

**THE**

**CONSTITUTION OF**

**UGANDA ASSOCIATION**

**OF ALLIED HEALTH**

**PROFESSIONALS**

# CONSTITUTION OF UGANDA ASSOCIATION OF ALLIED HEALTH PROFESSIONALS

## PREAMBLE

We, hitherto erroneously designated "Paramedicals", do respect the dignity and worth of the individual and honour the presentation and protection of fundamental human rights. Consequently, we use our skills only for purposes consistent with these values, and in the practice of our professions, we subscribe to principles in the areas of:

1. Responsibility,
2. Competence,
3. Moral and Legal Standards, and
4. Professional Relationships.

Like other health professionals, we are conscious of the need for commitment to the understanding of health care, and we are also aware of the fact that the maintenance of high standards of professional competence is a responsibility shared by all health professionals in the interest of public and the Medical Profession as a whole. We further recognise the boundaries of our competence and limitations of our techniques and only provide services, use techniques, or offer opinions as professionals that meet recognized standards.

Whereas we are aware of our desire for achievement and confidence in front of others; conscious of our need recognition, and appreciation by others; recognising the fact that no-realization of these needs causes feelings of inferiority, loss of morale and failure to render adequate service;

Recognising further that unity is strength;

We hereby resolve to influence our destiny and thus enhance the dignity of our professions, and to strive to meet our needs for well-being and development, and to do all this by upholding and working for the achievement of the aims of the constitution of which this Preamble is a part.

Thus, driven by the love for one another and pained by hitherto distorted public image of our professions, we -

- Uganda Medical Assistants (Medical Clinical Officers);
- Medical Laboratory Technologists;
- Medical Social Workers;
- Occupational Therapists;
- Ophthalmic Clinical Officers;
- Orthopaedic Assistants;
- Orthopaedic Technologists;
- Dental Technologists;
- Dispensers; Anaesthetic Officers,
- Assistant Field Officers; Physiotherapists;
- Public Health Dental Assistants;

Psychiatric Clinical Officers;  
 Health Inspectors;  
 Health Tutors;  
 Radiographers;  
 Medical Records Officer;  
 Laboratory Assistants (Entomology);  
 Public Health Assistants;

do hereby resolve to form an Association to be known as "UGANDA ASSOCIATION OF ALLIED HEALTH PROFESSIONALS".

**ARTICLE 1: NAME OF ASSOCIATION**

- 1.1 The name of the Association shall be Uganda Association of Allied Health Professionals, and hereafter referred to as an Association.

**ARTICLE 2: HEADQUARTERS**

- 2.1 The Headquarters shall be in Kampala or such other places as may be decided by a General Meeting.

**ARTICLE 3: AIMS AND OBJECTIVES**

- A. 3.1 To unite the Health Professionals of Uganda;
- 3.2 To advise, support or act for any member of the Association having problems related to his/her profession;
- 3.3 To facilitate exchange of information, ideas and advise on matters affecting Allied Health Professions unit bodies and/or outside Uganda;
- 3.4 To promote interests and welfare of Allied Health Professions;
- 3.5 To get together in social and cultural activities;
- 3.6 To advance the educational interests of the members;
- 3.7 To promote good understanding and co-operation between the members and the government through the Ministry of Health;
- 3.8 To maintain dignity and uphold ethics of health activities;
- 3.9 To affiliate to any other association of body having similar aims and objectives in, and/or outside Uganda.

**B. IMPLEMENTATION OF AIMS AND OBJECTIVES**

To achieve the aims and objectives, the Association shall;

- 3.1 register all those who are eligible to become members;
- 3.2 arrange facilities for mutual contact of members;
- 3.3 acquire assets which can assist towards the execution of the aims and objectives;
- 3.4 find ways and means of raising funds for the Association.

#### **ARTICLE 4: MEMBERSHIP**

Membership shall be open to a person without discrimination based on race, colour, tribe, national origin, sex or religion provided the following conditions are fulfilled:-

- A.
  - 4.1 He/she has undergone training and qualified in any existing and recognised allied health profession/institutions or has any other qualification which in the opinion of the executive committee members of the Association is equivalent to the status of the above;
  - 4.2 He/she accepts the aims and objectives of the Association;
  - 4.3 He/she has been registered;
  - 4.4 He/she continues to support all the activities of the Association;
  - 4.5 He/she has not been adjudged by court to be of unsound minded;
  - 4.6 He/she has not been convicted of a criminal offence in court of law.

