officers) in collaboration with the 'Host'-Local Organizing Committee.

### **SECTION 17: POWERS OF THE ANNUAL GENERAL MEETING -AGM**

- i. The decisions or resolutions of the AGM supersede the decision of any other organ of the Association.
- ii. Adopt or reject the account or appoint (where necessary and desirable) any Ad-Hoc Committee to investigate accuracy of the accounts presented hitherto.
- iii. Elect Officers into the offices of the National Executive Council.
- iv. Decide appeals from members against the decision(s) of the National Executive Officers and the National Executive Council.
- v. Decide any matter that may be presented by the Executive Council or properly raised by any member at a General Meeting.
- vi. Make, review, or amend the entire constitution or part thereof as necessary.
- vii. Ensure that the aims and objectives of the Association are achieved.

### **SECTION 18: SPECIAL GENERAL MEETING:**

- i. Whenever any matter arises which requires the approval of the members of the Association, the National Executive Council shall call a ***“Special General Meeting”-‘SGM’***, for the purpose of dealing with or settling such a matter.
- ii. In the event of prolong inactivity of National Executive Officers/National Executive Council and/or overwhelming need for a SGM, where positive response is not forth coming within 2 weeks such members may proceed to convene a Special General Meeting.
- iii. The provisions which govern the convening of the AGM shall also apply to the SGM.

### **SECTION 19: QUORUM AT MEETINGS:**

- i. The quorum at general and delegates' meetings shall be one third of national officers and one third of total number of registered branches.
- ii. The quorum at AGM shall be one third of members registered at the concurrent Scientific Conference.

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- iii. The quorum at National Executive Officers Meetings shall be one third of NEC members inclusive of the President or his accredited representative.
- iv. The quorum at committee meetings shall be simple majority.

### **SECTION 20: VOTING AT MEETINGS:**

- i. Voting shall be by open secret Ballot or by show of hands.
- ii. In the case of an amendment to the Constitution or any part thereof, any resolution shall be carried by two third of all members present .
- iii. Except as otherwise provided in the Constitution, decisions at meetings shall be made by a simple majority vote with the Chairman of a meeting casting a deciding vote in the event of a tie.

### **SECTION 21: STANDING RULES:**

The Association shall have the following standing rules:

- i. Meetings of the Association are compulsory to all registered members.
- ii. Any member who absents him/herself without any notice shall pay a fine as shall be fixed by the meeting.
- iii. Notice of meetings shall be served at least one month to the date of the meeting, except in emergencies.
- iv. Every member of the Association shall maintain decorum and orderliness at all meetings.
- v. A breach of (iv) above shall attract a fine as may be prescribed by the meeting.
- vi. No member shall by any means use the name of the Association to collect money from any person, organization or group of persons without the approval of the National/Branch/Chapter Executive Council.

### **SECTION 22: WELFARE OF MEMBERS**

- i. The welfare of members of the Association shall be taken seriously by the National Executive Council.
- ii. The Association shall on the death of a member contribute a reasonable amount of money to the deceased family as shall be approved by the General Meeting

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- iii. The Association shall assist members who have genuine medical needs.

### **SECTION 23: FINANCE**

1. Funding for the Association shall include but not limited to membership dues, fees, subscriptions, individual and group corporate gifts, donations, testamentary dispositions and other contributions.
2. Funding shall also include grants or appropriation by both governmental and non-governmental organizations and other agencies.
3. The income and all property of the Association wherever derived shall be applied solely towards the promotion and attainment of the aims and objectives of the Association.
4. The AGM shall appoint Auditors to audit the finance and accounts of the Association every year.

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### **SECTION 24(a): BRANCH/CHAPTER ASSOCIATION**

1. There shall be in every state of the Federation of Nigeria, a Branch of the Association which shall be made up of registered Medical Laboratory Scientists practicing in that state.
2. There may be Chapters within the state Branches as may be expedient.
3. State Branches are empowered to make additional "Bye-Laws" where so expedient, the provisions of which must not be inconsistent with the provisions of this Constitution.

