

THE MEDICAL WOMEN ASSOCIATION OF TANZANIA
(MEWATA)
CONSTITUTION

ARTICLE 1:

Definitions

In these Constitutions, unless the context otherwise requires:

“Chairperson”	means the Chief Executive of the Association.
“Executive Committee”	means the Executive Committee of members elected by and at the Annual General Meeting of the Association.
“Member”	means Ordinary, Associate, Honorary and Student Member of the Association.
“Medical Women”	means medical woman doctor and women dental practitioners registered or Licensed in Tanzania by the Medical Council of Tanganyika.
“Office Bearers”	means the office Bearers of the Association elected by the Annual General Meeting of the Association.
“Rules”	means rules made by the Executive Committee under the provisions of this Constitution.
“Special Resolution”	means the resolutions of the General Meeting of the Association, which is supported by two thirds of the members present and voting.
“Status”	means the status of the Association as described under Article 4.
“Association”	means the Medical Women Association of Tanzania

ARTICLE 2:

Name and Headquarters

The name of the Association shall be “The Medical Women Association of TANZANIA and abbreviated MEWATA. Its headquarters shall be in Dar es Salaam.

ARTICLE 3

Official Language

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

ARTICLE 4

Status

The Association shall be a non-governmental, non-profit, non-partisan and non-religious voluntary organization devoted to carry out the aims and objectives specified in Article 5 of this Constitution in the best interests of its Members.

ARTICLE 5

Aims and Objectives

The aims and objectives of the Association are:-

- 5.1 To provide organizational means for medical women to come together as a professional body and to project its outlook and image in the interests of the Society.
- 5.2 To promote interest of medical women in different parts of the country and to foster friendship, professional communication and understanding amongst them.
- 5.3 To encourage and provide opportunities for medical women to identify health problems of the communities they serve and utilize their skills and training in solving or alleviating such problems.
- 5.4 To promote the education of medical women at all stages and levels with particular emphasis on encouraging young women to enter the medical and related professions;
- 5.5 To maintain and improve the standard of professional competence and conduct of all members of the medical profession.
- 5.6 To foster solidarity with other organizations and institutions within and outside Tanzania in advancing the Association's objectives without changing its status.
- 5.7 To conduct and promote research in the development of medicine and public health.
- 5.8 To promote and support members of the medical profession with regard to their education, training, service delivery and other similar interests;
- 5.9 To assist members of the public in all matters touching upon and ancillary or incidental to their health;
- 5.10 To establish an effective information center for purpose of enhancing the standard of professional expertise.
- 5.11 To print, publish and publicize the activities of the Association
- 5.12 To advocate for policy changes in the health sector in favour of Community well being and medical professionals.
- 5.13 To do all such other things as may be conducive to the attainment of the foregoing aims and objective or any one of them.

ARTICLE 6

Functions

The Association in pursuit of the aims and objectives stated in Article 5 may carry out any or all of the following functions:

- 6.1 To organize and facilitate voluntary medical aid and promote health awareness and appreciation amongst members of the public.
- 6.2 To collaborate with other organisations, professional and non-professional bodies without compromising its status, aims and objectives.
- 6.3 To establish committees and sub-committees, work-groups and task-forces for the better carrying out of the aims and objectives of the Association.
- 6.4 To seek opportunities to voice its views and advance its aims and objectives in national and international forums.
- 6.5 To promote means and facilities for continuing medical education for its members;
- 6.6 To organize national and international forums;
- 6.7 To print, publish and broadcast through the mass media and to publish its own journal, books, magazines and the like on the research findings and other activities of the Association.
- 6.8 To undertake any other activity in consonance with the Association's status aims and objectives.

ARTICLE 7

Membership

COMPOSITION.

Membership of the Association shall comprise of Ordinary Members, Associate Members, Honorary Members and Student Members.

