

ASSOCIATION OF RESIDENT DOCTORS
Federal Capital Territory Administration



CONSTITUTION

of the Association of Resident Doctors
Federal Capital Territory Administration

ADOPTED
30th November, 2017

VISION STATEMENT:

To promote the interest and welfare of members towards the provision of efficient and effective healthcare services.

MISSION STATEMENT:

For an improved healthcare delivery in the Federal Capital Territory via policy formulation, advocacy and collaboration with other bodies and agencies with similar goals while maintaining a close relationship with NARD and NMA.

ARTICLE I: NAME

The name of the Association shall be the Association of Resident Doctors, Federal Capital Territory Administration (ARD FCTA), Abuja, here in referred to as the Association.

ARTICLE II: AIMS AND OBJECTIVES

- (a) To promote the interest of all members
- (b) To see to the welfare of members
- (c) To consider and express her views on all proposed legislation affecting Doctors in F.C.T.A and in Nigeria.
- (d) To promote the improvement of health care delivery in the Federal Capital Territory albeit in Nigeria
- (e) To maintain a close relationship with NMA and NARD.
- (f) To cooperate with other bodies and agencies with similar goals.

ARTICLE III: AFFILIATIONS

The Association shall be an affiliate member of

- (a) The National Association of Resident Doctors of Nigeria (NARD)
- (b) The Nigerian Medical Association, F.C.T. Branch albeit National

ARTICLE IV: MEMBERSHIP

SECTION 1: Membership shall be of two categories:

- (a) Statutory membership
 - i. This category shall be open to all medical and dental practitioners employed by the FCTA below the rank of consultant or its equivalent.
 - ii. Membership shall be automatic upon employment into

FCTA.

(b) Honorary membership

i. This category of membership shall be conferred on any medical and dental practitioner employed by FCTA, who does not belong to the above category (a) and is not a certified consultant.

ii. Such members should distinguish themselves in protecting the interest of the association.

iii. Honorary members shall enjoy all other rights and privileges of statutory members, but cannot vote or be voted for.

iv. However honorary members who are willing to pay dues shall enjoy rights and privileges of statutory members.

SECTION II: CESSATION OF MEMBERSHIP

Membership of the Association ceases when a member

(i) Retires from active service

(ii) Resigns his employment with the FCTA

(iii) Has his appointment justly terminated

(iv) Is expelled for anti-Association activities

(v) Is found guilty of a criminal offence by a court of competent jurisdiction

(vi) Has his/her certificate or license withdrawn or is suspended by the Medical and Dental Council of Nigeria

SECTION III: DISCIPLINE

(i) Members are expected to carry themselves with the utmost decorum in their jobs, utterances and conducts

(ii) Members are not expected to be antagonistic of one another neither is a member expected to constitute

him/herself a stumbling block to hinder the progress and growth of another member.

(iii) Where two members or more are at loggerheads, the issue must first be reported to the Executive Committee for the purpose of settlement before being taken further, if the Executive cannot resolve it.

(iv) All accusations or allegations of anti-Association activities against a member or members must be hand written and date with name signature of the complainants and addressed to the President who shall refer it to the Ethics and Disciplinary Committee for investigation.

(v) The OGM can ratify the recommendations of the Disciplinary Committee including Suspension while only the AGM can ratify the expulsion of a member.

ARTICLE V: OFFICERS OF THE ASSOCIATION

- President
- Vice President
- General Secretary
- Assistant General Secretary
- Financial Secretary
- Treasurer
- Public Relations Officer
- Director of Socials
- House Officers' Representative
- Ex-Officio I
- Ex-Officio II

ARTICLE VI: DUTIES OF THE OFFICERS

SECTION I: PRESIDENT

Shall

(I) Be the Head and Official Spokesman of the

Association

- (ii) Summon and preside over all meetings of the Association including Press Conference
- (iii) In consultation with the Executive Committee, interpret the provisions of this Constitution or Bye laws which may appear ambiguous.
- (iv) In consultation with the Executive Committee, arrange for the representation of the Association to outside bodies or agencies.
- (v) Act in conjunction with the General Secretary or the Assistant General Secretary and 2 other members of the Executive Committee in cases of emergency.
- (vi) Approve all expenditures to be made by the other Officers of the Association
- (vii) Sign minutes of meetings after it has been adopted
- (viii) Be a signatory to the Association's accounts
- (ix) Have the power to appoint the House officers' Representative.
- (x) Appoint one liaison officer from each of the FCTA hospital who shall be a member of the Executive Council.
- (xi) Carry out any other duties that may be assigned to him from time to time by the Executive Committee or the Association.

SECTION II: VICE PRESIDENT

Shall

- (i) Assist the President during meeting and other Association organized activities.
- (ii) Act in the absence of the President.
- (iii) Carry out any other duties that may be assigned to him from time to time by the President, Executive Committee or Association.

