

# **MEDICAL ASSOCIATION OF TANZANIA**

**(MAT)**

## **CONSTITUTION**

**Prepared by:**

**The Medical Association of Tanzania (MAT)**

**National Council**

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## **ARTICLE: 1. NAME AND HEADQUARTERS:**

The Name of the Association Shall be “The Medical Association of Tanzania” and its acronym is (MAT).  
Its Head Office shall be situated in Dar es Salaam, Tanzania.

## **ARTICLE: 2. INTERPRETATION:-**

In these articles unless the context otherwise requires:

<b>“Association”</b>	means the Medical Association of Tanzania (MAT)
<b>“Affiliated Association”</b>	means any Association whose aims and objectives are similar to the aims and objectives of The Association.
<b>“Bona fide member”</b>	means a registered member fully paid up and not in arrears of annual subscriptions
<b>“Council”</b>	means the “National Council of the Association” elected by the General Meeting of the Association.
<b>“Executive Committee”</b>	means the Executive Committee of members elected by the General Meeting of the Association.
<b>“General Assembly”</b>	shall mean and include “the Annual General Meeting and Extra Ordinary Meeting”
<b>“He”</b>	shall also mean a “She” and vice versa
<b>“Member of Good standing”</b>	means member active in the field of Medicine who has fully paid up all his outstanding fees and subscriptions and participates in the activities of the Association.
<b>“President”</b>	means the President of the Association elected by the General Assembly.

## **ARTICLE: 3. EMBLEM OF THE ASSOCIATION:-**

The emblem of the Association shall be a double circle bearing the acronym “MAT” on the uppermost part of the circle, a map of Tanzania with a baton and a snake sign in the middle, and the words “KWA AFYA NA UADILIFU” on the lower part of the circles with a sky-blue as a background to the map.

#### **ARTICLE: 4. THE PATRON:-**

There shall be a Patron who shall be appointed by the Council and be approved by the General Meeting. He shall serve for four years and be eligible for reappointment.

**Provided that,** no person shall be elected for more than two consecutive terms.

#### **ARTICLE: 5. OFFICIAL LANGUAGE:-**

The official language of the Association shall be English and Kiswahili.

#### **ARTICLE: 6. STATUS:-**

The Association shall be a professional, Non-Governmental, Non-profit making, Non- partisan and Non-Religious Organization devoted to carry out the Aims and Objectives stipulated in these Articles.

The Association may affiliated to bodies with similar interests and objectives.

#### **ARTICLE: 7. AIMS AND OBJECTIVES:-**

The aims and Objectives for which the Association is established are:

- 7.1** To up-hold a high standard of Medical Ethics and conduct among its members.
- 7.2** To promote and maintain the Medical and allied Sciences, the honor and the interests of the Medical professions.
- 7.3** To act as a representative body of the medical profession in Tanzania and to liaise with and advise the government on medical matters, registration and monitoring of the practice of medical professionals in the country.
- 7.4** To ensure, maintain and safeguard the rights, interests, privileges and welfare of its members.
- 7.5** To act as a coordinating body for other Medical Professional Associations in Health Sciences.
- 7.6** To conduct and promote research in the development of medicine and public health.
- 7.7** To maintain liaison by meeting, correspondence or otherwise with members of Medical Associations and other related bodies throughout the World.

**7.8** To disseminate technical information and research findings in the field of medicine and allied sciences through the Tanzania Medical Journal which for all intents and purposes is the official organ of the Association.

**7.9** To undertake any other activity in consonance with the Association's status, aims and objectives.

## **ARTICLE: 8. MEMBERSHIP AND FELLOWSHIP:-**

Membership of the Association shall comprise of the following categories:

- (a) Ordinary Members.
- (b) Associate Members.
- (c) Student Members.
- (d) Honorary Members.
- (e) Foreign Members.

### **8.1 Ordinary Membership:-**

Every practitioner registered to practice medicine or dentistry by the Medical Council of Tanganyika shall be eligible for Ordinary Membership.

### **8.2 Associate Membership:-**

Any person who holds a medical or dental qualification which may not be registerable by the Medical Council of Tanganyika, or who holds qualifications approved by the National (in Para-medical or Biological science) shall be eligible for Associate Membership.