- 7.1 All women doctors and dentists registered by the Tanganyika Medical Council to practice medicine are eligible to ordinary membership regardless of their citizenship, nationality or creed.
- 7.2 Pre-registered medical and dental doctors, Assistant medical and dental officers are eligible to associate membership.
- 7.3 Honorary members shall be individuals who in the opinion of the Executive Committee merit such and have been confirmed by the Annual General Assembly.
- 7.4 Women students studying at the medical or dental faculty/school of any recognizable University or College are eligible to student membership.

ARTICLE 8

Admission For Membership

All persons wishing to become members of the Association shall submit a formal application for membership to the Executive Secretary of the Association.

ARTICLE 9

Application For Membership

- 9.1 Every application for membership shall be in the form prescribed by the Executive Committee.
- 9.2 Each application shall be proposed and seconded by two fully paid up members.
- 9.3 The information contained in the application shall be presented to all members of the Executive Committee at its next meeting at which the application will be considered.
- 9.4 Each application for membership shall be considered by the Executive Committee which shall ensure that the applicant meets the qualifications required by the Constitution and supports the objectives of the Association, after which it shall decide whether or not to admit the applicant for membership and in what category.
- 9.5 The acceptance or refusal for membership shall be communicated in writing to the applicant in a period of three (3) months after the receipt of such application.
- 9.6 Where the application has been refused, an explanation for such refusal shall be communicated to the applicant. A further application may be submitted after a period of twelve (12) months.

ARTICLE 10

Membership Fees

Every member of the Association with exception to a Honorary Member shall upon admission be required to pay entrance fees of Tshs. 20,000/= and Annual Subscription at a rate that shall be set by the Annual General Assembly from time to time.

ARTICLE 11

Annual Subscriptions

Annual subscriptions shall be due on the first day of July of every year when members shall be required to pay the full rate. The subscriptions of the members shall be reviewed from time to time by the Executive Committee, and until so reviewed the rates shall be as follows:-

Ordinary membership Shs. 20,000/=

Associate membership Shs. 15,000/=

Student membership Shs. 5,000/=

ARTICLE 12

Rights of Members

Every member of the Association shall have, in accordance with this Constitution, by laws and resolutions of the General Assembly, the following rights and obligations.

A member shall be entitled to:

- (a) With exception to Student, Associate and Honorary member to vote at General Meetings
- (b) To have her name in the published list of Members,
- (c) To receive all publications of the Association at a concession as determined by the Executive Committee,
- (d) To inspect and obtain copies of documents of the Association upon written request to the Executive Secretary,
- (e) With exception to a Honorary member, to participate in all general activities of the Association.
- (f) With exception to Student, Associate and Honorary Members, be eligible to hold office in the Association if and when elected.

ARTICLE 13

Duties of Members

All Members shall:

- (a) Uphold the Constitution,
- (b) With exception to a Honorary member endeavor to participate in all the activities of the Association,
- (c) With exception to a Honorary member pay fees and subscriptions when due,
- (d) With exception to a Honorary member, carry out assignments as may be given by the Executive Committee.

ARTICLE 14

Termination and Re-/Admission to Membership

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

- (a) She resigns by giving three weeks notice in writing to that effect to the Executive Secretary of the Association with exceptions to all office bearers and the members of the Executive Committee who shall give a 3 months notice;
- (b) Her subscriptions are in arrears for twenty four (24) consecutive months; (2 years)
- (c) She dies;
- (d) She misses attending three consecutive Annual General Meetings without notice; or

- (e) The Executive Committee reasonably believes that the member's conduct has persistently or seriously undermined the aims and objectives of the Association or has consistently prejudiced its status and the interests of the Association and recommends that she be expelled from the Association, the General Assembly upon such recommendation may expel her.

