



Association of Kenya Medical  
Laboratory Scientific Officers  
(AKMLSO)

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THE CONSTITUTION

MAY 2008

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## PART I: TITLE AND DEFINITION

### 1.0 Name

The name of the Association (herein after called "**The Association**") is "**Association of Kenya Medical Laboratory Scientific Officers**" (AKMLSO).

### 1.1 Scope

**AKMLSO** shall be a national based medical Laboratory Science Professional Association. It shall be a voluntary, non-profit making, non-governmental and non-political association which shall operate within the Republic of Kenya and may establish branches outside the country.

### 1.2 Vision

Ensuring excellence in medical laboratory practice in the Republic of Kenya and beyond.

### 1.3 Mission Statement

To advance and maintain high standards of medical laboratory sciences by adhering to strict professional practice.

## 2.0 Objectives

The Association shall have the following principal objectives:

- 2.1 To unite Medical Laboratory Scientific Officers in the Republic of Kenya
- 2.2 To foster closer relations between its members and other members of the health professionals.
- 2.3 To create a forum for information exchange and dissemination among its members through electronic and print media; publications, scientific conferences, Workshops and Seminars.
- 2.4 To carter for and promote the medical Laboratory professionalism and social welfare of its members.
- 2.5 To collaborate with other members of the health profession both nationally and internationally, for the purposes of improvement and advancement of medical laboratory sciences.
- 2.6 To act as a registrar of all its members in the country and beyond.
- 2.7 To have Associations' Branches within the Republic of Kenya and such other countries as may be deemed as necessary.

## 3.0 Membership

### 3.1 Ordinary Membership

**3.1.1** Membership in this category shall be open to qualified Medical Laboratory Scientific Officers from Institutions recognized both by The Association and the Kenya Medical Laboratory Technicians and Technologists Board (K.M.L.T.T.B).

**3.1.2** Basic qualification of members shall consist of a minimum training period of two years in a recognized institution and should have covered the following minimum core subjects which should be in theory and practical:

- (i) Haematology
- (ii) Blood Transfusion Sciences
- (iii) Bacteriology/ Mycology
- (iv) Parasitology/ Entomology
- (v) Clinical Chemistry
- (vi) Histopathology/ Cytopathology
- (vii) Immunology
- (viii) Virology

**3.1.3** A member shall be required to pay an application fee and an annual or monthly subscription fee to be prescribed by the Association from time to time.

**3.1.4** All members shall be recommended by respective branches before being vetted and accepted by the national office.

### 3.2 Temporary Membership

Temporary membership shall be open to students pursuing a course leading to a qualification in Medical Laboratory Sciences provided they have proof of studentship.

Such students shall be from Institutions recognised by the Association and the Board (KMLTTB).

The entry and annual subscription fee for such members shall be determined by the Association from time to time as deemed necessary.

Temporary Membership Forms for such members shall bear the official stamp of the training Institution and duly endorsed by an authorized Officer.

The Association shall keep a separate register of temporary applications and shall have the right to admit or reject any applicant into the Association.

Visiting officers may be entitled to temporary membership but for a period to be determined by the Association

Temporary Members shall have no vote.

### 3.3 Honorary Membership

This may be offered by the Association to persons who have shown particular interest in the Association after rendering distinguished service towards improvement and/or made outstanding contribution to AKMLSO. The person shall be a non-Medical Laboratory Scientific Officer and shall have no vote.

### 3.4 Founder Membership

This may be offered to members who joined the society on its inception in 1964 and shall have no vote.

### 3.5 Absentee Membership

This may be offered to members residing outside Kenya but subscribing and shall have no vote.

### 3.6 Corporate Membership

This may be offered to organizations with interest in medical laboratory sciences and shall include students associations. Corporate members shall have no vote.

### 3.7 Termination of Membership

Any member who has failed to pay his/her subscription by 31st October in any year shall *ipso facto* cease to be a member.

