

**EAST, CENTRAL AND SOUTHERN AFRICAN COLLEGE
OF NURSING (ECSACON)**



ECSACON CONSTITUTION
and
BY-LAWS

AMENDED

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PART I: THE ECSACON CONSTITUTION

Preamble

This Constitution shall function within the ECSA-HC Convention under Article V2(j).

The East, Central and Southern African College of Nursing (ECSACON) was established by the Conference of Health Ministers of the East, Central and Southern Africa under the above article.

The College is a professional agency and a body corporate with a common seal.

SECTION I: TITLE AND SITE OF THE COLLEGE

The name of the College will be cited as "The East, Central and Southern African College of Nursing" hereafter referred to as "ECSACON"; the headquarters of which shall be in Arusha, Tanzania.

SECTION II: INTERPRETATIONS

In this Constitution, unless the context otherwise requires:

"The College" means the East, Central and Southern African College of Nursing which is a professional agency of the Community and a corporate body of nurses and midwives of the member states of Botswana, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe and any other state that will accede membership of the East, Central and Southern Africa Health Community.

"The East, Central and Southern Africa Health Community Secretariat" means the Secretariat for the East, Central and Southern Africa Health Community hereafter referred to as ECSA Health Community.

"The Community" means the ECSA Health Community established by the Convention.

"The Convention" means the Convention of the ECSA Health Community established by the Conference of Health Ministers.

"The Conference" means the Conference of Health Ministers of the East, Central and Southern Africa Health Community.

"Constituent Faculty" means the functional areas of Nursing and Midwifery in ECSACON.

"The Council of National Representatives" means the functional organ of the College through which its decisions are implemented hereafter referred to as CNR. *The CNR can also be constituted as an expert committee for nursing and midwifery*

"The Nursing Expert Committee" means an adhoc and/or permanent committee for the nursing and midwifery programme constituted by experts from the various specialties in clinical practice, nursing education, leadership and management and research.

"Clinical Practice" means the practice of nursing and midwifery in different aspects including Maternal and Child Health, Mental Health and Psychiatry, Neonatal Health and Reproductive Health

"Member" means an individual nurse/midwife or organization meeting the basic admission criteria who has been admitted to the College.

"Fellow" means a nurse/midwife, a member of the College who has made an outstanding or significant contribution to the development of the Nursing/Midwifery profession.

"Honorary Fellow" means persons of outstanding achievement who have contributed to the Nursing/Midwifery profession who the College may decide to honour.

"Member State" means any state of the East, Central and Southern Africa Region as defined by the African Union that ratifies or accedes to the Convention of the East, Central and Southern Africa Health Community.

"National Nurses/Midwives Association" means a professional body for nurses/midwives in each member state.

"National Nursing/Midwifery Council" means a statutory body of nurses/midwives in each member state.

"The Secretariat of the College" means the Secretariat for the East, Central and Southern Africa Health Community.

"Nurse/Midwife" means a person who has completed a program of basic nursing/midwifery education and is qualified and authorized in her/his country to practice nursing/midwifery.

"Nursing" encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well and in all settings. Nursing includes the promotion of health, prevention of illness, and the care of ill, disabled and dying people. Advocacy, promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management, and education are also key nursing roles. (ICN Definition)

"A midwife" is a person who, having been regularly admitted to a midwifery educational programme, duly recognised in the country in which it is located, has successfully completed the prescribed course of studies in midwifery and has acquired the requisite qualifications to be registered and /or legally licensed to practice midwifery. (ICM Definition)

"Chapter" means a branch of ECSACON at national level comprising of ECSACON members.

"Graduate Nurse" means a Nurse or Midwife who has undergone a recognized degree programme of a minimum of two years for post-basic and a minimum of three years for generic entrants.

"Post-graduate qualification" means a recognized professional Certificate, Diploma or Degree acquired after the first degree.

"Department of Human Resources for Health and Capacity Building" means the Human Resources for Health and Capacity Building Programme of the East, Central and Southern Africa Health Community Secretariat in Arusha, Tanzania within which ECSACON Secretariat is housed.

"Post-basic qualification" means a recognized professional Certificate, Diploma or Degree acquired after the first degree.

"Equivalent to a first degree" means qualification as a nurse/midwife registered in own country and with advanced/post-basic diploma in an area of nursing specialty.

"Accreditation" means the Mechanism of Assessing, Evaluating, Approving and Certifying the quality of Educational Programmes.

"Collaboration" means a process of working with other people/organizations towards achieving a Common Goal.

SECTION III: ECSACON LANGUAGE

The official and working language of ECSACON shall be English.

SECTION IV:

VISION

The vision of ECSACON is to be the centre for excellence for nursing and midwifery in the ECSA region.

SECTION V: MISSION OF ECSACON

The mission of ECSACON is to improve quality of health of the communities in the ECSA region through strengthening of the contribution of the frontline workers (nurses and midwives) towards delivery of quality health care services. We in ECSACON therefore, are committed to promoting and strengthening professional excellence through development of programmes that will strengthen nursing and midwifery education, practice, management, leadership and research for the improvement and delivery of quality health care to communities in the ECSA Region. ECSACON is further committed to regional collaboration, cooperation and networking with member states and other organizations with similar interests, and to advocate for enabling policies.

SECTION VI: PHILOSOPHY

ECSACON believes in the:

Capability of individual to attain the highest education

- i) Dignity, equality, individuality and wholeness of the person.
- ii) Welfare of the nurse/midwife as a professional, an individual, a member of the family and community.
- iii) Promotion and maintenance of quality nursing and midwifery education, research, practice, management and leadership.
- iv) Right of people to adequate and competent health care and quality nursing/midwifery care regardless of race, creed, ethnic background, social-economic status, political convictions, gender and colour.
- v) Right of individuals, families and communities to be involved in management of their care.

- vi) Complexity of the needs of a person which cannot be met by a single profession.
- vii) Interdependence of various disciplines and subscribes to the team approach in the care of a client/patient.
- viii) Wealth of ideas and experiences within the Member States in this Region which can be effectively shared through a unified forum in order to improve delivery of health care services.
- ix) Strengthening of the implementation of Primary Health Care as a means of achieving the goal of "Health For All" for the member states.

SECTION VII: OBJECTIVES

1. Broad Objective

To promote and strengthen professional excellence through development of programs that will strengthen Nursing/Midwifery professional conduct education, practice, research, leadership and management to improve service delivery and uplift the quality of health of the communities in the ECSA region.

2. The specific objectives shall be:

- a) To promote regional collaboration, co-operation and networking with member states and other organizations with similar interests.
- b) To create a unified forum that speaks authoritatively for the nursing and midwifery profession in the Region on issues affecting nursing and midwifery health.
- c) To promote and support production of relevant health learning materials.
- d) To provide a forum for continuous collaboration and networking between Member States for the coordination of nursing and midwifery activities in the Region.
- e) To promote and facilitate harmonization of regional nursing/ midwifery education and practice.
- f) To facilitate opportunities for continuing education.

- g) To provide leadership to nurses and midwives in the region.
- h) To strengthen nursing and midwifery education, practice, management and leadership and research in order to contribute effectively to Health For All.
- i) To respond effectively to changing health needs within the Region.
- j) To promote reciprocity for licensure and practice and maximize utilization of scarce resources.

SECTION VIII: FUNCTIONS OF THE COLLEGE

- a) To strengthen systems for delivery of services.
- b) To establish quality improvement systems and promotion of better practice models.
- c) To advocate for policy changes and development that would facilitate delivery of quality care.
- d) To improve and strengthen information management systems, communication, build partnerships/alliances through collaboration and networking with other stakeholders across the member states and internationally who have similar interests.
- e) To empower the constituents of ECSACON (NNCs/NNAs) through motivation, building their capacities, skills development in leadership and management and resource mobilization for sustainability of the organizations.
- f) To mobilize adequate resources.
- g) To promote, organize and conduct post graduate education and training in nursing/midwifery.
- h) To promote the highest level of skills attitudes and efficiency in nursing and midwifery practice.

SECTION IX: POWERS OF THE COLLEGE

The powers of the College shall be:

- a) To review regularly and ensure the proper functioning of the Constitution.
- b) To produce bye-laws for the Constitution and formulate policies and rules for the effective functioning of the College.
- c) To establish standing and adhoc committees as may be deemed necessary from time to time.
- d) To develop mechanisms for recognizing each Member States Nursing and Midwifery professional qualifications in relation to the minimum criteria spelt out by the College in the areas of scope of practice, professional practice standards, core competencies and core curriculum content and educational standards.
- e) To assist member states in the formulation, implementation and evaluation of Nursing/Midwifery programmes in response to community needs.
- f) To build capacity in areas of Nursing and Midwifery education, practice, research, leadership and management.
- g) To assist in the development of relevant Nursing and Midwifery legislations to govern education and the practice and of professional conduct/ behavior.
- h) To assist in the implementation of and the development of mechanisms for monitoring and evaluation of ECSACON initiated programmes in the Region.
- i) To develop centers of excellence for both long and short term training and education in the areas of nursing/midwifery for capacity building
- j) To facilitate development of learning materials;
- k) To advocate for policy changes that will impact on patient and providers' involvement of nursing and midwifery personnel in policy decisions and the delivery of health care services.

