

# THE CONSTITUTION OF THE TANZANIA EAR, NOSE & THROAT SOCIETY (TENTS)

## Article I: The Name and Nature of the Society

- 1.1 The name of the society shall be “The Tanzania Ear, Nose & Throat Society (TENTS)”
- 1.2 The society shall be a voluntary autonomous organization that fulfills its objectives in the best interests of its members and the ENT (Otolaryngology) and related profession in Tanzania.

## Article II: Aims and Objectives

The aims and objectives of the society shall be to:

- 1.1 Provide a mean of organization to health workers interested in the practice of otolaryngology and related professions to come together as a professional body.
- 1.2 Promote training and research in the field of Otolaryngology, Audiology, Speech Language Pathology and related fields thus improving and advancing the practice of the discipline in Tanzania.
- 1.3 Disseminate scientific information in the field of otolaryngology by means of meeting, workshops, and publications in the Journal of Otolaryngologists of Tanzania, which will be the official journal of the TENT Society.
- 1.4 Set and maintain advanced standards of professional competence and a proper code of conduct for all members of the society.
- 1.5 Communicate through meetings and correspondences with sister professional associations in East Africa and in the rest of the world in the ENT and related fields.
- 1.6 Advise the government and the public on matters in the field of otolaryngology and related professions.
- 1.7 Do any other things that may be conducive to the attainment of the aims and objectives mentioned above.

## Article III: Functions of the Society

The Society, in the fulfillment of the aims and objectives stated in Article II, may carry out any one or all of the following functions:-

- 1.1 To organize and conduct seminars, workshops and study tours, symposia, lectures, and other related activities.
- 1.2 To seek opportunities and voice its views, advancing its aims and objectives both nationally and internationally.

- 1.3 To publish its own journal, books, website, newsletter and the like with the intention of educating its own members and other members of the medical profession.
- 1.4 To undertake any other activity that conforms to the society's aims and objectives.

#### Article IV: The Journal

- 1.1 There will be five categories of Membership; Founding members, Ordinary members, Associate members, Honorary members and Life members.
- 1.2 Founding members: shall be those who were present at the society's inaugural meeting.
- 1.3 Ordinary members: shall be medical practitioners with a postgraduate qualification in Otolaryngology, or its equivalent as registered by the Medical Council of Tanganyika, who have complied with the procedure stipulated under Article V of this Constitution.
- 1.4 Associate members: shall be all registered and licensed professionals interested in the field of ENT and related professionals.
- 1.5 Honorary members: shall be all those who have made special contributions to the advancement of the ENT profession and related fields as proposed by the governing council and endorsed by the Annual General Meeting.
- 1.6 Life membership: shall be awarded to an individual who, in the opinion of the governing council, has made a significant positive contribution in the field of internal medicine. Granting a life membership has to be approved by the AGM.
- 1.7 Life members shall be exempted from annual contributions.

#### Article V: Admission to the Society

- 1.1 An individual shall be admitted to ordinary, associate or honorary membership if he/she fulfills the following:
- 1.2 Apply in writing to the Hon. General Secretary of the Society.
- 1.3 Declares the intention to abide by the constitution of the Society and uphold its code of conduct.
- 1.4 Undertakes to pay dues as decided by the AGM.
- 1.5 His/Her application is discussed by the Governing council and approved by the AGM.
- 1.6 The decision to grant or deny membership is vested to the AGM.

#### Article VI: Rights of Members

- 1.1 A founding/ordinary member shall be entitled to one vote at the AGM which will carry a value in units, to have his/her name included in the published list of members, to obtain and inspect copies of all the documents of the association upon written request to the Hon. General Secretary, and to participate in all activities of the Society.
- 1.2 Founding members and Ordinary members shall have the right to be voted to office and become office bearers.
- 1.3 Associate members shall have the right to be represented by a proxy, who shall be one associate member with a voting right in the governing council.

- 1.4 An associate member shall be entitled to one vote at the AGM which will carry a value of 0.3 units.
- 1.5 Members of good standing will enjoy subsidies to costs of functions and material prepared or distributed by the association.

#### Article VII: Termination and Readmission to Membership

- 1.1 Membership will cease upon resignation, expulsion, death, non-payment of annual subscription for three years and failure to attend three consecutive AGMs without reasonable explanation.
- 1.2 Expulsion of a member: A member shall be expelled from the association by the AGM, on recommendation by the governing council if his/her professional conduct is contrary to the aims and objectives of the society.
- 1.3 Re-admission: An expelled member shall be readmitted to the association upon submitting a written application to the Hon. General Secretary who will present it to the Governing Council for securitization and subsequently recommend to the AGM.
- 1.4 AGM shall have the final decision on readmission of members.

