

***KENYA PHARMACEUTICAL
ASSOCIATION***



Pharmaceutical Excellence

**AMMENDED
CONSTITUTION
2ND EDITION**

2011



Pharmaceutical Excellency

KENYA PHARMACEUTICAL
ASSOCIATION

**THE
CONSTITUTION
2011**

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other office bearer of the association in connection with the aims of the association other than to get in and liquidate for cash all the assets of the association. Subject to the payment of all debts of the association, the balance thereof shall be distributed in such other manner as may be by the meeting at which resolution to dissolution is passed.

ARTICLE 15.0 THE KENYA PHARMACEUTICAL ASSOCIATION EMBLEM

The registered emblem or logo of the Kenya Pharmaceutical Association is the copy right of the Association and shall not be used for any purpose whether on publications, items for sale, at exhibitions, seminars, conferences, symposia or any other purpose without the approval of the National Executive Committee.

ARTICLE 16.0

The references to the above amendments are supported by:

1. Original Kenya Pharmaceutical Association constitution.
2. Ethics and Disiplinary committee minutes.
3. Central Council Meeting held on Feb. 2007 at Isaac Walton Embu.

4. Irungu Mwangi, Ng'ang'a T.T. & Company Advocates

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FORWARD

The publication of this constitution confirms that Kenya Pharmaceutical Association is in pursuit of excellence, it is vibrant, not static and is responsive to time changes.

The ratification of the constitution during our last ASC at Amani Centre, Nairobi was a fulfilment of the aspirations of the members. The constitution is the supreme law of the association and binds all members at all levels of the association.

This constitution was produced through collaborative efforts between the association, members and partners.

We express our gratitude to all those who participated in the realization of this project.

b) A representative of the Association in the Pharmacy and Poison's Board or

c) Any person of professional repute not being a member of the Association who is agreeable to the members present.

(v) The returning Officer shall prepare and submit a written report of the elections with details of those duly elected to the National Organizing Secretary within two weeks of the elections and no fees whatsoever may be paid to the returning officer until this report has been received.

ARTICLE 13.0 ALTERATIONS TO THE CONSTITUTION

1. Amendments to this constitution of the association must be approved by at least a two thirds majority at a general meeting of the association. They cannot however, be implemented without the prior consent in writing of the Registrar of Society, obtained upon application to him, made in writing and signed by three of the office bearers.
2. The Hon. Secretary General shall cause the issue of alteration to be debated before the Central Council, which shall forward the intended alteration to a special general meeting or scientific conference for the purpose.

ARTICLE 14.0 DISSOLUTION

- (i) The society shall not be dissolved except by a dissolution passed at a general meeting of members by a vote of two thirds of the members present. The quorum at the meeting shall be as shown in rule 4 if no quorum is obtained the proposal to dissolve the association shall be submitted to further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the association at least fourteen days before the date of the meeting. The quorum for this second meeting shall be the members present.

ARTICLE 11.0 PROCEDURES AT ALL MEETINGS

- (i) All meetings shall only convene when full quorum has been achieved and shall be adjourned after one hour if no quorum is present provided that such a meeting shall be reconvened within two weeks and the members present shall form the quorum for that meeting irrespective of whether an actual quorum has been achieved or not.
- (ii) The National Chairman shall preside over all meetings in which he/she is present except for the branch meetings not convened by the National Executive Committee at which the Branch Chairman shall preside.
- (iii) In the absence of the National or branch chairman, the deputy Chairman shall preside, but if both are absent then the meeting shall elect an ad hoc Chairman for the duration of the meeting.
- (iv) The Chairman of any properly convened meeting of the Association whether National or Branch, shall have a casting vote in addition to his ordinary vote in case of an equality of votes provided that this rule shall not apply in the case of elections of office bearers at which time the election shall be repeated if there is a tie.
- (v) At all National Meetings, the Secretary General shall take and preserve all minutes while the branch secretary shall take and preserve all minutes in branch meetings.

