

CONSTITUTION AND REGULATIONS OF THE WEST AFRICAN POSTGRADUATE COLLEGE OF MEDICAL LABORATORY SCIENCE (WAPCMLS)



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CHAPTER ONE

1. Commencement

This constitution came into force on the day of signing of the protocol establishing the College.

2. Interpretation

In this constitution, unless the context so requires, the following expressions have the meaning hereby assigned to them respectively:

(i) **“The College”** means the West African Postgraduate College of Medical Laboratory Science that was established by a resolution of representatives of member nations with appropriate postgraduate qualifications and experience at a meeting held at the International Conference Centre, Abuja, Nigeria on 30th August, 2013.

(ii) **“Medical Laboratory Specialist”** means a person who qualifies to become a Fellow other than an Honorary Fellow. “Medical Laboratory Specialists” include: Specialist and Consultant Practitioners in Blood Transfusion Science, Clinical Chemistry, Cellular Pathology/Cytology, Cytogenetics, Forensic Science, Haematology, Medical Bacteriology, Medical Parasitology/Entomology, Medical Virology, Molecular Diagnostics/Translational Science, Medical Laboratory Embryology, Medical Mycology and Immunology or any other group of specialties as approved from time to time by the College.

(iii) **“Council”** means the Council of the West African Postgraduate College of Medical Laboratory Science.

(iv) **“Fellow”** includes Foundation Fellow, Elected Fellow, Fellow by examination and Honorary Fellow.

(v) **“Member”** means a Medical Laboratory Science Professional admitted into the College on passing the Part I of the final fellowship examination.

(vi) **“Faculty”** means a department of the College that groups together specialists with relevant recognized postgraduate qualifications and experience in the same specialty.

(vii) **“Chapter”** means the recognized branch of the College in a participating country.

(viii) ***‘He’** shall apply to Fellows and Members irrespective of gender.

CHAPTER TWO

3. Name

3.1 The name of the Organisation shall be “The West African Postgraduate College of Medical Laboratory Science” (“Ecole Quest-Africaine De Specialization En Biologie Medicale”) hereinafter referred to as the “College”.

3.2 The College shall be an autonomous institution and the protocol shall be ratified by each of the member countries constituting the College.

4. Aims and Objectives of the College

The objectives of the College shall be as follows:

- (a) To promote professional training of Medical Laboratory Scientists in West Africa.
- (b) To promote the standard of professional practice, ethics and moral of Medical laboratory Science Professionals in West Africa.
- (c) To promote biomedical laboratory science and technology in West Africa.
- (d) To determine persons to be designated as specialist in the field of medical laboratory science after due consideration of their training, qualifications and experience.
- (e) To assist the West African Health Organization in the formulation of policies on Postgraduate Medical Laboratory Science Education and practice in West Africa and research into health related issues in ECOWAS region.
- (f) To cooperate with appropriate bodies that promote and provide facilities for the achievement of the objectives of the College. Such bodies shall have been formally accorded recognition by the College.
- (g) To publish books, journals, and other scientific materials as may be considered useful in support of health laboratory training and services in West Africa.
- (h) To advise governments on matters relating to Health and Medical Laboratory Services in West Africa.

5. Powers and Duties of the College

The Powers and Duties of the College shall be as follows:

- (a) To prescribe the standards and the training programme of postgraduate professional education of Medical Laboratory Specialists in the participating West African Countries.
- (b) To establish Boards of Examiners for the conduct of appropriate postgraduate examinations.
- (c) To appoint examiners and fix the dates of examinations and the fees payable to examiners and other persons connected with the conduct of examinations and to fix the fees payable by candidates.
- (d) To carry out the inspection of institutions in West Africa and elsewhere, which provide postgraduate professional Medical Laboratory Science education, in order to assess the suitability of such institutions for training in each particular specialty.
- (e) To investigate and where suitable accredit existing programmes of professional postgraduate education of Medical Laboratory professionals in the various participating countries.
- (f) To recommend to the appropriate authorities in West Africa the criteria for recognition of equivalencies of postgraduate

Medical laboratory science specialist qualifications obtained outside West Africa.

- (g) To make bye-laws, regulations and standing orders for the conduct of the business of the College.
- (h) To admit Fellows and Members to the College and maintain a register of Fellows and Memberships.
- (i) To collaborate where necessary with the existing West African Postgraduate Colleges on matters that border on health professionals education in West Africa.
- (j) To carry out such functions and activities as are considered necessary for the promotion of the aims and objectives of the College.

6. Composition of the College

The College shall comprise the Council, the National Chapters and the Faculties.

7. The Council

7.1 (a) The Council shall be made up of not more than two (2) Fellows (other than Honorary Fellows) from each National Chapter and shall reflect, as much as possible, the various Faculties.

(b) Chairmen of Faculties shall be non-voting members of Council, without prejudice to the two members elected by each Chapter.

7.2 The two Fellows from each Chapter shall include the National President and, either National Secretary or National Treasurer of the College.

7.3 The Council shall elect from amongst its members the following officers:

- (i) The President
- (ii) The College Treasurer

7.4 The Registrar of the College shall be the Secretary General of the Council (see chapter 5 for the appointment of Registrar)

7.5 Any Chapter whose representative is elected to any of the above offices as stated in 7.3 shall replace such officer with another of its members.