#### Article VIII: Organs of the Society

The principal organs of the society shall be the Governing Council and the AGM.

##### The Governing Council:

- 1.1 The governing council shall have the power to assign any members, not exceeding two, for the business of the society.
- 1.2 The governing council shall be responsible for the day to day activities of the association.
- 1.3 The governing council shall meet not less than four times a year and 1/3 of the members of the governing council shall form a quorum.
- 1.4 The governing council shall organize professional meetings and determine the date and venue for the AGM.
- 1.5 The governing council shall consider applications for membership of the association and recommend to the AGM for approval.
- 1.6 The governing council shall recommend the registration fee and annual subscription to the AGM for approval.
- 1.7 The governing council shall have the power to propose rules and regulations that will assist effective running of the association.

##### Duties of the President:

- 1.1 The President shall oversee all activities of the association, convene and preside over all governing council meetings and AGMs, and summon and preside over extra-ordinary meetings.

### Duties of the Vice President:

- 1.2 The vice president shall be responsible for membership mobilization, fund raising activities, and the co-ordination of research activities. He/she shall assume all duties of the president in his/her absence.

### Duties of the Honorary General Secretary:

- 1.3 The honorary general secretary shall be the custodian of the constitution, organize meetings, prepare and circulate minutes of all meetings, prepare and organize elections, and circulate a newsletter.

### Duties of the Honorary Assistant General Secretary:

- 1.4 The honorary assistant general secretary shall assist and perform duties assigned to him/her by the honorary general secretary and act in the absence of the honorary general secretary.

### Duties of the Honorary Treasurer:

- 1.5 The honorary treasurer shall collect and keep all money in the association's bank account and pay all authorized bills within time. The honorary treasurer shall also present yearly audited accounts to the council and AGM and keep up to date the association's accounts. He /she shall ensure that a list of members in good financial standing is compiled and circulated at least three months before the AGM. The treasurer shall ensure that correct signatories are obtained for any financial transaction.

### Duties of the Honorary Assistant Treasurer:

- 1.6 The Honorary Assistant Treasurer shall assist and perform duties assigned to him/ her by the Honorary Treasurer and act in the absence of the Honorary Treasurer.

### The Annual General Meeting:

- 1.1 The AGM is constituted by all members and shall be the supreme organ of the association. The Governing Council or any other organ established under its authority shall subordinate and be accountable to it.
- 1.2 The AGM shall assemble meetings as occasion demands, provided it shall meet at least once in a year in an annual general meet to receive and discuss annual reports or any other special reports, (president; secretary; treasurer's reports) and conduct elections when due.
- 1.3 The annual general meeting shall be the highest sitting of the Society; the quorum shall be one third of all members in good standing. The annual general meeting shall approve or disapprove new members.
- 1.4 In all the meetings in the event of quorum not being achieved, a second meeting should be called within one month. If the quorum is not attained in the second call then the meeting shall proceed with the members in attendance and the decisions taken will be binding to all.

1.5 The President shall preside at the AGM.

### Extraordinary General Meeting:

1.1 May be summoned by the president or by request to the governing council or the board of trustees in writing by ten or more members in good standing. A 30 days' notice of the meeting must be given.

### Article IX: Elections

1.1 Election of new office bearers shall be held biennially at the AGM.

1.2 Each Officer shall be elected for tenure of four years. No office-bearer shall be eligible for nomination after two consecutive terms in one office.

1.3 Office bearers shall be elected in such a manner as to allow at least staggering of incumbent and new office bearers.

1.4 There shall be two groups:

Group A: President, Vice Secretary General, Treasurer, Two Zonal Chairpersons, Editor and two elected members.

Group B: Vice President, General Secretary, Vice Treasurer, Two Zonal Chairpersons, Associate member and one elected member.

Elections will be conducted every two years to put in place officers from either group A or B alternately. Thus each officer will serve for a period of four years.

1.5 Returning Officer: Election shall be conducted under the supervision of one of the trustees as returning officer. In the event of his/her absence, a returning officer will be elected by simple majority during the AGM.

1.6 The election of the office bearer shall be by secret ballot at the AGM.

1.7 Each member will have one vote.

1.8 Candidates for the respective post will be proposed and seconded by members at the AGM.

1.9 In the event there are more than three candidates proposed for one post, members will vote to get three candidates with the highest votes.