SECTION III: GENERAL SECRETARY

Shall

- (i) Summon all the meetings of the Association (Ordinary, Emergency, Annual General Meeting) at the instance of the President
- (ii) Head the Association's Secretariat.
- (iii) Take and keep proper records of the minutes of the Association's meetings (Ordinary and Annual General, including Emergency Meetings) and produce them as and when required. All file copies of the minutes must be signed by the President and General Secretary.
- (iv) Liaise with the President on both incoming and outgoing correspondences.
- (v) Maintain a membership register for the Association
- (vi) Keep an attendance register for the Association's meetings (Ordinary General, Annual General and Emergency)
- (vii) Be a signatory to the Association's accounts
- (viii) Carry out any other duties that may be assigned to him/her from time to time by the President, the Executive Committee or the Association.

SECTION IV: ASSISTANT GENERAL SECRETARY

Shall

- (i) Assist the General Secretary During meetings and other Association organized activities
- (ii) Act in the absence of the General Secretary.
- (iii) Summon Executive Committee meetings at the instance of the President
- (iv) Take and keep proper records of the Executive Committee meetings
- (v) Keep an attendance register for Executive meetings
- (vi) Keep an attendance register for the Association's activities (Clinico-Pathologic Conference, Quarterly

Lectures, Seminars, Symposia etc.)

(vii) Be responsible for issuing internal circular/correspondences/memo

(viii) Carry out any other duties that may be assigned to him/her from time to time by the President, General Secretary the Executive Committee or the Association.

SECTION V: FINANCIAL SECRETARY

Shall

(i) Be responsible for the collection of all monies (cash/cheque) due to the Association and hand same over to the Treasurer within 72 hours of collection.

(ii) Keep and maintain proper financial records of the Association which shall be made available to the Auditors on demand

(iii) Raise vouchers for all approved payments as endorsed by the President and receive the retirements there from

(iv) Render a quarterly and annual financial report at every Ordinary General Meeting (OGM) and Annual General Meeting (AGM) respectively.

(v) Carry out any other duties that may be assigned to him from time to time by the President, General Secretary, the Executive Committee or the Association.

SECTION VI: TREASURER

Shall

(I) Receive all monies (cash/cheque) accruing to the Association from the Financial Secretary and pay same into the Association's Bank account within 72 hours of receipt of such money.

(ii) Pay all approved vouchers of the Association.

(iii) Keep proper records of accounts as relating to income and expenditure.

- (iv) Be the custodian of the instruments of banking.
- (v) Be a signatory to the Association's accounts.
- (vi) Keep an impress account, the amount of which is to be set by the AGM.
- (vii) carry out any other duties that may be assigned to him/her from time to time by the President, General Secretary, the Executive Committee or the Association.

SECTION VII: PUBLIC RELATIONS OFFICER

Shall

- (i) Be the Chairman of the Publicity/Publication Committee.
- (ii) be responsible for fine-tuning the image of the Association.
- (iii) Be responsible for organizing Press Conferences or making Press releases as the needs arise (all such Conferences shall be addressed by the President and the releases also signed by him/her).
- (iv) Be responsible for distribution of notice of meetings and other activities to members.
- (v) Liaise between the Association and other bodies, but shall not enter into any agreements without the express consent of the President and/or the Executive Committee.
- (vi) Carry out any other duties that may be assigned to him from time to time by the President, General Secretary, the Executive Committee or the Association.

SECTION VIII: DIRECTOR OF SOCIALS

Shall

- (i) Be the Chairman of the Social/Welfare Committee
- (ii) Be responsible for the provision of refreshment at all meetings (Emergency, Ordinary General, Executive Committee and Council) and activities (Clinico-

Pathologic Conferences, Lectures, Symposia, Seminars e.t.c) of the Association.

(iii) Be a member of the health week/AGM organising committee.

(iv) Carry out any other duties that may be assigned to him from time to time by the President, General Secretary, the Executive Committee or the Association

SECTION IX: HOUSE OFFICER'S REPRESENTATIVE
Shall

(i) Be appointed by the President upon assumption of office.

(ii) Be replaced upon termination of his/her appointment with FCTA.

(iii) Be the Secretary of the Social/Welfare committee.

(iv) Be responsible for integration of house officers into the association activities.

(v) Carry out any other duties that may be assigned to him from time to time by the President, General Secretary, the Executive Committee or the Association

SECTION XII: EX-OFFICIO I
Shall

(i) Be the immediate past President of the Association

(ii) Advise the President and the Executive Committee.

(iii) Carry out any other duties that may be assigned to him from time to time by the President, the Executive Committee or the Association.

SECTION XIII: EX-OFFICIO II
Shall

(i) Be the immediate past General Secretary of the Association

(ii) carry out any other duties that may be assigned to him from time to time by the President, the Executive Committee or the Association.

ARTICLE VII: ELECTION OF OFFICERS

SECTION I: MODALITIES FOR ELECTION

(a) Election shall be into the Offices as outlined under Article V.