### **SECTION 24 (b): THE BRANCH/CHAPTER ASSEMBLY**

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1. There shall be a Branch/Chapter Assembly for each Branch/Chapter of the Association which shall be made up of all registered members of the Association in that Branch/Chapter.
2. The Branch/Chapter Assembly shall be the highest decision making body of the Branch/Chapter.
3. The meeting of Branch/Chapter Assembly shall hold at least once every two months or as may be expedient.
4. Decisions of the Branch/Chapter Assembly shall not be at variance with that of the National Association or the provisions of this Constitution.

### **SECTION 25: THE BRANCH/CHAPTER EXECUTIVE OFFICERS**

1. There shall be for the Branch/Chapter Executive Officers consisting of the following:
  - i. The Chairman
  - ii. Vice Chairman
  - iii. The Secretary
  - iv. The Assistant Secretary
  - v. The Financial Secretary
  - vi. The Treasurer
  - vii. The Auditor
  - viii. The Public Relation Officer
  - ix. The Social/Welfare Officer
  - x. Immediate past Chairman (ex-officio)
2. Members of the Branch Executive Council:
  - a. State Director(s) of Medical Laboratory Service
  - b. Head of Department of MLS in Universities located in the state
  - c. State Chairman, Guild of Laboratory Directors
  - d. National Officers and Trustees based in the state
  - e. Chairmen and Secretaries of Chapters.
  - f. Members of Governing Boards resident in that state
3. The Branch/Chapter Executive Officers shall be responsible for the day to day running of the affairs of the Branch/Chapter.

### **SECTION 26: DUTIES OF BRANCH/CHAPTER OFFICERS**

**Association of Medical Laboratory Scientists of Nigeria**

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### **1. THE CHAIRMAN**

There shall be a Branch/Chapter Chairman for each Branch/Chapter of the Association.

- i. The Branch/Chapter Chairman shall be the head of the Branch/Chapter executive officers, executive council and coordinate all activities of the Branch/Chapter.
- ii. He shall be responsible for the day-to-day running of the Association at the Branch/Chapter level and preside over all General, Emergency and Executive meetings of the Branch/Chapter.
- iii. He shall have the power to intercede in all affairs of the Association and promote understanding among members.
- iv. He may, if necessary, direct the expulsion of any member whose conduct threatens to disturb the orderly proceedings of any meeting of the Association.
- v. He shall summon all meetings of the Association at the Branch/Chapter level.
- vi. He shall be a signatory to the Branch/Chapter account.

### **2. THE VICE CHAIRMAN**

The Vice Chairman shall:

- i. Act as Branch/Chapter chairman in the absence, death, resignation or physical incapacity of the chairman.
- ii. Preside over all meetings of the Branch/Chapter in the absence of the chairman
- iii. Assist the Chairman in the performance of his duties.
- iv. Perform such other duties as may be assigned to him by the Chairman or the Branch/Chapter Executive offices or Branch Executive Council.

### **3. THE SECRETARY**

The Branch/Chapter Secretary shall:

- i. Keep the record and minutes of meetings of the Branch/Chapter executive officers, Branch/Chapter executive council and the general meetings.
- ii. Be responsible for the running of the Branch/Chapter secretariat.

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- iii. Keep an up to date register of members of the Branch/Chapter Association.
- v. Issue notices for meetings, after due consultation with the Chairman.
- vi. Perform any other function(s) as may be assigned by the Chairman for the Association.
- vii. In the execution of his duties act under the control of the Branch/Chapter Executive Council and direction of the Chairman and ensure the smooth administration of the Association.
- viii. Conduct correspondence on behalf of the Association after due consultation with the Chairman.
- ix. Be a signatory to the Association's Account.

### **4. THE ASSISTANT SECRETARY**

The Branch/Chapter Assistant Secretary shall:

- i. Assist the Branch/Chapter Secretary in the performance of the all secretarial duties.
- ii. Act as secretary in the absence, death, resignation or physical incapacitation of the Branch/Chapter secretary.