#### **B. HONORARY MEMBERSHIP**

- 4.1 The Association shall provide associate membership at its discretion and only during General Meetings;
- 4.2 Association members shall be entitled to all privileges and obligations of the Association.

#### **ARTICLE 5: TERMINATION OF MEMBERSHIP**

A person shall cease to be a member:-

- 5.1 after his/her death;
- 5.2 upon dismissal for misconduct;
- 5.3 upon his/her failure to settle the annual subscription for three consecutive years;
- 5.4 upon voluntary resignation;
- 5.5 if he/she is convicted of a serious crime in a court of law.

**ARTICLE 6 (A): RESIGNATION**

- A. 1. Any member wishing to resign his/her membership of the Association shall do so in writing to the Secretary General and the matter shall be considered by the Executive Committee members.

**ARTICLE 6 (B): REJOINING**

1. Any ex-member wishing to rejoin the Association shall do so in writing to the Secretary General and the Executive Committee members shall consider the application;
2. The application shall only be made when three years have elapsed after resignation.

**ARTICLE 7: DUTIES OF MEMBERS**

It is the duty of every member of the Association;

- 7.1 to protect and work for the solidarity of the Association;
- 7.2 to respect the Association and its Executive Members;
- 7.3 to abide by the approved policies;
- 7.4 to carry out the decisions of the Association promptly;
- 7.5 to meet his/her dues regularly.

**ARTICLE 8: CENTRAL EXECUTIVE COMMITTEE MEMBERS**

The Central Executive Committee shall consist of the of the following officers:

- 9.1 President;
- 9.2 Vice President;
- 9.3 Secretary General;
- 9.4 Assistant Secretary General;
- 9.5 Treasurer;
- 9.6 National Publicity Secretary;
- 9.7 Assistant National Publicity Secretary;
- 9.8 Ten Regional Secretaries to be stationed at the following regions:

Kampala, Masaka, Mbarara, Fort/Portal, Hoima, Gulu, Arua, Moroto, Mbale and Jinja.

9.9 Committee Members;

These will consist of one person from each discipline not already represented above. These members shall attend all meetings.

9.10 Sub-Committee shall be instituted as and when necessary for specific duties.

9.11 The term of office for Central Executive Members shall be three years.

**ARTICLE 10: DUTIES OF CENTRAL EXECUTIVE MEMBERS AND COMMITTEE MEMBERS.**

The duties of the Executive and Committee Members shall be;

- 10.1 to carry the policies or decisions of General Meetings;
- 10.2 to organise, guide and supervise the activities of the Association;
- 10.3 to receive and consider reports of its members;
- 10.4 to maintain discipline among members of the Association and suspend membership until reported to the General Meeting;
- 10.5 to enact a code of conduct which shall, on approval by a General Meeting, be binding on the members of the Association.

**ARTICLE 11: DUTIES OF OFFICE BEARERS**

The President

The President shall:

- 11.1 superintend the day to day administration of the Association;
- 11.2 be responsible for the allocation of duties to other members of the Executive Members;
- 11.3 convene General and Executing Committee Meetings through the Secretary General;
- 11.4 preside at all functions of the Association;
- 11.5 in consultation with Senior Executive Committee members take decisions on behalf of the members of the Association in cases of emergencies.

**ARTICLE 12: THE VICE PRESIDENT**

The Vice President shall:

- 12.1 deputise for the President and perform other duties assigned to him/her by the President.

**ARTICLE 13: THE SECRETARY GENERAL**

The Secretary General shall:

- 13.1 record and keep the minutes of all meetings;
- 13.2 issue notices for meetings and any other documents;
- 13.3 attend to correspondences and administrative details of the Association;
- 13.4 implement the decisions and instructions of the President, Executive Committee and General Meetings;
- 13.5 maintain an up-to-date register of all the members of the Association;
- 13.6 prepare an Annual Report of the activities of the Association.