These three candidates will be subjected to a second.

1.10 An elected office bearer shall cease to be in office when he/she; resigns, passes away; is convicted of criminal offence or removed from the register by medical council of Tanganyika; doesn't attend meetings for a period of twelve months without a valid reason or consent from the President; acts in a manner detrimental to the interest of the Association. Such action shall be discussed by the Governing Council and the recommendations be taken to AGM for final decision. Replacement of the elected members shall be effected at the following AGM.

### Article X: Subscriptions

1.1 The governing council shall recommend membership and subscription fees to the AGM for approval.

- 1.2 Annual subscriptions shall be paid to the treasurer in advance of the annual general meetings for members to have voting rights.

#### Article XI: Power to Make Rules and Regulations

- 1.1 The governing council may from time to time propose rules and regulations to the AGM whose adoption shall require a two-third majority of member present at the AGM. Such rules or amendments may also be proposed by any member of good standing at least three months before AGM.

#### Article XII: Funds and Property of the Association

- 1.1 Funds and property of the society shall be obtained by contributions from its members, sale of literature, gifts, donations, and grants.
- 1.2 The society shall, through purchases, donations and gifts acquired, own and maintain fixed and movable assets.
- 1.3 Boards of trustee shall be the custodian of the funds and properties of the society.

#### Article XIII: The Accounts of the Society

- 1.1 The Association shall open its banking accounts with the Commercial Banks in Tanzania, approved by G.C (General Council).
- 1.2 The signatories of the Society for all the banking Transactions at the National Level shall be the following:
  - Group A:**
    - President
    - Hon. General Secretary
  - Group B:**
    - Hon. Treasurer
    - Hon. Assistant Treasurer
- 1.3 The following conditions must apply:
  - There must be two signatories: one from group A and the other from Group B.

#### Article XIV: Board of Trustees

- 1.1 The AGM shall appoint by special resolution a person or persons of impeccable integrity and rectitude to be part of the Board of trustees.
- 1.2 Members of the society shall be eligible to be appointed.
- 1.3 The members of the Boards of Trustees shall elect a chairperson who shall be patron.

#### Article XV: Zonal Branches

- 1.1 Certain geographical areas of the country may be designated by the Governing council as Zonal branches of the society provided there are at least three members of good standing and it is approved by the AGM.
- 1.2 Each such branch is an integral part of the association and must follow the constitution of the society.

- 1.3 The Zonal branch shall be responsible for the recruitment of new members.
- 1.4 The Zonal branch shall elect a Zonal chairman, Zonal secretary, and a Zonal treasurer, and these shall constitute Zonal governing council for renewable office tenure of three years.
- 1.5 The Zonal chairman shall chair all the meetings of the zone.
- 1.6 The chairman of each Zonal branch shall be a member of the National governing council.
- 1.7 The Zonal secretary shall be the secretary of all the Zonal meetings and shall keep records and be responsible for all the correspondences of the Zonal branch.
- 1.8 The Zonal treasurer shall, on behalf of the Honorary treasurer of the society, be responsible for collection of all fees payable to the society and forward to the Honorary Treasurer.
- 1.9 A minimum of fifty percent of funds collected at the Zonal level will be reallocated back to the Zonal branch to strengthen its activities.
- 1.10 The Zonal branch will be allocated funds by the Governing council based on their annual operational budget.
- 1.11 The Zonal branch will be allocated funds by the Governing council based on their annual operational budget.
- 1.12 Each Zonal branch shall hold Zonal branch meetings at least two times year and report its activities to the governing council.

#### Article XVI: Alteration of the Constitution

- 1.1 The constitution may be amended by a two thirds majority vote of members of Good-standing present at a duly constituted AGM, provided the notice of such a meeting and proposed amendments have been communicated to members in writing at least 30 days prior to such a meeting.

#### Article XVII: The Seal and Emblem of the Society

- 1.1 The Society shall have a seal and an Emblem as approved by the AGM.

#### Article XVIII: Dissolution of the Society

- 1.1 The Society may be dissolved by a resolution passed to that effect by a secret ballot at an extraordinary General meeting called specifically for that purpose by the Board of Trustees.
- 1.2 A two-thirds vote of all voting members of good standing will be required to pass the resolution.
- 1.3 Where the resolution is passed the General Meeting shall appoint a person(s) to be the liquidator(s) and shall make provisions for the final disposal of the society assets and liabilities.