

GHANAIAAN SOCIETY OFCARDIOLOGY(GSC)

(Registered under the Registration of Business Names Act, 1962 (No. 151))

CONSTITUTION



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P. O. Box MP4565, Mamprobi, Accra – Ghana. West Africa

Table of Contents

Type chapter title (level 1)	1
Type chapter title (level 2)	2
Type chapter title (level 3)	3
Type chapter title (level 1)	4
Type chapter title (level 2)	5
Type chapter title (level 3)	6

IN THE NAME OF THE ALMIGHTY GOD;

We the members of the association, in the exercise of our right to freedom of association do hereby enact for ourselves this set of rules which shall guide all activities of the Society at all times and provide for us a secured form of governance in the spirit of fairness and accountability.

ARTICLE I:NAME

The society shall be referred to as “The Ghanaian Society of Cardiology”, abbreviated to GSC.

ARTICLE II: OFFICIAL LANGUAGE

The official language of GSC shall be English Language

ARTICLE III: AIMS AND OBJECTIVES

A fundamental goal of the GSC is to drive the acquisition and advancement of knowledge in cardiology, its sub-specialties and the basic sciences relevant to it for the benefit of the people in Ghana and beyond.

To achieve these aims and objectives, the Society shall:

- a. Promote, educate, encourage and advance the study and practice of the art of Cardiology;
- b. Provide constructive support to Government and other appropriate authorities for initiation, promotion, running and development of postgraduate courses in Cardiology;
- c. Promote prevention of cardiovascular diseases and risk factors through awareness programmes;
- d. Organize educational and Continuing Professional Development (CPD) programmes for specialist doctors, paramedics and relevant health professionals to ensure best practice in the field of cardiology;

- e. Organise national, regional and international scientific conferences and similar platforms for the presentation of clinical and scientific advances to local and international audiences, and maintain a reference library;
- f. Publish and distribute educational material such as bulletins, journals, books, etc. to enable easy and fast access to up to date information in the cardiology.
- g. Raise funds to help finance the aforementioned activities of the society in accordance with this constitution; and
- h. Promote interaction with other like-minded national and international organizations to help attain the afore-mentioned aims and for mutual benefit.

ARTICLE IV: SECRETARIAT OF GSC

The Secretariat of GSC shall be in Accra or at any other place as determined by the General Assembly of the Society. The present registered address of the Society is P.O. Box MP4565, Mamprobi.

ARTICLE V: MEMBERSHIP

Membership of GSC shall be opened to Specialist Physicians and medical scientists involved in the prevention, control, management and research in the areas of cardiovascular diseases and hypertension. The Society shall have the following categories of membership based on the following eligible criteria and/or those enshrined in the bye-laws:

1. Ordinary Member

- a. Members of the medical profession who are Specialist Physicians and/or Pediatricians whose major work is in the prevention, control, management, and/or research in the area of Cardiovascular diseases as specified in the bye-laws, and who share the aims and objectives of GSC. All ordinary members shall be required to pay annual dues to the GSC.

2. Associate Member

Doctors in other disciplines apart from cardiology whose work is related to and/or have great impact on the practice of cardiology in Ghana; and who share in the aims and objectives of GSC may apply for associate membership. This will include, but not limited to Cardiothoracic surgeons, Neurologists, Nephrologists, Endocrinologists, Diabetologists, Public Health Physicians and others. Associate members shall be entitled to receive all the publications of the Society and other such benefits as the General Assembly may determine. They can attend general meetings and partake in discussions but shall not be entitled to vote, contest, propose second or hold any executive office.

3. Affiliate Member

Affiliate members shall be other health professionals (apart from doctors) who have interest in cardiovascular diseases, and share in the aims and objectives of GSC. Affiliate members shall be entitled to receive all the publications of the Society and other such benefits as the General Assembly may determine, but shall not be entitled to vote, contest, propose, second or hold any office.

4. Trainee Member

Senior Residents in Internal Medicine and Pediatrics Cardiology programmes shall be eligible for admission into the trainee membership category. The trainee member shall be entitled to receive all the publications of the Society and other such benefits as the General Assembly may determine, but shall not be entitled to vote, contest, propose, second or hold any office. The Trainee member shall pay a reduced membership fee.

5. Corporate Member

Any public or private company or firm, a society registered under any law, a duly constituted trust, a statutory body, any association or special fund organization set-up under an Act of Parliament which donates substantial financial or material aid to GSC in the promotion of cardiovascular medicine may qualify to be elected as a corporate member. The corporate member will be entitled to receive all the publications of the Society, but shall not be entitled to vote, contest, propose,

second or hold any office. Corporate members shall not be required to pay any membership fees, but shall be expected to commit to regular financial or material contribution to the cause of GSC.

6. Honorary Member

An honorary membership may be conferred on any individual who makes substantial financial or material contribution toward the promotion of cardiovascular care in Ghana. An honorary member shall not be required to pay dues, nor entitled to hold office or vote at any meeting.

7. Patrons

Eminent members of the medical profession, individuals of high scientific attainment or philanthropists from any country may be nominated by the members through the Executive Board and, upon approval of General Assembly, shall serve as patrons of GSC. A patron shall not be entitled to hold office or vote at any meeting.

ARTICLE VI: COMPOSITION OF THE GOVERNING BODIES

The official governing bodies of GSC shall be:

- a. The General Assembly; and
- b. The Executive Committee

The General Assembly

The General Assembly hereafter abbreviated to GA, comprising of all members who are in good standing with the Society, shall be the supreme body of the GSC with the key functions of providing policy direction and oversight of GSC's activities.

The GA shall elect an Executive Committee to oversee the day- to-day running of the society.

An Executive Committee shall be elected at the GA for the day-to-day administration of GSC, and to take executive actions that are deemed necessary to achieve the objectives of the Society.

The GA may appoint other committees and sub-committees, as and when the need arises, for the advancement of a specific cause of GSC. Such committees shall be responsible directly to the GA.

All matters of GSC and decisions, with the exception of constitutional amendments, shall be done by a simple majority vote at the General Assembly.

The Executive Committee

The Executive Committee shall comprise the following elected officials:

- a. President
- b. Vice- President
- c. General Secretary
- d. Organising Secretary
- e. Treasurer
- f. Immediate Past President
- g. Two (2) ex-officio members
 - The immediate past-past president
 - A renowned cardiologist in Ghana who is a member of GSC.

ARTICLE VII: FUNDS & ASSETS

The funds of the Society shall consist of the following:

- a. Application fees (one-time payment)
- b. Annual Membership fees;
- c. Contributions, donations and grants from any source;
- d. Interest from investments;
- e. Gifts and legacies or immovable or movable property; and
- f. Endowments.
- g. Income from activities such as CPDs, conferences, update courses etc.

The accounts of GSC shall be maintained in keeping with requirements of the General Assembly enshrined in the by-laws and the laws of the republic of Ghana

ARTICLE VII: MEETINGS

The time, place, duration and agenda of meetings of the General Assembly and Executive Committee shall be determined by the Executive Committee under Regulations established in the by-laws.

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The constitution and bye-laws of GSC may be amended or repealed only by, at least, a 2/3rd majority favourable votes of members at a duly constituted meeting of the General Assembly.

A proposal for such amendment or repeal of the constitution must be submitted in writing to the Executive Committee ninety (90) days prior to the meeting of the General Assembly. However, an amendment or repeal of the by-laws shall require only a simple majority votes of members at the meeting of the General Assembly.

The Executive Committee shall circulate the proposal to all members in good standing, at least, thirty (30) days prior to the meeting of the General Assembly. Failure of the Executive Committee to do so shall give the proponent the right to bring the matter directly before the General Assembly.

Article ix: Promulgation

This constitution, was promulgated on the 4th of August, 2018 at the Ghana College of Physicians and Surgeons during the 1st AGSM of the GSC.

President, GSC

General Secretary, GSC

BY-LAWS OF THE GHANAIAN SOCIETY OF CARDIOLOGY (GSC)

ARTICLE I: MEMBERSHIP

a. Application

Eligible individuals or institutions desiring to be members of GSC under Article V of the GSC constitution, shall apply to the General Secretary/President on a prescribed application form. All applications for membership shall be scrutinized by the Executive Committee. The Committee shall evaluate the biodata, training, research, publications, and other evidence of interest in cardiovascular medicine. Membership to GSC is obtained upon approval by majority of the members present at an Executive Committee Meeting.

b. Privileges of Membership

Members of the Society shall have the privilege to attend and take part in all general meetings, conferences, lectures, discussions and demonstrations.

Members shall receive copies of all proceedings and publications of the Society from the date of their membership and attend special activities for free or at such terms that the Executive Committee may determine from time to time. Members may have free subscription to international journals through the society's subscription.

Only ordinary members in good standing shall have voting rights and qualify to contest for any executive office.

c. Resignation and Termination of Membership

- i. A member may, at any time, resign from the Society by giving a one month's prior notice in writing to the General Secretary, and upon paying all outstanding fees.
- ii. Any member who is in arrears of fees for a period of two (2) years shall automatically cease to be a member of the Society.
- iii. If a reported conduct of any member is deemed by the Executive Board to be prejudicial to the interest of the Society, the member shall be requested to resign from the society. In the event that said member refuses to do so, his/her name shall be removed from the register provided that, at least, 2/3rd of the members present at a meeting of the General Assembly vote in favour of his/her removal.

d. Re-admission of Membership

Any person whose membership has been terminated under bye-laws may become a member again upon paying all outstanding membership fees and dues. However, termination under gross misconduct shall be re-admitted only upon, at least, 2/3rd majority favourable votes of the members present at a Special General Meeting.

e. Membership Fees:

Application and annual membership dues shall be determined at AGSM and must be paid by 31st Dec of preceding year (make a statement to capture the figures)

- i. Application Fee: GHC500.00 –One-time only (non-refundable);
- ii. Ordinary Membership Fee: GHC400.00 - annually
- iii. Associate Membership Fee: GHC300.00 – annually
- v. Affiliate Membership Fee: GHC300.00 – annually
- vi. Trainee Membership Fee: GHC200.00 – annually
- vii. Corporate Member: No annual fees.

These figures may be reviewed by the executive committee depending on the economic circumstances and subject to approval by the General Assembly.

ARTICLE II: OFFICE BEARERS – DUTIES AND REQUIREMENTS

- a. The Executive committee shall consist of the following office-bearers:
 - i. President
 - ii. Vice- President
 - iii. General Secretary
 - iv. Organising Secretary
 - v. Treasurer
 - vi. Immediate Past President
 - vii. Two (2) ex-officio members

Duties and Requirements

President

The President shall be elected from among the members of the GSC who is in good standing for at least five (5) years in the society. He/she shall hold office for a term of two (2) years and shall be eligible to a maximum of two (2) terms. The President shall relinquish his/her post at the end of maximum 2 terms, and shall not be eligible for re-election into that post again. The President shall preside over and regulate the proceedings of meetings. He shall, besides his ordinary vote, have a casting vote in case of equality of votes among members. In his absence, the vice-president shall officiate on his behalf, failure of whom, a member elected at the meeting shall perform those duties.

The president shall be the face of the association. He shall run the affairs of the association and represent the association at National and international meeting.

- ii. Vice-President.

A Vice-President shall be elected from the members of the Society who is in good standing for

at least three (3) years in the Society. In the absence of the President, The Vice-President shall perform the duties of the President. A voting shall be carried out for the position of vice-president. His/her term of office shall be for two (2) years and again.