7.6 The Immediate past President and Immediate past Secretary General of the College shall be ex-officio members of the Council, with full voting rights.

7.7 The representative of the Director General of the West African Health Organization shall be a member of the Council.

7.8 The Assistant Secretary-General and Assistant Treasurer of the Council shall be ex-officio non-voting members of Council.

8. Powers and Duties of the Council

The powers and duties of the Council shall be as follows:

- (a) To take responsibility for the overall supervision and organization of the affairs of the College;
- (b) To hold meetings twice a year and at such other times as shall be deemed necessary by the President or, when called upon to do so on a written request signed by at least one-fifth (1/5) of members of the Council;

- (c) To be responsible for, and supervise the administration of the College through necessary directives to the College Officers;
- (d) To fill, for the unexpired term, any vacancy created by the resignation, death or removal of a College Officer;
- (e) To approve annual budget and audit of the College and invest upon such securities in such manner as may from time to time be determined by the Council;
- (f) To acquire by purchase, lease or otherwise any lands or property as may be deemed by the Council likely to advance or benefit the Aims and Objectives of the College;
- (g) To manage, improve and maintain, and to demise, sell or otherwise deal with and dispose of, all or any part of the lands and other property of the College for such consideration as the Council may deem fit;
- (h) To do all such other lawful things as are incidental and conducive to the attainment of the Aims and Objectives of the College;

9. Faculties

9.1 There shall be the following Faculties:

- (i) Medical Bacteriology
- (ii) Clinical Chemistry
- (iii) Blood Transfusion Science
- (iv) Haematology
- (v) Cellular Pathology/Cytology
- (vi) Cytogenetics
- (vii) Medical Parasitology/Entomology
- (viii) Molecular Diagnostics/Translational Science
- (x) Medical Virology
- (xi) Immunology
- (xii) Mycology
- (xiii) Forensic Science
- (xiv) Laboratory Management/Leadership & Biomedical Instrumentation
- (xvi) General Medical Laboratory Practice
- (xvii) Veterinary Laboratory Technology
- (xviii) Any other Faculty as the COLLEGE may determine and approve from time to time.

9.2 Each Faculty shall be made up of Fellows by virtue of their qualifications within a particular group of specialties.

9.3 There shall be a Chairman and Secretary for each Faculty who shall also be Chairman and Secretary respectively of the Faculty Board (see **Section 17**).

9.4 Duties of the Faculty

The duties of the Faculty shall be as follows:

- (a) To prepare for faculty board meetings
- (b) To promote professional training and standards of practice in the specialty.
- (c) To prescribe curricula for postgraduate professional training in the specialty.
- (d) To conduct Fellowship and Membership examinations in the specialty.
- (e) To organize such other activities as may promote the aims and objectives of the College.

10. Membership of the College

There shall be the following classes of membership;

FELLOWS

- (a). **Foundation Fellows:** This category shall be exempted from competitive examinations but must possess:

A Master's Degree qualification in any area of medical laboratory science or related sciences with not less than 20 years post qualification experience as a medical laboratory science professional at the time of the commencement of the College.

- (a) A Doctorate degree qualification in any area of medical laboratory science or related sciences with not less than 10 years post qualification experience as a professional medical laboratory scientist at the time of the commencement of the College.

(b) **Fellows by Examination:** All professional medical laboratory scientists with at least a master's degree who have successfully passed part 2 examination of the college.

(c) **Elected Fellows:** This category shall be exempted from competitive examinations and have been as qualified with 30 years' post-qualification experience as professional medical laboratory scientists with a degree or diploma from a recognised institution.

(d) **Honorary Fellows:** Honorary Fellows shall be awarded to distinguished persons, not professional medical laboratory scientists, such as the College may wish to honour. No professional medical laboratory scientist shall be elected as an Honorary Fellow.

(e) **Member by Examination** – Same as for fellows by examination except that such shall have passed Part 1 examination as prescribed by the College.

(f) Any other category of membership as may be prescribed and established from time to time by the College.

11.1 Status, Rights, Duties and Obligations of Fellows

(a) Foundation and elected Fellows and Fellows by Examination shall enjoy the full rights, duties, privileges and benefits as declared by the Council, and shall be subject *mutatis mutandis* to the obligations and burdens howsoever declared by Council from time to time.

(b) Honourary Fellows shall not be required to pay annual levy but shall enjoy all the privileges, rights, duties and benefits of Fellows except that they shall not have the rights to vote or be voted for in respect of any office of the College.

(c) The annual subscriptions or levies for Fellows shall be fixed by the Council on the recommendation of the College, and may be reviewed from time to time.

11.2 Status, Rights, Duties and Obligations of Members.

Members by examination shall enjoy the full rights, duties, privileges and benefits as declared by the College but shall not be:

a) eligible to vote or be voted into any of the College offices.

b) eligible to serve on any statutory committee of the College, but can serve on an ad-hoc or sub-committee of the College.

c) eligible to vote at the Annual General Meeting of the College, which they can attend and fully participate in its deliberations.

d) eligible to serve as examiners or supervisors at any of the College examinations.

11.3 Status of member shall be deemed to have expired after 6 years of first part 1 examination.

12. Election and terms of office of Officers of the College

12.1 The President shall be elected by the members of the Council from amongst themselves and former council members, six months before he assumes office. During this period he shall be designated as President-Elect. The President shall remain in office for two (2) years and shall not be eligible for re-election until after 4 years of leaving office.