ARTICLE 12.0 VOTING

- (i) Voting shall strictly be by secret ballot at all elections, motions of amendment to the constitution or dissolution.
- (ii) All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.
- (iii) Arrangement by proxy or postal voting shall strictly not be allowed in any matter whatsoever.
- (iv) Elections shall be presided over by a returning officer who will be chosen from any of the following categories of people:-
 - a) The Chief Pharmaceutical Technologist Association who is agreeable to the members present.

PREAMBLE

Kenya pharmaceutical Association (KPA) is the umbrella professional organization that brings together all pharmaceutical technologist enrolled in Kenya. It's membership is fast growing in numbers.

ACKNOWLEDGING: The supremacy of the Almighty God of all creation.

HONOURING: Those who heroically founded the Association.

PROUD: Of our profession, cultural and Religious diversity and determined to live in peace and unity as one indivisible Association.

RESPECTFUL: Of the natural environment that is our heritage and determined to live in peace and unity as one indivisible Association.

COMMITTED: To nurturing and protecting the well being of the individual the family and the community.

RECOGNISING: The aspiration of all members for an Association based on the essential values of freedom, Democracy, Social justice and the rule of law and code of ethics.

EXCERCISING: Our sovereign and inalienable right to determine the form of practice of our Association and having participated fully in the making of this Constitution.

ADOPT: Enact and give this constitution to ourselves and to our future generations.

This Constitution will be read together with association's code of ethics and all other health related acts

ACKNOWLEDGEMENT

We wish to acknowledge individuals and members of various organs of Kenya Pharmaceutical Association who over the years made it possible compile this constitution to govern the association. It shall be the common LAW. In particular we wish to thank all the *central council members*, who sat at The Isaac Walton Hotel in Emu in the month of February 2007 under the general guidance of **the then Ag chairman James M Githinji** and the **then Hon secretary General John Sabaya Leidy.**, All the branch chairmen that sat at PanAfric Hotel in March 2007 to fine tune the draft constitution and in particular **Mr. Godwin Kitala** whose work was to co-ordinate this activity.,

The Chairman KPA Mr. Evanston Kimani Kagotho who appointed the following officer to re-edit the draft for publication

1. **Mr. Benjamin Mbugua Muhoro**(*Honorary Member*) who chaired the ethics /constitution committee
2. **Madam Janet Mwamba** (*chief pharmaceutical technologist*)
3. **Mr. Abdi Omar Jama** (*member pharmacy and poisons board*)
4. **Peter Owino** (*KPA deputy chairman*)

(iv)

place as may from time to time be determined by the branch executive committee provided that the branch shall meet at least six times in a year.

- b) The quorum of the Branch Executive Committee meeting shall be half the members entitled to attend and vote thereat.

10.8. Branch Annual General Meeting

- (i) Branches shall hold Annual General Meeting at such times and places as the branch Executive Committee may from time to time determine and the National Executive Committee shall be represented in all such meetings.
- (ii) The branch Annual General Meeting shall elect the branch Executive Committee by secret ballot once every three years.

10.9. Annual Reports

1. All branches shall be required to submit an annual work plan for the activities planned for the year to the National Executive Committee which shall have the right to vary or confirm the same.
2. All branches shall submit an annual report on the activities of the year immediately after branch Annual General Meeting to the National Executive Committee. Such reports shall include a detailed outline of the activities of the branch during the year in review and shall include:-
 - a) Detailed Financial Analyses
 - b) The potential membership of the branch in the region
 - c) The number of registered branch members with a breakdown of private and public practitioners.
 - d) The number of fully paid up members
 - e) Community projects undertaken
 - f) Continuous Medical Education sessions organized for the branch members
 - g) Any other relevant information.
3. Branch shall update the national executive committee on the Welfare of their members.