- l) To review regularly and monitor progress functioning of the curricular.
- m) To establish boards or panels of examiners for the conduct of appropriate postgraduate examinations and to recommend to CNR on the basis of the results of such examinations and type of award.
- n) To award fellowship to ECSACON Members who have successfully met the criteria as stipulated in the constitution
- p) To approve examiners, examinations, fees and allowances payable to examiners and other persons involved in the conduct of examinations..
- q) To carry out monitoring and evaluations of institutions providing postgraduate education in nursing and midwifery in order to assess eligibility of such institutions to provide trainings for education.
- r) To harmonise, where necessary, the standards, training programmes and syllabi for professional post graduate nursing and midwifery of ECSACON and other institutions duly recognized by the college.
- s) To purchase, assign, and mortgage or in other ways, dispose of such monies, asset, or real property, as may be deemed necessary for the conduct of the affairs of ECSACON.

STRUCTURES AND THEIR FUNCTIONS

SECTION X: MEMBERSHIP OF THE COLLEGE

Membership of the College shall consist of individual nurses and midwives and professional organizations such as National Nursing and Midwifery Councils (NN/MC) and National Nurses/Midwifery Associations (NN/MA)

1. Types of Membership

a) An Individual Member

- a Registered Nurse/Midwife in any of the member states in good standing in NN/MA and NN/MC.

b) A Fellow

- a member of the College who has contributed to the development of nursing/midwifery and holds:

- i) one or more recognized post-basic qualifications in the field of nursing/midwifery and ten years of post-basic specialization experience; or
 - ii) a post-basic degree in the field of nursing/midwifery and five years of post-graduate experience.
- c) **An honorary fellow**
 - a person of outstanding achievement who has contributed to the nursing/midwifery profession who the College may decide to honour.
- d) **Professional/Statutory Nursing Organizations**
 - (i) A Professional National Nursing/Midwifery Association (NN/MA) which is recognized in the Member State.
 - (ii) NN/MC that is the regulatory body for nursing/midwifery in the Member State

2. **Procedure for admission**

- a) Admission of individual members shall be approved by the Council of National Representatives (CNR) on written application endorsed by National Nurses/midwifery Associations (NN/MAs) and National Nursing/Midwifery Councils (NN/MCs) or any other national or recognized registering body of a member state.
- b) Admission of Fellows and Honorary Fellows shall be processed by the Council of National Representatives and presented at the Quadrennial General Meeting of the College.
- c) A National Nursing/Midwifery Association or a National Nursing/ Midwifery Council of a member state shall apply for admission to the College directly. Such applications shall be accepted through a vote of the members of the CNR.
- d) Prior to admission, the applicant must pay the stipulated dues. These shall be determined from time to time by the College.

3. **The Registers**

- a) The ECSACON Secretariat shall maintain Registers of all Members and Fellows of the College in such a manner as may be prescribed by the CNR.
- b) Relevant extracts shall be sent to each member state annually for necessary updating.

4. Suspension and Termination of membership

- a) Any member who fails to pay dues in full for 2 successive years without reasonable explanation acceptable to the CNR shall be suspended or removed from the ECSACON register.
- b) An individual will be removed from the register if the College obtains written confirmation from National Registrars of Nursing and Midwifery Councils of their
 - i) suspension or removal from the Register or
 - ii) death

5. Re-admission to the Register

A member whose membership has been terminated for failing to pay dues may apply for readmission. However, the application will be considered only after the CNR has determined that the applicant is willing and able to fulfil her or his commitments to the College and has paid one year's dues in advance.

6. Rights/Privileges of Members

It shall be the right of every member to:

- a) be represented before international, governmental and non-governmental organizations with which ECSACON maintains a relationship;
- b) vote and speak in the ECSACON meetings;
- c) nominate candidates for ECSACON elections and standing committees;
- d) participate in ECSACON conferences, workshops, seminars and other professional activities as appropriately promoted by ECSACON;
- e) nominate candidates for ECSACON fellowship and awards.
- f) receive professional guidance and assistance from ECSACON;
- g) receive from or through ECSACON, documents and periodic information about activities and news about nursing worldwide;

- h) have their professional articles of regional and international interest published in ECSACON news/journals/magazine;
- i) enjoy benefits established by ECSACON;
- j) engage in professional educational programs facilitated by ECSACON .

7. Duties of Members

It shall be the duty of every member institution/individual to:

- a) send to ECSACON a copy of its National Nursing Association Constitution and National Nursing Council Regulations and Constitution of Board of Education details of all amendments hereto;
- b) inform the CNR on program activities and issues on annual basis and to respond to any other requests for information from ECSACON;
- c) make recommendations to ECSACON regarding amendments to the Constitution, policies or position statements of the College for consideration by the CNR;
- d) maintain active communication with ECSACON in relation to the implementation of the programs and the policies of the College;
- e) participate actively in College meetings;
- f) take all possible steps to increase the membership of ECSACON;
- g) pay dues to ECSACON.

8. Dues and other income

a) Determination of Dues

(i) Individual Membership Dues

Annual dues shall be of such amount as shall be decided by the CNR on the recommendation of the Executive Committee.

(ii) Organizational Membership Dues

Organizational membership dues shall be as decided by the CNR on the recommendations of the Executive Committee.

b) Payment of Dues

All dues shall be paid in full, in advance, or in each year when they are due.

c) Donations, Endowments and Others

ECSACON shall receive donations, endowments and other gifts in accordance with laid down guidelines.

SECTION XI: ORGANIZATION STRUCTURES: DESCRIPTION OF HOW THESE WORK AS A WHOLE

1. The Quadrennial General Assembly

a) There shall be a quadrennial General Assembly attended by all members of the College and chaired by the President of the College.

b) Venue for the Quadrennial General Assembly:

Subject to invitation, the Quadrennial General Assembly shall be held in member states in alphabetical order or at such places and times as the CNR may determine.

c) Functions of the Quadrennial General Assembly

i) The highest decision making body of the College. Receive, discuss and approve matters of the College as brought in by the CNR (e.g. Constitution amendments, Programmes, Financial reports, etc.).

ii) Elect the President, Vice-President and other members to CNR.

iii) Install the President and the new CNR

iv) Carry out any other functions as may deem necessary/ appropriate.

v) Admission of fellows on recommendations of CNR.

2. **The Council of National Representatives (CNR)**

a) The CNR, chaired by the President of the College, is the Executive arm and the Policy making body of the College.

b) **Composition of the CNR:**

- i) The President of the College
- ii) The Vice-President of the College
- iii) One nursing/midwifery representative who is the current National Contact Person
- iv) Four chairpersons of the four Constituent Faculties at regional level
- vi) Four ex-officio members who include:
 - The immediate past President of the College
 - The Director General or his/her representative, ECSA-HC
 - The Manager, HRH & CB, ECSA-HC
 - The Officer of the ECSA Health Community overseeing ECSACON activities

c) **Functions of the CNR**

The management of the business of the College shall be vested in the CNR. The CNR shall perform the following functions:

- i) Establishing policies and priorities to fulfil the objectives of ECSACON.
- ii) Admitting and re-admitting members into ECSACON, upon recommendations of the Executive Committee.
- iii) Receiving, discussing and approving recommendations of the nominees for the presidency, vice presidency, chairpersons of faculties and CNR country representatives.
- iv) Acting upon financial recommendations from the Executive and Finance Committees.
- v) Receiving and acting upon recommendations from the Executive Committee.
- vi) Receiving information on the budgets and audited accounts of ECSACON.
- vii) Acting upon amendments to the Constitution which have been recommended by the General Assembly.

- viii) Periodically reviewing criteria and guidelines for operations of faculties, committees and CNR Members.
- ix) Periodically assessing and reviewing the inputs from countries and research studies on the health status and nursing/midwifery needs of the region and determining action to be taken by the College.
- x) Electing a CNR member who would serve on the Executive Committee.
- xi) Review and recommend all matters of education for endorsements to the General Assembly and conference of health Ministers
- xii) Be a member of the educational recruiting and monitoring committee country committee.
- xiii) Take active role in providing support to students and collaborating institutions in countries
- xiv) Performing any other duties as may be necessary for the attainment of the objectives of the College.
- xv) Acting upon recommendations for the dissolution of ECSACON.

3. The National Nurses Associations (NNAs)

- a) The NNAs are the professional bodies from each member state that are made up by individual nurses/midwives. The NNAs are one of the two main stakeholders of ECSACON.
- b) The NNA functions as a body to verify professional credibility of individual membership from the four faculties.
- c) Representation to the CNR is through the National Country Contact Person.
- d) Advocate for sponsorship to members to enter into ECSACON Educational programmes.
- e) Plays an important role in publicizing the ECSACON Educational Programmes and encourage its members and others to undergo the trainings.

4. The National Nursing Councils/Boards(NNCs)

The NNCs are the regulatory bodies from each Member States. The NNCs are the second of the three main stakeholders for the College (ECSACON).

5. The Constituent Faculties

There shall be four Constituent Faculties of Education, Clinical Practice, Leadership and Management and Research.

- a) The four Constituent faculties are made up of individual nurses/midwives practicing in any one of the four faculties from each Member State.
- b) Representation to the CNR is through the elected regional chairpersons of each faculty and not necessarily from each Member State.