### **5. THE FINANCIAL SECRETARY**

The Branch/Chapter Financial Secretary shall:

- i. Be responsible for the keeping of the financial records of the Branch/Chapter Association.
- ii. Prepare and have ready for the Auditor a financial statement of the Branch/Chapter Association.
- iii. Prepare a quarterly report of the accounts of the Branch/Chapter Association.
- iv. Prepare or cause to be prepared and submit to the Branch/Chapter executive council and annual report containing revenue estimates and expenditure.
- v. Prepare and sign all vouchers as approved and countersigned by the Chairman

### **6. THE TREASURER**

The Branch/Chapter Treasurer shall:

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- i. Keep account of all donations, gifts, dues and contributions to the Branch/Chapter Association.
- ii. Within 72 hours make bank lodgments in respect of the monies received by him within the period of such collection and for such purposes keep appropriate books of account.
- iii. Keep an *imprest account* as may be approved from time to time by the Branch/Chapter Executive Council.
- iv. Perform such other functions as may be assigned to him from time to time by the Association or the Chairman.
- v. Be a signatory to the Association's Account.

### **7. THE AUDITOR**

The Branch/Chapter Auditor shall:

- i. Carry out periodic auditing of the Association's accounts.
- ii. Ensure prudent and judicious use of all monies released to officers of the Association.
- iii. Prepare an audited account of the Association.

### **8. THE PUBLIC RELATION OFFICER**

The Branch/Chapter Public Relation Officer shall:

- i. Publicize all activities of the Branch/Chapter Association, after due consultation with the Chairman.
- ii. Issue releases and statements on matters of general interest to the Association as directed by the Chairman or Branch/Chapter executive council.
- iii. Be the liaison officer between the Association and the Public.
- iv. Send notices of all meetings to the Branch/Chapter members.

### **9. THE SOCIAL/ WELFARE OFFICER:**

The branch/chapter social/welfare officer shall

- i. Coordinate the welfare/social responsibilities of the Association to members as provided hereunder.
- ii. Perform such other functions as may be assigned to him by the Chairman or the Branch/Chapter Executive Council.



**SECTION 27: ELECTION OF BRANCH/CHAPTER OFFICERS**

The election of Branch/Chapter officers, eligibility, term of office and removal shall be the same as that of the National Executive Officers as stipulated herein above.

**CHAPTER THREE**

**SECTION 28: MANAGEMENT AND APPLICATION OF FUNDS:**

- i. Twenty five (25%) of Conference Registration Fees and Exhibition charges shall be paid by the 'Hosting State' to the National Executive Council.
- ii. Workshop fees shall be managed exclusively by the National Executive Officers.
- iii. The signatories of the conference account shall be the Chairman (*NOC-National Organizing Committee 'A signatory'*), Branch Chairman and Chairman (*LOC-Local Organizing Committee*).
- iv. The Membership and annual dues may be reviewed from time to time by the AGM as the need arise.
- v. The Branch/Chapter shall generate revenue in a similar manner as the National Association.
- vi. Membership registration fees and Annual dues shall be collected through the Medical Laboratory Council of Nigeria.
- vii. Levies shall be collected through state branches

**SECTION 28(a): BANK ACCOUNTS:**

- i. The association shall maintain accounts with reputable banks as approved by the AGM
- ii. The signatories to the Association's account shall be: the National President, the national Secretary and the National Treasurer.
- iii. The National President and either the National Secretary or the National Treasurer may operate the account.

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- iv. Each Branch/Chapter of the Association shall maintain a separate bank account from the National Association.
- v. Signatories to the Branch/Chapter account shall be the Branch Chairman, Treasurer and Branch Secretary.
- vi. The President shall have powers to approve expenditure in consultation with National Executive Officers.
- vii. *Imprest* account, as may be determined by the National Executive Officers may be kept by the following officers:
  - a. President
  - b. Secretary
  - c. PRO
- viii. The Association's Bankers shall be:
  - a. First Bank of Nigeria PLC
  - b. Union Bank of Nigeria PLC
  - c. United Bank for Africa PLC
  - d. Any reputable Bank(s) as may be so approved by AGM

### **SECTION 28 (b): BANK ACCOUNTS**

The Association shall maintain the following accounts;

- i. Legal Services Account
- ii. General Account
- iii. Journal Account
- iv. Conference Account
- v. Trust Fund Account
- vi. Any other account(s) as may be so approved by the AGM
- vii. The Association shall endeavour to diversify her revenue base through acquisition of reputable blue chip company shares, Treasury bills and other forms of dependable capital investments as the resources become available.