### **8.3 Student Membership:-**

Student studying at the Medical or Dental faculty of any recognized University/College shall be eligible for Student Membership.

### **8.4 Honorary Membership:-**

The National Council may confer honorary membership to individuals, who are not ordinary or associate members of the Association, but have made an outstanding contribution towards promoting the objectives of the Association.

### **8.5 Foreign Membership:-**

Tanzanian and foreigners, Medical and Dental practitioners who are registered in foreign countries wishing to be members of the

Association may apply and be admitted as foreign members, after complying with the requirements of membership.

## **8.6 FELLOW:-**

Fellowship shall be the highest honour conferred to exceptionally distinguished person who has rendered outstanding services to the Association or who has distinguished Himself in the field of Medicine/Dentistry or human welfare as to merit a special recognition.

A fellow shall be elected by the Council and be approved by the General Meeting of the Association.

### **Application for Membership:-**

- 8.6.1 Every candidate for membership shall submit a formal application for membership to the Honorary Secretary General in the form prescribed by the Council and shall be seconded by two referees who are fully paid up ordinary members in the Association for at least 3 years.
- 8.6.2 Every applicant for membership shall if elected abide by the Constitution, Rules and Ethics of the Association.
- 8.6.3 Each application for membership shall be considered by the Council or a committee authorized by the Council in its next meeting and shall ensure that the applicant meets the qualifications required by the Constitution and supports the objectives of the Association before deciding whether to admit the applicant for membership in the Association and in what category.
- 8.6.4 The acceptance or refusal for membership shall be communicated in writing to the applicants within a period of three (3) months after receipt of the application.
- 8.6.5 Where an Application has been refused, the reasons for such refusal shall be communicated to the Applicant. The Applicant may submit a new application for consideration after a period of one year.
- 8.6.6 Every member of the Association shall be provided with an Identity Card bearing His Registration number; and the Association shall keep an updated register of its members.

## **ARTICLE: 9. MEMBERSHIP FEES:-**

Every member of the Association, save for the Honorary Members, shall upon his admission, be required to pay Entry/Registration Fee and subsequent Annual subscriptions, as may be determined by the Annual General Meeting from time to time.

**PROVIDED** that no Student-Member, shall pay subscription fees, exceeding one half (50%) of an ordinary Member

## **ARTICLE: 10. RIGHTS AND DUTIES OF MEMBERS:-**

### **10.1 Rights of Members:-**

Subject to the provisions of this Constitution, a member of the Association shall have the following rights.

- (a) Save for the student, Associate and Honorary member, a member shall have a right to vote at the General Meeting of the Association.
- (b) To have his name in the Register of the Association.
- (c) To be provided with information on the activities of the Association.
- (d) Save for the student, Associate and Honorary members, to be eligible to elect or be elected to office in the Association.
- (e) To participate in all general activities of the Association.

### **10.2 Duties of Members:-**

It is the duty of all members to:

- (a) Uphold the Constitution of the Association.
- (b) Contribute, participate in the activities of the Association and endeavor to ensure that the objects of the Association are met.
- (c) To pay all membership fees and subscriptions to the Association as prescribed in these articles.

## **ARTICLE: 11. TERMINATION / READMISSION OF MEMBERSHIP:-**

### **11.1 TERMINATION OF MEMBERSHIP:-**

A member shall cease to be a member of the Association if:

- (a) He dies;
- (b) He resigns by giving a three week notice in writing to that effect, lodged to the Honorary Secretary of the Association;
- (c) His subscriptions are in arrears for two consecutive years;
- (d) The Executive Committee reasonably believes that the conduct of that member has persistently or seriously undermined the aims and objectives of the Association or has consistently prejudiced the status and interests of the Association and recommends that he be expelled from the Association; the General Assembly upon such recommendation may expel him.

**PROVIDED** that, such member shall have been given a thirty days notice in writing of such misconduct within which he should submit a written statement of defense or explanation to the Executive Committee, on the alleged misconduct. If the Executive Committee is not satisfied with the explanation, it shall suspend him and submit its recommendation to the General Assembly for final ruling.