(b) Election shall be on the day after the Annual General Meeting (AGM) proper of the Association which shall hold within three months after NARD AGM.

(c) Every statutory member of the Association shall be eligible to vote and be voted for, however to qualify to contest election, a member would have attended three-quarter (3/4) of the meetings of the Association held in that year and also been present in three-quarter (3/4) of the activities/programmes of the Association held in that year. Three-quarter in this context being approximated to the nearest whole number.

(d) Only persons who have been members of the Association for not less than 24 Calendar Months at the time of election shall be eligible to contest for the posts of President, Vice President and General Secretary.

(e) At the last OGM preceding the AGM, a 7- man Committee to be known as “the Electoral Committee” shall be constituted with a Chairman and a Secretary appointed.

SECTION II: ELECTORAL COMMITTEE

Shall

(a) Be constituted at the August OGM for the purpose of screening candidates and conduct of elections of new executive members.

- (b) Be made up of a chairman, secretary and 5 other members.
- (c) Ad-hoc member(s) shall be appointed at the AGM if need arises
- (d) Determine the terms in which the nomination forms will be obtained by the prospective candidates.
- (f) Cause nomination forms to be printed and made available to intending contestants to fill and return within 21 days.
- (g) Compile the list of all such intending contestants and see that the list and photographs of all the contestants are conspicuously displayed on the notice board of Hospitals where the Association's members work, for at least 7 days to the date of the elections.
- (h) Be dissolved at the succeeding OGM.
- (l) Board members shall serve as impartial umpires and shall therefore not vote nor be voted for. However, where a Board member is interested in contesting election, then he would resign his/her position through the Board Secretary to the President and such a vacant position should be filled immediately by the President-in-Council.
- (j) Have the power to carry out other activities that they deem fit that would ease the conduct of the elections without contravening the constitution.

SECTION III: ELECTIONS APPEAL COMMITTEE Shall

- i. Be set up at the preceding AGM with a Chairman and a Secretary appointed.
- ii. Entertain appeals and petitions written against the elections conducted by the Electoral Committee
- iii. Conduct due and proper investigations to ascertain the merits or otherwise of the petitions
- iv. Submit its report to the House at the subsequent OGM or an Emergency General Meeting convened for

that purpose.

v. Decisions taken by the Congress on the report of the Elections Appeal Committee shall be final

vi. Be dissolved immediately after the completion of its job at the February OGM

SECTION IV: TENURE OF OFFICE

(I) Officers shall be elected for a term of one year in the first instance and shall hold office until the succeeding AGM

(ii) Officers so elected shall be qualified for re-election for a second term of one year after which they shall not be qualified for election into the same office.

(iii) However, after a period of one year, a person can be elected into an office he had previously occupied.

SECTION V: VOTING

Shall

(a) Be by secret ballot.

(b) Be from 8am to 2pm on day of the election.

(c) Be held in the following four zones.

Zone 1 - Wuse District Hospital (Polling unit), Maitama District Hospital, Public Health and others.

Zone 2 – Asokoro District Hospital (Polling unit), Nyanya General Hospital, Karu General Hospital, Karshi General Hospital

Zone 3 – Kubwa General Hospital (Polling unit), Gwarinpa General Hospital, Bwari General Hospital, Zuba Cottage Hospital,

Zone 4 - Kwali General Hospital (Polling unit), Rubochi Gen Hospital, Abaji General Hospital, Kuje General Hospital

- (d) Members shall not be allowed to vote outside their zones.
- (e) Where there's provision, electronic voting should be used following ratification by the congress
- (f) Election shall be won by simple majority.

SECTION VI: REMOVAL FROM OFFICE

Elected officers shall be removed from office on account of:

- (i) Gross misconduct e.g. fraud, dishonesty act, malpractice
- (ii) Gross indiscipline
- (iii) Dereliction of duty

SECTION VII: PROCEDURE FOR IMPEACHMENT

If an allegation is brought in writing (duly signed with name and address of the complainant/s) against an Officer, the Association shall

- (i) Refer the case to the Ethics and Disciplinary Committee for investigation within one month.
- (ii) The report and recommendations of the Committee shall be deliberated upon at a meeting of the Association, and the ones accepted by 2/3rd majority of members present, shall be implemented speedily.

SECTION VIII: RESIGNATION FROM OFFICE

(A) An Officer may wish to resign from office at any time, if he/she is so convinced that he/she can no longer function properly in the office

All such resignations shall be to the Association as follows:

(i) other Officers, Committee Chairmen and Secretaries, through the President.

(ii) The President shall resign through the General Secretary.

(iii) The Executive Committee may wish to resign en-masse in which it shall do so only at any official meeting of the Association but with a minimum of two month notice given to the Congress.