However, no one Member State shall have two Faculty Chairpersons.

6. Individual Members

- a) There shall be individual members of the College who shall be qualified nurse/midwives from each Member State.
- b) Individual members are either ordinary members, fellow or honorary fellows of the College.
- c) Individual members make up the General Assembly of the College.

SECTION XII: OPERATIONAL SYSTEMS: REGIONAL AND NATIONAL

1. Ministry of Health

- a) Ministries of Health from each Member State shall be the focal point for all Regional and National ECSACON activities.
- b) Ministries of Health shall be the main stakeholder of ECSACON.

2. ECSACON Secretariat

a) Location

The Secretariat of the College shall be within the Human

Resources for Health and Capacity Building Programme of the ECSA-HC, Arusha or any other location as may be determined by the College.

b) Functions of the Secretariat

- i) To plan and co-ordinate activities of the College in collaboration with the Executive Committee.
- ii) To organize, coordinate and participate in College meetings.
- iii) To coordinate and facilitate the development and distribution of teaching and learning materials to students.
- iv) To coordinate with member countries on exchange for clinical practice
- v) To maintain the membership registers and other records of the College.
- vi) To manage finances of the College in consultation with the Finance Committee.
- vii) To market the College and maintain public relations.
- viii) to formulate projects and source for external funding for their implementation.
- ix) To mobilize resources for the College's activities.
- x) To compile various data bases for use by the College and by other organizations and member states.
- xi) To periodically produce and disseminate professional literature to members of the College.
- xii) To liaise and/or collaborate with other agencies/ organizations/bodies in carrying out the College mandate.
- xiii) To execute day to day functions of the College.
- xiv) To perform any other duties as may be necessary for the attainment of the objectives of the College.
- xv) To maintain the website and database for dissemination and communication

- xvi) To ensure that the developed programmes are validated by accreditation committees of the countries
- xvii) To organize periodical monitoring and evaluation on the implementation of educational programmes
- xviii) To develop educational schedules to guide the delivery of both short and long term educational programmes.
- xix) To coordinate the recruitment of teaching staff and students with member countries
- xx) To facilitate the process for the college to move towards full autonomy and establishing its operational structures.

3. Constituent Faculties

a) Description

There shall be four Constituent Faculties of the College, each headed by a faculty chairperson. These shall form the main operational system/mechanisms through which College activities are planned and executed.

The four faculties shall be the driving forces of ECSACON activities at regional and national levels.

These faculties shall be constituted by members of the College by virtue of their specialized qualifications, experience and interest and each shall consider priority health and Nursing/Midwifery trends and problems relevant to it.

The faculties shall be:

- i) Nursing Education
- ii) Nursing Practice
- iii) Nursing Leadership and Management
- iv) Nursing Research

These faculties shall apply at both regional and national levels.

b) The Constituent Faculty Committees

Each of the four Constituent Faculties shall have an Executive Committee made up of a chairperson, an assistant chairperson, a secretary and a treasurer.

The chairperson at regional level shall be elected at the General Assembly while at the national level shall be elected at the Chapter meeting.

c) Functions of Constituent Faculties at Regional/National level:

- i) To assess the health and Nursing/Midwifery needs of the region or country.
- ii) To plan interventions and strategies to address the identified needs and problems.
- iii) To facilitate the implementation of the planned programs/activities.
- iv) To monitor and evaluate the effectiveness of the programs/activities and
- v) To assist in mobilization of resources to facilitate implementation of the planned programs/activities.
- vi) The faculty of education shall design, implement, and monitor educational programmes, Mobilize resources and Develop curriculum .

4. Executive Committee

This committee serves as the agent of the CNR in the intervals between its meetings and carries out other duties as defined in this Constitution.

- a) Composition:
 - President
 - Vice-President
 - One member of CNR
 - Manager, Human Resources for Health and Capacity Building
 - The Officer of the ECSA Secretariat overseeing ECSACON activities.

b) Functions

The Executive Committee of the College shall:

- i) advise on policies adopted in between meetings of the CNR;

- ii) determine venues, dates and prepare provisional agenda for major meetings of the College;
- iii) review applications for membership to ECSACON and make recommendations to the CNR;
- iv) appoint special committees and their chairpersons, receive and take action on reports from such committees;
- v) recommend and convening of an Expert Committee meetings as need may arise;
- vi) authorize official ECSACON publications;
- vii) act on behalf of the CNR in between meetings;
- viii) act as the planning committee and make recommendations to the CNR on program and financial matters in intervals between CNR meetings including:
 - the annual budget
 - a resource mobilization program
 - an investment program
- ix) co-opt members as need arises;
- x) approve students recruitment and examination results;
- xi) prepare themes for the ECSACON Day.

SECTION XIII: ECSACON NATIONAL CHAPTERS

1. There shall be ECSACON branches at National level thereafter known as Chapters. Each country's membership shall form the National Chapter, composed of the four Constituent Faculties.
2. The Chapter shall operate through a National Committee elected at country level, which will be composed of :
 - a) The CNR Member;
 - b) National Chairpersons of the Four National Constituent Faculties (Education, Clinical Practice, Leadership and Management, and Research);
 - c) The President, National Nurses Association;
 - d) The Nurse Leader, Ministry of Health;

- e) The Former CNR member (recent);
 - f) The Representative of National Nursing and Midwifery Council;
 - g) An ECSACON Member elected by the Chapter;
 - h) Two senior nurses representing agencies such as Health Service Commissions/Central Board of Health/Private Practice/Army health services/Churches health services etc.
3. The Executive Committee of the Chapter shall elect from among themselves a chairperson and assistant chairperson; an assistant secretary and a treasurer.
 4. The national chapter shall be responsible for identification of training study centres.
 5. The Secretary of the Chapter Executive Committee shall be the current CNR Member.
 6. **(a) Functions of the Chapter Chairperson**
 - i) Shall preside over all meetings of the Chapter and Chapter Executive Committee;
 - ii) Work in close collaboration with the Secretary;
 - iii) Perform any other duties as may be necessary for the attainment of the objectives of the College.
 - (b) Functions of the Chapter Secretary**
 - i) Shall be the secretary of all Chapter meetings.
 - ii) Compile national reports from all the four Faculties.
 - iii) Submit national reports on ECSACON activities to the Regional Office ECSACON Secretariat
 - iv) Spearhead membership drive.
 - v) Maintain an accurate record of membership and other ECSACON activities
 - vi) Represent the country at regional CNR Meetings.
 - vii) Collaborate with study centres in recruiting individuals for the educational programmes

(c) Functions of the Chapter Treasurer

- i) Responsible to open an account for ECSACON funds at country level.
- ii) Maintain financial records and write financial report.
- iii) Spearhead resource mobilization.
- iv) Carry out any other function that will enhance the financial status of the chapter
- vi) Ensure that ECSACON finances are expended according to agreed upon financial regulations/guidelines.

d) Functions of the National Chapter

The functions of the National Chapter shall be in accordance with the terms of reference stipulated in the Bye-laws.{Rule 30(d)}.

SECTION XIV: OFFICERS OF THE COLLEGE

- 1. a) The President who shall be elected after every four years.
- b) The Vice-President shall be elected every four years.

2. Criteria for becoming an Officer

- a) be a paid up and active member of ECSACON, in good standing with their NN/MA and NN/MC;
- b) have been a CNR member for at least one term of office;
- c) have proven evidence of significant contribution to ECSACON activities;
- d) have met all other criteria for election to CNR;
- e) be approved by the CNR according to laid down guidelines.

3. Functions of the President

The President shall serve for one term of office and not be eligible for re-election as President.

President shall:

- a) preside over all meetings of the CNR, quadrennial and the Executive Committee and conduct ECSACON affairs in close collaboration with the Manager, Human Resources for Health and Capacity Building;

- b) negotiate for enabling policies with relevant government bodies and NGOs, that will strengthen the contribution of nurses and midwives to the delivery of quality health services.
- c) perform any other duties as may be necessary for the attainment of the objectives of the College.

4. Functions of the Vice- President

The Vice-President shall;

- a) serve for one term of office and not be eligible for re-election as Vice-President
- b) assume all duties of the President in the President's absence or inability to serve.
- c) chair the Finance Committee.

Incapacity to serve for a Full Term

Replacement of the Executive Committee from the above offices who are unable to complete their term of office shall be filled as follows:

- a) The President

The Vice-President shall take over the duties of the President until the next CNR-elections (see also section XIII). In this case the Vice President will assume both roles.

- b) The Vice-President

The next person who acquired second place votes during the election, shall assume the duties of the Vice-President until the next CNR elections. If the said person does not become available, a by-election shall be carried out using procedure provided in **RULE 2** (c) for the vacant position.

- c) The Chairpersons of Faculties

The Vice-Chairperson of that Faculty shall take over the duties of the chairperson until the next CNR elections.