- 3.7.1 Any member who attempts to use the Association as a means of personal monetary gain, or who attempts to misappropriate the funds or assets of the Association, shall have his/her membership terminated.
- 3.7.2 Any member who is convicted of a criminal offence may, at the discretion of Executive Committee, have his/her membership terminated.
- 3.7.3 Any member shall for gross misconduct, have his/her membership terminated. The power of expulsion shall be vested in the Executive Committee through the disciplinary committee of the association.
- 3.7.4 Any member who sues the association for any reason whatsoever shall automatically lose membership.
- 3.7.5 Any person whose Membership of the Association has been revoked, shall have the right of appeal. Such an appeal must be made in writing within thirty (30) days of the notification of the loss of membership and must contain reasons justifying the appeal. In such event the Branch Committee shall be consulted by the executive Committee before a final decision is made at an annual delegates meeting or at a special general meeting. The decision of such a meeting of the association shall be final.
- 3.7.6 Members shall serve one month's written notice of termination of membership.
- 3.7.7 On termination of membership, the right to display the Association emblems in any form shall, together with all privileges of the Association, be forfeited.

On termination of membership no *pro rata* refund of subscriptions shall be paid to any ex-member.

Expelled members shall be allowed to re-apply to the Executive and will have to pay all the dues as a new member.

### 3.8 Disciplinary Committee

**3.8.1** The executive committee shall constitute disciplinary committees of the association as need arises. The committee shall consist of:

Two representatives of the executive committee of which one shall act as the secretary

One representative of the branch of the member under disciplinary proceedings.

Two ordinary members who under the estimation of the executive are conversant with this constitution one of whom shall be the chair.

The quorum of the committee shall be all five members.

**3.8.2** If the Association has reason to believe in respect of any member that such a member, either before or after he/she became a member:

- (i) has been guilty of negligence or professional misconduct in respect of his calling or
- (ii) has been guilty of impropriety or misconduct in respect of his/her calling, or
- (iii) has been convicted of an offence punishable by imprisonment, the commission of which in the opinion of the association has dishonoured him/her in the public estimation; it may refer the matter to disciplinary committee.

**3.8.3** The functions of the committee shall be to enquire into any matter referred to it by the association.

**3.8.4** The committee shall subject to any regulations of the Association have powers to regulate its own procedure in any disciplinary proceedings.

**3.8.5** Where on the recommendations of the committee, the association is satisfied that a member is in breach of any of the terms or conditions prescribed by the association, the executive committee may admonish, suspend, impose a fine or terminate the membership as it may deem necessary.

### 3.9 Conflict Resolution

Any member(s) who is/are aggrieved by the executive committee, an official, or members of the association or any of its branches shall seek arbitration.

In an event that there is an aggrieved person (s) an arbitration panel shall be constituted as follows:

- (i) Three representatives appointed by the aggrieved party where:
  - a. Two of whom must be members of the association
  - b. One may be a lawyer
- (ii) Three representatives and appointees of the other party where one may be a lawyer.
- (iii) One ordinary member who under the estimation of the executive is conversant with this constitution shall be the chair of the arbitration panel.
- (iv) In an event a member of the executive committee is involved in any dispute or conflict, then the Association's representatives shall be picked in an annual delegates meeting or in a special general meeting.

The resolutions of the arbitration panels shall be binding if agreed upon by the concerned parties.

In an event no agreement is reached by the arbitration panel, then the final arbitration shall be at an annual delegates meeting or at a special general meeting. The decision of such a meeting of the association shall be final.

Each party in an arbitration process shall meet its own cost.



## PART II: ASSOCIATION BRANCHES

### 4.0. Branches

The Association shall form branches all over the Republic of Kenya with the approval of Executive committee and the Registrar of societies. The headquarters of the association shall be in Nairobi. Branches shall be formed according to their respective application. Branches shall consist of members who shall be twenty (20) or more in number. The Executive may grant a branch status to members who are less than twenty (20) but more than ten (10) depending on geographical/administrative and other logistical considerations. Each branch shall have elected officials in a similar format as the national executive office i.e.:

- (i) Chairman and Vice Chairman
- (ii) Secretary and Vice Secretary
- (iii) Treasurer and Vice Treasurer
- (iv) Committee Members (minimum three, Maximum seven).

#### **Administration of Branches**

All Associations' Branches shall function in accordance with the AKMLSO constitution.