SECTION IX: BYE-ELECTION

(A) i. In the event of the office of the President of the association becoming vacant by any reason whatsoever during the course of his tenure, the Vice President shall immediately become the President.

ii. A vacant office of the vice president shall be filled at a bye election at the succeeding official meeting of the association

(B) i. In the event of the office of the General Secretary of the association becoming vacant by any reason whatsoever during the course of his/her tenure, the Assistant General Secretary shall immediately become the Secretary.

ii. A vacant office of the Assistant General Secretary shall be filled at a bye election at the succeeding official meeting of the association

(C). In the event of the other offices becoming vacant in the course of the tenure, an Emergency General meeting shall be convened for the purpose of electing officer(s) into the vacant office(s)

(D). All offices filled pursuant to the above provisions (a), (b) and (c) shall last until the next election, and shall not be counted as a term of office for whosoever fills the

office in the course of someone else's tenure (E). The bye-election shall hold at the next official meeting of the association having fulfilled the requirements as stated in section 1 above.

ARTICLE VIII: COMMITTEES

SECTION I: STANDING COMMITTEE

The following Standing Committees shall be constitute for the Association by the Executive Committee and ratified at the February OGM. The Committees shall be dissolved by the President before the dissolution of the Executive Committee at an AGM.

- (i) Executive Committee
- (ii) Executive Council
- (iii) Continuing Medical Education
- (iv) Finance and Budget
- (v) Ethics and Disciplinary
- (vi) Publicity & publications
- (vii) Socials & welfare

SECTION II: AD-HOC COMMITTEES

Shall be constituted by the Association as when necessary and shall be dissolved as soon as the task for which they were appointed is over and done with

ARTICLE IX: FUNCTIONS OF THE COMMITTEES

SECTION I: EXECUTIVE COMMITTEE

Shall

- a. Be made up of all elected Officers of the Association
- b. Be headed by the President
- c. Be responsible for the implementation of all decisions of the Association as may be made from time to time

- d. Enforce the Guidelines and Bye-laws of the Association
- e. Maintain the Association's finance and submit a financial report to the AGM.
- f. Present an annual budget for approval at the February OGM
- g. Determine and set the transport/sitting allowances payable to Officers of the Association and all Committee Chairmen and their members.

SECTION II: EXECUTIVE COUNCIL

Shall

- a. Be made up of the Executive committee and all liaison officers from each of the FCTA hospitals. Liaison Officers shall be appointed representatives by the Executive Committee from all FCTA Hospitals.
- b. Be presided over by the President
- c. Be called by the President through the General Secretary.
- d. Meet at least once every quarter preceding any meetings of the Association (Ordinary and Annual General Meetings)
- e. Carry out functions as assigned by the Executive and/or Congress

SECTION III: CONTINUING MEDICAL EDUCATION

Shall

- a. Be made up of a chairman, secretary and 5 other members.
- b. Organize and implement the Quarterly Lecture Series, seminars and symposia on major and contemporary health issues
- c. Organise and implement intensive short term courses and/or workshops in fields of interest to members

SECTION IV: FINANCE AND BUDGET

Shall

- a. Be made up of a Chairman, Secretary and five other members which shall include the Financial Secretary and Treasurer.
- b. Devise means of raising funds for the Association.
- c. Determine and set the salary and all allowances payable to employees of the Association.

SECTION V: ETHICS AND DISCIPLINARY

Shall

- (a) Be made up of a Chairman, Secretary and three other members.
- (b) Upon the receipt of complains or adverse report about a member by the Executive Committee, the President shall course such a report to be sent to this committee for investigation and deliberations.
- (c) The committee shall, after due process of hearing, recommend to the congress measures which may include
 - i. Absolution
 - ii. Warning
 - iii. Suspension from the association for a specified period of time.
 - iv. Termination of membership
- (d) Where a member is not satisfied with the outcome of the committee's deliberations and the action of the congress, He/She shall have leave to appeal to NARD.

SECTION VI: PUBLICITY & PUBLICATIONS COMMITTEE

Shall

- (a) Be made up of a Chairman, a Secretary and five other members
- (b) Be responsible for the publication of the ARD-FCTA Newsletter
- (c) Determine the cost price of the newsletter
- (d) Ensure wide publicity of the associations activities and programmes.
- (e) Arrange for press conferences, releases, radio and television broadcasting when necessary.

SECTION VII: SOCIALS & WELFARE COMMITTEE
Shall

- (a) Be headed by the Director of Socials, and have a secretary and five other members
- (b) Handle all social activities of the association
- (c) Organize a picnic, at least once a year for the Association
- (d) Ensure that members' welfare at their place of work are given adequate attention through organised visitations.
- (e) Ensure that members in distress are assisted properly.
- (f) Shall present a report on proposed welfare packages for members to the February OGM for approval.

SECTION VIII: MEETINGS OF THE COMMITTEE
Shall

- (a) Meet as often as they deem fit to transact their respective business but not less than three times in an Executive year.
- (b) The Executive Committee shall meet at least once a month.
- (c) Notice of meeting including the agenda for discussion

shall be sent to members one week to the date of the meeting (except for emergency meeting where two days' notice shall suffice)

(d) However, the non-receipt of notice of meeting by any person entitled to it shall not invalidate the proceedings of that meeting so long as all other conditions as enshrined in these Guidelines were met.