SECTION XV: COMMITTEES OF THE COLLEGE

1. Types of Committees

There shall be:

- a) Standing Committee
- b) Adhoc Committees

2. The Standing Committees shall be:

- a) The Finance Committee
- b) Membership and Constitution Committee
- c) Examination and Accreditation Committee
- d) Education and scientific committee

3. Membership of the Finance Committee shall be:

- a) Vice-President of the College who shall be the Chairperson;
- b) Two other members of the CNR, elected by the CNR
- c) A finance officer of ECSA-HC as ex-officio member;
- d) Manager, Human Resources for Health and Capacity Building
- e) The Officer of the ECSA Secretariat overseeing ECSACON activities.

4. Functions of the Finance Committee shall be:

- a) Preparing financial projections for the College;
- b) Preparing annual budgets for the College;
- c) Soliciting for funds;
- d) Developing financial regulations and guidelines for College funds;
- e) Preparing and presenting the annual financial report to the CNR;
- f) Approving funds for major College activities;
- g) Presenting the ECSACON budget and Auditors report to the General Assembly.

5) Functions of the Membership and Constitution Committee shall be:

- a) To propose amendments of the Constitution to the CNR as and when necessary;
- b) To ensure that approved amendments are reflected in the Constitution;
- c) To review the By-Laws as and when required;

- d) To streamline the procedures pertaining to the selection of members to be submitted to the College;
- e) To scrutinize applications from the member countries and present these applications to CNR for approval;
- f) To encourage member states to motivate members to pay their annual dues of the College in order to maintain their membership;
- g) To follow-up recommendations made by previous Membership Committee;
- h) To encourage Member States to intensify membership drive to the College;
- i) To keep and from time to time update membership record.

SECTION XVI: MEETINGS OF THE COLLEGE

1. General Assembly

- a) There shall be Quadrennial Meetings of the College to be attended by all members of the College.
- b) Quorum for conduct of any Quadrennial Meeting shall be 50% of the member states.

2. Meetings of the CNR

- a) There shall be biennial meetings of the CNR held at such places as may be determined by the CNR.
- b) During the year of quadrennial meeting, there shall be two CNR meetings, one preceding the quadrennial and the other following the quadrennial meeting.
- c) The CNR may hold extra-ordinary meetings if it so determines or on request by its Chairperson or a simple majority of its members.

3. Meetings of the Expert Committee

- a) There shall be adhoc Expert Committee meetings of Nursing/Midwifery Experts.

- b) The Nursing/Midwifery Expert Committee shall hold meetings as determined by the CNR or the Executive Committee in collaboration with the Secretariat.
- c) The Nursing/Midwifery Expert Committee may co-opt any other expert(s) as deemed necessary from time to time.
- d) The Nursing/Midwifery Expert Committee will appoint a chairperson based on issues under discussion.

4. Education and Scientific Meeting

5. Conduct of Meetings

College meetings shall be conducted in accordance to the Bye-Laws - Rules 45 to 60.

- a) Subject to the provisions of the Constitution, the decisions of the CNR shall be by consensus.
- b) Subject to the provisions of the Constitution, the CNR shall determine its own rules of procedure including those for convening meetings and conducting business.
- c) The CNR may, subject to its rules of procedure, invite such persons or organizations as it deems desirable to attend particular session(s) of the CNR.
- d) The quorum for conduct of business at any CNR meeting shall be 50% of the voting members.

SECTION XVII: FINANCIAL MANAGEMENT

The College, a professional agency of the East, Central and Southern Africa Health Community, shall have a budget administered by the Secretariat in collaboration with the Finance Committee.

1. Sources of funds shall be:

- a) The Secretariat
- b) Membership fees and annual subscription as stipulated by the by-laws
- c) Registration fees for Conferences
- d) Donations and endowments
- e) Fund raising activities

- f) Other external sources
- g) Fellowships

2. Expenditure of funds shall be related to:

- a) Program planning and management meetings
- b) Scientific networking and collaboration conferences
- c) Resource mobilization activities
- d) Capacity building programs
- e) Monitoring and evaluation of ECSACON activities
- f) Communication
- g) Other activities pertaining to the achievement of the objectives of the College.
- h) Sponsorship of members

3. Control of Finances

- a) The College funds shall be controlled according to the laid down Financial Regulations and must be guided and function in accordance with the financial regulations of the ECSA-HC.
- b) All monies of the College shall be deposited in a bank account as approved by the CNR.

4. Auditing

The funds of the College shall be audited together with ECSA-HC funds annually by an approved firm of auditors and accountants, and the report presented to the Biennial CNR and Quadrennial College Meetings.

SECTION XVIII: THE COLLEGE'S RELATIONSHIP WITH ECSA-HC AND OTHER REGIONAL AND INTERNATIONAL ORGANIZATIONS/AGENCIES

- 1. The College shall enjoy equal rights in partnership with other professional agencies, at the same level, as may from time to time be established by the Conference of Health Ministers pursuant to Article V 2(j) of the Convention of the ECSA Health Community .
- 2. The College shall co-operate and collaborate with other country based, regional and international organizations/agencies whose interests and activities are related to it, and will further its objectives.

SECTION XIX: AMENDMENTS TO THE CONSTITUTION AND COLLEGE'S DISSOLUTION

1. Amendments of the Constitution

- a) This Constitution may be amended at any General Meeting to that effect by two thirds majority vote provided that such amendments were received by CNR at least twelve months before that quadrennial general meeting.
- b) Proposals for amendments shall be tabled through CNR and presented to the Quadrennial General Meeting.

2. Dissolution of the College

Only the Quadrennial General Meeting can dissolve the College provided that:

- a) A recommendation to that effect is supported by at least two thirds of the voting members present at the particular quadrennial meeting.
- b) A minimum of one year notice is received by CNR.
- c) All College Assets are liquidated and equitably divided among member states, after payment of all outstanding debts, salaries and indemnities due to staff or members.

ESTABLISHMENT OF THE EAST, CENTRAL AND SOUTHERN AFRICAN COLLEGE OF NURSING

We the Conference of Health Ministers of the East, Central and Southern African Health Community

Conscious that member states have similarities in historical, socio-economic and political backgrounds

Conscious that member states also share similar tropical climate and common causes of morbidity and mortality

Convinced that the above shared heritage justifies a united front in attacking health problems through appropriate health manpower development

Conscious that nurses are the largest single cadre of health personnel in our region

Desirous to enhance the achievement of health for all through a unified forum of nursing education/practice strategies at national and regional levels

Believing that the establishment of a Regional College of Nursing for the East, Central and Southern African Health Community States could achieve the objectives aforementioned, hereby agree that:

Pursuant to Article V 2 (j) of the Convention, the EAST, CENTRAL AND SOUTHERN AFRICA COLLEGE OF NURSING should be established by the Nursing Organizations in the Region. The College shall be a professional agency of this Conference. It shall be a body corporate having perpetual succession and a common seal.

ENTRY INTO FORCE AND LAUNCHING OF THE COLLEGE

WHEREAS we, the Representatives of the Nursing Councils, Nursing Associations and Constituent Faculties; at this our Regional Joint Nursing Follow-up Workshop on Curriculum Development for Nurse Teachers and the Constitution of the Regional College of Nursing, desire to set up the East, Central and Southern African College of Nursing; have agreed that such a College be hereby established with the foregoing Constitution and

We hereby request the Ministers' Conference to approve the College's establishment.

WHEREAS this Constitution shall be deposited with the Secretariat of the Community which shall transmit certified true copies of the Constitution to member states after the approval by the Health Ministers' Conference.

IN FAITH WHEREOF, we the undersigned Representatives of Nursing Councils; Nursing Associations and Constituent Faculties, having been fully authorized for that purpose, sign this Constitution, ***DONE IN THE CITY OF NAIROBI, THE REPUBLIC OF KENYA, THIS TWELFTH DAY OF AUGUST, ONE THOUSAND NINE HUNDRED AND EIGHTY-EIGHT*** in English as witness the hands of the duly authorized Representatives of the member states:-

MEMBER STATE	CNO/NURSING COUNCIL	NURSES ASSOCIATION	CONSTITUENT FACULTY
REPUBLIC OF BOTSWANA	Mrs. Margaret Kobue ... <i>M. Kobue</i>	Dr. Serara S. Kupe ... <i>S. Kupe</i> Mrs. Naomi M. Seboni ... <i>N. Seboni</i>
REPUBLIC OF KENYA	Mrs. Tabitha N. Oduori ... <i>T. Oduori</i> Mrs. Brigid M. Sirengo ... <i>B. Sirengo</i>	Mrs. Joyce C. Musandu ... <i>J. Musandu</i>	Mrs. Sarah W. Kang'ori ... <i>S. Kang'ori</i>
KINGDOM OF LESOTHO	Mrs. Tlisetso M. Moiloa ... <i>T. Moiloa</i>	Mrs. Lucy M. Khauoa ... <i>L. Khauoa</i>	
REPUBLIC OF MALAWI	Mrs. Lois J.M. Chapuma ... <i>L.M. Chapuma</i>	Ms. Grace G. Machili ... <i>G. Machili</i>	
MAURITIUS	Mr. Naraindutt Gopal ... <i>N. Gopal</i>	Mr. Kenneth Jagoo ... <i>K. Jagoo</i>	
REPUBLIC OF SEYCHELLES	Mrs. Louisa M. Servina ... <i>L. Servina</i>	Mrs. Cecily M. Videt ... <i>C. Videt</i>	

MEMBER STATE	CNO/NURSING COUNCIL	NURSES ASSOCIATION	CONSTITUENT FACULTY
KINGDOM OF SWAZILAND	Mrs. Nester T. Shongwe <i>N.T. Shongwe</i>	Mrs. Bertha B. Mlankati <i>B. Mlankati</i>	Dr. Maggie P. Makhubu <i>M. P. Makhubu</i>
UNITED REPUBLIC OF TANZANIA	Miss Joceline Z. Kimangano <i>J. Kimangano</i>	Mr. Robert E. Boshi <i>R. Boshi</i>	Mrs. Pauline F. Mella <i>P. Mella</i> Miss Ellen E. Zolton <i>E. Zolton</i>
REPUBLIC OF UGANDA	Mrs. Faith A. Elangot <i>F.A. Elangot</i>	Miss Christine K. Nakayunga <i>C. Nakayunga</i>	Mr. Peter J. Okalebo <i>P. Okalebo</i>
REPUBLIC OF ZAMBIA	Miss Winifred C. Kasapo <i>W.C. Kasapo</i>	Mrs. Theresa K. Munkonge <i>T. Munkonge</i>	Mrs. Patricia M. Ndele <i>P. Ndele</i>
REPUBLIC OF ZIMBABWE	Miss Clara R. Mufuka <i>C. Mufuka</i>	Mrs. Sylvia C. Mupfema <i>S. Mupfema</i>	Mrs. Rosemary Mushonga <i>R. Mushonga</i>

WITNESSED BY:

WHO SUB-REGIONAL DEVELOPMENT OFFICE III
 - Nurse Consultant - Miss F.D. Giddings
 COMMONWEALTH REGIONAL HEALTH SECRETARIAT
 - Regional Nurse Coordinator - Mrs. A.M. ...
 COMMONWEALTH REGIONAL HEALTH SECRETARIAT
 - Regional Secretary - Prof. A.M. ...
 COMMONWEALTH NURSES FEDERATION
 - Executive Secretary - Miss A.A. Brayson

[Signature]
[Signature]
 Margaret A. Branton

AMENDED CONSTITUTION

We the undersigned Council of National Representatives, having been fully authorized to amend this Constitution as per section XXII (1) a, b, sign this Amended Constitution.

DONE IN THE CITY OF MBABANE, THE KINGDOM OF SWAZILAND, THIS 19th DAY OF AUGUST, ONE THOUSAND NINE HUNDRED AND NINETY-EIGHT in English as witness the hands of the duly authorized Representatives of the College.

Country National Representative			Chairpersons		
Name	Signature	Country	Name	Signature	Faculty
1.		Botswana	MABEL KY. DAGWE		EDUCATION
2. J. MUTHONI MURITHI		Kenya			
3. Esther M. Seipōbi		Lesotho			
4. Lennie Kamwenda		Malawi			
5. Pauline Albert		Mauritius			
6.		Mozambique			
7. MAGDA AWASS		Namibia	CHRISTINE S. GORDON		Clinical Practice Faculty
8. MONICA SERVINA		Seychelles			
9.		S/Africa			
10. THOMAS N. MATSENGA		Swaziland			
11. PAULINE MELLA		Tanzania	Dr. E. PETIT-MSHANA		Research
12. BYABACAMA MUYINDA MM		Uganda			
13. Mercy M. Mbewe		Zambia			
14. Cynthia Chabwa		Zimbabwe			

CRHCS: Regional Secretary Coordinator, Nursing Affairs

Name: Nelson Mago Sign: _____

Name: Margaret Phiri Sign: _____

President of the College: Name: Sarah Kibuka Sign: _____

AMENDED CONSTITUTION

We the undersigned Council of National Representatives, having been fully authorized to amend this Constitution as per section XIX (1) a, b, sign this Amended Constitution.

DONE IN THE CITY VICTORIA, REPUBLIC OF SEYCHELLES, THIS 15th DAY OF OCTOBER, TWO THOUSAND AND FOUR in English as witness the hands of the duly authorized Representatives of the College.

Country National Representative			Chairpersons		
Name	Signature	Country	Name	Signature	Faculty
1. SARAH S. RATHEN		Botswana	Dr. M. C. Mainbeka		Research
2. DONALD EPALAT		Kenya	Agnes W. Karuga		U/Manager
3. Sebanaang Moleka		Lesotho			
4. Evelyn Chulenta		Malawi	Dr. Mawston Chipe		Education
5. Ramchandrasingh		Mauritius			
6. Matilde Basili		Mozambique			
7.		Namibia			
8. Winifred Agriele		Seychelles			
9. Wene Wene		S/Africa			
10. BONGIWE MASILELA		Swaziland			
11. Agnes Mtawa		Tanzania			
12. NABULOBA. O		Uganda			
13. RUTH MUZYIMBA		Zambia			
14. Kumbulani MASHA		Zimbabwe	Chashle		Cynthia Chasokwa Clinical

ECSA-HC: Executive Secretary

Name: DR STEVEN SHANGWE Sign:

President of the College:

Name: PAULINE P. MEKA Sign:

Coordinator, Human Resources Development and Capacity Building:

Name: Oliver K. Muijenja Sign:

AMMENDED CONSTITUTION

We, the undersigned Council of National Representatives, having been fully authorized to amend this Constitution as per Section XIX (1) a, b, sign this Amended Constitution.

DONE IN THE CITY OF LUSAKA, REPUBLIC OF ZAMBIA this 17th DAY OF August, TWO THOUSAND AND TEN in English as witness the hands of the duly authorized Representatives of the College.

Country National Representatives			Chairpersons		
Name	Signature	Country	Name	Signature	Faculty
1. SARAH SAONTEBALLE RATHEDI		Botswana			
2. ELIZABETH DYWER		Kenya			
3. M.A. MOKETHI-SEEISO		Lesotho			
4.		Malawi			
5. RANJANA HENDSINGH		Mauritius			
6. WINIFRED AGUILO		Seychelles			
7. Makhubela Nkomo		South Africa			
8. H. A.		Swaziland	Mavis Nkomo		MANAGEMENT LEADERSHIP
9. AGNES MATAWA		Tanzania			
10. WAKI DA SOHN K.		Uganda			
11. Ruth M. Muzumba		Zambia			
12. Cynthia M CHASONELA		Zimbabwe	Mavis E. GEDDIS		CLINICAL PRACTICE

ECSA-HC: Director General

Name: Dr. Kibum-Mbere Sign:

President of the College:

Name: Dr Eleanor Baka Msieli Sign:

Vice-President of the College

Name: Rose Patricia Olwach Sign:

Manager, Human Resources for Health and Capacity Building

Name: HELEN LUGINA Sign:

Sheillah MATINTURE
Matinture,
SPO - ECSACON

PART II: BY-LAWS AND PROCEDURES OF THE EAST, CENTRAL AND SOUTHERN AFRICAN COLLEGE OF NURSING (ECSACON)

These Bye-Laws must be understood within the context of relevant sections of the Constitution of the College.

ADMISSION TO MEMBERSHIP

RULE 1: MEMBERSHIP OF THE COLLEGE

Honorary Fellows:

- a) The criteria for honorary fellow is as stipulated in the Constitution under Section X (c)
- b) Selection process
 - i) Nomination from countries using the prescribed ECSACON Form
 - ii) Assessment by the Executive Committee which recommends the candidate to the Council of National Representatives (CNR)
 - iii) The CNR approval and presentation of the quadrennial meeting for the award
 - iv) Notification to the country and the nominee.
- c) Description of the Award

The honorary membership is commemorated by either a “plaque”, “certificate” or “quest” status at quadrennial meetings.
- d) An assessment form (annex iv) for the nomination of a fellow shall be completed by the nominating country and ECSACON Committee.

RULE 2: SUSPENSION AND TERMINATION OF MEMBERSHIP

- a) Any member is liable to removal from the register as stipulated in the Constitution under Section X. (4), a, b, (i, ii).
- b) All members of the CNR including the President and Vice – President are liable to removal from office for any of the following reasons:
 - i) Vote of no confidence by a two thirds (2/3) majority of voting members.
 - ii) Resignation. In case of resignation, a three months written notice will be required.
 - iii) Ill health or death.
 - iv) Failure to attend (2) consecutive meetings without an acceptable reason.

- v) Violation of regulations and conditions set by the College, according to the Constitution.
- c) In the event that the President and Vice - President are removed from office or incapacitated , a bye election will be held using the following procedure:
 - i) The Executive Committee shall convene a meeting to discuss the matter.
 - ii) The Secretariat shall inform member states and request for a nomination for the post.
 - iii) Member states shall submit to the Secretariat nominee within one month of the notification.
 - iv) The Executive Committee shall scrutinize the names for eligibility and send mail ballot to all member states or convene an extra – ordinary CNR meeting to carry out the election.
- d) Pursuant to Section X 4 (a) of the Constitution any member who fails to pay dues shall:
 - i) Be suspended for a period of one year within which the dues are expected to be paid and such a member loses all rights of participating in ECSACON activities;
 - ii) Be terminated from ECSACON membership if dues are not paid by the end of the one year suspension period.