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

Any member whose membership has been terminated for alleged misconduct under Article 14 (e) above may be readmitted to the Association by a resolution of the General Assembly upon her application for readmission, provided that at least two years have elapsed since the date of the expulsion

ARTICLE 15

Organs and Management

The following shall be the principal organs of the Association:

- (a) The General Assembly;
- (b) The Executive Committee;

ARTICLE 16

The General Assembly

- 16.1 The General Assembly constituted by all Members shall be the supreme organ of the Association; the Executive Committee and any other sub-committees established under its authority are subordinate and accountable to the General Assembly.
- 16.2 The General Assembly shall assemble from time to time in meetings as occasion demands, provided it shall meet at least once in a year as an ordinary meeting known as the Annual General Assembly to receive Annual Reports or other Special Reports, to Appoint an Auditor and conduct elections when due.
- 16.3 Upon receiving a Petition signed by 20% of the Ordinary Members demanding a meeting of the General Assembly, the Executive Secretary shall issue a 45 days notice calling an Extra-Ordinary General Meeting of the General Assembly.
- 16.4 No General Assembly shall be convened unless a twenty one (21) days notice shall have been given in writing by the Executive Secretary inviting all members to attend the meeting. The notice shall be accompanied by an agenda of items before the General Assembly.

ARTICLE 17

Functions Of The Annual General Assembly

The functions of the Annual General Assembly shall be:

- i. To elect the Association's office bearers;
- ii. To elect members of the Executive Committee;
- iii. To confirm the Honorary Members of the Association;
- iv. To appoint an Auditor of the Association;
- v. To approve Auditor Accounts of the Association;
- vi. To hear appeals under Article 14 of this Constitution;
- vii. To review and approve any motion presented by the Executive Committee on behalf of the members;
- viii. To receive and adopt Annual Executive Committee Reports;
- ix. To amend the Constitution when the need arises;

ARTICLE 18

Chairing Of The General Assembly

The Chairperson shall preside at each meeting of the General Assembly. In the absence of the Chairperson, the Vice chairperson shall take the chair. In the absence of both Chairperson and the Vice-chairperson, the ordinary members present shall elect one member among themselves to act as Chairperson for that meeting.

ARTICLE 19

Quorum

25% of the voting Members shall constitute a quorum at any ordinary or extraordinary meeting of the General Assembly.

ARTICLE 20

Voting

Voting shall be by way of show of hands or Secret ballots as would be found convenient and resolutions of the General Assembly shall be by simple majority of the members present unless otherwise stipulated in this Constitution. The chairperson shall have a casting vote.

ARTICLE 21

Executive Committee

The Executive Committee shall comprise of the Office bearers and four members elected by the General Assembly, as follows:-

- (i) The Chairperson
- (ii) The Vice-Chairperson
- (iii) The Executive Secretary
- (iv) The Publicity Secretary
- (v) The Honorary Treasurer
- (vi) The Assistant Treasurer
- (vii) Four Executive Committee Members.
- (viii) The two ex – officio members

The immediate Ex-Chairperson and Ex-Executive Secretary shall be the ex-officio members for one year in office upon their retirement from office.

ARTICLE 22

Functions Of The Executive Committee

The Executive Committee shall have the primary responsibility of running the day to day affairs of the Association through the office Bearers and without prejudice to the foregoing generality:-

- (a) Advising the Annual General Assembly on overall policies of the Association;
- (b) Monitoring Association's activities towards the realization of its objectives as stipulated in the Articles of the Constitution;
- (c) Developing rules, by laws and procedures to guide the Association's operations;
- (d) Reviewing and proposing amendments to this Constitution;
- (e) Reviewing plans and reports prepared by the Secretariat for the endorsement of the General Assembly;
- (f) Drawing up the agenda, date and place of the General Assembly of the Association;
- (g) Approving the creation of ad-hoc bodies including committees and subcommittees for undertaking specific assignments on behalf of the Association;
- (h) Directing and coordinating measures and action in accordance with the Constitution.
- (i) Administering the affairs of the Association in accordance with the Constitution; and
- (j) Performing any other functions which the General Assembly may delegate to it.

ARTICLE 23

Chairing Of The Executive Committee

The Chairperson of the Association shall chair the Executive Committee's sessions. In her absence the Vice-Chairperson shall chair the session. In absence of both the Chairperson and the Vice Chairperson, Committee members shall appoint a member amongst themselves to preside over the session.