12.2 Vice-Presidents: The Chairmen of the Chapters shall be ex-officio Vice-Presidents of the College. Each Vice-President shall remain in office for a period of two (2) years and shall be eligible for re-election for another term of two (2) years, only after another four (4) years.

12.3 The Registrar of the College shall be the Secretary-General to the Council. He shall be appointed on such conditions under Chapter Five of this Constitution

12.4 The Treasurer shall be elected by the members of the Council from amongst themselves and former council members. He shall remain in office for a period of two (2) years and shall be eligible for re-nomination for another term of two (2) years only after another four (4) years.

12.5 Assistant Secretary-General shall be nominated by the Secretary-General from amongst the Fellows of the College, and the nomination shall be subject to the approval of Council. He shall remain in office for a term of two (2) years and shall be eligible for re-nomination for another term of two (2) years only after another four (4) years.

12.6 Assistant Treasurer shall be nominated by the College Treasurer from amongst the Fellows of the College, and the nomination shall be subject to the approval of Council. He shall remain in office for two (2) years and shall be eligible for re-election for another two (2) years, only after another four (4) years.

12.7 Officers of the College shall take up their duties officially on the 2nd day of January of the year immediately following their elections; notwithstanding any ceremonies that have taken place prior to that time.

12.8 Elections for all positions shall be held six months before expiration of the terms of the current office holder and specifically during the month of June.

13. Powers and Duties of Officers of the College

The President

13.1 The President shall be the chairman of all committees of the College and shall have powers:

- (a) to preside at the meetings of the College;
- (b) to sign all Fellowship and Membership certificates granted by the College ;
- (c) to exercise general supervision over the affairs of the College;
- (d) to perform such other duties as may be assigned to him by the Council.

13.2 The Vice-President (Chapter President):

- (a) It shall be the duty of each Vice-President to sign the Fellowship certificates granted during his tenure of office to candidates in his Chapter.
- (b) In the absence of the President, the Vice-President from the local Chapter shall deputize for the President.

13.3 The President-Elect:

(a) shall understudy the President.

(b) He shall perform such other duties as may be assigned to him by the College.

13.4 The College Registrar shall act as Secretary General at the Annual General Meeting and to the Council of the College and its committees. He shall be responsible for the preparation and custody of the minutes. He shall perform any other duties as directed by the College, the Council and the President. He shall sign fellowship and membership certificates granted by the College.

13.5 The Assistant Secretary-General shall assist the Secretary-General, and shall deputize for the Secretary-General as may be necessary.

13.6 The Treasurer shall keep the accounts of the College and shall submit an audited account at the Annual General Meeting.

He shall also keep an up-to-date list of up-to date financial members.

13.7 The Assistant Treasurer shall assist the Treasurer and shall deputize for the Treasurer as may be necessary.

14. Trustees

(a) Council shall appoint not more than five Trustees from among themselves and former Council members, to hold office until death or resignation, unless removed from office by a resolution of the Council. The Secretary-General shall be Secretary to the Board of Trustees but not a member.

(b) Where by reason of the death, resignation or removal of a Trustee or Trustees, it shall appear necessary to the Council that a replacement Trustee or Trustees shall be appointed, or if the Council shall deem it expedient to appoint an additional Trustee or Trustees, the Council shall by resolution nominate the person or persons from amongst themselves and former Council members to be appointed the new Trustee or Trustees.

(c) For the purpose of giving effect to such nomination, the President is empowered as the person to appoint new Trustees of the College and he shall by deed duly appoint the person or persons so nominated by the Council as the new Trustee or Trustees of the College.

(d) The property of the College (other than cash, which shall be under the control of the Treasurer) shall be vested in the Trustees.

(e) The Trustees shall deal with the property of the College as directed by the resolution of the College (of which an entry in the minute book shall be a conclusive evidence), and shall be indemnified against risk and expense out of the property of the College.

. 15. National Chapters

15.1 There shall be a National Chapter of the College in each participating country.

15.2 Composition, Powers and Duties of Chapters.

Each Chapter, shall comprise all Fellows of the College in the participating country and shall have the following powers and duties:

- (a) to meet at least twice a year;
- (b) to elect six (6) Fellows to serve on the Council of the Chapter, three of whom shall be the Chairman, Secretary and Treasurer of the Chapter;
- (c) to carry out any activities which are designed to further the aims and objectives of the College within the Chapter;
- (d) to collect annual dues and any other subscription for and on behalf of the College;
- (e) to organize such other activities as will promote the aims and objectives of the College;
- (f) to organize Faculty-based activities in the Chapter;
- (g) to make bye-laws, regulations and standing orders which shall not be inconsistent with any provisions of this Constitution and which shall be subject to the approval of Council.

15.3 Officers of National Chapters

The officers of each National Chapter shall be:

- (a) The Chairman, who shall be a member of Council of the West African Postgraduate College representing his chapter;
- (b) The National Secretary or Registrar;
- (c) The National Treasurer;
- (d) Any other officers as the Chapter may deem necessary.