**ARTICLE 14: THE ASSISTANT SECRETARY GENERAL**

The Assistant Secretary General shall:

- 14.1 deputise for the Secretary General and perform other duties assigned to him by the Secretary or Executive Committee Members.

**ARTICLE 15: TREASURER**

The Treasurer shall:

- 15.1 be subject to the authority of the Executive Committee Members;
- 15.2 be responsible for the finance of the Association;
- 15.3 keep proper accounts showing how funds are received and expended;
- 15.4 present an audited accounts at every meeting and when requested by the President or Executive Committee Members;
- 15.5 issue receipts for money received and assure that members settle their financial dues regularly by reminding them through their respective Regional Secretaries;

- 15.6 supervise the Regional Secretaries as far as collection of Registration and Annual Subscriptions are concerned;
- 15.7 deposit immediately in the Association's account all the money collected and not keep an amount of cash which is more than what the Executive Committee Members have recommended;
- 15.8 consult the Secretary and or President for emergency expenditures;
- 15.9 in consultation with the Executive Members be responsible for budgeting the finances of the Association;
- 15.10 keep all properties of the Association under the supervision of the Board of Trustees.

#### **ARTICLE 16: NATIONAL PUBLICITY SECRETARY**

The National Publicity Secretary shall:

- 16.1 propagate in the interest of the members, the intention and ambition of the Association;
- 16.2 liaise with other professional bodies in matters of mutual interest in collaboration with the Secretary General;
- 16.3 to perform other duties that may be assigned to him/her by the Executive body;
- 16.4 liaise with the Treasurer to raise funds for the Association.

#### **ARTICLE 18: REGIONAL SECRETARIES**

The Regional Secretaries shall:

- 18.1 administer the regions and preside at all functions and meetings on behalf of the Executive members in their respective regions;
- 18.2 establish regional Executive Committees;
- 18.3 assist the Treasurer by regularly reminding members in their regions about annual subscriptions;
- 18.4 perform other duties assigned to him/her by the Executive body of the Association.

#### **ARTICLE 19: AUDITOR**

The Auditor shall:



- 19.1 be appointed by the Executive Committee Members to examine the accounts of the Treasurer any time it is deemed necessary;
- 19.2 be appointed to examine the accounts of the treasurer before the General Meetings.

#### **ARTICLE 20: PATRON**

A Patron shall:

- 20.1 be appointed by the Executive Committee Members;
- 20.2 be the symbolic head of the Association;
- 20.3 represent the Association on honorary functions on request by the President.

#### **ARTICLE 21: TRUSTEES**

A Board of Trustees shall:

- 21.1 be appointed by the Executive Committee Members and consist of three persons, one of whom shall be a Lawyer and Chairman of the Board;
- 21.2 be the overall advisory body of the Association and in whom all the properties shall be vested;
- 21.3 maintain good relationship between Executive Members and other members of the Association;
- 21.4 receive all complaints from members and present them to the Executive Members;
- 21.5 call all Extraordinary Meeting in accordance with the relevant section of the constitution;
- 21.6 be dealt with by the Executive organ either by disciplining or expulsion if he/she acts contrary to the aims and objectives of the Association.

#### **ARTICLE 22: MEETINGS OF THE ASSOCIATION**

The supreme power of the Association shall be vested in the General Meetings and shall comprise the following:

- 22.1 (a) Annual General Meetings;
- (b) Extraordinary General Meetings;
- (c) Executive and other Committee Members;