All branch office bearers shall be elected at least one month before the Association's national elections for the Executive Committee.

Registered Branches shall not be dissolved without authority from the Association's headquarters.

All Branches shall be registered by the AKMLSO headquarters and be issued with a certificate of registration. Each branch shall apply to the AKMLSO headquarters for registration using an official form indicating:

- (i) Office bearers
- (ii) Names of all members in the branch
- (iii) Members' national ID Card Numbers
- (iv) Members' qualifications
- (v) AKMLSO membership number

The quorum for Branch Committee meeting shall be half of its members.

## PART III: MANAGEMENT

### 5.0 Office Bearers

The affairs of the Association shall be managed by an Executive Committee whose structure shall comprise of the following:

- The National Executive Chairman
- The 1st Vice National Executive Chairman
- The 2nd Vice National Executive Chairman
- The Secretary General
- The Vice Secretary General
- The National Treasurer
- The Vice National Treasurer

## 6.0 The Executive Committee

The AKMLSO Executive Committee shall be composed of all the National Executive Office Bearers ,and seven (7) elected committee members.

The Executive Committee shall meet at least once in every three (3) months. The quorum of the executive committee meetings shall be two thirds (2/3) of the members.

### **Duration**

The executive committee shall hold office for a term of thirty six (36) calendar months three (3) years). All elected officials may be eligible for re-election on application upon expiry of the first term.

Such an official shall serve for only two consecutive terms in the same position and may re-apply upon a resting period of one term. ( 3 years).

## **7.0 Duties of Office Bearers**

### **7.1 The National Executive Chairman**

Shall uphold the constitution of the Association be responsible for the smooth running of the Association and Co-ordination of the affairs of the Association.

Shall preside over all meetings of the Executive Committee, Delegates and Special Delegates/General meetings.

### **7.2 The Vice National Executive Chairmen**

**7.2.1** Shall perform the duties of the National Executive Chairman in his/her absence.

**7.2.2** Shall undertake any responsibilities assigned to him/her by the Executive Committee.

### **7.3 The Secretary General**

**7.3.1** Shall handle all correspondence of the AKMLSO under the general supervision of the Executive Committee. In case of urgent matters where the Executive Committee cannot be consulted in time, he shall consult with the National Executive Chairman or the Vice National Executive Chairmen in the absence of the former. The decision reached shall be subject to ratification or at the preceding Executive Committee Meeting.

**7.3.2** Shall issue notices for convening all meetings of AKMLSO as directed by the National Chairman and/or the Executive Committee.

**7.3.3** Shall be responsible for proper keeping of the Associations' records and minutes of all such meetings of AKMLSO and distribute such minutes to all members as required in good time.

**7.3.4** Shall act as a registrar of the Association by keeping a list of all registered members of the Association.

### **7.4 The Vice Secretary General**

**7.4.1** Shall perform the duties of the Secretary General in his/her absence.

**7.4.2** Shall undertake any responsibilities assigned to him/her by the Executive Committee.

### **7.5 The National Treasurer**

Shall receive and disburse under the directions of the Executive Committee all funds belonging to the Association and ensure proper maintenance of books of accounts.

Shall ensure that the funds received and spent are recorded and records made available for inspection at any time.

Shall maintain an up-to-date register of all paid-up members.

Shall ensure that no Office Bearer(s) may use the influence of his/her office for individual gains.

Shall prepare a comprehensive annual financial report to be audited and presented to the Annual Delegates Meeting.

### **7.6 The Vice National Treasurer**

Shall perform the duties of the National Treasurer in his/her absence.

Shall undertake the responsibilities assigned to him/her by the Executive Committee.