### **SECTION 29: TRUST FUND**

1. There shall be a special fund called the Trust Fund.
2. Fifteen (15) percent of all revenue accruing to NEC shall be paid to the Fund.

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3. The Trustees shall manage and approve any disbursement from the Fund in consultation with the NEC.
4. The signatories to the Fund Account shall be as specified in Section 28 [a (iii)] above.

### **SECTION 30: JOURNAL ACCOUNT**

The Signatories to the Journal Account shall be the President, Editor in Chief and the Treasurer.

### **SECTION 31: BOOKS OF ACCOUNTS**

- i. The Association shall maintain accurate books of account of all financial transactions.
- ii. The books of account shall be open for inspection to any member of the Association with the written consent of either the President or Branch/Chapter Chairman.

### **SECTION 32: STANDING COMMITTEES**

The National Executive Council shall set up the following ***Standing Committees: Disciplinary and Ethics, Education and Standards, Welfare and Remuneration, International Relations, AMLSN Building, Publicity, Finance, Quality Assurance, National Health Insurance Scheme, HIV/AIDS, National Blood Transfusion, Roll Back Malaria, National Primary Health Care Development Agency, Health Advocacy/Legislation*** and any other as may be approved from time to time by the AGM.

The tenure of the committee members shall be at the discretion of the President based on their performance.

### **SECTION 33: AD-HOC COMMITTEES**

- i. Whenever necessary the General Meeting or National Executive Council/Officers may appoint an Ad-Hoc committee(s) to consider any specific matter which may be of interest to the Association.
- ii. In the performance of its duties, any special committee so appointed shall act within the terms of its appointment.

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- iii. It may co-opt any person or persons who it deems fit to be of assistance to the successful completion of its assignment.

### **SECTION 34: JOURNAL OF MEDICAL LABORATORY SCIENCE**

The Association shall publish a Journal titled "*Journal of Medical Laboratory Science*" and any other publications that may be approved by NEC or the AGM from time to time.

### **SECTION 35: EDITORIAL BOARD**

1. There shall be an Editorial Board, made up of members appointed by the National President and approved by NEC.
2. The chairman of the board shall be the Editor in Chief.
3. Membership of the board shall be at the discretion of the National President in consultation with National Executive Officers.

#### **SECTION 35(a): EDITOR-IN-CHIEF**

There shall be for the Association an Editor-in-Chief.

- i. He shall be responsible for publishing the Association's Journal or any other publication(s) of the Association.
- ii. He shall assign papers to members of the editorial board or any competent person for editing.
- iii. He shall preside over the Editorial Board meetings
- iv. He shall keep such *imprest* account as shall be deemed necessary by the NEC.
- v. He shall be a signatory to the Journal Account

#### **SECTION 35(b): BUSINESS MANAGER**

There shall be a Business Manager appointed by NEC for the Association who shall serve a 3-year term, which may be renewed upon a good performance.

- i. He shall assist the Editor-in-Chief in dealing with authors in respect of page charges, arrange for the printing, delivery, distribution and sales of the Journal and or any other publications of the Association
- ii. He shall submit an annual financial report to the Financial Secretary.

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- iii. He shall perform any other duties as may be assigned to him by the Editor-in-Chief.
- iv. He shall be responsible for procuring adverts for the Journal.
- v. He shall remit all monies collected by him to the Journal Account within 72 hrs.
- vi. The business manager may be removed by NEC if found to be performing unsatisfactorily.