ARTICLE 24

Rules and Procedures Governing The Executive Committee

- (i) The Executive Committee shall meet at least once quarterly.
- (ii) All Executive Committee members, (including Office Bearers) shall hold office in the Committee for three years and are eligible for re-elections. No Office Bearers, may serve for more than 2 consecutive terms of office but may be eligible in subsequent elections.
- (iii) Members of the Executive Committee shall not be entitled to any remuneration but shall be reimbursed by show of records for expenses incurred by them in the performance of their respective duties
- (iv) The Executive Committee may co-opt individuals members or the services of a specialized agencies to provide it with expert opinion on an issue before it.
- (v) The Executive Committee may adopt rules and regulations appropriate for the conduct of its business.

ARTICLE 25

Quorum

The quorum for the Executive Committee meeting shall be 4 members.

ARTICLE 26

Voting

Voting shall be by way of show of hands or Secret ballots as would be found convenient. The decisions of the Executive Committee unless otherwise provided by this Constitution or in the rules shall be by simple majority and the Chairperson shall have a casting vote.

ARTICLE 27

OFFICE BEARERS

Nomination of Office Bearers

The members of the Association shall be free to nominate names of amongst the ordinary members to assume the following leadership positions:

- (a) The Chairperson;
- (b) The Vice-Chairperson;
- (c) The Executive Secretary;
- (d) The Publicity Secretary;
- (e) The Honorary Treasurer;
- (f) The Assistant Honorary Treasurer.

Provided that all persons wishing to be elected as office bearers must fill in the nomination forms and should at minimum have ten voting members nominating her for that position.

No voting member is permitted to nominate more than one person for a similar position.

ARTICLE 28

Duties of Office Bearers

1. The Chairperson shall:
 - (i) Be the Chief Executive of the Association and shall preside over the Annual General Assembly and meetings of the Executive Committee;
 - (ii) Be the general overseer of the Association's affairs, directing other office bearers to perform duties on behalf of the Association as and when necessary;
 - (iii) Present a Report at the Annual General Meeting on the activities of the Association in the proceeding year;
2. The Vice Chairperson shall:
 - (i) Assist the chairperson in performing her duties and functions;
 - (ii) Perform all the duties of the Chairperson in her absence.
3. The Executive Secretary shall:
 - (i) Be the Chief correspondent of the Association;
 - (ii) Be responsible for recording the minutes of the Executive Committee and Annual General Assemblies;
 - (iii) Organize meetings and forums of the Association.

- .4. The Publicity Secretary shall:
 - (i) Perform the duties of Executive Secretary in her absence;
 - (ii) Be responsible for all publicity matters relating to the Association with the public, in close consultation with the Chairperson;
 - (iii) Be responsible for upholding the good name and image of the Association by publicizing the Association's activities.

5. The Honorary Treasurer shall:
 - (i) Keep all the Association's Accounts.
 - (ii) Monitor the receipt and disbursement for all monies received by the Association;
 - (iii) Advise the Chairperson and the Executive Committee on matters relating to funds; matters relating to the Association's finances;
 - (iv) Be required to present a financial audited statement at the Annual General Assembly.

6. The Assistant Honorary Treasurer shall
 - (i) Assist the Treasury in performing her duties and functions;
 - (ii) Perform the duties of the Honorary Treasurer in her absence;
 - (iii) Organize fund raising activities for and on behalf of the Association, and
 - (iv) Be responsible for recruitment of members.

ARTICLE 29

Tenure of Office Bearers

- 29.1 The Office Bearer shall be elected every three years and shall be eligible for re-election upon completion of the said term. No Office Bearers may serve for more than 2 consecutive terms of office but may be eligible in subsequent elections.
- 29.2 In the event of the Office of any of the office bearers falling vacant any time before the expiry of their respective terms of office, the Executive Committee shall call an Extra-ordinary Executive Committee meeting to appoint or elect a substitute among its members to perform the duties of the said office bearer for the remainder of the term until the next Annual General Assembly.