(e) A file shall be maintained at the secretariat for each Committee, thus Committee Secretaries are to always copy to the Secretariat, notice of meetings and the minutes duly signed by the Chairman and Secretary.

(f) Each Committee shall submit a written report of its activities to the Annual General Meeting

(g) Except where otherwise provided for in this constitution, every decision at these meetings shall be by a simple majority of those present at the said meeting having constituted a quorum, each member having one vote and in the event of a tie, the President having a casting vote.

ARTICLE X: MEETINGS OF THE ASSOCIATION

SECTION I: ORDINARY GENERAL MEETING (OGM) Shall

(a) Hold three times in a year (February, May and August)

(b) Decide on the subscription fee, dues/levies and other financial contributions to be made by each member towards the smooth running of the Association

(c) Approve the yearly budget as may be presented by the Executive Committee

(d) Approve appointments into the Standing Committees as may be presented by the President.

(e) Take the audited financial report for the preceding year.

(f) Deal with any other issues that may be brought before it by the Executive Committee

SECTION II: ANNUAL GENERAL MEETING (AGM)

Shall

- (a) Be convened once a year within 3 months of the NARD AGM.
- (b) Elect Officers of the Association
- (c) Take the President's State of the Association Address, the Secretary General's Annual Report and the Financial Report.
- (d) Appoint Auditors
- (e) Take the report of the Chairmen of Committees
- (f) Deal with other matters affecting the interest of the Association
- (g) The AGM is the highest decision-making organ of the association

SECTION III: EMERGENCY GENERAL MEETING

Shall

- (a) Shall be summoned by the Executive Committee in between Ordinary General Meeting when an issue of urgent importance arises.
- (b) Forty-eight hours' notice shall be enough to convene this meeting
- (c) Only the issue of urgent importance would be discussed at the meeting
- (d) Where an issue of urgent importance affecting the Association arises and the Executive Committee being aware, does not convene an Emergency Meeting of the Association within seven days, a petition signed by 1/3 active members (who have achieved 75% attendance to meetings and activities of the Association) shall summon the meeting.

SECTION IV: VENUE FOR MEETINGS

- (a) The venue for the meetings of the Association (Ordinary General, Emergency General, Annual General) shall be determined from time to time by the Executive Committee.
- (b) For Committee meetings, the Chairman shall use his discretion to choose a venue for the meeting that is convenient for members.

SECTION V: PROCEDURE FOR MEETING

a) All meetings shall be convened by the secretary at the instance of the president.

b) QUORUM Shall

- a) 20 members shall form a quorum at the OGM, AGM and EGM provided that the presiding officers are present.
- b) For council, executive committee meeting and other committee meetings, 1/3 of the membership strength shall constitute a quorum provided that the presiding officers are present
- c) All issues at any meetings shall be determined by a simple majority of those present by voting at the said meeting.
- d) A member wishing to speak at the meeting shall indicate by raising his hand and shall speak only when recognised by the president.
- e) He or she shall address the house thus “Mr president and the house”
- f) Only a member recognised by the president shall speak at a meeting.

g) All decisions arrived at meetings are binding on all members.

SECTION VI: ABSENCE FROM MEETINGS AND ACTIVITIES

Shall

(a) When a member is highly indisposed and cannot attend a meeting when convene or organized activity, he shall send an apology letter to the Association through the General Secretary intimating on his reason for absence and such a letter shall be read out at the meeting.

(b) Item (i) above notwithstanding, if the absence of a member from a meeting is caused by an urgent matter, an oral permission could be granted him; provided that, he sent another member in attendance at the meeting to inform the house of such a development.

ARTICLE XI: FINANCE, BANKING AND AUDITING

SECTION I: SOURCES OF FINANCE

Shall

(a) Monthly deductions

(b) Levies

(c) Grants and donations

(d) Loans

(e) Fund rising

(f) Returns on investments

(g) Sales of publications

(h) Any other sources accepted to the AGM

Items a-b above shall be deducted at the source of payment of Salaries

SECTION II: BANKING

Shall

- a. The Association shall maintain bank Accounts as agreed by the congress with any of the commercial banks.
- b. The President, the General Secretary and the Treasurer shall be the signatories to the Accounts
- c. The President and any one of the other Officers shall sign the withdrawal vouchers or cheque

SECTION III: AUDITING

Shall

- (a) There shall be an annual audit of the Association's account
- (b) The AGM has the sole responsibility of appointing a 3-man Audit Committee
- (c) The AGM may also appoint an external auditor as the need arises
- (d) The Auditors shall be charged with the responsibility of ascertaining the veracity of income and expenditure made in a financial year covering 3 OGMs and an AGM