15.4 Election and terms of office of officers.

- (a) The officers of the Chapter shall be elected by the Fellows in that Chapter from amongst themselves at the Annual General Meeting of the Chapter.
- (b) The Chairman shall remain in office for a period of two (2) years but shall be eligible for re-election for another term of two (2) years, only after another four (4) years.
- (c) The National Secretary or Registrar shall remain in office for a period of two (2) years and shall be eligible for re- election for another term of two (2) years, only after another for four (4) years.
- (d) The National Treasurer shall remain in office for a period of two (2) years and shall be eligible for re-election for another term of two (2) years, only after another four (4) years.
- (e) Election shall be held in June, six months to the expiration of the current executives.
- (f) Officers of the Chapter shall take up their duties officially on the 2nd day of January of the year immediately following their elections; notwithstanding any ceremonies that may have taken place prior to that time.

15.5 Duties of officers of the Chapter

(a) The Chairman shall preside at all meetings of the Chapter and shall sign the Fellowships and memberships certificates granted in his Chapter.

(b) The National Secretary or Registrar shall maintain a register of Fellows and disseminate information on the activities of the College in his Chapter; he shall act as Secretary at the Annual General Meetings of the Chapter and shall carry out such other duties as may be prescribed by the Board of the National Chapter. He shall be the liaison officer between the Chapter and the College.

(c) The National Treasurer shall keep the accounts of the Chapter and shall submit an audited account at the Annual General Meeting of the Chapter, together with a list of financial Fellows and Members.

16. Discipline

16.1 If a majority of members of the Council present and voting at a meeting of Council finds that the conduct of a Fellow has been injurious to the good order, peace, integrity or best interest of the College as a result of an act of omission or commission, or is derogatory to its dignity, inconsistent with its purpose or shows a failure to maintain the high standard of conduct demanded by the Fellowship Declaration, then the Council may expel, suspend, call for the resignation of, or otherwise discipline that Fellow.

16.2 Without limiting the generality of the foregoing, the following shall in each case, be considered to be conduct, or conclusive evidence of conduct injurious to the best interest or inconsistent with the objectives of the College, and/or derogatory to the high standard of conduct demanded of a Fellow or member of the College.

(a) Conviction of a felony or of any crime involving moral turpitude;

(b) Suspension or termination of the right to practice medical laboratory science in any state, province and/or country by reason of violation of a medical laboratory science practice, act or other statute or governmental regulation therein in force.

(c) Solicitation of clients.

(d) Grossly immoral, dishonourable or unprofessional conduct as may be determined by the Council.

(f) Failure to pay Fellowship dues and/or assessments for three years or more and, upon notice, failure to give a satisfactory or acceptable explanation

16.3 Procedure for Disciplinary Action:

(a) A complaint of improper conduct against a Fellow of the College shall be lodged with the Secretary-General.

(b) Within thirty (30) days of the receipt of such complaint, the Secretary-General shall:

(i) bring the complaint to the notice of all members of the Council;

(ii) request the Chapter of the Fellow to investigate and submit a report on the complaint within ninety (90) days of receipt of the request of the Secretary-General.

(c) The Secretary-General will thereafter present the complaint together with the report of the said Chapter to the Council at its meeting immediately following.

16.4 Fellows and members are required to be in good standing with their national regulatory/professional body

CHAPTER THREE

COMMITTEES OF THE COLLEGE

17. Faculty Boards

17.1 There shall be a Faculty Board for each Faculty of the College.

17.2 The Faculty Board shall exercise the executive powers of the Faculty.

17.3 (a) The Board shall comprise two members of the Faculty (Chairman and Secretary) from each participating Chapter elected by members of the Faculty at the Chapter's Annual General Meeting.

(b) The Chief Examiner shall be an ex-officio member of the Faculty Board.

(c) Each Faculty shall also have a training Coordinator

17.4 It shall be the duty of each Faculty Board to carry out the policies laid down by the Faculty and to coordinate the activities of the Fellows in the Faculty.

17.5 The Board shall:

(a) prepare and periodically review the curriculum for the Membership and Fellowship of the College in the Faculty;

(b) evaluate applications for all examinations for the membership and Fellowship of the College in the Faculty;

(c) evaluate applications from candidates applying for the Fellowship and membership of the College by election and make recommendations to the Council;

(d) evaluate applications from candidates applying for other approved examinations of the College in the Faculty.

17.6 Membership of the Faculty Board shall be for a period of two (2) years. A member shall be eligible for another term of two (2) years and thereafter shall not be eligible for re-election until another four (4) years.

17.7 (a) There shall be a Chairman and Secretary for each Faculty Board.

(b) The Chairman and Secretary shall be elected by the members of the Faculty Board from amongst themselves. They shall remain in office for two (2) years but shall be eligible for re-election for one more term of two (2) years and shall thereafter not be eligible for re-election until another four (4) years.

17.8 The Faculty Board shall meet at least twice a year.

18. Faculty Board of Examiners

18.1 (a) Each Faculty shall have a Board of Examiners for each examination, comprising all examiners from the Faculty in the examination.

(b) The Faculty Board of Examiners shall meet at the end of each examination to assess the performance of the candidates, certify the results and write a report on the organization, conduct and standards of the examination and the performance in the examination.

18.2 (a) The faculty Chairman shall be the Chief Examiner of the Faculty.

(b) The Chief Examiner shall be Chairman of the Faculty Board of Examiners.

(c) He will remain in office for a period of two (2) years, and shall be eligible for re-election for another term of two (2) years, after which he shall not be eligible for re-election for the following four (4) years.