RULE 3: RE-ADMISSION TO THE COLLEGE REGISTER

- a) A member whose membership was terminated on the basis of failure to pay dues may re-apply for admission.
 - i) Such an application shall be scrutinized by the National ECSACON chapter before recommending to the CNR.
 - ii) The CNR - admission committee shall scrutinize the application on the basis of the ability of the member to pay dues.
 - iii) The admission committee shall recommend the member for re-admission if he/she meets the criteria as stipulated in the constitution under section X, (5).

RULE 4: DUES AND OTHER INCOME

- a) The ECSACON dues will be paid by all members as stipulated under section X (a- b)of the Constitution.

- i) Individual members shall pay US\$20 as registration and US\$10 as annual membership subscription.
- ii) Organizational members shall pay US\$ 600 as registration and US\$300 as annual subscription.
- b) Dues will be reviewed biennially or as need arise.
- c) Dues shall be paid three months before the end of the financial year (i.e. by March 31st each year).
- d) Donation, endowments received by ECSACON shall be expended only on ECSACON activities and according to financial regulations of ECSA-HC or otherwise stated.
- e) A membership card shall be issued to a member upon completion of registration and admission requirements.

ORGANIZATION STRUCTURES: DESCRIPTION OF HOW THEY WORK AS A WHOLE

RULE 5: THE QUADRENNIAL GENERAL ASSEMBLY

- a) The quadrennial general assembly of the College shall be held within the members states in accordance with section XI, (a & b) of the constitution and shall be open to all members and invited guests.
- b) In the event that all member countries will have had a first chance to host the assembly, the second round shall start with the country with the first letter of the alphabet or as may be determined by the CNR.
- c) The Biennial Scientific Conference. The hosting shall be on rotational basis.

RULE 6:

The functions of the Quadrennial General Assembly shall be as stipulated in the ECSACON Constitution section XI c, (i - iv).

RULE 7: THE COUNCIL OF NATIONAL REPRESENTATIVES (CNR)

The composition and functions of the CNR shall be as stipulated in the Constitution section XI 2 b (I-v) and c (i - xii)

CRITERIA FOR SELECTION TO CNR/N/MEC

RULE: 8:

The nominee for the Presidency and Vice Presidency shall be in accordance with the criteria as stipulated in the Constitution Section XIV 1 (a, b)

RULE 9: THE COUNTRY CONTACT PERSON/NURSING MIDWIFERY EXPERT (CNR)

- a) The nominee shall be a paid up and active member of ECSACON, in good standing with NN/MA and NN/MC and willing to serve for a full term.
- b) Shall hold a first degree or its equivalent and a relevant post graduate qualification in a specified area of specialization
- c) Shall have at least five (5) years of post graduate relevant experience in a recognized institution/organization.

RULE 10: THE CHAIRPERSON OF A FACULTY

The nominee for a Faculty Chair shall:-

- a) Be a paid up and active member of ECSACON in good standing with their NN/MA and NN/MC at country level.
- b) Have specialized qualification in the Faculty he/she is aspiring to be a chair.
- c) Have met all other criteria for election to CNR.

RULE 11: REPRESENTATION ON CNR /N/MEC BY PROXY

Any national representative or chair of a faculty may be represented by a proxy at meetings of the CNR; but the proxy.

- a) Must present acceptable credentials and be cleared by the Secretariat in advance of the meeting.
- b) If necessary, the chairperson of a faculty shall be represented by the vice chairperson or if the vice is not available, by an active member of the respective faculty.

RULE 12: OTHER ECSACON STAKEHOLDERS

Pursuant to section XI 3,4,5 (a, b, c) and 6 (a, b, c) of the Constitution, the other ECSACON stakeholders shall include the NNAs, NNCs, Four Constituent Faculties and individual members.

ELECTION OF COUNCIL OF NATIONAL REPRESENTATIVES (CNR)

RULE 13: ELIGIBILITY FOR ELECTION TO CNR

- a) Criteria for selection to CNR

To be eligible for election to the CNR, the candidate must:

- i) be registered with a Nursing /Midwifery Council and must be a paid up member of the National Nursing/Midwifery Association and ECSACON as well as an expert actively involved in professional association matters;
- ii) hold a first degree or its equivalent and a relevant post-graduate qualification in a specified area of specialization;
- iii) have at least five (5) years of post-graduate relevant experience in a recognized institution/organization.

- b) The CNR reserves the right to disqualify a nominee if the criteria has not been adhered to.

RULE 14: NOMINATION PAPERS

Nomination papers shall be sent to members states by the Secretariat One (1) year before CNR meeting.

RULE 15: SUBMISSION OF NOMINATION PAPERS

The Secretariat should receive the nominee's applications six (6) months before the Quadrennial Meeting.

RULE 16: NOMINATIONS FROM COUNTRIES

Countries should return nominees' forms six (6) months before the Quadrennial Meeting. The Executive Committee shall facilitate the processing of the forms in consultation with the CNR Members.

RULE 17: NOTIFICATION ABOUT STATUS OF CANDIDATES

- a) Within three months after the CNR, the Secretariat will inform the countries of the status of the candidates.
- b) In the event that the candidate is disqualified by the CNR, the affected country will be notified immediately and be requested to submit another name within one month of the notification.

- c) The Executive Committee shall be mandated to scrutinize the credentials of the new candidate and make recommendations to the CNR prior to the quadrennial meeting.

RULE 18: BALLOT PAPERS

The Secretariat shall prepare ballot papers for election when the College meets.

RULE 19: APPLICATION OF ELECTION PROCEDURES

The election procedures shall be applied to the election of President, Vice - President and Faculty Chairpersons.

RULE 20: MODE OF ELECTION

Elections shall be conducted by secret ballot.

RULE 21: CONDUCT OF ELECTIONS AND ANNOUNCEMENT OF RESULTS

An Electoral Committee shall conduct the elections and announce results before the closure of the meeting.

RULE 22: THE ELECTORAL COMMITTEE

- a) The hosting country in collaboration with the Secretariat shall provide an electoral committee which will comprise of five (5) people. These personnel shall be conversant with election procedures.
- b) Composition of the Committee
 - i) 2 people from the electoral commission.
 - ii) 1 senior nurse from the host country.
 - iii) 1 member from the Constitution and Membership Committee
 - iv) 1 member from the ECSACON Secretariat.
- c) If all five members cannot be found, at least one member from the Electoral Commission must be present.

RULE 23: ELECTION PROCEDURES

- a) These election guidelines refer to the election of
 - i) President and Vice-President
 - ii) Chairpersons of Constituent Faculties
- b) Election of President and Vice-President
 - i) Election will be through secret ballots.
 - ii) Countries nominate candidates for the Presidency and Vice Presidency, six months prior to the next election.
 - iii) Each member country is allowed to submit only one name either for Presidency or Vice-Presidency.
- c) Voters
 - i) Each country will cast three votes, the names of the Voters should be submitted to the Secretariat three months prior to the election.
 - ii) Election should be done through secret ballots.
 - iii) The candidates are allowed to nominate one observer during the counting of the votes.
- d) Election of Country Representative to the Council of National Representatives (CNR).
 - i) Each country elects a member of the CNR according to prescribed criteria Rule 9 (a – c) of the Bye-Laws who will be the Country contact person for a full term of office.
 - ii) The country submits the name to the Secretariat six months prior to the election.
 - iii) The CNR receives, discusses and approves the country nomination before the quadrennial meeting.
- e) Election of Chairpersons of Constituent Faculties
 - i) The nominee for a Faculty Chair shall be in accordance to the criteria described under rule 10 of the Bye-Laws
 - ii) The election of Faculty Chairperson shall be conducted and supervised by the Electoral Committee.
 - iii) Faculties will have elections one at a time and the results will be announced before election of the next Faculty.
 - iv) Once a Faculty Chairperson is elected from country A, this country shall not have an opportunity to stand for chairpersonship in any other Faculty.
 - v) The countries where the newly elected President and Vice-President come from will not be eligible to contest for position of Faculty Chairperson.
 - vi) Each of the Four Faculties elect an Executive Committee comprising of a chairperson, vice-chairperson, secretary and

treasurer. The Chairperson of each Faculty becomes a member of the CNR.

- f) General Rules for Elections:
 - 1. Candidacy
 - i) The CNR approves the names of all the candidates.
 - ii) The names are submitted to the General Assembly during the quadrennial Meeting.
 - iii) No country shall have more than two members in the CNR.
 - 2. Election Results.
 - i) If a candidate is standing unopposed for any of the position, the electoral committee will declare the candidate as so elected.
 - ii) The election results will be announced immediately after the counting of the votes by the electoral officers.
 - iii) Country representatives will also be endorsed.

OPERATIONAL SYSTEMS: REGIONAL AND NATIONAL

RULE:24: THE MAIN ECSACON STAKEHOLDER

Pursuant to section XII, 1 (a and b) of the Constitution:

- a) The Ministries of Health from each member state shall be custodian of all ECSACON activities at national and regional levels.
- b) Ministers of Health at their Conference of Health Ministers shall receive report, deliberate and make decisions on ECSACON issues.

RULE:25: ECSACON SECRETARIAT

The location and functions of the ECSACON Secretariat shall be as stipulated in the Constitution under Section XII, 2 (a).

RULE:26 OTHER OPERATIONAL SYSTEMS

Other operational systems of ECSACON shall include the Constituent Faculties and Chapters.