10.4. Election of branch Executive Committee

- (i) Branch officials shall be elected once every three years at the branch Annual General Meetings and are eligible for re-election only once after which, three years shall elapse before they can serve on the branch executive committee again.
- (ii) The National Organizing Secretary shall supervise branch elections. Only fully paid up branch members shall be eligible for election as members of the branch Executive Committee.
- (iii) Branch Officials shall be expected to maintain a high degree of personal integrity and protect the good name of the Association at all times. Any action that puts the Association or the profession into disrepute shall render a person ineligible to be elected as a member of the branch Executive Committee.

10.5. Remuneration for branch Executive Committee members

Members of the branch Executive Committee may be paid such remuneration, allowances or honoraria as may be determined by the branch Executive Committee provided that the National Executive Committee ratifies the decision.

10.6. Suspension or removal from office

- (i) Members of the Branch Executive Committee may resign from office in writing to the branch chairman or in case of the branch chairman to the National Executive Committee or the branch Executive Committee may resolve by simple majority to suspend a member of the branch Executive Committee provided that such a resolution shall not take effect until the National Executive Committee ratifies the decision.
- (ii) Any vacancy in the branch Executive Committee may be filled by any fully paid up branch member nominated by the branch Executive Committee.
- (iii) A member so nominated to serve on the branch Executive Committee shall serve until elections are due and shall be eligible for re-election.

10.7. Frequency of meeting and quorum

- a) The branch executive Committee shall meet at such a time and

We also wish to acknowledge the editing work done by the KPA Lawyer **Mr. Joseph Irungu Mwangi of Irungu Mwangi, Ng'ang'a T.T. & Company Advocates.**

The entire K.P.A **National Executive Committee** for their contributions during the debate on this edition. The revision and final adjustment were done by *the Hon. Secretary General Mr. James Maina Githinji* with assistance from **Ms Judy Odenyo** the Deputy Secretary General. We also wish to acknowledge the organizing secretary **Richard Sumukwo** for his contribution in final edition.

Abbreviations

A.D.C	Annual delegate conference
A.G.M	Annual general meeting
A.S.C	Annual Scientific Conference
K.P.A	Kenya Pharmaceutical Association

from their members on behalf of the National Executive Committee, retain two thirds, and the remaining one third shall be submitted to the National Office.

- (iii) Activities of the branch shall be harmonized nationally.
- (iv) Each branch shall cause a bank account to be opened in the name of the branch and ensure that all monies received on behalf of the branch are paid into that account, provided that the branch treasurer may keep such a sum in cash as may from time to time be determined by the branch Executive Committee to cater for petty expenses.
- (v) The branch Treasurer and either the branch Chairman and either or branch Secretary shall authorize withdrawals from the branch account.

10.3. Branch Executive Committee

Branch shall have an Executive Committee shall be composed of the following elected office bearers:

- (i) The Branch Chairman
- (ii) The Branch Secretary
- (iii) The Branch Treasurer
- (iv) The Branch Organizing Secretary
- (v) Such other assistants as may be determined by the branch Annual General Meeting.
 - a) The branch executive committee may co-opt other branch members into the executive committee and such co-opted members shall have the same rights as the other executive committee members.
 - b) Decisions of the branch executive committee which shall be binding on all branch members, provided that any branch member aggrieved by a particular decision of the branch executive committee shall have the right to petition such a decision in writing to the National Executive Committee which shall have the right to vary or confirm the decision.
 - c) The Branch Executive Committee shall be responsible for the maintenance of discipline in the branch and shall exercise control and supervision over all individual branch members and officers.

resolution of the National Executive Committee authorizing such payments or expenditure.

ARTICLE 9.0 AUDITORS(S)

- (i) The Annual Delegate Conference shall appoint an auditor(s) for the following one year and all accounts, records and documents shall be opened to the inspection of the auditor(s) at any time.
- (ii) The Treasurer shall produce an account of receipts and payments and statement of assets and liabilities made up to date, which shall not be less than six weeks before the date of the Annual general/scientific Conference and the auditor(s) shall examine such accounts in accordance with the Law and report to the Annual conference.
- (iii) A copy of the auditor(s) report on the accounts and statements together with such accounts and statement shall be made available to the members during the Annual Delegates Conference
- (iv) No auditor(s) shall be an office bearer of the Association.