(d) The Chief Examiner shall be responsible for the following:

- (i) Appointment of Examiners
- (ii) Setting of examination questions
- (iii) Vetting of applicants for the College's examinations
- (iv) Overall supervision of the organization and conduct of the examination, and the assessment of the candidates.

19. Education and Research Committee

19.1 The Education and Research Committee of the College shall comprise the Chairman, Secretary and the Chief Examiner of each Faculty.

19.2 The President of the College shall be the Chairman of the committee and the Secretary-General shall be the Secretary to the committee.

19.3 The Committee shall have the following functions:

- (a) arrange workshops, seminars and other education and research activities for and on behalf of the College;
- (b) organize and coordinate postgraduate courses;
- (c) organize the Annual Scientific Meetings of the College;
- (d) organize and advise on such other activities as may enhance the educational and research functions of the College.

20. Accreditation Committee

20.1 The Accreditation Committee of the College shall comprise one (1) Fellow from each Faculty of the College appointed by the Council on the nomination of the Faculty Board.

20.2 The functions of the committee shall be as follows:

(a) To carry out the inspection of institutions in collaboration with national regulatory body of each member countries in order to assess the suitability of such institutions to conduct professional membership or fellowship training programmes in each particular specialty.

(b) To determine the criteria for recognition of postgraduate environmental health specialist qualifications obtained outside the member countries.

20.3 The Chairman of the committee shall be the President of the College and the Registrar to the College shall be the Secretary.

20.4 Members of the committee shall serve for a period of two (2) years and shall be eligible for re-election for another term of two (2) years shall not be eligible until after four (4) years.

21. Finance and General Purposes Committee

21.1 The Finance and General Purposes Committee shall comprise:

- (a) The President of the College
- (b) The Vice-Presidents
- (d) The President-Elect
- (e) The College Registrar
- (f) The College Treasurer

21.2 The College President shall be the Chairman of the Committee and the Registrar shall be the Secretary.

21.3 The Committee shall act on behalf of the full Council in between meetings of the Council and in situations of emergency where the Council may not be able to meet.

21.4 The functions of the committee shall be as follows:

- (a) Preparation of annual estimates for the College.

(b) Assisting the President and the Registrar in administering the College in between Annual General Meetings.

(c) Carrying out the directives of the Council.

(d) Appointing senior staff, lecturers and tutors of the College.

(e) And any other duty as may be directed by the council.

22. Court of Examiners

22.1. The Court of Examiners shall comprise of the members of the Boards of Examiners of all the faculties.

22.2. The President of the College shall be the Chairman of the Court and the Registrar shall be the Secretary.

22.3. The Court shall have the following functions:

(a) To collate the result of Fellowship and membership examinations of the College;

(b) To make recommendations to Council concerning examination matters, including approval of examination result.

23. Conduct of Meetings of College Committees

23.1 The President shall normally preside at meetings of the Committees of the Council.

In the absence of the President, the National Vice-President of the Chapter where the meeting is being held shall be the Chairman.

23.2 The Registrar shall normally be the Secretary of all meetings of the committees of the Council.

In the absence of the Registrar and the Assistant Secretary General the President shall appoint a member of the committee to act as Secretary.

24. Elections of Officers and Representatives

The College and the National Chapters shall elect their officers and representatives in the same year; the National Chapter shall conduct its elections not more than six (6) months before the College's election.

CHAPTER FOUR

25. Annual General Meeting of the College

25.1. A notice in writing of every Annual General Meeting specifying the date, and place and time of the meeting shall be delivered or sent by post to reach members in reasonable time and normally not less than 30 days from the date of the meeting.

25.2 It shall be the duty of the Secretary-General to see that adequate notes and supporting documents on matters to be discussed are distributed to Fellows before the commencement of the meeting.

25.3. The order of business at the Annual General Meeting shall be as determined by Council and shall include:

- (i) The Minutes of the previous meeting.
- (ii) A general administrative report by the Registrar
- (iii) A financial report by the College Treasurer.

26. Emergency Meetings of the College

The President shall convene an emergency meeting of the College within 5 days and at such place as he may determine and shall convene such a meeting at the request of thirty (30) Fellows from at least three (3) Chapters, who shall state the reason or reasons for requesting the meetings. Only the subject for which the meeting has been called shall be discussed at such meeting.

27. Admission to Meetings

27.1 Only Fellows of the College who have fulfilled their financial obligations to the College shall be entitled to attend business meetings of the College.

27.2 Fellows attending a meeting shall sign an attendance book that shall be kept by the Secretary-General for that purpose.

28. Quorum

28.1 For any General Meeting, twenty (20) Fellows shall constitute a quorum. Provided that a simple majority of Chapters shall be represented.

28.2 Other organs of the College shall have quorum as follows:

- (a) The Council – nine (9) Fellows;
- (b) Faculty Board – three (3) Fellows;
- (c) Other Committees – as determined by Council; provided that a simple majority of Chapters shall be represented.

29. Voting at Meetings

29.1. Each Fellow present in person shall be entitled to vote at meetings of the College.

29.2 Every question shall be determined by a simple majority of votes.

29.3 Every motion put to vote shall be decided by a show of hands, unless a secret ballot is demanded by at least one quarter (1/4) of Fellows present.

29.4 If a secret ballot is demanded as aforesaid, it shall be taken in such manner as the Chairman shall direct, provided that such demand may be withdrawn at any time.