## 8.0 Duties of the Executive Committee

- 8.1 The Executive Committee shall be responsible for the management of the Association and for that purpose may give directions to the Office Bearers in a manner within the law; in which to carry out their duties.
- 8.2 Shall from time to time form sub-committees for duties such as investigations into the affairs of the Association, discipline, education and publications. Shall establish training/ disciplinary/ inspectorate and any other sub committee(s).
- 8.3 Shall authorize all funds disbursed on behalf of the Association except as specified in section 18.2.1 of the constitution.
- 8.4 Shall be competent to create a permanent secretariat and to appoint the required staff for that purpose.
- 8.5 Shall have the power to co-opt any member(s) of the Association, person(s) deemed to have special knowledge of any subject desirable for the Association. Such co-opted member(s) shall not possess a vote at ADM/General meeting.
- 8.6 Shall establish an education and validation committee.
- 8.7 Shall develop an annual performance indicator (s) to be presented for approval at an ADM to assist in monitoring and evaluation of association's performance.

## 9.0 Editorial Committee

### 9.1 Composition

The Editorial Committee shall be composed of the Editor, a Vice Editor and three (3) members, who shall be elected at an ADM and may co-opt any other member(s).

### 9.2 The Editor

**9.2.1** The editor shall be a member of the association who should have been a member for over 5 consecutive years.

**9.2.2** The editor shall be the chairman of the editorial committee and in his/her absence the vice editor shall act as the chair.

**9.2.3** The Editor and the vice-editor shall attend Executive Committee meetings or sit in Executive committee meetings when need arises.

### 9.3 Duties of the Editorial Committee

To publish and market association newsletters, gazettes and journals.

May serve as members of Scientific Conferences organizing committee of the Association.

Maintain an Editorial file.

Receive documents concerning editorial committee.

Maintain a record of correspondence.

Upon termination of office, transfer all documentation to the successor and/or the Executive Committee.

Communicate regularly with:

The National Executive Chairman and the Executive Committee.

Branch members and other members of health profession(s).

Secure articles, papers, and photographs of all aspects of the scientific conference proceedings.

Monitor and review printing, packaging and distribution of informative material.

Ensure that material produced for the Associations' Journal/Newsletter is upto date and of acceptable standard.

Ensure that any decisions concerning finance or representation are taken in collaboration with the Executive Committee.

Prepare a newsletter every three (3) months and ensure circulation of the same.

Prepare Scientific Conference proceedings and an annual report which shall be included in the AKMLSO Annual Report to the ADM.

## 10.0 Patron

The Patron may be a person of public standing and may not necessarily be a health professional. He shall be an honorary member of the Association. The individual may act as the Associations' adviser on matters of public concern and may be nominated at an Annual Delegates Meeting. The patron may attend executive and ADM/AGM meetings by invitation.

### **Duties of the Patron**

The patron may advise the association on matters concerning government policy or matters of public concern.

May receive dignitaries on behalf of the association.

May present awards to members who have exhibited exemplary service.

The patron may solicit for assistance for the association during important functions or activities

The patron may be called upon to officiate in any function of the Association.

## 11.0 Board of Trustees

There shall be a Board of Trustees empowered by the Association to look after the property of the Association. It shall serve as an advisory organ of the Association. It shall comprise of five members only who shall be elected during an Annual delegates meeting (ADM).

All land, buildings, immovable properties, investments and securities which shall be acquired by the Association shall be supervised by this Board

An Annual Delegates Meeting shall have the power to remove any member of the Board of Trustee and all vacancies occurring by removal, resignation or death shall be filled at an Annual Delegates Meeting.

The Board of Trustee shall remit all income received from property of the Association to the National Treasurer. Any expenditure in respect of such property which in the opinion of the Board is necessary or desirable shall be reported by the Board to the Executive Committee which shall authorize expenditure of such funds as it deems necessary.



## 12.0 Eligibility to the Board of Trustees

- 12.1 To qualify as a member of the Board of Trustee, one shall have been an active and registered member of the Association for a minimum period of ten (10) consecutive years.
- 12.2 Shall have a reputable personal record devoid of crime.