ARTICLE 10: BRANCHES

10.1. Establishment

- (i) Branches may be established with the approval of the National Executive Committee.
- (ii) Application to form a branch shall be submitted to the National Executive Committee of the existing branch.

10.2. Mandate and responsibility

- (i) All branches of the Association shall be bound by this constitution and are not mandated to device another constitution, provided that nothing in this Constitution shall prevent a branch from establishing by-laws that are in conformity with the spirit of this constitution and that the National Executive Committee is notified of the existence of such by-laws.
- (ii) Branches shall be responsible for collecting subscription fees

ARTICLE 1.0 NAME AND REGISTERED OFFICE

1. The name of the Association shall be The Kenya Pharmaceutical Association (Herein referred to as the “Association”)
2. The registered Head Office of the Association shall be in Nairobi at such a place as may be determined from time to time by the National Executive Committee hereunder mentioned.
3. The Postal address of the Association shall be P.O. BOX 20771 – 00202 (KNH), TELEPHONE 2733813, NAIROBI.
Kpapharm2006@yahoo.com.
www.kepharm.org

ARTICLE 2.0 OBJECTIVES, PURPOSES AND POWERS.

2.1 VISION

To be the leading Pharmaceutical association in the region

2.2 MISSION STATEMENT

“To promote and provide good pharmaceutical practice to the required and expected standards within premises and institutions accepted by society and the professional fraternity while enhancing scientific research and development”

2.3.0 OBJECTIVES

The Association is established to:

- 1) Secure the unity and togetherness of pharmaceutical technologists in Kenya whether in public or private practice.
- 2) Promote good standards of Pharmaceutical practice and encourage evidence and research based practice for the benefit of the members and the public.

(ix) Welfare of the members

Procedure at all meetings

Voting

Alteration to the constitution

Dissolution

Emblem

Abbreviations

A.D.C **Annual delegate conference**

A.G.M Annual general meeting

A.S.C Annual Scientific Conference

K.P.A Kenya Pharmaceutical Association

ARTICLE 2.0 OBJECTIVES, PURPOSES AND POWERS.

2.1 VISION

To be the leading Pharmaceutical association in the region

2.2 MISSION STATEMENT

“To promote and provide good pharmaceutical practice to the required and

those of the Annual Scientific Conference provided that the Agenda shall be limited to the Memorandum demanding the same.

ARTICLE 8.0 FINANCES

- (i) All money raised by or on behalf of the Association including revenue from branches shall be spent to further the purposes of the Association and in accordance to the provisions of this constitution and not otherwise, PROVIDED THAT nothing herein contained shall prevent the payment in good faith or reasonable and proper remuneration to any employee of the Association, not being a member of the National Executive Committee, or the payment of the reasonable out of pocket expenses.
- (ii) The National Treasurer shall cause a bank account to be opened and be maintained in the same name of the Association in such a bank as may be determined by the National Executive Committee and shall ensure that all monies belonging to the Association received by him/her is paid into the said bank account within reasonable time, PROVIDED THAT he/she may retain in cash such sums as may from time to time be decided by the National Executive Committee to cater for petty expenses.
- (iii) The National Treasurer and any other two, the National Chairman, the Secretary General and the organizing secretary shall sign all withdrawals of money or cheques from the Association's bank account.
- (iv) The Financial Year of the Association shall end on the 31st day of December and commence on the 1st of January each year. Copies of the Annual Audited Accounts shall be available to all members through the branches at the end of every financial year.
- (v) The National Treasurer shall produce a report and the financial records at each Central Council Meeting, a brief statement for each National Executive Committee meeting and audited statement of accounts shall be submitted to the Annual Scientific Conference.
- (vi) The accounts shall be audited once every year by an auditor(s) appointed for that purpose at the Annual Scientific Conference.
- (vii) No payments or expenditure shall be incurred without a resolution of

Meeting of the Association and in this regard shall at least include a discussion of professional importance at all sessions except that at which the election of the National Executive Committee is conducted.