29.5 The provisions for voting as described in the foregoing subsections shall apply to all meetings of the College and its Chapters.

30. Proposal of Business by Fellows

30.1 Any member desiring an item of business to be considered at a meeting shall send to the Secretary a written notice stating the nature of that business.

30.2 It shall be the duty of the Chairman of the meeting to decide whether an item of business submitted for consideration under the foregoing subsection is within the power and competence of the College or Chapter or the particular committee as prescribed by this constitution to consider and also decide upon whether it shall be placed among the order of business for a meeting.

31. Validity of Proceedings

The non-receipt of a properly issued notice by a Fellow or Fellows shall not invalidate any proceedings taken at a meeting.

32. Minutes

Minutes of the meetings shall be kept in a record book in safe custody by the Registrar and shall be open to inspection by any Fellow on request.

CHAPTER FIVE

1. The College Secretariat

a. The Secretariat of the College shall be located in any ECOWAS Member State that is ready to provide logistics and take responsibility of minimum staffing on take-off and the permanent Secretariat structure will be sited at such place as may be determined by Council.

b. Administration of the Secretariat

- The Secretariat shall be headed by a Registrar who shall be a Fellow of the College.

- The First Registrar of the College shall be appointed at the assembly of Medical laboratory Scientists with postgraduate qualifications in different specialty of medical laboratory science.

- The subsequent Registrar of the College shall be appointed by members of Council of the College.

- The Registrar shall hold office for a period of four (4) years only and shall be eligible for a second term of four years after which he shall not be eligible into such office.

- The position of Registrar shall be rotational between language blocks within ECOWAS member states i.e. Anglophone, Francophone and Lusophone member states.

- The Registrar shall be assisted with other administrative staff whose appointment and condition of service will be determined and approved by the Council of the College.

2. Seals

2.1. The seals of the College shall be in such form as shall be prescribed from time to time by resolution of the Annual General Meeting.

2.2. The seals shall be in the custody of the Secretary-General of the College.

2.3. The seals shall only be used on the authority of the Council.

2.4 The fixing of the seal of the College shall be authenticated by the signature of the President or the Secretary-General or some other members authorized generally or specifically by the Council to act for that purpose.

2.5 The Secretary-General or any other officer of the College authorized in writing by the President to act in that behalf may affix the seal to all documents including certificates issued by the College and such authority for affixing the seal shall state the object of its use.

2.6. (a) The Trustees shall have a Common Seal separate and apart from the Common Seal of the College.

(b) The Common Seal of the Trustees shall also be kept in the custody of the Secretary-General of the College who shall produce it when required for use by the Trustees.

(c) All documents to be executed by the Trustees shall be signed by each and every one of them and the Common Seal shall be affixed thereto.

(d) The Common Seal of the Trustees shall only be used on the authority of the Council.

3. Examinations

3.1. The examinations of the College shall be held in April and October of each year or at such other time as may be determined by Council.

3.2. The Fellowship examinations of the College shall be conducted in three parts, namely:

- (a) PRIMARY examination in sciences basic to the specialty.
- (b) PART ONE examination in the field and practical aspects of the specialty.
- (c) PART TWO (FINAL) examination.

3.3. The details of the various parts of the examinations shall be as approved from time to time by Council on the recommendation to the Court of Examiners.

3.4. The examinations shall be conducted at such centers or institutions as the Council may prescribe.

3.5. The Chief Examiner of each Faculty shall preside over the setting and moderation of each paper in the examination in each Faculty and shall exercise general supervision over the examination.

3.6. The fees for each examination shall be as prescribed by Council from time to time.

3.7. (a) Applications for each examination must reach the College not later than two months before the date of each examination.

(b) Each application shall be made on a prescribed form and shall be endorsed by the signatures of two Fellows, who shall by such signatures attest to the good standing of the applicant in the profession in his country. At least one of the Fellows must belong to the Faculty for which the application is being made. At least one of the Fellows shall be resident in the country in which the applicant resides. In exceptional cases, one or both signatories may be members of the College, but shall be members who are acceptable to the College.

(c) Candidates for the Primary Examination must have been fully registered and licensed by the Medical Laboratory Science Regulatory Body of the country in which they practise.

(d) (i) Candidates for the Part I examination must be officially registered as trainees with the College.

(ii) Candidates for the Part I examination must have satisfactorily completed the prescribed period of study by the date of the examination.

(iii) Candidates are limited to three (3) attempts at the Part I examination.

(e) Candidates for the Part II examination must have satisfactorily completed the prescribed period of study by the closing date for applications for the examination.

(f) For an institution to be accredited as a training Centre, the Head of Department must be professionally-qualified with appropriate specialist qualifications.

(g) (i) It shall be the duty of a Head of Department or Centre Coordinator to certify that a candidate in the Part I examination has undergone the prescribed training satisfactorily. The Head of Department shall have the right to refuse to certify a candidate who has not undergone the prescribed training satisfactorily.

(ii) It shall be the duty of a candidate's named supervisor to certify satisfaction with the standard of a Part II dissertation. The supervisor shall have the right to refuse certification of a dissertation if he is not satisfied with it.

(iii) In respect of (i) and (ii) above, if a candidate is not satisfied with his treatment, he shall have the right of appeal to Council, through the Registrar. The decision of Council shall be final.

(h) Application forms shall be accompanied by the prescribed fees for that examination.

(i) In any case in which the application is not accepted, all fees paid shall be returned to the candidate.

