

*This draft constitution is provided by the World Federation of Societies of Anaesthesiologists (WFSA) and is intended for guidance only. Each Member Society will have its own distinct situation and is encouraged to amend this draft accordingly.*

**Insert your Society name here**

**Insert your logo or crest if available**

## **Constitution of the (Insert your Society name here)**

### **ARTICLE 1:**

#### **ESTABLISHMENT**

The (Insert your Society name here), herein after referred to as (Insert your abbreviated Society name here) is now established for (Insert your country name here) anaesthesiologists in order for them to work for a common goal and safeguard their profession.

- 1.1. Address
  
- 1.2. Insignia

### **ARTICLE 2:**

#### **AIMS AND OBJECTIVES**

- 2.1. To unite (Insert your country name here) anaesthesiologists and maintain their relationship.
- 2.2. To safeguard the interests of the profession and its members.
- 2.3. To provide a forum for the exchange of ideas, analyse problems and seek solutions.
- 2.4. To improve access to and safety of anaesthetic provision in the country.
- 2.5. To prepare and facilitate research and teaching activities.
- 2.6. To Encourage and facilitate continuing education to its members.
- 2.7. To prepare periodical scientific forum and/or other activities of the society.
- 2.8. To prepare guidelines & standards of practice, monitoring and equipment
- 2.9 To create mechanisms in order to monitor the quality of anaesthesia service in the country.
- 2.10. To advise governmental and non-governmental bodies on the Implementation of anaesthetic practice upon request.
- 2.11. To establish relationships between other societies within and outside (Insert your country name here)
- 2.12 To promote public awareness about anaesthesia services

### **ARTICLE 3**

#### **MEMBERSHIP**

- 3.1. Ordinary Membership  
Any certified anaesthesiologist practising in (Insert your country name here)
- 3.2. Associate Membership  
Shall consist anaesthesia residents, nurse anaesthetists, and specialists  
In surgery, Gyn-obs, medicine, paediatrics & other discipline of medicine
- 3.3. Honorary Membership (*some countries have this some not*)  
Can be awarded by unanimous agreement of the Executive Committee
- 3.4. Overseas Membership  
To be given to anaesthesiologists who are willing to improve and promote  
anaesthetic practice in (Insert your country name here)
- 3.5. Application for Membership  
Applications for membership of (Insert your Society name/abbreviated name here) shall be submitted in writing to the secretary and a majority vote of the Executive Committee in favour of the applicant shall suffice for acceptance
- 3.6. Rights and obligations of members  
An Ordinary/Honorary member shall
  - 3.6.1. Have the right to vote, elect or be elected to the offices of the society
  - 3.6.2. Have the right to express ideas and views concerning the affairs of the Society and submit these to the Executive Committee and / or General Assembly
  - 3.6.3. Share the benefits and privileges achieved by (Insert your society name/abbreviated name here).
  - 3.6.4. Make an effort to accomplish the objectives of the society
  - 3.6.5. Abide by the constitution and by-laws of the society.
  - 3.6.6. Pay the Registration and the Annual membership fees.  
An Associate member shall
  - 3.6.6. Have the right to attend the General Assembly and scientific conferences. Benefit from the services of the society but cannot vote elect or be elected to the offices of the society.
  - 3.6.7. Pay the Registration and annual membership fees.  
An Overseas member shall
  - 3.6.8. Perform the rights and obligations of the ordinary member.
- 3.7. Membership fee
  - 3.7.1. A full member shall pay a Registration fee of (Insert your registration fee here) and an Annual membership fee of (Insert your membership fee here).
  - 3.7.2. An associate member shall pay a registration fee of (Insert your registration fee here) and an Annual membership fee of

(Insert your membership fee here).

- 3.8. Termination of membership  
Membership shall be terminated
  - 3.8.1. Upon the request of the member in writing
  - 3.8.2. When a member fails to pay membership fee for more than two Consecutive years.
  - 3.8.3. When the majority of the general assembly decides to expel a Member due to failure to respect the rules and Regulations of the society.
- 3.9. During termination of membership financial contributions to the society cannot be reimbursed.