- (iv) The Annual Scientific Conference shall receive and approve the audited account and the proposed budget of the Association.
- (v) The Annual Scientific Conference shall ratify or review the remuneration of the National Executive Committee members and any honoraria to be paid by the Association.

7.2. Composition

The Annual Scientific Conference shall consist of

- a. All paid up members from the branches of the Association.
- b. All branches shall notify to the National Executive Committee the names of members to the Annual Scientific Conference at least one (1) month before the event.

7.3. Agenda and notification

The National Executive Committee shall prepare the agenda for the General meeting provided that branches may also raise issues for discussion, which should be sent to the National Secretary General not less than one (1) month before the conference.

Notification of the Annual Scientific Meeting shall be sent to all branches not less than one month before the scheduled meeting.

7.4. Quorum

The quorum of the General meeting shall be at least 100 members entitled to attend and vote thereat.

7.5.0 Special General Conference

- 1. The Special General Conference shall be convened at such times as may be demanded by the Central Council or at least 100 members entitled to attend and vote at the Annual Scientific Conference in a memorandum to the National Chairman who shall then convene a special Delegates Conference within one (1) month of receipt of such a notice.
- 2. The rules governing Special Delegates Conference shall be the same as

expected standards within premises and institutions accepted by society and the professional fraternity while enhancing scientific research and development”

- 3) Create mechanisms for the protection of the public against professional misconduct or abuse of privileges by practitioners and dealers in poisons.
- 4) Cater for the welfare of the members.

5) Acquire either by purchase, lease or otherwise any movable or immovable property or other assets and to sell, mortgage, charge or otherwise deal with or dispose off movable or immovable property of the Association.

- ### 2.3.1 Activities
- (i) Whose professional interests are relevant to furthering the objectives of the Association and;
 - (ii) Who has complied with the membership application procedure hereunder mentioned and has paid all moneys or fees payable on application for membership.
- In order to achieve the above objectives the Association may:
- (i) Collect and disseminate information on all matters of pharmaceutical interest and exchange such information with members and other bodies with similar purposes.
 - (ii) Arrange and provide for, or join in arranging and providing for the holding of meetings, exhibitions and conferences locally, nationally and internationally.
 - (iii) Cause to be written and print, publish, issue and circulate gratuitously or for sale such papers, books, periodicals, pamphlets or other documents or films as shall further the purposes of the Association.
 - (iv) Establish a library and initialize the operation of a chemical laboratory for the analysis and quality control of pharmaceutical products and devices especially for post market surveillance.
 - (v) Arrange for the provision of training facilities for members in emerging field of pharmaceuticals care and improve and promote efficiency in pharmaceutical service provision.
 - (vi) Maintain links and cooperate with other professional pharmaceutical industry nationally, regionally and globally.

- (vii) Device or develop, review and enforce a Code of Ethics or other codes for the internal regulation of the professional practice of members of the public.
- (viii) Do all such lawful things and undertakings as are necessary for the attainment of the objectives of the Association.

NB: *The Association shall use non-political means to pursue these objectives and shall operate as a special interest group seeking to influence national policy outcomes.*

ARTICLE 3.0 MEMBERSHIPS

3.1. Eligibility

Full membership shall be open to any one who satisfies the Association that he/she holds at least a Diploma in Pharmacy from an institution recognized by the Pharmacy and Poisons Board and;

3.2. Membership Application Procedure

Any person who desires to register as member of the Association and who fulfills the criteria outlined in paragraph 1 above shall be required to apply for membership as detailed here below:-

- (i) Fill in the application form and enclose all relevant documentations of qualification and proof of enrolment by the Pharmacy and Poison's Board;
- (ii) The completed application form should be forwarded to the Secretary General of the Association who shall table

Committee in terms of the general operations and determine conformity with the aspirations of the members of the Association.