RULE 27:

The four Constituent Faculties shall have identification ribbons according to the following colour:-

- a) Faculty of Education - Gold
- b) Faculty of Clinical Practice - white

- c) Faculty of Leadership and Management - Cream
- d) Faculty of Research - Black

RULE 28:

The composition and functions of the Constituent faculties shall be as stipulated in the Constitution section XII.3(a, b and c).

RULE 29:

There shall be an Executive Committee whose composition and functions are stipulated in Section XII, 4 (a and b) of the Constitution.

NATIONAL OPERATIONAL SYSTEMS

RULE 30: CHAPTERS:

- a) The College shall form ECSACON branches at Country Level hereafter known as chapters.
- b) The Chapters will be made up of all ECSACON members and fellows in the country.
- c) The Chapter will be coordinated by ECSACON National Committee whose composition is as stipulated in the Constitution under section XIII. 2 (a-h).
- d) The Terms of reference (functions) of the National Chapter.
 - i) To establish mechanisms of achieving the aims and objectives of ECSACON.
 - ii) To develop and implement an annual plan of activities based on college resolutions and communicate progress to the college and to the nurses.
 - iii) To disseminate information on ECSACON to all nurses.
 - iv) To coordinate fund raising activities and manage ECSACON funds
 - v) To screen applications for college membership and update the list of college members.
 - vi) To screen nominees for CNR positions and candidate for Presidency and Vice-President and forward to the Secretariat.
 - vii) To attend to any other matters that relate to ECSACON.
 - viii) Develop country level Strategic Plans.
 - ix) Give reports to the regional office based on guidelines.

COMMITTEES OF THE COLLEGE

RULE 31: APPOINTMENT OF COMMITTEES

The CNR shall in accordance with the Constitution section XV appoint committees.

a) Editorial Committee

Terms of reference

- i) To facilitate production of the ECSACON newsletter and journal.
- ii) To collect, compile, publish and disseminate ECSACON information
- iii) To co-opt relevant members on the committee.

b) Professional Ethics, Conduct and Standards Committee

Terms of reference

- i) To prepare standards for the college on ethical code and professional code of conduct and practice.
- ii) To prepare guidelines for licensure among member states.
- iii) To assist National Councils update their legislative Acts.
- iv) To enforce high standards of professional conduct

c) Resolutions Committee

- i) The President shall appoint a Resolutions Committee.
- ii) The Resolutions committee shall be responsible for:
 - Keeping a daily record of CNR and quadrennial meeting resolutions
 - Screening emergency resolutions to determine their urgency.
 - Preparing all the “courtesy” resolutions to be accepted by the CNR/ Quadrennial meeting before the closure of each meeting.

d) Form any other adhoc committees as deemed necessary.

MEETINGS OF THE COLLEGE

RULE 32: CO-OPTION OF MEMBERS TO CNR MEETINGS

- a) The CNR shall have powers to co-opt members from time to time in accordance with the constitution.

- b) The expenses of co-opted members to meetings of the CNR may be borne by the employing agencies or other funders.
- c) Should the agency be unable to meet the cost, the college may meet the expenses if funds are available.

TIMING AND NOTICES OF MEETINGS

RULE 33:

1. The CNR shall convene its Biennial Meeting and Quadrennial Meeting of the College at least four (4) months prior to the Regional Conference of Health Ministers.
 - a) Notices for convening meetings and calling for agenda items by the Secretariat shall be sent 6 months prior to the scheduled meetings.
 - b) Countries shall send the agenda items 4 months prior to the meeting.
 - e) The Secretariat shall send reminders to member states three (3) months before the scheduled meetings.
 - f) The Secretariat shall send notification of the provisional agenda, dates, time and the venue of meeting, two (2) months before the scheduled meeting.
2. Notices for Quadrennial Meetings and Scientific Conferences
 - a) For the Quadrennial Conference the Secretariat shall send notice and call for agenda items and abstracts at least 2 years prior to the scheduled meeting.
 - b) Abstracts should be received by the Secretariat one year prior to the scheduled meeting.
 - c) The Secretariat shall send notification of abstracts of papers selected for presentation and the provisional agenda nine (9) months prior to the meeting.

RULE 34 AGENDA FOR BIENNIAL CNR MEETINGS

Except in the case of meetings convened under section XIII c (2) of the constitution the provisional agenda of the Biennial General Meeting of the CNR shall include among others the following:-

- a) A report of program activities of ECSACON for the previous year.
- b) Items decided by and approved by the Regional Conference of Health Ministers or the Advisory Committee.
- c) All items the inclusion of which have been decided by CNR at a previous meeting.
- d) Any application for membership of the College.
- e) Any item proposed by the Executive Committee.
- f) Any item proposed by an individual or organizational member.

Any items for inclusion on the agenda should be received by the Secretariat at least six (6) months before a scheduled meeting.

RULE 35 VENUE FOR MEETINGS

1. The CNR /NMEC

- a) The Biennial meetings of the CNR shall be held at the headquarters of the College or at such places as may be determined by the CNR
- b) Extra-ordinary meetings shall be held at the headquarters of the college unless the chairperson determines otherwise.

The agenda of such meetings shall be limited to the questions necessitating the meeting.

2. Quadrennial Meetings

The quadrennial meetings of the college shall subject to invitation, be held within member states in alphabetical order or at such places and at such times as the CNR may determine.

RULE 36: STATUS OF MEETINGS

- a) The meetings of the CNR shall be closed.
- b) The quadrennial meetings shall be open to all members and invited observers.

RULE 37: OBSERVERS STATUS

Subject to the terms of relevant agreements including adequate notice, invited representatives of international organizations/agencies and non-governmental organizations with which the Community has established effective relations, may participate in meetings of the College and its committees at their own expense as observers. The hosting country is allowed three (3) observers on the CNR.

RULE 38: PRESIDING OVER MEETINGS

The President shall preside over quadrennial, CNR and executive meetings. In the absence, the Vice President shall preside. In the absence of both these officers the members present shall elect one of their members to act as the chairperson of the meeting.

RULE 39: AGENDA OF THE QUADRENNIAL MEETINGS

In accordance with the provisions of Section XI of the Constitution, the Agenda of the Quadrennial meeting of the College shall include the following items:

- j) Receive the Report of the CNR.
- ii) Receive recommendations from the Conference/floor
- iii) Approve the budgetary aspects of the action plans
- iv) Elect members of the CNR
- v) Elect any other officers as determined by CNR
- vi) Admit members/Fellows.
- vii) Determine venue for the next Quadrennial meeting.

RULE 40: ADDITIONAL AGENDA ITEMS

Except in the case of extra-ordinary meetings, the Secretariat may, in consultation with the Chairperson, include any item suitable for the agenda which may arise between dispatch of the provisional agenda and the opening day of the Biennial CNR meeting or quadrennial meeting.

RULE 41: INSTALLATION/INDUCTION OF OFFICE BEARERS

- a) At the end of the Quadrennial Meeting the President shall be installed into office by the outgoing President. The President chain shall be passed on to the incoming President.

- b) The Vice-President and the CNR members shall be inducted by the outgoing President.
- c) The new members to the College shall also be officially admitted to the College.

RULE 42: MEETING DOCUMENTS

The CNR shall not discuss, unless it determines otherwise, any item on the agenda for which the relevant documents have not been made available to members at least one month prior to the opening day of the meeting.

RULE 43: PROCEEDINGS OF MEETINGS

The person overseeing ECSACON activities shall prepare draft minutes of the proceedings of the meetings and distribute them to CNR members within three months of the meeting to which they relate. Members shall inform the Secretariat in writing of any corrections they wish to make within such period as shall be indicated.

RULE 44: DISSEMINATION OF RESOLUTIONS, RECOMMENDATIONS AND REPORTS

All resolutions, recommendations and other formal decisions, as well as the Report of the meetings of the CNR and/or its committees shall be forwarded by the person overseeing ECSACON activities to members of the CNR with copies to member states i.e. Chief Nursing Officers, National Nurses' Associations and National Nursing Councils.

CONDUCT OF BUSINESS OF MEETING

RULE 45: OFFICIAL WORKING LANGUAGE

English shall be the official working language of the CNR unless otherwise determined.

RULE 46: QUORUM

The quorum for conduct of business at any CNR meeting shall be half of the voting members in accordance with Section XVI of the Constitution.

RULE 47: CHAIRPERSON'S CONDUCT OF MEETINGS

In addition to exercising powers conferred upon him/her elsewhere by these Rules, the Chairperson shall declare the opening and closing of meetings of the CNR, direct the discussions, accord the right to speak, put questions, announce decisions and ensure application of these Rules. The Chairperson may limit the time allowed to each speaker and may call to order any speaker whose remarks are irrelevant to the subject under discussion.

RULE 48: RAISING A POINT OF ORDER

During the discussion of any matter, a member may raise a point of order and the point of order shall be immediately declared by the Chairperson. A member may appeal against the ruling of the Chairperson, in which case, the appeal shall be considered by the CNR whose decision shall be final. A member arising to a point of order may not speak on the substance of the matter under discussion but on the point of order only.