- 22.2 The quorum for Annual Executive and other Committee Meetings shall be formed by half of the members;
- 22.3 The Annual General Meetings shall be held in June after giving at least one's month's notice;
- 22.4 (a) If the quorum for the Annual General Meeting is not realised on hour after the appointed time, the meeting shall be adjourned for a month and be held at such hour and place to be decided by the Executive Members;
- (b) if the quorum is not realised again on the second attempt, the meeting shall proceed with the members present.
- 22.5 Notice of any motion to be discussed at the Annual General Meeting shall be given in writing to the Secretary General at least one month before the meeting;
- 22.6 (a) Extraordinary General Meeting shall be held anytime the Executive Committee members deem it necessary after giving at least two weeks notice;
- (b) the quorum for the meeting shall be half ( $1/2$ ) of the members;
- 22.7 (a) The Executive Committee Meetings shall be held after every three months at least and any other time whenever it is deemed necessary;
- (b) Any member of the Executive who misses three consecutive meetings will be deemed incompetent and will be removed from office pending a General Assembly.
- 22.8 (a) All votings shall be by show of hands except when electing officers of the Association and/or voting for special resolutions when secret ballots shall be used;
- (b) In the event of equality of the votes, the person presiding shall have a casting vote;
- 22.9 (a) In the event of dissatisfaction of members with poor running of the Association, the Chairman of the Board of Trustees shall call an Extraordinary General Meeting and only after half ( $1/2$ ) of representatives from the various disciplines forming the Association have signed a petition document.
- (b) The quorum for this type of Extraordinary Meeting shall be half ( $1/2$ ) of the total membership and all those who signed the document must be present at the meeting;
- (c) If the quorum is not realised within a period of one hour from the appointed time, the meeting shall be dissolved.

22.10 The functions of Annual General Meetings shall be:

- (a) to formulate policies
- (b) to consider Annual and Audit Reports;
- (c) to elect Executive Members.

#### **ARTICLE 23: ELECTION PROCEDURES**

- 23.1 (a) Nominations and secondings shall be given at General Meetings;  
(b) Nominations shall be restricted to three for each post being contested;
- 23.2 Ballot papers shall be used for voting.
- 23.3 Nominee shall be present at the meeting or at least apology received;
- 23.4 Outgoing officials shall be eligible for re-collection;
- 23.5 A returning officer shall be elected by the members to supervise and control the elections;
- 23.6 A candidate seeking election to any post shall be clear of all Association's dues;
- 23.7 When an office fall vacant during the year the President may confer acting appointment in consultation with other Executive committee members until the position is substantially filled during a General Meting;
- 23.8 Regional Secretaries and their Committee Members shall be elected in their respective regions not later than two months after the election of other Executive Members.

#### **ARTICLE 24: FINANCE OF THE ASSOCIATION**

The funds of the Association shall be derived from:

- 24.1 (a) Registration and annual subscriptions the amount of which shall be decided during General meetings;
- (b) Annual subscriptions which shall be due and payable on the 1st day of June each year;
- (c) Proceeds from fund-raising activities;
- 24.2 All financial documents, particularly withdrawal of money from the Association's Bank Account, shall be signed by any two of the following:
  - Treasurer and either President or
  - Secretary General.

**ARTICLE 25: REMUNERATION**

- 25.1 No remuneration shall be paid to the officers of the Association but appropriate reimbursement of traveling or other expenses shall be made to officer(s) using his/her/their own money on official assignment of the Association and only an approval by the Executive Committee member.

**ARTICLE 26: DISCIPLINE**

- 26.1 Any member shall be suspended by Executive for grave offences until a General Meeting is held. During the suspension period the member shall have no rights to the functions and privileges of the Association.

**ARTICLE 27: AMENDMENT**

- 27.1 Any proposal to amend this constitution shall be in the form of a motion in writing to the Secretary General at least two months in advance for consideration by the Executive Committee and thereafter a General Meeting shall follow or a motion of amendment may be tabled by the Executive Committee to the General Meeting.
- 27.2 An amendment of the constitution shall be passed by at least two thirds ( $\frac{2}{3}$ ) majority during a General Meeting.

**ARTICLE 28: INTERPRETATION OF THIS CONSTITUTION**

The interpretation of this constitution shall be vested in the Executive Committee.

**ARTICLE 29: LIQUIDATION**

- 29.1 In the event of a breakdown of the Association the Chairman of the Trustees shall become the Chief Executive;
- 29.2 He shall call an Extraordinary General Meeting during which a decision shall be taken in regards to the disposal of the properties of the Association;
- 29.3 Upon dissolution, the funds of the Association shall first be applied in the discharge of its debts and liabilities and thereafter any excess or deficit shall be distributed among or collected from members.
- 29.4 The distribution of the excess funds or properties shall be effected on percentage basis and in accordance with the number of years a member has been active;
- 29.5 The books and all the records shall be brought up to date and thereafter be handed over to the Trustees for safe custody.