



**BIOMEDICAL ENGINEERING  
ASSOCIATION OF ZAMBIA  
CONSTITUTION**

# CONSTITUTIONAL

## ARTICLE 1.

### NAME

The Association shall be called the Biomedical Engineering Association of Zambia. (BEAZ).

## ARTICLE 2

### INTERPRETATION

Unless otherwise stated in this constitution:

- 2.1 ASSOCIATION refers to the BIOMEDICAL ENGINEERING ASSOCIATION TECHNOLOGY IN HEALTH CARE.
- 2.2 BRANCH refers to a provincial branch of the Association established under article 16 by virtue of valid 'A' membership status.
- 2.3 AIMS AND OBJECTIVES refers to the specific purpose for which the ASSOCIATION will be responsible and will endeavor to as described in article 3.
- 2.4 BIOMEDICAL ENGINEERING refers to the knowledge, techniques, equipment and procedures used in the prevention, diagnosis and treatment of disease. It includes the assessment, research, design, development, procurement, utilization, maintenance, repair and management of:
  - (a) Medical devices and instrumentation and other healthcare -related devices and equipment.
  - (b) Plant, machinery and healthcare facilities; and
  - (c) Associated human resources.
- 2.5 The term BIOMEDICAL ENGINEERING includes any activity directly or indirectly related to the introduction and use of technology in healthcare.

## ARTICLE 3

### AIMS AND OBJECTIVES

#### 3.1 Purpose

The purpose of the ASSOCIATION is to provide an alliance of professional Association and individuals in Zambia who wholly or partially are involved in the activities described in 3.2 below.

The ASSOCIATION shall be an umbrella organization for promoting the activities of its members.

### 3.2 Aims and objectives

The ASSOCIATION shall

- (a) Promote, develop and facilitate professional co-operation and integration amongst associations, organizations, and institutions, other groups and individuals active in related field;
- (b) Promote and facilitate exchange of experiences, ideas and technical /scientific information amongst its members;
- (c) Promote the formation of healthcare technology (HCT) related provincial societies and associations within Zambia;
- (d) Affiliate, liaise and collaborate with other Relative regional and international Organization as appropriate;
- (e) Promote more effective and efficient assessment, procurement, utilization, maintenance and management of healthcare technology as specified in Article 2.4;
- (f) Promote and encourage research and development of appropriate and effective technologies in collaboration with industry and relevant stakeholder such as government and international development and donor agencies;
- (g) Promote the development of adequate and appropriate education and training in healthcare technology related fields and encourage co-operation in the health, educational and scientific fields;
- (h) Encourage the creation of research networks in order to reinforce, by wider dissemination of information, the role played by research and other organizations. In providing healthcare technology solutions; and
- (I) Organize, facilitate and support regional and national congresses, seminars, meetings and training courses and provide a forum for publication.

ARTICLE 4            STATUTE

The SECTETY is an independent, non-political, non-governmental, non-profit organization, its resources being used exclusively to foster and promote its Aims and Objectives as described in ARTICLE 3. The ASSOCIATION is established for an unlimited period.

ARTICLE 5            LANGUAGE

The official languages of the Association shall be English.

ARTICLE 6            THE EXECUTIVE COMMITTEE

6.1    Function

The Executive Committee shall be the governing body of the ASSOCIATION. It shall define the policies and manage the affairs of the ASSOCIATION. It shall implement decisions and recommendations adopted by the General Meeting.

6.2    Composition

The Executive Committee shall compromise the following officers and members:

- (a)    PRESIDENT
- (b)    V/PRESIDENT
- (c)    GENERAL SECRETARY
- (d)    TREASURER
- (e)    V/TREASURER
- (f)    3 MEMBERS

6.3    Terms of office.

The President, V/President shall serve for a period of 3years. The V/President will, except under special circumstances, be the president -Elect. The Secretary and Treasurer shall serve for 4 years with

the possibility of re-election for a second and final term of office.

6.4 Meeting

The Executive Committee shall meet every 3 months unless needs arise and the quorum shall be two-thirds of all members of the Council.

6.5 Voting by members of the Executive Committee.

Each Executive Committee member shall have one vote. Online votes and proxy votes are permitted. The president shall have a casting vote.

ARTICLE 7 FUNCTIONS OF THE OFFICE BEARERS

7.1 The President shall

- (a) Preside over the General Meeting and Executive Council meetings;
- (b) Represent the ASSOCIATION in all legal and non-legal matters;
- (c) Co-sign all Meetings with the Secretary, and Financial General Meeting Minutes documents with the Treasurer.
- (d) Be actively engaged in international and regional liaison to further the Aims and Objectives of the Association.

7.3 The Vice PRESIDENT shall

Perform all duties of the PRESIDENT in the absence of the president and all such duties that may be assigned and/or delegated by the president.

7.4 The Secretary shall

- (a) Ensure the safe storage and availability of all BEAZ correspondence, communications, minutes and other official documents;

(b) Be responsible for the minuting of meetings of the Executive Committee, the General Meeting and other official BEAZ meetings as determined from time to time;

(c) Maintain up to date membership records.

7.5 The Treasurer shall

(a) Keep proper books of the ASSOCIATION accounts and prepare the annual budget;

(b) Be responsible to the Executive Meeting for all income and expenditure.