ARTICLE 30

SECRETARIAT

The day to day activities of the Association shall be managed by a secretariat headed by the Executive Secretary whose terms of reference shall be drawn by the Executive Committee.

ARTICLE 31

Composition of the Secretariat

The Secretariat will be composed of:

- (i) The Director, who shall be the overall in charge of the secretariat.
- (ii) Deputy Directors heading the directorates as may be formed by the Executive Committee from time to time.
- (iii) Supporting staff who shall be accountable to the Director.
- (iv) Consultants who may be engaged by the Association from time to time.

ARTICLES 32

Duties of the Secretariat

The duties of the Secretariat shall be:

- (i) to administer the day to day affairs of the Association
- (ii) to prepare and propose the plans and budgets of the Association and present them to the Executive Committee.
- (iii) To co-ordinate the day to day activities of the Association in accordance with the directives of the Executive Committee.

ARTICLE 33

Meeting of the Association

The Association shall hold 4 categories of meetings, viz:-

1. Annual General Assembly as stipulated in this Constitution.
2. Scientific Meetings to address health related issues.
3. Social Function Meetings to foster solidarity amongst members, national and international persons and or bodies.
4. Special General Meeting as and required, at the request 20% of the full membership of the Association.

The Scientific Meeting and Social Function Meeting shall be held at least once in a year.

ARTICLE 34

Zonal Section

The General Assembly may, upon the recommendations of the Executive Committee, establish when and where necessary Branch or Zonal Sections of the Association. The Constitution and functions of the Zonal Sections shall be governed by the Rules.

ARTICLE 35

Power to Make Rules

The Executive Committee may from time to time propose Rules and amendments to the General Assembly whose adoption shall require two-thirds majority of members present and voting. Such Rules and amendments may also be proposed by any member of the Association and adopted by the General Assembly.

ARTICLE 36

Funds and Property

36.1 The Association shall draw its funds and income from:

- (i) Membership fees,
- (ii) Annual subscriptions,
- (iii) gifts, grants and donations,
- (iv) legacies,
- (v) fund raising activities,
- (vi) Sale of professional literature,
- (vii) Any other funds lawfully received by the Association.

The Association shall operate a bank account and the signing mandate shall be of two signatories in the two categories hereinafter shown,

Either:

- (i) the signatures of the Chairperson and that of the Vice Chairperson, or
- (ii) the signatures of the Honorary Treasurer and that of the Executive Secretary.

36.2 The funds of the Association shall be used for the following purpose:-

1. To promote the objectives of the Association
2. To sponsor members for scientific meetings and professional development.
3. To make contribution to the Medical Women's International Association.
4. To acquire property for the Association.

ARTICLE 37

Audit

A recognized Auditor who shall not be a Member of the Association shall be appointed at the Annual General Assembly and shall hold office until the following Annual General Meeting.

ARTICLE 38

Legal Matters

The Association shall be registered in accordance with the laws of the United Republic of Tanzania, and its operations shall be in compliance with the existing laws of the country.

ARTICLE 39

Amendment of the Constitution

The Constitution may be amended or added upon by two-thirds majority vote of the members present at a duly constituted General Assembly provided the notice of such meeting and proposed amendments have been communicated to Members at least 30 days prior to such a meeting.

ARTICLE 40

Traditional Provisions

1. Persons present on the first General Assembly called to adopt the Constitution and launch the Association shall be eligible to be its members provided they fulfill the requisite qualification.
2. The Executive Committee shall be guided by draft Rules to be agreed upon by the committee at its first meeting during the first year until such time when the Rules are approved by the General Assembly.

ARTICLE 41

Dissolution of the Association

The Association may be dissolved by a resolution passed to that effect by a two-thirds vote of all voting members at an Extra Ordinary General Meeting called specifically for that purpose. Where the resolution is passed the General Meeting shall appoint a person or persons to be the liquidator(s) and shall make provisions for the final disposal of the Association's assets.

ADOPTED at: this day of200.....

Name;

Name;

Signature:

Signature:

Address:

Address:

.....

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Designation:

Designation: