

IAP-WA

The Anglophone West African Division of the International Academy of Pathology

Founded as the International Association of Medical Museums

By Maude Abbot in 1906

PROPOSED CONSTITUTION RATIFIED AT THE BUSINESS MEETING OF
THE DIVISION
THURSDAY 14 JULY 2005

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CONSTITUTION

ARTICLE I - NAME

This society shall be called the Anglophone West African Division of the International Academy of Pathology (IAP-WA) hereinafter called the West African Division of the International Academy of Pathology.

The geographical extent of this division shall be Nigeria, Ghana, Liberia, Sierra Leone, and The Gambia.

ARTICLE II - OBJECTIVES

The aim of the society shall be to promote the advancement of pathology in Anglophone West Africa by:

- a. Improvement of methods of teaching pathology in medical schools, laboratories, hospitals and medical museums.
- b. Promotion of research in pathology and pathologic techniques.
- c. The formation of national Divisions.
- d. Publication of journals, newsletter and reports for dissemination of the results of work in the above fields.
- e. Convocation of meetings and congresses for exchange of scientific information and ideas.

ARTICLE III - MEMBERSHIP

1. Membership shall be international in scope and shall consist of Ordinary members, Senior members, Junior members, and Honorary members of the West African Division.
2. Members will be elected by the Executive Council following nomination in writing by two members and the candidate's application shall be accompanied by a letter of recommendation from each of the sponsors. Election to honorary membership shall be by the approval of the International Council upon written recommendation from a Division.

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ARTICLE IV - OFFICERS, COUNCILLORS AND EXECUTIVE COUNCIL

The officers shall be:

- President
- Immediate Past-President
- President-Elect
- Treasurer
- General Secretary
- Meetings Secretary
- Membership Secretary
- Nigerian Associate Editor of 'IAP-WA Newsletter' (hereinafter called the Associate Editor).

There shall be one (1) councillor who should be a pathologist from any of the West African Countries participating actively in the Division.

One person may hold the offices of Secretary and of Treasurer at the same time and shall, when this occurs, be known as Secretary-Treasurer

The officers, the councillor and the past-president shall constitute the Executive Council.

BYE-LAWS

ARTICLE I - MEMBERSHIP

1. Members shall normally consist of those who possess a registrable medical qualification and are following a career in pathology in the first instance.
2. Members of good standing who retire from active practice may elect to be Senior Members by payment of a reduced annual subscription. Such members will be given the option of continuing or discontinuing to receive **the Newsletter or Journal when this becomes available** for which they will pay.

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3. Persons distinguished for eminent services to medicine and especially to the cause of pathology and to this Division may be made Honorary Members by the approval of the Executive Council.
4. Junior membership will be open to trainees who have passed their part I membership examination.
5. The annual subscriptions of the Division shall be fixed by the Executive Council and shall be payable in advance. Members whose subscriptions are two years or more in arrears may be disqualified from membership at the discretion of the Executive Council.
6. Honorary Members shall be exempt from subscriptions and are eligible to attend all meetings of the division.
7. Continuation of Ordinary Membership of the Division by persons domiciled outside Africa for more than two years will only be permitted in exceptional circumstances and at the discretion of Council.

ARTICLE II - OFFICERS AND COUNCILLORS

1. Officers and Councillors shall be nominated by any member of the Division in writing to the Secretary at least one month before the Annual General Meeting, provided the consent of the nominee has been obtained.
2. The term of office of the President and the President-Elect shall be for two years. The term of office for the Secretaries, Treasurer and Associate Editor shall be for three years and they shall be eligible for re-election for another term of 3 years, after which they shall not be eligible for re-election into the council until a further period of three years. Councillors shall serve for a period of three years and shall not be eligible for re-election as Councillors until after a further period of five years.
3. The Council shall have power to co-opt any member of the society to attend Council meetings but the co-opted member shall not have the power to vote.
4. The term of office of the Council shall begin as from 1 January the year following election.

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ARTICLE III - DUTIES OF OFFICERS

1. The Executive Council shall formulate policies and shall authorise disbursement of the Division's funds for ordinary business.
2. The President, President-Elect, Treasurer, General Secretary, Meetings Secretary, Membership Secretary and Associate Editor shall discharge the duties usually assigned to these offices. The council shall appoint such permanent and temporary committees as are necessary for the proper administration of the Division's affairs.
3. The Secretaries shall submit to the Executive Council reports of all transactions since the last meeting, and the Treasurer shall submit a duly audited financial statement. He shall also submit an estimated budget for the approval of the Executive Council.
4. The Secretaries, with the aid of appropriate committees, shall arrange all meetings.

ARTICLE IV - MEETINGS

1. The meetings of the society shall be held at the call of the President at such times and places as are decided by the Executive Council. At least one meeting a calendar year shall be held.
2. The programme of the annual meeting shall consist of three (3) parts.
 - o a The Executive Council shall meet before and after the business meeting of the Division and take action on such matters as are brought to it.
 - o b The business meeting of the Division will include the Secretaries' report, the Treasurer's report, the election of officers and Councillors, and consideration of such business as may be required.
 - o c The scientific meeting.
3. The Executive Council may be called into extraordinary sessions by the President to transact such business as necessary to meet emergencies. The Executive Council may co-opt interim officers or councillors, to fill vacancies occurring by election, resignation or death. All actions of the Executive

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Council under these circumstances are taken in the name of the Division and the Secretary shall notify members of such actions.

4. Members may introduce guests at the scientific meetings providing the appropriate registration fee is paid.
5. The election of these officers and councillors and their duties shall be as provided for in the bye-laws.
6. An extraordinary meeting of the division may be called by 3 (three) members of the executive council or 2/3 of ordinary members to address the specific issue for which the meeting was summoned.

ARTICLE V - TRANSACTION OF BUSINESS

1. A quorum of the Executive Council shall consist of four (4) of whom at least two shall be an officers.
2. A quorum at a business meeting of the Division shall consist of Ten (10) members, of whom at least one shall be an officer.

ARTICLE VI - - CHANGES IN THE CONSTITUTION

Amendments to the constitution and to the bye-laws shall first be submitted to the Secretary in writing for consideration of the Executive Council. The proposed amendment and the recommendation of the Executive Council shall be submitted to the membership either at the business meeting or by correspondence. A two thirds majority vote of those present at a business meeting, or of those voting when polled by correspondence, shall be required for adoption of the proposed amendment.

ARTICLE VII – Corporate Seal

There shall be a corporate seal which shall consist of two concentric circles and between the inner circle and the outer circle shall be the words “The International Academy of Pathology, Inc.” and in the center there shall be pictures of the lamp of knowledge, of a microscope resting on a book, of the globe and at the bottom “I.A.M.M. 1906,” an impression of such seal being made on the margin of this page.

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The IAP-WA will have TWO main scientific and academic activities in a year. The first is the IAP-WA Mid Year Teaching Programme to hold in June and will be a Workshop on a selected topic of practical utility targeted mainly at trainee and young Pathologists. The second in the month of December to be the IAP-WA Annual CME which would be on a topic of current interest or new frontiers and developments in the field of Pathology to include a Guest Lecture by an invited foreign speaker, a Slide Seminar and a Symposium on pre selected topics. This Meeting can be held in conjunction with the Annual National Conference of the Association of Pathologists of Nigeria (ASSOPON) for the convenience of members, many of whom are members of both Associations.

The IAP-WA will also have its own Newsletter, the IAP-WA Newsletter, released twice a year in January and July, which keeps the members abreast with the activities of the Division as well as other important news of the IAP and various meetings taking place in various parts of the world.