The Vice-President shall assist the president in the performance of his duties.

iii. General Secretary

The General Secretary shall be elected from the members of the Society and should have been in good standing for at least five (5) years in the Society. The General Secretary shall hold office for a term of two (2) years, and shall be eligible to a maximum of two (2) terms. The General Secretary shall relinquish his/her post at the end of a maximum 2 terms, and shall not be eligible for re-election into that post until. He/she shall on the authority of the President or in his absence, the Vice-President summon meetings of the Executive Committee or General Assembly. He/she shall prepare the agenda for, keep and circulate minutes of all such meetings, prepare annual reports and perform all such duties as are incidental to that office. Furthermore, the General Secretary shall take charge of the GSC Secretariat and supervise the implementation of decisions of Executive Board and General Assembly.

iv. Organising Secretary

The contestant with the second highest votes for the office of General Secretary shall become the Organising Secretary except he/she declines after voting. In the event of a decline, voting shall be carried out for the position of Organising Secretary. The term of office shall be for a period of two(2) years and for a maximum of two (2) terms. The Organising Secretary shall relinquish his/her post at the end of a maximum 2 terms, and shall not be eligible for re-election into that post. The Organising Secretary shall assist the General Secretary in the discharge of his/her duties and shall act for him/her at Executive Committee or General Assembly meetings where he/she is absent.

v. Treasurer

The Treasurer shall be elected for a term of two (2) years and a maximum of two (2) terms. The Treasurer shall relinquish his/her post at the end of a maximum 2 terms, and shall not be eligible for re-election into that post. He/she must be in good standing for at least three (3) years. The Treasurer shall collect all monies due to GSC, pay authorized bills, make disbursements within the limits of the annual budget and maintain vouchers and records of all such disbursements and prepare audited accounts to Executive Committee and General Assembly. For purpose of operating GSC accounts, the Treasurer and either the President or the General Secretary shall be lawful Signatories to any cheque issued by the society.

ARTICLE III: MEETINGS

a. Annual General and Scientific Meetings (AGSM)

Shall be organized by an LOC elected at the last AGSM

- i. Members of the Society are supposed to attend its annual general meetings.
- ii. The purpose of an Annual General and Scientific Meeting (AGSM) include the following;
 - ✓ Presentation of scientific papers
 - ✓ report back to the general membership by Office Bearers of the achievements and work for the period in review – one year.
 - ✓ make any necessary changes to the constitution.
 - ✓ enable members to decide on the policies of the Society
- iii. The AGSM shall be held once every year in the 2nd Thursday of August.
- iv. The business to deal with at the AGM shall include the following;
 - ✓ Agreement on the items to be discussed on the agenda.
 - ✓ Roll call of attendance and absentees with apologies.
 - ✓ Reading and confirmation of minutes of the previous meeting, and matters arising thereof.

- ✓ President's report.
- ✓ Treasurer's report.
- ✓ Changes to the constitution that members may want to make.
- ✓ Election of new office bearers.
- ✓ General.
- ✓ Close of meeting.

b. Special General Meetings

- i. The Special General Meeting (SGM) or any other special meeting shall be held outside of the normal or regular meetings.
- ii. Special or extraordinary meetings may take the shape of an Annual General Meeting (AGSM) or any ordinary meeting.
- iii. The Executive Committee or not less than one-third of the members may call for a Special General Meeting of the Society.
- iv. Special meetings may be called when the Executive Committee needs the mandate or guidance of the general membership of the Society to take up issues that require urgent attention and cannot wait until the next regular AGSM or ordinary meeting.

c. Business meetings

a. Business meetings shall be organized every November to deliberate on the core business of the society. Only ordinary members shall be expected to attend.

b. Ordinary Meetings

- i. Ordinary meetings shall be conducted to complete a standard order of business of the Society. These shall be held once a quarter and are to be attended by the Executive Committee members.