SECTION IV: MANAGEMENT OF FUNDS

Shall

- (a) The funds of the Association shall be applied exclusively for the purpose of the Association in accordance with the directives of the AGM, OGM, Emergency General Meetings and the Executive Committee.
- (b) The Executive Committee shall manage the funds of the Association and there shall be financial reporting at

every OGM

© The Association's financial year shall be 1ST
JANUARY TO 31ST DECEMBER

ARTICLE XII: MISCELLANEOUS PROVISIONS

SECTION I: THE EDITORIAL BOARD

Shall

- a. Be constituted by the Executive Committee and ratified by the OGM.
- b. Have an Editor, Deputy Editor, Secretary, treasurer and other such Officers as would make its jobs effective.
- c. Have the sole responsibility of publishing the ARD-FCTA medical journals quarterly.
- d. Source for fund for publishing the journal.
- e. Fix the cost price of the journal subject to approval of the OGM..

SECTION II: THE HEALTH WEEK/AGM ORGANIZING COMMITTEE

Shall

- i) Organise the AGM.
- ii) Be an adhoc Committee which shall be dissolved as soon as its job is over and done with.
- iii) Be headed by a Chairman and 10 other members.
- iv) Be responsible for sourcing of funds for the execution of the Health Week
- v) Be responsible for all the paper works and contracts for the week.
- vi) Choose a theme for the Health Week which is to be approved by the Executive Committee
- vii) Work in conjunction with the Publicity and publications, Socials and welfares Committees.

viii) Organise the annual dinner.

SECTION III: ANNUAL DINNER

Shall

- a. Be organized by the Health Week Organizing Committee in conjunction with the Socials and welfare Committee
- b. Round off activities of Health Week
- c. Feature Awards/Honours, installation of the newly elected President and induction of the other elected Officers.
- d. Feature any other activity as may be agreed upon
- e. Have its fees as agreed in the preceding OGM.
- f.

SECTION IV: WELFARE FUND

Shall

- a. Be managed by the Social and Welfare Committee with reports at every OGM and AGM
- b. Be applied to the welfare of members as set out in the byelaws, the amount of which shall be suggested by the Executive Committee and approved by the February OGM.
- c. Also be applied to members in distress in the form of interest free refundable loan

SECTION V: TRUSTEES

Shall

- a. Shall be members in good standing in the Association
- b. Shall be appointed by the Executive Committee and ratified by the AGM
- c. Such Trustees (therein after called "The Trustees") shall be 9 (nine) in number including the incumbent

President and General Secretary and shall be known as the “Registered Trustees of the ARD-FCTA”

d. The Trustees may hold office for not more than 4 years which shall be renewed every 2 (two) years.

e. a trustee shall cease to hold office if he/she

i) Resigns

ii) Ceases to be a member of the Association

iii) Becomes insane

iv) Is officially declared bankrupt

v) Is convicted of a criminal offence by a court of competent jurisdiction and on appeal too.

vi) Has his name removed from the Register of Doctors as kept by the Medical and Dental Council of Nigeria

vii) Ceases to reside in Nigeria

viii) Is removed by a majority vote at an AGM

ix) Dies

f. Upon a vacancy occurring in the number of Trustees, it shall be filled at the next AGM, provided that at least one (1) months' notice is given to members

g. The Trustees shall have a common seal which shall be kept in the custody of the Assistant General Secretary and shall be produce when required for use by the Trustees

h. All documents to be executed by the Trustees shall be signed by at least four (4) of them and sealed with the common seal.

i. The Trustees shall apply to the appropriate authority for a Certificate of Incorporation under the Land (Perpetual Succession) Act. Cap 98.

j. If such a certificate is granted, the Trustees shall have the power to accept and hold on trust all land and properties belonging to the ARD FCTA subject to such conditions as may be laid down by law

k. All agreements entered into by the Trustees, including acquisition made on behalf of the Association must be communicated to the AGM, which shall have the power

to accept or reject them.

l. The Assistant General Secretary, shall be the Secretary of the Board but shall have no voting rights

SECTION VI: LEGAL ADVISER

Shall

- a. Be appointed by the Executive Committee and ratified at an OGM
- b. Be a practicing Lawyer of not less than 5years post call experience at the Bar.
- c. Offer legal advice to the Association as may be required from him from time to time
- d. Offer legal assistance to the Association and her members in times of need at no extra cost to the Association or the member
- e. Be on an agreed renewable retainer fee as the Association can afford.

ARTICLE XIII: SPECIAL PROVISION

- a. The income and real property of the Association shall not be donated to any religious organization.
- b. The Association shall indemnify any of her members authorized to act on her behalf, against any liability incurred by him in defending any proceedings whether civil or criminal, preferred against the Association or her members.
- c. The Association shall rise up in strong defence for any of her members unjustly treated by the by the authorities that be, until such wrong is put right.
- d. No member of the Association shall be paid salary for duties performed for the Association, except payments made for out of pocket expenses or allowances paid out as earlier provided for in this constitution.