- (v) The National Executive Committee shall prepare interim reports for the Central Council that shall form the basis of the agenda for the Council provided that the Council may determine other issues to be discussed in addition to the reports from the National Executive Committee.
- (vi) The Decisions of the Central Council shall be binding on all members of the Association and shall be subject to review only by the Annual Delegates Conference hereunder mentioned or a special conference constituted for the purpose.
- (vii) Members of the Central Council shall demonstrate a high degree of professionalism and refrain from acts that may bring the profession or the Association into disrepute.
- (viii) Council members may be removed from office only upon resignation or a change in the authority that enabled him/her to become a member thereof such as change of branch office bearers.
- (ix) The quorum of the Central Council shall be half the members entitled and vote thereat.
- (x) i) Venue for the next Central council meeting shall be decided by Central council
ii) Branches shall meet allowances, accommodation and transport expenses

ARTICLE 7.0 THE ANNUAL SCIENTIFIC CONFERENCE/AGM

7.1. Mandate

- (i) The Annual Scientific Conference shall be the supreme authority of the Association and shall be held once every year in July at such a place and time as may be directed by the Central Council.
- (ii) The General meeting shall elect the National Executive Committee once every three (3) years and thereafter review the working of the National Executive Committee on an annual basis and determine the policy of the Association in the ensuing years.
- (iii) The Annual Scientific Conference shall also be the venue of the General

Association, shall exercise control over all the financial matters and keep proper records of all financial transactions according to the existing laws.

- (ii) He/she shall ensure that no payment is made from the Association's fund unless a payment voucher has been prepared and authorized.
- (iii) All payments shall be authorized by the National Chairman or in his absence the National Secretary General and shall be counter signed by the National Treasurer.
- (iv) He/she shall prepare or cause to be prepared a report on the financial positions of the Association together with a statement of income and expenditure for the Central Council hereunder mentioned.
- (v) He/she shall make the books of account available for inspection by members of the Association or auditor(s) duly authorized to inspect the records of accounts at all times.

ARTICLE 6.0 THE CENTRAL COUNCIL

- (i) The Central Council shall be the governing body of the Association with the overall responsibility of supervising the National Executive Committee and ensuring that the decisions of the Annual Scientific Conference hereunder mentioned are adhered to.
- (ii) The Central Council shall consist of:-
 - a) All members of the National Executive Committee
 - b) Four (4) branch executives
 - c) All Provincial Pharmaceutical Technologists who are members of the Association.
- (iii) The Central Council shall meet at least once every year and any other time when the National Chairman shall so demand or when one third of Council members demand in a memorandum to the National Chairman detailing the specific issues of concern. Such special Council meetings shall only discuss the specific issues cited as reasons for the meeting.
- (iv) The Council shall review the performance of the National Executive Committee in terms of the general operations and determine

all applications at the next National Executive Committee meeting who shall have the power to approve or reject any application for membership backed by medical evidence shall be exempted from paying any subscription fee.

- (iii) Upon admission as a member of the Association, the prospective member shall be required to pay all dues, fees or charges in force at the time.
- (iv) Subscriptions, fees, donations or any other money paid to the Association is strictly non – refundable.
- (v) This Article shall be read and understood together with the Code of Ethics of the Association in force at the time of application.

3.3. Certification

After approval, the applicant shall be issued with a certificate of membership with the official seal of the association and shall be entitled to use the acronym MKPA immediately after his/her name.

3.4. Constitutional Obligation

All association members are bound by the dictates of this constitution and any other by- laws, decision or regulations as from time to time laid down in the various organs of the Association and breach of the provisions of this constitution shall be sufficient basis for the expulsion of a member accused as such.