#### **11.2 Readmission to Membership:-**

Any member whose membership has been terminated for alleged misconduct under Article 11.1 above may be readmitted to the Association by a resolution of the General Assembly upon his application for readmission to the Executive Committee.

**PROVIDED** that at least two years shall have elapsed from the date of his expulsion

#### **ARTICLE: 12. ORGANS and MANGEMENT:-**

The Association shall be comprised of the following Principal Organs:

- (a) The General Assembly;
- (b) The National Council;
- (c) The Executive Committee;

#### **ARTICLE: 13. THE GENERAL ASSEMBLY:-**

The General Assembly is composed of all Members of the Association and it is the Supreme Organ of the Association. All other organs, committee and any sub committee established under its authority shall be subordinate and accountable to the General Assembly.

**The General Assembly shall hold General meetings in the following manner:-**

- 13.1** There shall be a meeting of the General Assembly once every year known as the Annual General Meeting (AGM)) to be held not more than fifteen Months (15) after the last Meeting.
- 13.2** The Meeting specified in article 13.1 shall constitute the Ordinary General Meeting.
- 13.3** The venue for an Annual General Meeting shall be determined by the Executive Committee.
- 13.4** No General Meeting shall be convened unless a twenty eight (28) days notice shall have been given in writing by the Honorary General Secretary inviting all members to attend the meeting.

### **13.5 Extra-Ordinary General Meeting:-**

In extraordinary circumstances the Honorary Secretary shall, if the Council deems fit or upon receiving a petition signed by 25% of ordinary members of good standing demanding a meeting of the General Assembly, issue a 14 days notice calling for an Extra – Ordinary meeting of the General Assembly.

### **13.6 Chairing of the General Assembly:-**

The General Meetings shall be presided over by the President or in his absence by the President Elect or in the absence of both, by a Chairperson appointed by the meeting, provided that such person shall be a member of the Council present in that meeting.

### **13.7 Quorum:-**

The quorum for an Annual General Meeting shall be 25% of bonafide members on the Register in the material year of the Meeting.

### **13.8 Voting:-**

Resolutions of the General Assembly shall be by simple majority of the members present unless otherwise stipulated in this Constitution. The chairperson shall have a casting vote.

## **ARTICLE:14. FUNCTIONS OF THE GENERAL ASSEMBLY:-**

The functions of the General Assembly shall be:-

- (a) To elect the office bearers of the Association.
- (b) To elect the members of the Executive Committee and the National Council.
- (c) To Appoint an Auditor of the Association.
- (d) To Approve the Audited Account of the Association,
- (e) To Review and approve any motion presented by the Executive Committee or the National Council.
- (f) To hear appeals of members dissatisfied with decisions of the Executive Committee or the National Council.
- (g) To receive and adopt Annual Reports from the Executive Committee.
- (h) To pass a Resolution on Amendment of the Constitution whenever the need arises.

- (i) To make policies and to approve annual plans and budgets of the Association.

**ARTICLE: 15. THE NATIONAL COUNCIL:-**

**15.1** The Association shall be Governed by the National Council which shall consist of members elected by the General Meeting of the Association.

**15.2** The National Council shall be composed of the following:-

- (a) The President.
- (b) The President Elect,
- (c) The Immediate past President,
- (d) The Honorary General Secretary,
- (e) The Honorary Assistant General Secretary,
- (f) The Honorary Treasurer,
- (g) The Editor of the Tanganyika Medical Journal,
- (h) Seven Ordinary Members Elected by the General Meeting
- (i) Chairpersons/Representatives of Allied Associations as shall be elected by the General Meeting of the Association.

**15.3 The National Council Meetings:-**

**15.3.1** The National Council shall meet at least three times a year but may meet any time when such need arises.

**15.3.2** The Honorary Secretary General shall record the minutes of all the meetings of the Council.

**15.3.3** The Venue of Council Meetings shall be decided by the Executive Committee.

**15.3.4** The National Council meetings shall be presided over by the President or in his absence by the President Elect or in the absence of both by a Chairperson appointed by the meeting provided that such person shall be a member of the Council present in that meeting.

