



**COLLEGE OF PATHOLOGISTS OF EAST CENTRAL  
AND SOUTHERN AFRICA (COPECSA)**

**BYLAWS FOR THE COLLEGE  
OF PATHOLOGISTS OF EAST,  
CENTRAL & SOUTHERN AFRICA  
(COPECSA)**



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## **BY-LAWS FOR THE COLLEGE OF PATHOLOGISTS OF EAST, CENTRAL AND SOUTHERN AFRICA (COPECSA)**

(The By-laws shall be guided by the laws of the United Republic of Tanzania where the College is domicile)

### **1. OFFICE BEARERS OF THE COLLEGE**

- 1.1. The President
- 1.2. The Vice President
- 1.3. The Secretary General
- 1.4. The Deputy Secretary General
- 1.5. The Registrar
- 1.6. The Treasurer
- 1.7. The Assistant Treasurer
- 1.8. The Chairpersons of Two Standing Committees

### **2. ELECTION OF OFFICERS**

- 2.1. The President, the Vice President and the rest of the members of the EXCOM shall be elected during the Annual General Meeting from among the members of the council.
- 2.2. The Chairpersons of Two Standing Committees namely the Finance and General Purposes Committee and the Examination, Credentials, Education and Scientific Committee shall be elected at the sitting of Council preceding the Annual General Meeting. The individuals shall be members of good standing and who must have served as Council Members.
- 2.3. The President and EXCOM members shall hold office for a term of four years.
- 2.4. The Chairpersons of the standing committees shall hold office for a term of two years renewable once.
- 2.5. Election of Executive Committee of College
- 2.6. The election will be carried out during the Annual General Meeting. Any member of the Council is eligible for nomination to any of the positions.
- 2.7. The Secretary General shall be the presiding officer.
- 2.8. Nomination for any of the electable positions shall be propositions directly from the floor and seconded by acclamation.
- 2.9. Where there is more than one nomination a secret ballot shall be held.

- 2.10. The number of nominees shall be agreed upon at the start of the election under the leadership of the presiding officer.
- 2.11. The votes shall be counted by the presiding officer, who shall declare officially which of the candidates are elected.

### **3. HONORARY FELLOWS**

Honorary Fellows shall not be entitled to vote at meetings or to hold office in the COPECSA. They shall not be required to pay entrance fees nor subscriptions.

### **4. CESSATION OF MEMBERSHIP**

Any member whose membership has been terminated by the College shall automatically cease to be in the College Management.

### **5. STANDING COMMITTEES**

- 5.1. There shall be two standing committees appointed by Senate:
  - 5.1.1. Finance and General Purposes Committee
  - 5.1.2. The Examination, Credentials, Education and Scientific Committee
- 5.2. The two committees appointed should, in the exercise of the powers delegated to it, conform to any regulations or directions, which the Council may from time to time make or give its guidance. The Committees will be led by the Chairpersons.
- 5.3. Insofar as the Council authorizes the appointment of any committee other than a standing committee; such a committee shall be elected by the members of the relevant specialty or subspecialty and shall take office at the close of the Council meeting immediately succeeding their election. All committees, or subcommittees, shall be entitled to co-opt additional members with the consent and approval of the Council.

### **6. CONDUCT OF BUSINESS**

- 6.1. Council meetings

The Council will meet twice a year. The Secretary General shall produce an Almanac of the meetings.
- 6.2. Number of meetings

There shall be four meetings of the Executive Committee and two of the Council. At least one shall be a physical and three shall be held virtually.

### 6.3. Notice to meetings

The Secretary General shall issue an Almanac with a calendar of all the planned meetings and a reminder one month before the time of the meeting. It shall be the responsibility of the SG, when sending the notice of the meeting, to give adequate notes and to attach all relevant documents on the matters to be discussed. The same would apply to Virtual meetings.

### 6.4. Virtual meetings

Executive committee and the Council shall participate in at least three virtual meetings through the use of a conference telephone, videoconference or other communications equipment by means of which all persons participating in the meeting can communicate with each other.

### 6.5. Absence of the president

All meetings shall be held in the presence of the President. In the unlikely circumstance that s/he is absent then the Vice President of the College will chair the meeting.

### 6.6. Authority of the chair to invite resource persons

The chair shall have the authority to invite resource persons to the meeting to contribute to specific agenda items agreed upon by the EXCOM and or the Council.

### 6.7. Absence of a quorum

If no quorum is formed within two hours after the time appointed for a meeting, the meeting, shall be adjourned on a majority vote of the Fellows present. The quorum at the Executive Committee and Council Meetings shall be two thirds of the total number of members

### 6.8. Attendance register

The Secretary General shall keep an attendance register, which shall be signed by the members attending the meeting.

## 7. BOARD OF EXAMINERS

The President shall appoint a Board of Examiners of five people at the beginning of each year who would have been nominated by the Examination, Credentials, Education and Scientific Committee. The Board will be responsible for certification and accreditation of the results submitted by the training centers. The Board shall recommend to the President and the Council to approve the awarding the certificates.

## **8. HANDLING ISSUES OF MISCONDUCT**

In the event of misbehavior by a member of the College or behavior likely to bring the profession into disrepute the matter shall be referred to the EXCOM. If the matter is unresolved the issue shall be referred to the Council.

## **9. PRODUCTION OF THE JOURNAL**

A journal of the College will be published on a Bi annual basis. The editor of the journal will be a member of the Council. All efforts will be made to ensure the journal is published online to increase its visibility and impact.

## **10. CONFLICT RESOLUTION**

Wherever conflict arises between members, the Executive Committee shall resolve it by dialogue. Should this fail it will be arbitrated through and adjudicated by the Council.

Should conflict occur between the Council members resolution shall be by arbitration through the EXCOM and adjudication shall be carried out through the Council Meeting.

## **11. AMMENDMENTS TO THE BY-LAWS**

The power to amend the By-Laws shall be carried out by the Council. Any change will need to be supported by two-thirds majority of the Council.



# NOTES

## NOTES