3.5. Cessation of Membership

Membership shall cease if

- a) A member submits to the National Secretary General a resignation in writing.
- b) A member fails to pay subscription fees within one year after due date for payment.
- c) The National Executive Committee hereunder mentioned for good and sufficient reason terminates the membership of any member provided that the issue shall be tabled at the Central Council hereunder mentioned

and that a majority of the members present agree to the expulsion and provided that the concerned member shall be accorded an opportunity to self defence at that council, before a final decision is made.

d) Death

3.6. Reinstatement of a Ceased Member

The member shall comply with article three (2) and shall have to pay all skipped dues before rein station.

3.7. Honorary Membership

- (i) Honorary Membership may be conferred on any member who in the opinion of the Association has rendered particular and exceptional contribution and, or service to the visions and aspirations of the Association.
- (ii) The National Executive Committee hereunder mentioned shall have the power to propose any person for honorary membership and such a proposal shall be discussed at the Central Council meeting hereunder mentioned that shall approve or reject the proposal by a simple majority.
- (iii) Honorary members shall not have the right to vote at the meetings of the Association.
- (iv) Maximum number of members shall not exceed four (4) at any given time.
- (v) Honorary member shall attend NEC meeting on invitation and subsequent central council meeting.
- (vi) Honorary members shall be exempted from paying annual subscription to the association.
- (vii) Honorable member shall cease to hold honorary membership if his conduct puts the association in disrepute.

3.8.1. Associate membership

- (i) This may be conferred to students from Institutions recognized by the Pharmacy and Poisons Board.
- (ii) The subscription fees payable shall be ratified by the Central Council of the Association hereunder mentioned and shall be

5.2. The Secretary General

The Secretary General shall be the *spokes person and administrative officer* of the Association responsible for the day-to-day management of the Association and shall exercise supervision over the support staff of the Association.

He/she shall deal with all correspondences of the Association under the general supervision of the National Executive Committee provided that where an issue requires an urgent attention and the committee cannot be consulted; he shall consult the National Chairman or if unavailable, the National Treasurer and such a decision shall be tabled at the next Committee meeting for ratification.

The Secretary General shall be responsible for issuing notices for all meetings of the Association and shall also keep all the minutes of such meetings. He shall also ensure the security and preservation of all records of the Association at whatever forum the source may be.

The duties of the Secretary General may be performed by such a deputy or member of the Committee as may be appointed during his absence.

5.3 The National Organizing Secretary

- (i) The National Organizing Secretary shall be the *principal liaison officer* of the Association and shall establish links with organizations with similar aims and objectives as the Association.
- (ii) He/she shall be responsible for the development of the annual work plan and establishing the annual calendar of the activities for the Association.
- (iii) He/she shall also be responsible for the arrangement and co-ordination of conferences, meeting and organize social activities of the Association and shall be the master of ceremony where there is need.
- (iv) He/she shall be responsible for the establishment and co-ordination of branches for the Association and the conduct of elections for the branches.

5.4. The National Treasurer

- (i) The National Treasurer shall be the *Chief Financial Officer* of the Association, shall exercise control over all the financial matters and keep proper records of all financial transactions according to the

ii) The Ethics, Disiplinary and Practice Committee

iii) The Education and Training Committee

Operational guidelines for this committee shall be outlined in the Code of Ethics of the Association or in such other documents as may from time to time be commissioned for that purpose provided that in the absence of such a document the National Executive Committee shall determine the operational procedure for any sub-committee.

The National Executive Committee shall have the power to appoint other sub-committees as the need arises.

4.9.2. Representation in Statutory Boards

Criteria

- (i) Must be proposed by two (2) Members from each branch
- (ii) The National Executive committee will declare the vacancies to the branches.
- (iii) The National Executive Committee shall present the proposed names to Central Council of the Association who shall elect the representative to the Boards.
- (iv) The member so proposed must have served the association at central council level

ARTICLE 5: DUTIES OF THE NATIONAL OFFICE

5.1. National Chairman

The National Chairman shall be the *Chief Executive Officer* of the Association.

He shall preside at all meetings and conferences of the Association except as provided for in this constitution, protect and enforce the constitution and ensure the decisions of the organs of the Association are acted upon.