**15.4 QUORAM:-**

The quorum of a meeting of the National Council shall be one third of its members.

## **15.5 VOTING:-**

The decisions of the National Council unless otherwise provided by this Constitution shall be by simple majority and the chairman shall have a casting vote.

## **ARTICLE: 16. FUNCTIONS OF THE NATIONAL COUNCIL:-**

**16.1** The National Council shall have the overall responsibility of overseeing all the affairs of the Association, and without prejudice to the foregoing generality the functions of the Council shall be:-

- (a) To Monitor the Association's activities towards the realization of its objectives as stipulated in the Articles of the Constitution;
- (b) To Advise the Annual General Assembly on overall policies of the Association;
- (c) To develop rules, by laws and procedures to guide the Association's operations;
- (d) To Review and propose amendments to this Constitution;
- (e) To Review plans and reports prepared by the Executive Committee for the endorsement of the Annual General Meeting;
- (f) To Review the agenda, date and place of the General Assembly of the Association as proposed by the Executive Committee;
- (g) To Appoint and/or Approve of ad-hoc bodies including committees and subcommittees for undertaking specific assignments on behalf of the Association;
- (h) To Direct and coordinate measures and action-plans in accordance with the Constitution.
- (i) To Review rates of subscriptions of the members of the Association from time to time and recommend the same to the General Assembly for approval;
- (j) To Select firms to audit Association books of accounts and recommend the same to the General Assembly for approval
- (k) To Appoint the Editorial board of Tanzania Medical Journal;
- (l) To Approve applications for various categories of membership to the Association and select individuals who qualify to be conferred with Honorary membership as well as Fellows.
- (m) To Appoint a Member to the council to fill any vacancy whenever such vacancy exists.

- (n) To nominate and recommend to the General assembly one member of the council to become the President Elect of the Association, and
- (o) To appoint two Members for the Executive Committee from the members of the National Council.
- (p) To perform any other functions which the General Assembly may delegate to it.

**16.2 Tenure:-**

The National Council Members shall hold office for two (2) years.

**ARTICLE: 17. THE EXECUTIVE COMMITTEE:-**

**17.1** There shall be an Executive Committee of the National Council which shall be constituted of the following:-

- (a) The President
- (b) The President Elect,
- (c) The Immediate past President,
- (d) The Honorary General Secretary,
- (e) The Assistant General Secretary,
- (f) The Treasurer,
- (g) The Assistant treasurer,
- (h) The Editor of Tanzania Medical Journal
- (i) Two Executive Committee Members.

**17.2 The Functions of the Executive Committee shall be:-**

- (a) To administer the day to day affairs of the Association
- (b) To advice the National Council and the General Assembly on various matters of the Association.
- (c) To prepare and propose budgets of the Association
- (d) To take any immediate temporary disciplinary measures against any Member/Office bearer pending final decision by the National Council or the General Assembly
- (e) To prepare venues and dates of Meetings of the National Council or the General Assembly.
- (f) To prepare and propose the annual plan and budget of the Association and present it to the National Council.
- (g) To co–ordinate the day to day activities of the Association in accordance with the organizational structure.

**17.3 THE EXECUTIVE COMMITTEE MEETING:-**

The Executive Committee shall hold meetings as often and whenever it deems fit in order to determine the day to day issues of the Association.

**17.4 Chairing of the Executive Committee Meeting:-**

The Executive Committee shall be presided over by the President or in his absence by the President Elect or in the absence of both, by a Chair-person appointed by the meeting.

**17.5 Tenure:-**

The Executive Committee Members shall hold office for two (2) years

**ARTICLE 18. OFFICE BEARERS:**

**18.1** Office bearers of the Association will comprise of the following:-

- (a) The President;
- (b) The President–ELECT
- (c) The Honorary Secretary General;
- (d) The Assistant Secretary General
- (e) The Honorary Treasurer
- (f) The Assistant Treasurer

And who shall be ordinary members of the Association with not less than 3 years in the Association and have been elected by members of the Association to assume the positions.