- ii. The meetings of the Executive Committee shall be held, at least, once a quarter or when a need arises for the conduct of the business of the Executive Committee.
- d. Notice of Meetings
- i. The General Secretary shall be the convener of meetings. He/she shall inform all Executive members of the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place.
 - ii. In convening an AGSM or a Special General Meeting, all members of the Society shall be informed of the meeting no less than fourteen (14) days before the meeting.
 - iii. Notices of all meetings provided for in this constitution shall be given to relevant members in writing, either personally, by post or electronic communication or whichever manner that is convenient, to the address or other similar particulars provided by members.
 - iv. The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.
 - v. Confirmation of delivery; all notices sent to members at the latest known contact shall be deemed to have been duly served on members, unless it can be proven otherwise.
 - vi. All members present in any meeting shall be deemed to have received notice of such meeting.
- e. Quorum
- i. The quorum for all meetings of the Society shall be a simple majority (50% + 1) of relevant members expected to attend
 - ii. All meetings of the Organization shall commence only upon attaining the set quorum
 - iii. For the purpose of considering changes to this constitution or the dissolution of the Society, then a two thirds ($\frac{2}{3}$) of the members shall be required as the quorum and $\frac{2}{3}$ of the people present must vote in favour.

- iv. If a quorum is not reached after thirty (30) minutes of the set time of a meeting, then that meeting shall be adjourned to date within fourteen days thereafter.
- v. If no quorum is reached at the rescheduled date after thirty (30) minutes of the set time, then the meeting shall commence as if a quorum has been reached
- f. Procedures for Meetings
 - i. The Executive Committee shall carry out its meetings and proceedings as it deems fit, but subject to the following:
 - ✓ that the President chairs all meetings of the General Assembly including those of the Executive Committee
 - ✓ that if the President is absent, the Vice-president chairs such meetings
 - ✓ in the event both are absent, the members present at the meeting shall elect a chairperson for the meeting.
 - g. Making decisions in meetings
 - i. Where possible, the decisions of the GSC shall be taken by consensus. However, when there is no consensus, members will call for a vote.
 - ii. Only ordinary members qualify to vote at all meetings of GSC
 - ii. All votes shall be counted and the majority votes on any issue shall be considered as the decision of the meeting. All members shall abide by the majority decision
 - iii. If opposing votes are equal on an issue, then the president in that meeting has either a second or a deciding vote
 - iv. Correct minutes and records of attendance shall be kept for all meetings of the Society. The minutes shall be confirmed as a true record of previous proceedings at the next meeting, and shall thereafter be signed by the president. Minutes shall thereafter be kept safely and readily available to the membership.

ARTICLE IV: REPRESENTATION OF GSC AT INTERNATIONAL FORUMS

Representation from the country on behalf of the GSC in the field of Cardiology will be done by members upon prior approval of the General Assembly and Executive Committee. Invitations coming on the name of the GSC in the field of Cardiology shall be discussed by the members of the Executive Committee and appropriate nominations made after apprising the details to the President.

ARTICLE V: SPONSORING OF NATIONAL OR INTERNATIONAL CONFERENCE

For the advancement of the aims and objectives of the Society, the General Assembly may sponsor National or International Conferences. Such amounts received by the Society shall be placed in the society's account and used as per the by-laws. An audited account of such conferences shall be submitted to the Society as early as possible. The society shall sponsor representative(s) to attend international conferences to cover up the to and fro airfare. The utilization statement of the money and certificate of participation at international meeting are to be submitted at the Secretariat there after for office records and audit purpose.

ARTICLE VI: FELLOWSHIP OF GSC ELIGIBILITY

Shall be for ordinary members. All foundation members shall receive fellowship at the 2nd AGSM. Thereafter, the following criteria shall apply (any one)

Following criteria will apply (anyone):

1. All past Presidents of GSC;
2. All past General Secretaries of GSC;
3. Those who have served for four (4) or more years in the Executive Committee of GSC;
4. Members of GSC for more than ten (10) years who have shown significant commitment to the Society
5. Members of GSC for at least five (5) years who have five (5) or more publications in cardiovascular medicine.

6. Any established cardiologists who are fellows of the other cardiovascular society.

How to apply:

Application for fellowship has to be addressed to the President of the society. Eligibility for fellowship will be decided by a fellowship committee to be constituted by the Executive Committee and approved by the General Assembly. Application is to be made in a specific form meant for fellowship award.

Fees for fellowship:

The charges for fellowship will be determined by the executive Committee which will include the fellowship dinner.