## **CHAPTER FOUR**

### **SECTION 36: AMENDMENT**

- (a) This Constitution may be amended by a *Special Resolution* of members present in a duly constituted AGM or SGM.
- (b) A proposal for the amendment of the Constitution shall be made in writing to the National Secretary by the member proposing the amendment at least **3 (three months)** to the next AGM.
- (c) The National Secretary shall upon receipt of the proposal, cause it to be included in the agenda of the next meeting and accordingly distribute same to branches in advance.
- (d) Upon a resolution of **2/3<sup>d</sup> (Two-Third)** of the AGM or SGM, the proposed change shall be adopted and the Constitution amended accordingly.

### **SECTION 37: INTERPRETATION OF THE CONSTITUTION**

- (a) Where the Constitution is silent or ambiguous on any subject matter, the President's (*in consultation with NEC members and Trustees*) interpretation or ruling shall be final.
- (b) The Association may seek for any legal advice before making such a ruling.

### **SECTION 38: COMMENCEMENT**

This Amended Constitution is deemed to have come into effect on the **30<sup>th</sup> day of May 2008.**

### **SECTION 39: REPEAL**

The *Revised Constitution of January 2004* is hereby repealed.

**SECTION 40: SPECIAL CLAUSE**

- (a). The Income and Property of the Association of Medical Laboratory Scientists of Nigeria whosever derived shall be applied solely towards the promotion of the objectives of the Association as set forth in this constitution and Rules and no portion thereof shall be paid or transfer directly or indirectly by way of dividend, bonus, or otherwise whosoever by way of profit to the members of the Association of Medical Laboratory Scientists of Nigeria.
- (b). PROVIDED that nothing herein shall prevent the payment, in good faith, of reasonably and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association so that no member of the council of management or governing body shall be appointed to any salaried office of the Association or any office of the Association; paid by fees and that no remuneration of benefit in money or monies shall be given by the Association of Medical Laboratory Scientists of Nigeria to any member of such Council or governing body except repayment of out of pocket expenses or reasonable and proper rent for premises demise, or let to the Association provided that the provision last aforesaid shall not apply to any payment of any company to a member of the Association which may be a company in which such members shall not hold more than one-hundredth part of the capital and such member shall not be bound to account for any share or profit he may receive in respect of any such payment.
- (c). No addition, alteration, amendment shall be made to or in the RULES AND REGULATIONS/CONSTITUTION for the time being in force, unless the same have been submitted to and approved by the Registrar-General.
- (d). In the event of winding up or dissolution of the Association, there remains, after the satisfaction of all its debt and liability any property whatsoever, the same shall not be aid to or distributed among the members of the Association but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association of Medical Laboratory Scientists of Nigeria and the body or bodies are prohibited from distributing it or their income and property amongst its or their members to an extent at least as is imposed on the Association under or by virtue of the special clause hereof, such institution or institutions to be determined by the members of

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Association of Medical Laboratory of Nigeria at or before the time of dissolution and if in so far as effect cannot be given to the aforesaid provision, then to charitable objects.

**Schedule I: OATH OF OFFICE**

I....., pledged to serve the Association of Medical Laboratory Scientists of Nigeria as .....

I shall uphold and defend the constitution and Rules of the Association.

I promise to be loyal, faithful and bear true allegiance to the profession and the Association of Medical Laboratory Scientists of Nigeria.

I shall always support the course of the Association to the benefit of members and Nigeria in general.

I shall not allow my personal interest to override my decisions on matters affecting the Association and profession of medical laboratory science.

**SO HELP ME GOD!**

Signature.....

Office .....

Date.....

**Schedule II: AMLSN ANTHEM**

1.

**Across the veld of human tutelage  
Toddler in step by step ascent  
Toiling in a haunted terrain  
We came through rain and fire**

2.

**We stood our ground and perch  
Waiting for the Lord of sciences  
To our strength granted his favour  
Making us a tool in his hand**

3

**The Constitution**

Great heirs of mystery we are  
Anointed to unveil her secrets  
So holy and sublime our ways be  
That lettered verdicts yield their healing

4

You gave us new life O GOD  
Through peril of uterine life  
When the long night you subdued  
Proclaiming our freedom

5

Masters no longer toddlers  
Med Lab scientists across the land  
Are tributaries of talents  
High tide of med lab science