RULE 49: LIST OF SPEAKERS AND USE OF DISCRETION

During the course of debate, the Chairperson may announce the list of speakers and, with the consent of the CNR declare the list closed. He/She may, however, accord the right of reply to any member as the case may be, if in his /her opinion a speech delivered after he/she has declared the list closed makes this desirable.

RULE 50: MOTIONS

The following motions shall have precedence in the following order over all other proposals or motions before the session except a point of order:

- a) To suspend the session
- b) To adjourn the session
- c) To adjourn the debate on the item under discussion; and
- d) To close the debate on the item under discussion.

RULE 51: ADOPTING A PROPOSAL

Subject to Rule 47, any motion calling for a decision on ruling of the CNR to adopt a proposal submitted to it shall be decided upon before proceeding to discuss and decide on the proposal in question.

RULE 52: SUSPENSION AND ADJOURNMENT OF SESSIONS

During the discussion of any matter, a member may move the suspension or the adjournment of the session,. Such motions shall be debated by the CNR whose decision shall be final. For the purpose of this Rule “Suspension of the session” means the temporary postponement of the business of the session. “Adjournment of the session” means the termination of all business until another session is called.

RULE 53: ADJOURNMENT OF DEBATE

During the discussion of any matter, a member may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, one speaker may speak in favour of, and one against the motion after which the motion to adjourn the debate shall be discussed and decided upon by the CNR whose decision shall be final.

RULE 54: CLOSURE OF DEBATE

A member at any time may move a motion for the closure of the debate on the item under discussion whether or not any other member has signified his wish to speak. If a request is made for permission to speak against closure, it may be accorded to not more than two speakers after which the motion shall be discussed by the CNR whose decision shall be final. If the CNR decides in favour of closure, the Chairperson shall declare the debate closed. The CNR shall thereafter take a decision only on the other or more proposals under consideration before the closure.

RULE 55: AMENDING AND ADOPTING PROPOSAL MOVED

When an amendment to the proposal is moved, the amendment shall first be discussed and a decision taken on it. When two or more amendments to the proposal are moved, the CNR shall first discuss and take a decision on the amendment deemed by the Chairman to be furthest removed in substance from the original proposal and then the amendment next removed there from, and so on until the amendments have been discussed and decided upon by the CNR. However, when the adoption of one amendment necessarily implies the rejection of another amendment, the CNR shall not consider the latter amendment. The CNR shall take a final decision on it.

RULE 56: AMENDMENT VERSUS A PROPOSAL

If an amendment to a proposal has been accepted by the original proposer, such an amendment shall be deemed to be an integral part of

the original proposal and no separate decision shall be required thereon. A motion is considered to be an amendment to the proposal if it merely adds to, deletes from or revises part of that proposal. A motion which constitutes a substitution for a proposal shall be considered as a proposal.

RULE 57: WITHDRAWAL OF A MOTION

A motion may be withdrawn by its proposer at a time before discussion on it has commenced, provided that the motion has not been amended, or if amended, that the proposer of the amendment agrees to the withdrawal. A motion thus withdrawn may be reintroduced by any member.

RULE 58: RECONSIDERATION OF A REJECTED PROPOSAL

When a proposal has been rejected, it may not be reconsidered at the same meeting unless the CNR, by simple majority of voting members present, so decides. Permission to speak on a motion to be re-considered shall be accorded only to two speakers opposing the motion, after which a decision shall be taken by the CNR. The correction of a clerical or arithmetical error in any document shall not be considered as requiring the reopening of the discussion on such proposal.

RULE 59: SECONDMENT OF A PROPOSAL, MOTION, RESOLUTION AND AMENDMENT

The Chairperson may, at any time, require any proposal, motion, resolution or amendment to be seconded.

RULE 60: CONSENSUS

The Chairperson shall, in his/her absolute right, decide the consensus and his/her decision shall be final. However, where, in his/her opinion, there is an apparent absence of a consensus on an issue, he/she shall decide in favour of the views expressed by a simple majority taking his/her own views into consideration.

RULE 61: FINANCIAL PROVISIONS

Finances of the college shall be expended on college programmes aimed at attaining its mission.

RULE 62: FUNCTIONS OF THE FINANCE COMMITTEE

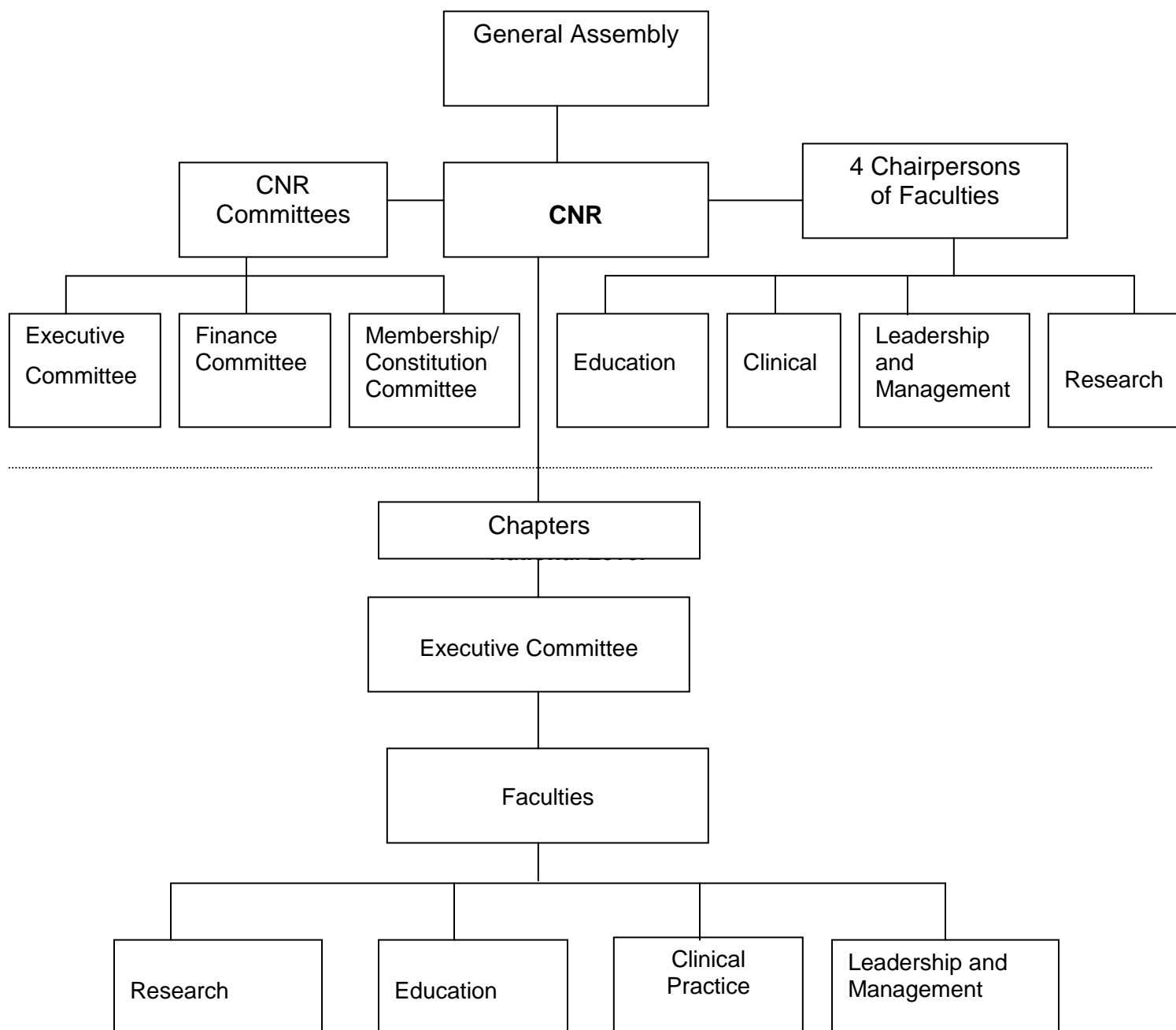
Pursuant to section XVII of the Constitution the Finance Committee shall:

- a) Prepare 5 year financial projections and yearly budget and present these to the CNR for approval.

- b) Undertake activities aimed at raising funds for College activities and its sustainability, at national and regional level
- c) Develop and review the guidelines for collection and disbursement of College funds
- d) Authorize the Finance Officer to make payments of College expenses, covering a period of the one financial year, subject to six monthly reports and yearly auditing.

RULE 63: THE ECSACON ORGANOGRAM

Figure 1: Structure of ECSACON at Regional and Country Level



SUSPENSION AND AMENDMENT OF RULES OR PROCEDURES

RULE 64: SUSPENSION

These Rules may be suspended by the CNR provided that notice of the intention to propose suspension has been communicated to members of the CNR the day before the meeting at which the proposal is to be made. If however, on the advice of the Chairperson, the CNR is unanimously in favour of such a proposal, it may adopt it immediately and without notice.

RULE 65: AMENDMENT

The CNR may amend or supplement these Rules.

GENERAL PROVISIONS

RULE 66: USE OF DISCRETION IN APPLICATION OF RULES OF PROCEDURES

The CNR may, at its discretion, apply such Rules of Procedures of the Conference of Health Ministers as it may deem appropriate to particular circumstances for which provision does not exist in these Rules.