**18.2 Duties of Office Bearers:-**

The main duties of the office bearer shall be as follows:

**(a) The President shall :-**

- (i) Preside over the Annual General Assembly and the National Council Meetings of the Association.
- (ii) Call an extra ordinary general meeting under this Constitution.
- (iii) Be the official spokesperson of the Association.

**(b) The President Elect shall:-**

- (i) Assist the President in performing his duties and functions;
- (ii) Assume the President's duties in the absence of the President.

**(c) The Honorary Secretary shall:-**

- (i) Be the primary link between the members, the supreme organs and the Secretariat;
- (ii) Oversee and execute all decisions of the National Council and General Meeting;
- (iii) Present the National Council's Report to the General Assembly;
- (iv) Co-ordinate all meetings of the supreme organs of the Association (i.e. the Annual General Assembly and National Council);
- (v) Counter sign all minutes of the Annual General Assembly and National Council; and
- (vi) Cause the minutes of the National Council and Annual General Assembly to be recorded.

**(d) Assistant Secretary General shall:-**

- (i) Assist the Honorary Secretary General in his day to day duties
- (ii) Assume the duties of the Honorary Secretary General in the absence of the Honorary Secretary General.

**(e) The Honorary Treasurer shall:-**

- (i) Supervise the keeping of the Associations accounts;
- (ii) Monitor the receipt and disbursement for all monies received by the Association
- (iii) Be accountable to the Annual General Assembly and the National Council for the annual financial report of the Association;
- (iv) Present a financial audited statement at the Annual General Meeting.
- (v) Advise members, the National Council and office bearers on all matters relating to Associations funds in close consultation with the Association Accountant.

**(f) The Assistant Treasurer shall:-**

- (i) Assist the Treasurer in his duties
- (ii) Assume the Treasurer's duties in the absence of the Honorary Treasurer.

**ARTICLE: 19. Tenure of Office for Office Bearers:-**

- 19.1.** The Office Bearers shall be elected every two years and shall be eligible for re-election upon completion of the said term. PROVIDED THAT no office bearer shall be elected for more than two consecutive terms.

**ARTICLE: 20. Termination/Re-election of Office Bearers:-**

- 20.1.** A member shall cease to be an office bearer if:

- (a) He dies;
- (b) He becomes insane;
- (c) He resigns by giving three month's notice in writing to that effect to the Executive Committee of the Association;
- (d) If he misses three consecutive Executive Committee meetings or National Council meetings without notice, or
- (e) The National Council reasonably believes that the office bearer's conduct has persistently or seriously undermined the aims and objectives of the Association or has consistently prejudiced the status and the interests of the Association and recommends that he be expelled from the office; the General Assembly upon such recommendation may expel him.

**PROVIDED** that such an office bearer shall have been given a two weeks' notice in writing of such misconduct within which he should submit a written statement of defense or explanation to the National Council of the alleged misconduct. If the National Council is not satisfied with the explanation, it shall suspend him and submit its recommendation to the General Assembly for final ruling.

**20.2 Re-election of the Office Bearer:-**

An office bearer who had been terminated for an alleged misconduct under Article 20.1(d) above shall not be eligible for re-election in office in any position for at least 10 years since the date of the termination.

**ARTICLE: 21. THE EDITORIAL BOARD OF THE TANZANIA MEDICAL JOURNAL:-**

**21.1** The National Council shall appoint members of the Editorial Board of the Tanzania Medical Journal.

**21.2** The Editorial Board shall constitute of the following members:

- (a) The Editor
- (b) The Deputy Editor,
- (c) The Hon. Treasurer of the Tanzania Medical Journal by virtue of his position.
- (d) Five ordinary members- two of whom shall come from the Executive Committee.

**21.3 The Functions of the Editorial Board:-**

- (a) To print publish and disseminate the Tanzania Medical Journal booklets Magazines and the like on the research findings and other activities of the Association.
- (b) To solicit and collect various Publications on the activities of the Association that meets International Standards of Publication.
- (c) To organize fund raising activities for running of the Tanzania Medical Journal.
- (d) To submit quarterly reports of all its activities to the National Council.