## 13.0 Auditors

### 13.1 External Auditor(s)

- 13.1.1 The Association shall engage the services of reputable firm of external professional Auditor(s) who shall be non-employee and non-member of the Association.
- 13.1.2 The firm of External Auditor(s) shall be appointed for the following year at the Annual Delegates Meeting.
- 13.1.3 All the Association's accounts, records, and relevant documents, shall be opened to the inspection of the auditor(s) at any time. The National Treasurer shall produce books of accounts which shall not be less than six (6) weeks and not more than three (3) months before the date of the Annual Delegates Meeting.
- 13.1.4 The Auditor(s) shall examine such annual books of accounts and present the report to the ADM for consideration.
- 13.1.5 A copy of the Auditors' report on the books accounts shall be furnished to all members at the same time as the notice convening the Annual Delegates Meeting is sent out. The Auditor(s) shall be paid such fee for the services rendered as may be resolved at an Annual Delegates Meeting. External auditors will be appointed at the ADM. The executive will present at least three reputable auditing firms with their credentials of which one shall be appointed.

## PART IV: MEETINGS

### 14.0 Annual Delegates Meeting

An Annual Delegates Meeting shall be held after every twelve (12) months. A notice in writing of such Annual Delegates Meeting, accompanied by the annual audited statement of accounts, auditors report and the agenda for the meeting shall be sent to all branches not less than twenty-one (21) days before the date of the meeting, and/or by press advertisement not less than fourteen(14) days before the date of the meeting.

The quorum for any delegates/special general meeting shall not be less than half (1/2) the number of registered delegates/members to attend the said meeting.

Each branch shall elect delegate(s) at the ratio of one to ten (1:10), with a maximum of six to attend an annual delegates meeting. This may be reviewed from time to time by the association.

The agenda for an Annual Delegates Meeting shall consist of the following:

- 14.3.1** Confirmation of the minutes of the previous Annual Delegates meeting.
- 14.3.2** Consideration of the statement of accounts and the Auditor(s) report.
- 14.3.3** Discussion of matters given in writing by a member(s) to the Secretary General at least two (2) weeks before the date of the meeting.
- 14.3.4** Any other business approved by the Executive Committee.
- 14.3.5** Election of Office Bearers, the Executive Committee, the Editorial Committee, the Board of Trustees and members of Kenya Medical Laboratory Technicians and technologists board required by Act No. 10 of 1999 (to be elected by the Association.)
- 14.3.6** Appointment of the auditors.

## 15.0 Special Delegates Meeting

A special delegates' meeting shall be called for any specific purpose by the Executive Committee. A notice in writing of such a meeting shall be sent to all members not less than seven (7) days before the date of such a meeting.

A special delegates meeting may be convened for a special purpose by order in writing to the Secretary General of not less than one half (1/2) the number of delegates registered and such a meeting shall be held within twenty-one (21) days of the date of the notice. No other matter shall be discussed other than that stated in the notice.

## 16.0 Special General Meeting

- 16.1** There shall be NO Annual General Meetings. However, a Special General Meeting shall be convened as and when need arises.
- 16.2** A Special General Meeting may be called for any specific purpose by the Executive committee. Notice in writing of such meeting shall be sent to all members not less than seven (7) days before the date thereof and where practicable by Press advertisement not less than seven (7) days before the date of such meeting.
- 16.3** All minutes of an annual delegates meeting and special general meetings shall be recorded by an officer of the association's secretariat appointed by the executive committee.

## 17.0 Procedure at Meetings

At all meetings of the Association, The National Executive Chairman or in his absence, either of the Vice National Executive Chairmen or in the absence of both, a Committee member nominated by members at the meeting shall chair.

The National Executive Chairman may at his discretion limit the number of persons allowed to speak at a meeting.

Where there shall be no consensus on matters at hand, the resolution shall be passed through voting by either a show of hands or secret ballot. In case of a tie at the meeting the chairman shall cast the deciding vote.

All matters shall be resolved by a majority vote by members present at the meeting except in the case of constitution amendment which shall require a two-thirds (2/3) majority.

## 18.0

### Elections

#### 18.1 Electoral Committee

- 18.1.1 There shall be an Electoral Committee of the association. The committee shall comprise of five members of the association elected during an ADM.
- 18.1.2 Electoral committee members shall be persons of not less than ten (10) years consecutive membership into the association. All electoral committee members shall not be eligible to vie for any electoral positions of the association during their tenure.
- 18.1.3 After confirmation by an ADM the committee shall nominate a chair and a secretary. The committee shall be answerable to the ADM.
- 18.1.4 The electoral committee will circulate a list of names of incumbent Office Bearers indicating whether or not they are eligible for re-election, to all the Associations' registered branches.