ARTICLE XIV: THIS CONSTITUTION

SECTION I: INTERPRETATION

- a. The interpretation given to any section of this Constitution that is not explicit, shall be decided by two-thirds (2/3) majority of members in an official meeting.
- b. The views held by two-thirds (2/3) majority of members at an official meeting on any issue where the Guideline is silent holds.

SECTION II: AMENDMENT

- a. The constitution in whole or any part thereof, may be amended by a resolution carried by two-third (2/3) majority of members present and voting at an AGM.

b. PROCEDURE FOR AMENDMENT

- i. Proposals for amendment which shall originate from members in good standing in the Association (75% attendance to meetings and activities), detailing the proposed amendment must be received and read by the Secretary General at the preceding OGM for inclusion in the order of business for the AGM.
- ii. The proposal shall be discussed at the AGM and if passed, shall be so effected in the Constitution.
- iii. No motion (oral or written), for amendment, suspension, review, etc. of the Constitution that has not passed through b.(ii) above shall be entertained on the floor of the house.

SECTION III: REVIEW

- a. With the passage of time, the provisions of this

Guidelines may become so obsolete that a complete and total review may be needed: in such a case, a Constitution Review Committee shall be set up at the AGM at which the matter was discussed and agreed upon

b. The reviewed Constitution shall be discussed, passed and adopted in the succeeding AGM.

c. the old Constitution shall continue to be operated until a new one comes into existence to replace it.

SECTION IV: SUPREMACY

a. The provisions of this Constitution shall be supreme and over-riding over every opinion held by the members of the Association.

b. The NARD constitution shall be supreme in the event of any conflict.

SECTION V: CITATION

a. This document may be cited as the Constitution of the Association of Resident Doctors, Federal Capital Territory Administration and has been adopted this 30th day of November, 2017 in the year two thousand and seventeen.

STANDING ORDER

Intended to provide for the conduct and procedure of all General, Executive Council and Executive Committee meetings and matters relating thereto and shall be read together with the constitution

BUSINESS

i. The President of the Association shall occupy the Chair and preside at all meetings of the Association.

ii. A General, Executive council or Executive committee meetings shall transact such business as are on the agenda or any business decided by the Executive committee including any other business which shall not apply to emergency general meetings.

iii. The agenda of the business of the meeting shall be supplied to every member. This agenda shall be adhered to till the completion of business unless a proposition to suspend the standing orders is made and carried by 2/3rd majority which shall be approximated to the higher hall number.

iv. No member shall commence to speak on any issues or topic until recognised to do so by the President.

v. Any member desiring to speak shall put up his/her hands sitting in place and shall not rise to speak until recognised to do so by the President.

vi. Any member who has been recognised by the President to speak, shall do so standing except otherwise permitted by the President.

vii. No two members shall stand up to speak simultaneously during discussion at a meeting.

viii. No members shall repeat himself on any topic except the mover of a motion or amendment that shall be permitted to wind up after the subject of the motion or amendment has been debated; provided that a member who has spoken on a subject may be heard again at the discretion of the President to offer explanation on one material part of his/her speech, which has been misunderstood.

- ix. A member must confine his/her observation to the subject under discussion and may not introduce irrelevant matter thereto.
- x. No member shall be permitted to reopen any specific issue upon which the meeting has come into conclusion.
- xi. No member shall use offensive; insulting or disorderly language on any other member of the association.
- xii. Any member whose conduct is disorderly at any meeting or who has refuse to withdraw an offensive or insulting language after being told by the President to do so may be asked to leave the meeting by the President.
- xiii. A member who has any relevant and pertinent information to give may in the course of a speech by another person plead with the President but such a pleader shall only give his information if permitted to do so by the President.
- xiv. A member may raise a plea of “Point of order” which when raised shall only be allowed where a member observes and the President accept that there is a deviation by a speaker from the subject matter and/or recording to these “standing order”
- xv. A member may raise a plea of point of correction where there has arisen a misquotation of either a speaker or the matter under discussion.
- xvi. Misquotation or misrepresentation shall be corrected firstly by the person misquoted and subsequently by the speaker who prompted the call for a point of correction.

xvii. In event of a proposition to proceed to the next business or to progress being moved and seconded, unless it shall appear to the President that such notice is premature, it shall after the proposer or seconder of the resolution have been heard be put to vote. If agreed to, all propositions on the subject under discussion shall be considered as disposed of. Once a subject has been discussed and voted upon, it shall not again be introduced during the meeting in accordance with clause (x) of these standing orders.

xviii. No motion or amendment shall be discussed unless it is seconded, except proposals of the Executive committee or the report of any Committee of the Association, which shall be taken as having been moved and seconded. Once a motion is on the floor, no matter shall be discussed until the motion is disposed of,

xix. On any issue, cause or matter, every member eligible to vote according to the Association's Constitution shall have the one vote at a time and in the event of a tie, the President shall have the deciding vote. Provided that if at an election there is equality of votes the presiding, electoral officer shall have casting vote.