**21.4 Rules and Procedures Governing the Editorial Board:-**

**21.4.1** The Editorial Board shall hold Meetings at least four times in a year.

**21.4.2** The Editorial Board shall regulate its activities in consultation with the Executive Committee.

**21.4.3** The Editorial Board Shall be accountable to The National Council.

**21.4.4** The Editorial Board shall open and maintain a Bank account in the name of the Tanzania Medical Journal for the Running of the Journal.

**21.4.5** The Signatories of the account of the Tanzania Medical Journal shall be any two of the following: The Editor, the Deputy Editor and the Treasurer.

**21.4.6** The Treasurer shall present audited statement of account of the Editor Board to the National Council / General Assembly.

**21.5 THE QUORAM:-**

The quorum of the Editorial Board shall be 50% of its members

**21.6 CHAIRING OF THE MEETINGS OF THE EDITORIAL BOARD:-**

The meeting of the Editorial Board shall be presided over by the Editor and in his absence the deputy Editor.

**21.7 Tenure Of The Editorial Board Members:-**

The term of office of the Tanzania Medical Journal Editorial board members shall be two years. At the end of the two year term, the members of the board can be re-appointed. In any event, at least one third of the Board members must be retained to maintain viability and strength of the journal. No member shall be appointed for more than two consecutive terms unless the National Council deems it necessary.

**ARTICLE: 22. ZONAL BRANCHES**

The General Assembly may, upon the recommendations of the National Council, establish when and where necessary Branch or Zonal Sections of the Association to be known as Regional or Referral ..... provided there are at least ten ordinary members.

**22.1** Each Regional branch is an integral part of the Association and must follow the Constitution of the Association.

**22.2** The (Zonal Branch) shall elect a Zonal Chairman, a Zonal Secretary and a Zonal Treasurer and these shall constitute a Zonal Council for a period of office of two years.

**22.3** The Chairman person shall chair all the meetings in the Zone.

**22.4** The Zonal Secretary shall be the secretary of all the Zonal meetings and shall keep records and be responsible for all correspondence of the Zonal Branch.

**22.5** The Zonal Treasurer shall on behalf of the Honorary Treasurer of the Association be responsible for the collection of all fees payable to the Association in the relevant Zone and forward the monies collected to the Honorary Treasurer together with a full account of all monetary transactions of the Branch

- 22.6** Each Zonal Branch shall hold Zonal Branch Meetings at least three times a year and report its activities to the National Council.
- 22.7** The quorum of Zonal ranch meeting shall be at least one third of the members.

**ARTICLE: 23. FINANCE:-**

It shall be the duty of the members of the Association to provide financial support to the Association.

- 23.1** The sources of funds to the Association shall be through:
- (a) Donations, Gifts and Grants.
  - (b) Membership fees,
  - (c) Annual Subscriptions,
  - (d) Sales of Professional services and literature,
  - (e) Fund raising activities,
  - (f) Any other lawful source as may arise from time to time.
- 23.2** The Association shall operate a Bank account and the signing mandate shall be of two signatories from two categories to be determined by the council. The President shall be the overall accountable person on the Association's finances.
- 22.3** The Executive Committee of the National Council shall review the financial status of the Association on quarterly basis.

**ARTICLE 24: VACANCIES IN OFFICE:-**

In the event of a vacancy in any office of the Association, the National Council shall have the power to appoint any member of The Council or any an ordinary Member who has been in the Association for not less than 3 years to hold the vacant post until such Office is filled by the next General Assembly.

**PROVIDED** that the next General Assembly shall elect an ordinary member who is qualified to fill the vacancy for the remaining period of the tenure of the existing term of office.

**ARTICLE 25: AMENDMENT OF THE CONSTITUTION:-**

- 25.1** The Constitution may be amended by two thirds-majority of the ordinary members present at a duly constituted Annual General Assembly. **PROVIDED THAT** the procedures for convening an Annual General Assembly shall have been abided to.

**ARTICLE 26: DISSOLUTION:-**

The Association may be dissolved:

- (a) By a resolution passed to that effect by a two-thirds vote of all members at an Extra-ordinary General Assembly called specifically for that purpose;
- (b) If it fails to perform all its obligations under this Constitution.