#### ARTICLE 8 SECRETARIAT

The ASSOCIATION shall have its Secretariat in the Town of the serving Secretary. The Secretariat shall be actively and primarily responsible for the receipt, distribution and safe storage of documents of the ASSOCIATION, as listed in Article 7.4 (a), and all communications to members.

#### ARTICLE 9 MEMBERSHIP CATEGORIES

The categories of membership shall be:

9.1 'A' MEMBERS: National societies /associations in Zambia engaged in healthcare technology activities.

9.2 'B' MEMBERS: Individual members from within the country without societies/associations falling under 'A' members. The 'B' members should be engaged in healthcare technology activities. This category of membership includes students as outlined in the BY-LAWS of the ASSOCIATION

9.3 'C' MEMBERS: Organizations and societies other than 'A' members but engaged in healthcare related activities.

9.4 'D' MEMBERS: Commercial and Industrial Organization and companies engaged in healthcare technology and healthcare related activities.

9.5 'E' MEMBERS: Honorary Life Membership for individuals who have rendered special and distinguished service to the SOCIETY/ASSOCIATION and/or field of healthcare technology.

ARTICLE 10 MEMBERS, RIGHTS AND OBLIGATION

10.1 Every member shall have the following rights:

(a) To benefit from any or all rights emanating from the BEAZ Constitution

(b) To order his/her conduct so as to uphold his/her personal reputation and dignity and that of the ASSOCIATION.

(c) To freely inspect SOCIETY /ASSOCIATION membership records and books or accounts.

10.2 Every member shall have the following obligations:

(a) To abide by the constitution of the ASSOCIATION

(b) To foster and promote the objectives of the ASSOCIATION.

ARTICLE 11 ADMISSION, TERMINATION AND RE-ADMISSION OF MEMBERSHIP

11.1 Admission of Membership

Admission shall be considered on application. 'A' members shall be accepted by a simple majority of the General Meeting or by postal ballot of the delegates to the General Meeting.

Admission of 'B', 'C' and 'D' members shall be by simple majority of the Executive Committee.

Honorary Life Members (-E" members) shall be nominated by the Executive Committee and approved by two-thirds majority of the General Meeting.

Termination of Membership

11.2 Membership shall be terminated:

(a) Upon written notice to the Secretary;

(b) Upon failing to settle the ASSOCIATION's dues despite adequate notice as specified in the BY-LAWS;

(c) Upon committing professional misconduct which, in the opinion of the Executive Committee, brings or attempts to bring the SOCIETY into disrepute.

(d) Upon death:

Re-Admission

11.3 'A' Members may be re-admitted upon application for re-admission provided the Executive Committee and the General Meeting are satisfied that the reason(s) for termination no longer apply. Other members may be re-admitted upon application by a simple majority vote of the Executive Committee.

MEMBERSHIP FEES

'A' Members shall pay joining and annual

ARTICLE 12 membership fees as determined, in accordance with the number of members in the societies.

12.1 'B', 'C' and 'D' members shall be pay joining fess and annual membership fees as determined by the Association.

12.2

12.3 'E' members are not liable for joining or annual membership fees.

THE GENERAL MEETING

ARTICLE 13 The General Meeting is the assembly of delegates of 'A', 'C' and 'O' members or alternatively 'B' members. The General Meeting shall meet once every year.

The allocation of General Meeting delegates shall be as outlined in the. BY-LAWS. Credentials shall be verified by the Credentials Committee.

Quorum is achieved by the presence of two-thirds of 'A' member delegates or their alternatives.

The General Meeting shall elect by simple majority of the Executive.



Voting shall be conducted in accordance with the BY-LAWS.

#### COMMITTEE /WORKING GROUPS

ARTICLE 14 Standing Committees of the ASSOCIATION and their functions are covered in the BY-LAWS. The Executive Committee may establish Working Groups to address specific issues. The president of the ASSOCIATION (or person delegated by him/her) shall be an ex-officio member of any or all such Committee or Working Groups.

#### BUDGET AND ACCOUNTS

ARTICLE 15 The accounting period shall be closed on December 31st of each year. The Treasurer shall submit for the approval of the General Meeting the account. of the previous accounting period and the budget for the next accounting period. In the intervening years the account and budget shall be submitted to the Executive Committee for approval.

#### BRANCHES

ARTICLE 16 'A' member societies /associations may be given the status of a BRANCH of the ASSOCIATION for the purpose of fostering and promoting the aims and objectives of the ASSOCIATION

#### AMENDMENTS

Amendments to this Constitution must be approved

ARTICLE 17 by a two-thirds majority of the General Meeting. Proposals for amendments must be submitted in writing to the Secretary at least so months prior to the next meeting of the General Meeting.

ARTICLE 18 BY-LAWS

All operations /procedures and final and other details not explicit in these ARTICLES described in the separate set of BY-LAWS.

ARTICLE 19 DISSOLUTION

By resolution of a two-thirds majority at an Extra-ordinary session convened specifically for this purpose.

In case of dissolution, the SOCIETY's assets shall be given to:

(a) Zambian -based international charitable organizations and /or

(b) 'A' members strictly on a pro-rata basis.