The National Chairman shall demonstrate a high moral integrity, be a role model for members of the Association and promote a good public image.

In absence of the National Chairman, his functions may be performed by such a deputy or other member of the National Executive Committee as may be appointed in absence of both.

subject to change from time to time.

3.8.2 Corporate Membership

- (i) Corporate membership shall be open to any limited or unlimited company or registered charity whose interests are similar to those of the Association and corporate members shall not enjoy voting rights.
- (ii) Any limited or unlimited company or registered charity wishing to enter into corporate membership of the Association shall complete the appropriate form for submission to the National Executive Committee hereunder together with the current annual corporate membership fees.

3.9.1 Subscription Fees

- a) Subscription fees shall be payable to the Association in the calendar year in which membership was initially granted
- b) The Central Council shall have the power to vary the subscription by ordinary resolution.
- c) Subscription shall be deemed disposed by the 31st December every year

ARTICLE 4.0 THE NATIONAL EXECUTIVE COMMITTEE

4.1. Mandate

- (i) The National Executive Committee shall be the organ responsible for the general management of the Association and shall be answerable to the Central Council hereunder mentioned. In particular the Committee shall manage the business, financial affairs and daily running of the Association in accordance with the decisions of the Central Council.
- (ii) The National Executive Committee shall be responsible for the maintenance of discipline in the Association and shall exercise

Any remuneration, allowances or honoraria proposed by the National Executive Committee shall be presented to the Annual Scientific/General Meeting hereunder mentioned which shall have the power to vary or confirm the decision of the Central Council but may not annul the decision altogether.

4.4. Frequency of meeting and Quorum

The National Executive Committee shall meet at least once every month at the boardroom of the association and regulate the procedure at its meetings. The quorum of the National Executive Committee shall be five (5) minus the honorary members present.

4.5. Electoral College

There shall be an Electoral College composed of eminent Pharmaceutical Technologists to oversee process of election at National Level. Every branch shall be represented and national office shall nominate a member.

Qualification for Electoral College Members

- (a) Shall be a paid up member
- (b) Shall be nominated by the branches and/or National Office
- (c) Shall be non-partisan
- (d) Shall not vie for any elective association post during the period

4.6. Eligibility for election

Only such members of the Association not in arrears of their annual subscription fees shall be eligible for election as members of the National Executive Committee.

National Executive Committee members who have served two (2) consecutive three year terms in office shall not be eligible for re-election until after three years have lapsed since the last in office.

National Executive Committee members shall be required to demonstrate a high degree of integrity and strong moral attitude and shall not act in any way that may bring the Association into disrepute.

Such an action shall render a member ineligible to serve on the Committee. Anybody vying for NEC must have served as an executive at the branch level.

4.7. Election and the office term

The National Executive Committee members shall be elected by secret ballot at the Annual Delegates Conference and shall hold office for a period of three years and shall be eligible for re-election for a further three year term.

The National Executive Committee members so elected shall enjoy full voting rights at all meetings on all matters concerning the Association.

4.8 Suspension or removal from office

Any member of the National Executive Committee may be suspended or removed from office:-

- (i) If he/she submits a resignation in writing to the National Chairman or the case of the Chairman, the Honorable National secretary general for the Central Council.
- (ii) If he/she misses three consecutive meetings of the Committee without apology, having been notified in writing by an order of the National Executive Committee.
- (iii) If a majority of the members present at the Central Council hereunder mentioned resolve to remove such an officer from office in which case the officer shall be accorded an opportunity to state his case and he/she shall be given at least fourteen (14) days notice prior to such a meeting.

4.9. Vacancy in Committee

Any vacancy in the National Executive Committee may be filled by a member of the Central Council hereunder mentioned, nominated by the NEC and a member so nominated shall serve until elections are due and he shall be eligible for re-election.

4.9.1 Sub-Committee

Shall constitute the following standing sub-committee:-

- i) The Finance, Procurement and Investment Committee