(j) No application for deferment of examination received less than two weeks before the date of examinations will be accepted. Deferred applications will lose 25% of the examination fee as administrative charges. Where a candidate withdraws at least six weeks from the date of examination, 40% of fees shall be refunded but less than six weeks there shall be no refund.

(k) The application of each candidate for examination shall be reviewed by the Chief Examiner on behalf of the relevant Faculty Board.

(l) The Chief Examiner, on behalf of the relevant Faculty Board shall determine whether the candidate has satisfactorily completed the course of training as laid down by regulations, provided that the Board shall be satisfied as to the professional and ethical standing of the candidate.

3.8. Internal Assessors shall be appointed for the Fellowship Examinations in each Faculty. Internal Assessors shall be senior Fellows in the Faculty who are of high professional and academic standing. They shall observe and assess the organization, conduct and standards of the examination.

3.9. Examination scripts shall be kept for a minimum of three (3) years by the College.

3.10. Examination results are subject to the approval of Council.

3.11. Council shall draw up regulations for any other examinations approved by the College.

4. THE CONDUCT OF EXAMINATIONS

4.1. Candidates may not be admitted to the examination more than 30 minutes after the scheduled time for commencement of the examination, except at the discretion of the Senior Invigilator and only if the Senior Invigilator is satisfied that there is good reason for the lateness of the candidate.

4.2. Candidates shall not leave the examination before the end of the examination except where the Senior Invigilator is satisfied that there is just cause, e.g. sickness.

4.3. In cases where a candidate wishes to leave the examination venue temporarily, this shall be allowed only if the Senior Invigilator is satisfied that there is just cause; in such an instance, an invigilator will accompany the candidate.

4.4. Once the examination has started, there shall be no communication of any kind between candidates or between candidates and any other person except invigilators.

4.5. (a) Where a candidate or candidates are suspected to have engaged in examination malpractice, this should immediately be brought to the attention of the Senior Invigilator present. The Senior Invigilator will immediately conduct an investigation.

(b) The investigation shall include the following:

- A written statement by the affected candidate, who shall be informed of the case against him.

- Written statements by all witnesses.

(c) The Senior Invigilator shall report the matter to the relevant Chief Examiner and the Secretary-General, in writing.

(d) The report of the investigation shall be sent to the Secretary-General who shall present it for consideration by the Faculty Board of Examiners, who will report further to the Court of Examiners at that examination.

(e) The Court of Examiners shall take action on the case on behalf of Council. This action shall subsequently be reported to Council for ratification.

(f) The candidate may appeal against the decision of the Court of Examiners to the Council, through the Secretary-General.

(g) If Council considers this necessary, it may set up an Appeal Panel to look into the case and assist it in examining the case.

(h) Council's decision on the case will be final.

5. Fellowship by Examination

Eligibility for admission to the Fellowship by Examination shall be subject, inter alia, to the following:

(a) The individual must have satisfied the examiners in the prescribed examination or examinations;

(b) He must have paid the admission fee as prescribed by the Council;

(c) Council must be satisfied that he has the professional, ethical and moral standards required of Fellows.

6. Election to the Fellowship

6.1 Eligibility

In order to be eligible for election to the Fellowship of the College without examination, the individual, inter alia,

(a) shall have been a registered professional medical laboratory scientist for at least 20 years;

(b) shall possess an equivalent registerable postgraduate professional qualification in a specialty within the Faculty into which election is being sought;

(c) shall have at least 12 years working experience in the said specialty, exclusive of any period of formal training, and possess evidence of continuing medical laboratory science education and show interest in the affairs of the College.

(d) shall have worked for at least two years in the West African sub-region after obtaining the relevant post-graduate qualification.

(e) must have satisfied Council that he has the professional, ethical and moral standards required of Fellows.

6.2 Procedure

(a) Application forms may be obtained from the Registrar or the National Secretary of the Chapter of the College in the applicant's country of residence.

(b) Two completed application forms shall be returned to the National Secretary together with two recent passport photographs of the applicant as well as two photocopies of each of the applicant's certificates or diplomas and his/her certificate of registration with or by his/her National Regulatory or registering authority.

(c) The application shall be supported by reports from two referees who shall be Fellows of the College in good financial standing and at least one of whom must belong to the Faculty to which the applicant is seeking admission. Referees should be requested to forward their

recommendations directly to the National Secretary or Registrar of the College under confidential cover.

(d) The Executive Committee of the National Chapter shall consider each application and make appropriate recommendations to the respective Faculty Board.

(e) The Faculty Board shall then consider the application together with the recommendations of the National Chapter. The papers of the candidates who are recommended by Faculty Board shall be forwarded to Council through the Finance and General Purposes Committee for approval.

(f) Ratification of Council's approval shall be sought at the Annual General Meeting of the College.

(g) Completed application forms should normally reach the College Registrar by April in order that they may be processed and considered by the College in the subsequent November.

7. Vows of the College

Every new Fellow of the College shall be required to read the following declaration and affirmation at an admission ceremony over which the President of the College shall preside:

"I do solemnly and sincerely declare and affirm that I will observe and obey all the Collegiate Laws of the West African Postgraduate College of Medical Laboratory Science. I hereby promise faithfully to defend the rights and maintain the reputation, honour and dignity of the West African Postgraduate College of Medical Laboratory Science".