#### 18.2 Nominations

- 18.2.1 Any member wishing to be nominated for any position of the Association, or Office bearer, shall obtain Nomination papers from his/her branch.
- 18.2.2 To qualify for nomination to vie for any elective post in the association as per this constitution other than electoral committee, one must be a paid-up member for at least five (5) consecutive years. Those who shall not qualify shall be deemed null and void without further reference.  

Nominations consent to serve including the candidates' passport size photograph, personal bio data (summary of a CV) shall be received at the Associations Headquarters four (4) months prior to each meeting of the Annual Delegates Meeting held in connection with an election year.
- 18.2.3 Names and details of candidates shall be printed and sent to the branches three (3) months before the Annual Delegates Meeting, through the Association's Newsletter.
- 18.2.4 No person shall vie for more than one position.
- 18.2.5 Anytime that the Association's constitution shall be amended to affect (increase or reduce) the duration of office for the national executive committee as stipulated in section 6.3., there shall be national elections during the immediate ADM following the said amendments (s) after which the new (amended) duration shall commence.
- 18.2.6 Both the Branch Chairman and Secretary of the nominating branch shall sign the Nomination Forms. The Secretary of the nominating branch shall send the completed Nomination papers to AKMLSO Head Office, P.O. Box 55233 - 00200, NAIROBI. The electoral committee will scrutinize all the nomination papers and ensure only qualified candidates participate in the elections. A non refundable fee which shall be determined by the Association from time to time shall be paid by every aspiring candidate.

## 19.0 Voting Procedures

- 19.1 Electoral committee shall appoint a Returning Officer who shall appoint his/her assistants and both shall be non- AKMLSO members.
- 19.2 The physical counting and security of the ballots shall be the responsibility of the Returning Officer and the electoral committee.
- 19.3 Voters shall be all bona fide delegates in each branch and all the candidates participating in the elections.
- 19.4 Voting shall be conducted during an Annual Delegates' Meeting through secret ballot.
- 19.5 The Returning Officer shall announce the election results of the Association at the Annual Delegates Meeting.
- 19.6 In the event of any tie, a second ballot shall be taken at the same Annual Delegates' Meeting, restricted to those nominees who tied. If any tie re-occurs on the second ballot, the decision shall be decided by lot. All tie votes shall be decided before the Annual Delegates' Meeting adjourns.
- 19.7 In the event of any person raising an objection to the results announced by the Returning Officer, he/she shall have the right to request for a re-count. The re-count shall be carried out in the presence of the Returning Officer, his/her Assistants each candidate's Agents and the electoral committee at the same Annual Delegates Meeting (ADM).
- 19.8 No petitions shall be accepted after the adjournment of the Annual Delegates Meeting.
- 19.9 There shall be a **by-election** for any elective positions of the association whenever they fall vacant. Elective position shall fall vacant in an event of incapacitation, demise, failure of one to carry out duties for any other reason, failure to attend three consecutive meetings without the approval of the association and termination for membership by the association.
- 19.10 All by-elections shall be organized by the electoral committee of the association in accordance to section 16.1 of this constitution.
- 19.11 The electoral committee may be required to oversee the association's branch elections and shall ensure all the branches hold their elections.



## PART V: FUNDS AND ASSETS

### 20.0 Funds and Resources Utilization

#### 20.1. Application of Funds and Assets

The funds and assets of the Association shall be applied solely towards the promotion of the objects of the Association as set forth in this constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, gift, bonus or otherwise by way of profit to the members of the Association **provided that** nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to any officer or servant of the Association or any member of the Association in return for any services rendered to the Association, or prevent the payment of interest at a rate not exceeding the current bank rate or money lent.

#### 20.2 Accounts

It shall be the duty of the Executive Committee to cause the accounts to be utilized and in particular as regards:

The sum of money received and spent by the Association on the matters in respect of which such receipt and expenditure take place.

No payments shall be made out of the bank account without the Executive Committees' authority.

The signatories of the AKMLSO shall be the National Treasurer, the National Chairman and any other two members of the Executive Committee who shall be non-office bearers.