#### **ARTICLE 4:**

##### **ORGANS OF THE ASSOCIATION**

- 4.1. The General Assembly
  - 4.1.1. is the supreme decision making body to take account of all matters
  - 4.1.2. is composed of ordinary & honorary members
  - 4.1.3. shall elect & terminate Executive Committee members
  - 4.1.4. shall hold a meeting in ordinary session once in a year, however it shall meet in extraordinary session as conditions may require.
  - 4.1.5. determines annual contributions, supervises the financial policy, accepts audited accounts and approves the budget.
  - 4.1.6. approves termination of membership
  - 4.1.7. decides on any amendment to the constitution
- 4.2. The Executive Committee shall
  - 4.2.1. be composed of a president an executive secretary ,a treasurer, a public relations officer and an ordinary member
  - 4.2.2. have terms of office for two years, no officer shall hold the same office for more than two consecutive terms.
  - 4.2.3. be elected by & is accountable to the general assembly
  - 4.2.4. Represent the society as a legal body
  - 4.2.5. Organize scientific conferences, workshops and publications
  - 4.2.6. Implement the decisions and polices of the society
  - 4.2.7. Promote activities for fund raising
  - 4.2.8. Prepare the annual budget, income and expenditure and present it to the General Assembly.
  - 4.2.9. Meet at least every 3 months.
- 4.3. The President shall
  - 4.3.1. Preside over ordinary and extra ordinary meetings.

- 4.3.2. Represent the society in official dealings with governmental and Non-governmental organizations.
- 4.3.3. Be a signatory to all accounts of the society.
- 4.3.4. Present the annual report to the general assembly.
  
- 4.4. The Secretary shall
  - 4.4.1. Perform the duties and Responsibilities of the president in his absence.
  - 4.4.2. Shall keep the minutes of each meeting of the executive committee and the general assembly.
  - 4.4.3. Shall be responsible for all internal correspondence and have the Custody of the records and seals of the society.
  - 4.4.4. Shall prepare the Agenda for the executive committee and the General Assembly in consultation with the president.
  
- 4.5. The Treasurer shall
  - 4.5.1. Keep the account books of the society and an up-to date financial Account records.
  - 4.5.2. Counter sign with the president on all bank Transactions
  - 4.5.3. Prepare annual financial statements for proper auditing.
  - 4.5.4. be responsible for the property of the society
  
- 4.6. The Public Relations officer shall (*this could be the role of the Secretary*)
  - 4.6.1. Encourage anaesthesiologists and others to become members
  - 4.6.2. be responsible for the dissemination of all information's about the activities of the society, and promote scientific publications of the profession.
  - 4.6.3. Organize fund raising and entertainment activities
- 4.7. The Ordinary member shall
  - 4.7.1. Attend all ordinary and extraordinary meetings of the Executive Committee.
  - 4.7.2. Undertake assignments delegated to him/her by the Executive Committee.

#### **ARTICLE 5.**

- 5. Special committees  
Special committees may be appointed by the Executive Committee for any purpose or to realize activities resulting from implementation of the aims of the society.

#### **ARTICLE 6.**

- 6. Funds and expenditure
  - 6.1. Funds shall be derived from a previously agreed registration fee, gifts, consultation, and sales of publications, donations, rent or lease of properties.
  - 6.2. The society shall have its own bank account.
  - 6.3. All money withdrawals from the bank shall be effected when the president

or the Executive Secretary (in the absence of the President) and the treasurer sign.

#### **ARTICLE 7.**

7. Auditing
  - 7.1. The financial records shall be calculated every year and any time as required
  - 7.2. The auditing shall be done by two members of the society and / or external auditors appointed by the general assembly.
  - 7.3. The report of auditing shall be presented to the General Assembly by the auditors

#### **ARTICLE 8.**

8. Quorum and Decisions  
The General Assembly shall consider a meeting when X% of the full members present and decisions are approved by simple majority.
9. Amendments  
Proposed amendments to the constitution must be presented to the general assembly and shall be amended by majority.
10. Dissolution  
Decision to dissolve (Insert your society name/abbreviated name here) shall be carried by an affirmative vote of over X% of the General Assembly, and at the time of liquidation all accounts shall be settled and surplus funds distributed among members of the society.