8. Annual General and Scientific Meeting

8.1 There shall be an Annual General and Scientific Meeting of the College once a year at such time and place and for such duration as the Council may determine.

8.2 The programme for the Annual General and Scientific Meeting shall include:

(i) An opening ceremony at which the President shall give an address.

(ii) An Annual Lecture to be delivered by a fellow or other Guest Lecturer.

(iii) Scientific Sessions.

(iv) The Annual General Meeting.

(v) A closing ceremony at which resolutions and re-commendations shall be considered and adopted.

8.3 The order of business at the Annual General Meeting shall be as follows:

(i) Call to order by the President.

(ii) Prayers.

(iii) Apology for absence.

(iv) Adoption of agenda.

(v) Minutes of the previous meeting.

(vi) Matters arising from the minutes.

(vii) The College Registrar/Secretary-General's report.

(viii) The College Treasurer's report and appointment of auditor.

(ix) Amendments to the constitution and bye-laws (if any).

(x) Any other business.

(xi) Signing of attendance Register

(xii) Adjournment.

8.4 Order of Address

- (i) A Fellow shall address the Chairman at a time and if more than one Fellow wish to speak, the Chairman shall decide who shall have priority.
- (ii) Any Fellow can at anytime raise a point of order and the Chairman's decision on the same shall be final.

8.5 Motions

- (i) All motions shall be proposed and seconded.
- (ii) The Chairman may require any motion or amendment thereto to be in writing.

9.1 The programme for the Annual General and Scientific Meeting shall include:

- (i) An opening ceremony at which the President shall give an address.
- (ii) An Annual Lecture to be delivered by a fellow or other Guest Lecturer.
- (iii) Scientific Sessions.
- (iv) The Annual General Meeting.
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- (iv) Adoption of agenda.
- (v) Minutes of the previous meeting.
- (vi) Matters arising from the minutes.
- (vii) The College Registrar/Secretary-General's report.
- (viii) The College Treasurer's report and appointment of auditor.
- (ix) Amendments to the constitution and bye-laws (if any).
- (x) Any other business.
- (xi) Signing of attendance Register
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9.4 Motions

- (i) All motions shall be proposed and seconded.
- (ii) The Chairman may require any motion or amendment thereto to be in writing.

10. Inter-Faculty Transfer

- (i) No Fellow of the College may belong to more than one Faculty at the same time.
- (ii) A Fellow may for sufficiently good reason seek to transfer from one Faculty to another. Such a Fellow shall fulfill the requirements of the Faculty into which transfer is being sought. As soon as the transfer is approved by the new Faculty, the membership of the Fellow in his

original Faculty shall automatically lapse. All inter-faculty transfers shall be notified to the Council.

11. The Fellowship Designation

Fellowships in different faculties within the College shall be recognized by different designations as follows:

- Faculty of Blood Transfusion Science – FWAPCMLS (BTS)
- Faculty of Medical Bacteriology – FWAPCMLS (MBac)
- Faculty of Clinical Chemistry – FWAPCMLS (CChem)
- Faculty of Cytogenetics – FWAPMLS (CytoGen)
- Faculty of Cellular Pathology & Cytology – FWAPCMLS (CPath)
- Faculty of Haematology – FWAPCMLS (Haem)
- Faculty of Medical Parasitology/Entomology – FWAPCMLS (PEnt)
- Faculty of Molecular Diagnostics/Translational Science – FWAPCMLS (MolDiag)
- Faculty of Medical Virology – FWAPCMLS (Viro)
- Faculty of Immunology – FWAPCMLS (Immunol)
- Faculty of Mycology – FWAPCMLS (Mycol)
- Faculty of Forensic Science – FWAPCMLS (FSci)
- Faculty of General Medical Laboratory Practice – FWAPCMLS (GLP)
- Faculty of Laboratory Management/Biomedical Instrumentation – FWAPCMLS (BioInst)
- Faculty of Veterinary Laboratory Technology – FWAPCMLS (VetTech)

12. Smoking shall be forbidden at all meetings of the College, its Chapters or its Committees.

13. There shall be a few moments of silent meditation at the beginning of all meetings of the College, its Chapters or its Committees.

14. Supervision of Part II Candidates

- (a) At least one of the supervisors of a Part II candidate shall be a Fellow of the relevant Faculty.
- (b) Supervisors of Part II dissertations may be changed only with the approval of the Chief Examiner. If the candidate is dissatisfied with the Chief Examiner's decision, then he shall have the right to appeal to Council, through the Secretary-General.

15. Register of Fellows

- (i) The College Registrar shall keep a Register of Fellows which shall be published periodically;
- (ii) It shall be the duty of each Fellow to inform the Registrar of any change of address.

16. Subsidiary Boards of Trustees in Chapters

There shall be a subsidiary Board of Trustees in each Chapter, comprising of not more than five (5) Fellows from that Chapter, with the Chapter Secretary/Registrar as Secretary but not a member. Each Chapter Subsidiary Board shall deal with the Endowment Funds in that Chapter on behalf of the College Board of Trustees, to which it should report.

17. Amendments to the Constitution

17.1 The text of any proposed amendment to this constitution shall be communicated by the College Registrar to all members of the College Council not less than six months before consideration of such amendment at any Annual General Meeting of the College.

17.2 The passage of an amendment shall require a two-thirds (2/3) majority of Fellows present by voting.