Three signatories shall suffice a transaction provided the National Treasurer is one of them.

The book of accounts shall be kept at the office or at such other place or places the Association deems appropriate and shall be open for inspection by the members of the Association during business hours.

Proper balance sheet at the date on which the income-expenditure account is made up shall be prepared every fiscal year, and presented before the members at the Annual Delegates Meeting.

Every such balance sheet shall be accompanied by proper reports of the auditors.

The Executive Committee shall prepare and present an annual budget to Annual Delegates' meeting (ADM).

The Executive Committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or the property of the Association and shall have power to appoint another person in his/her place. Such suspension shall be reported to the Annual Delegates Meeting to be convened on a date not less than two (2) months from the date of the suspension and the Special Delegate Meeting shall have full power to decide what further action including legal proceedings should be taken in the matter.

In the event of the National Treasurer not handing over the books of accounts and other relevant documents on the expiry of his/her term of office, the Executive Committee with the recommendations of the Disciplinary Committee shall have power to discipline the individual(s) and if need be, take legal action against such person(s).

#### 20.3 Branch Financial Allocation

Branches will be allocated twenty five percent (25%) of their monthly contributions. Extra funding may be provided from the National kitty depending on their needs and availability of funds.

Branches shall be encouraged to solicit for funds from private outlets such as hospitals and firms to supplement their budgetary provisions. This money shall remain within the Branch and shall be accounted for as above.

The fiscal year of AKMLSO shall be 1st October to 30th September.

The Executive Committee shall have power to establish an Indemnity Fund to protect practicing members of the Association.

## PART VI: AMENDMENTS AND DISOLUTION

### 21.0. Amendments to the Constitution

- 21.1.** Amendments to the constitution of the Association must be approved by at least 2/3 majority of the delegates at the Delegates meeting.

These amendments cannot be implemented without the Registrar's written consent obtained upon written application to him signed by three National Executive Office bearers.

## 22.0 Dissolution of the Association

- 22.1** The Association shall not be dissolved except by a resolution passed at a Delegates meeting by a vote of 2/3 of the delegates present. The quorum at the meeting shall be not less than 2/3 of the registered delegates. If no quorum is obtained the proposal to dissolve the association shall be submitted to the next ADM. A notice of this meeting shall be given to all members of the Association at least 14 days before the date of the meeting. The quorum of this second meeting shall be the number of delegates present.
- 22.2** No dissolution shall be effected without a written permission of the Registrar, obtained upon a written application signed by three National Executive office bearers.
- 22.3** When the dissolution of the Association has been approved by the Registrar no further action shall be taken by the Executive committee or any office bearer of the association in connection with the objectives of the association.
- 22.4** In the event of dissolution of Association, the board of trustees shall take over the responsibility of the association's assets and funds to settle any outstanding debts and the balance of which shall be donated to a needy charitable organization e.g. Children home.

## APPENDICES

### APPENDIX I:

#### 23.0 Code of Ethics for Medical Laboratory Scientific Officers

##### 23.1 Code of Ethics

All Medical Laboratory Scientific Officers shall:

Be dedicated to the use of medical laboratory science to benefit mankind.

Actively seek to establish co-operative and specific working relationships with other health professionals.

Provide expertise, advice and counsel other health professionals.

Maintain strict confidentiality of patient information and test results.

Safeguard the dignity and privacy of patients.

Be responsible for the logical process from the acquisition of the specimen to the production of data and the final report of test results.

Be accountable for the quality and integrity of medical laboratory services.

Exercise professional judgment, skill and care while meeting established standards.

Uphold and maintain the dignity and respect of the profession and strive to maintain a reputation of honesty, integrity and reliability.

Strive to improve professional skills and knowledge, and adopt scientific advances that benefit the patient and improve the delivery of test results.

Not misuse the professional skills or knowledge for personal gain.

## APPENDIX II

### 24.0 Proclamation of the New Constitution

- 24.1** Upon the proclamation of the revised constitution by the Association, the old one ceases to exist.
- 24.2** There shall be no future, present, or past reference to the old constitution herein and after