xx. Unless the constitution otherwise prescribes, voting on any subject shall be by show of hands.

xxi. The full meeting shall have power to appoint committees for the furtherance of its business. Such committees may sit during the hours of the meeting should it be necessary for them to do so. The procedure at a meeting of any committee may be determined by that committee. It may appoint its chairman and secretary or co-opt any other member(s) except in a circumstance where the executive committee makes

those appointments and as prescribed by the constitution.

xxii. The President may give directives or adopt measures reasonably necessary in the interest of the Association or reasonably conducive to the conduct of the proceedings of any meeting.

xxiv. The returning officer and the other electoral officers shall control, conduct and manage the annual election for which they are appointed. During the election, the returning officer shall be the presiding electoral officer and shall have powers of the President under these Standing Orders.

xxv. To the extent of his/her functions the returning officer shall announce the result of the election

xxvi. PROCEEDING: the validity of proceedings of an annual general meeting or any other general meeting shall not be affected by any office vacancy or by any defect in the appointment or the election of officers or by the absence of any member.

xxvii. CONFLICT: for the avoidance of doubt, the provisions of the constitution shall have precedence and prevail over those of the standing orders where there is a conflict or for any other cause.

xxviii. AMENDMENT: Notice of amendment to the standing orders by any member or group of members shall be sent in writing not later than 3 months before the Annual General Meeting, through the General Secretary. The amendment shall only be ratified by two-third of members present at the Annual General Meeting. For this purpose, voting which shall be by member's vote

and shall be approximated to the higher whole number. Voting shall be as stated in clause (xx) of these standing orders.

Constitution Review Committee

Dr Denis Taiwo	Chairman
Dr Yewande Wey	Secretary
Dr Chibuike Chimdi	Member
Dr Lawal Hassan Mohammed	Member
Dr Vincent Osaikhuwuomwan	Member
Dr Sylvester Effiong	Member
Dr Yakubu Nassamu	Member


The Executive Committee

Dr Michael Olarewaju	President
Dr Moshood Omokide	Vice President
Dr Roland Aigbovo	General Secretary
Dr Ibrahim Mustapha	Assistant General Secretary
Dr Akomaye V Agba	Financial Secretary
Dr Marian Chikaodinaka Ezeokeke	Treasurer
Dr Abdulrasaq Garba	Public Relations Officer
Dr Chukwuemeka Ekwebelam	Director of Socials
Dr John Musa	House Officers' Representative

This constitution was amended and adopted this Thirtieth day of November in the year Two Thousand and Seventeen, at the Annual General Meeting of the Association which held at the Banquet Hall of Newton Park Hotels and Resort, Wuse Zone 4, Abuja.

A handwritten signature in blue ink, consisting of a circular scribble with a horizontal line through it and some vertical strokes.

Dr Michael Olarewaju
President

A handwritten signature in blue ink, featuring a long horizontal line with a small loop at the end, followed by a series of vertical strokes of varying heights.

Dr Roland Aigbovo
General Secretary

PHYSICIAN'S OATH

WMA DECLARATION OF GENEVA

Adopted by the 2nd General Assembly of the World Medical Association, Geneva, Switzerland, September, 1948 and amended by the 22nd World Medical Assembly, Sydney, Australia, August 1968 and the 35th World Medical Assembly, Venice, Italy, October 1983 and the 46th WMA General Assembly, Stockholm, Sweden, September, 1994 and editorially revised by the 170th WMA Council Session, Divonne-les-Bains France, May 2005 and the 173rd WMA Council Session, Divonne-les-Bains France, May 2006 and amended by the 68th WMA General Assembly, Chicago, United States, October 2017

THE PHYSICIAN'S PLEDGE

AS A MEMBER OF THE MEDICAL PROFESSION:

- I SOLEMNLY PLEDGE to dedicate my life to the service of humanity;
- THE HEALTH AND WELL-BEING OF MY PATIENT will be my first consideration;
- I WILL RESPECT the autonomy and dignity of my patient;
- I WILL MAINTAIN the utmost respect for human life;
- I WILL NOT PERMIT considerations of age, disease or disability, creed, ethnic, origin, gender, nationality, political affiliation, race, sexual orientation, social standing or any other factor to intervene between my duty and my patient;
- I WILL RESPECT the secrets that are confided in me, even after the patient has died;
- I WILL PRACTICE my profession with conscience and dignity and in accordance with good medical practice;
- I WILL FOSTER the honour and noble traditions of the medical profession;
- I WILL GIVE to my teachers, colleagues, and students the respect and gratitude that is their due;
- I WILL SHARE my medical knowledge for the benefit of the patient and the advancement of healthcare;
- I WILL ATTEND TO my own health, well-being, and abilities in order to provide care of the highest standard;
- I WILL NOT USE my medical knowledge to violate human rights and civil liberties, even under threat;
- I MAKE THESE PROMISES solemnly, freely and upon my honour