



# **ASSOCIATION OF MEDICAL LABORATORY SCIENTISTS OF NIGERIA**

## **UNIFORM BYE-LAW FOR BRANCHES/CHAPTERS**

**Enacted this day 28th July, 2018**



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## **Article 1. NAME**

The Branch shall be called the Association of Medical Laboratory Scientists of Nigeria branch/Chapter (hereinafter called “the Branch”/ “the Chapter”).

## **Article 2. OBJECTIVES**

The objectives of the Branch/Chapter shall be:

- i. To promote the welfare of members of the Association within the State/Chapter.
- ii. The promotion of high standards in Medical Laboratory Science education and practice through meetings, seminars, workshops, conferences, discussions, reports and publications.
- iii. To promote the advancement of the health of the generality of people within the State/Chapter through efficient and cost-effective Medical Laboratory Services.
- iv. To harness the resources, rights, privileges and opportunities accruing to MEDICAL LABORATORY SCIENTISTS and ensure that such rights, privileges, opportunities and resources are equitably applied for the collective benefits of members in the State/Chapter.
- v. The promotion of understanding amongst the various health professionals in the Branch/Chapter based on equity and mutual respect.
- vi. The mobilization of Medical Laboratory Scientists in the Branch/Chapter towards self-actualization through the development of talents and creative application of skills.
- vii. To uphold the professional code of conduct and ethics as laid down by the Medical Laboratory Science Council of Nigeria (MLSCN) in the Branch/Chapter.



- viii. To collaborate with the Association of Medical Laboratory Scientists of Nigeria at the National level to drive and achieve the aims and objectives of the Association.
- ix. To initiate, participate and advise the state Government and non-governmental organizations on programmes, legislations and policy matters related to health care delivery system with emphasis on strengthening Medical Laboratory Practices in the state/Chapter.
- x. The monitoring and/or overseeing the functions and activities of the sub-groups of the Association within the Branch.
- xi. Generally to do such other thing(s) as may be necessary to attain the Association's aims and objectives and promote quality medical laboratory training and services within the Branch.

### **Article 3. MEMBERSHIP**

- (i) Every Medical Laboratory Scientist who resides, practices and/ or works in the State/facility where the Branch/Chapter is situated shall be a member of the Branch/Chapter;
- (ii) Every member shall meet his financial obligations to the Branch/Chapter by paying, as and when due, all dues, levies and contributions as may be imposed by the Branch from time to time.
- (iii) A financial member is a member who has paid all Branch/Chapter dues or subscriptions, levies and Other contributions imposed by the Branch/Chapter from time to time.



#### **Article 4. ANNUAL BRANCH/CHAPTER DUES AND LEVIES**

Annual Branch dues and other levies shall be as fixed by the Branch in General meeting on the recommendation of the Executive committee of the Branch from time to time.

#### **Article 5. THE BRANCH/CHAPTER EXECUTIVE OFFICERS**

- (a) The officers of the Branch/Chapter shall be elected every three (3) years at an election held in a General meeting of the Branch preceding the expiration of the tenure of the out-going Executive officers.
- (b) There shall be for the Branch/Chapter Executive Officers consisting of the following:
  - (i) Chairman
  - (ii) Vice Chairman
  - (iii) Secretary
  - (iv) Assistant Secretary
  - (v) Treasurer
  - (vi) Financial Secretary
  - (vii) Publicity Secretary
  - (viii) Auditor
  - (ix) Social/Welfare Officer
  - (x) Immediate past Chairman (ex-officio)

#### **Article 6. DUTIES OF BRANCH / CHAPTER OFFICERS**

- a. **CHAIRMAN**
  - i. The Branch/Chapter Chairman shall be the head of the Branch/Chapter Executive Officers, Executive council and coordinate all activities of the Branch/Chapter.
  - ii. He shall be responsible for the day-to-day running of the Association at the Branch/Chapter and preside over all



General, Emergency and Executive meetings of the Branch/Chapter.

- iii. He shall have the power to intercede in all affairs of the Association and promote understanding among members.
- iv. He may, if necessary, direct the expulsion of any member whose conduct threatens to disturb the orderly proceedings of any meeting of the Association.
- v. He shall summon all meetings of the Association at the Branch/Chapter level.
- vi. He shall be "A" signatory to the Branch/Chapter account.
- vii. Shall prepare and present Annual Report to the General Assembly.
- viii. Keep an imprest for running of his office as may be approved by State /Chapter Executive Council/officers.

**b. VICE CHAIRMAN**

- i. Act as Branch /Chapter Chairman in the absence, death, resignation or physical incapacitation of the Chairman.
- ii. Preside over all meetings of the Branch/Chapter in the absence of the chairman
- iii. Assist the Chairman in the performance of his duties.
- iv. Perform such other duties as may be assigned to him by the Chairman or the State/Chapter Executive Officer or State Executive Council.

**c. SECRETARY**

- i. Issue notices of meetings, after due consultation with the Chairman.
- ii. Keep the record and minutes of meetings of the State/Chapter Executive Officers, State Executive Council and the General Meetings of the Branch/Chapter.
- iii. In the execution of his duties, act under the control of the SEC/CEOs and direction of the Chairman and ensure the





smooth administration of the Association.

- iv. Be responsible for the running of the Branch/Chapter Secretariat.
- v. Keep an up to date nominal roll of members of the Association in the Branch/Chapter.
- vi. Conduct correspondence on behalf of the Association after due consultation with the Chairman.
- vii. Shall prepare the quarterly reports of the assets and liabilities of the Association.
- viii. Be a signatory to the Association's Account.
- ix. Keep an imprest for running of his office as may be approved by the SEC/CEOs.
- x. Perform any other function(s) as may be assigned to him by the Chairman and/or the Association.

**d. ASSISTANT SECRETARY**

- i. Assist the Branch Secretary in the performance of all secretarial duties.
- ii. Act as Secretary in the absence, death, resignation or physical incapacitation of the Branch/Chapter Secretary.

**e. TREASURER**

- i. Keep account of all donations, gifts, dues and contributions to the Branch/Chapter Association.
- ii. Within 72 hours make bank lodgments in respect of the monies received by him within the period of such collection and for such purposes keep appropriate books of account.
- iii. Keep an imprest as may be approved from time to time by the SEC/CEOs.
- iv. Be a signatory to the Association's Account.
- v. Perform such other functions as may be assigned to him from time to time by the Association or the Chairman.



**f. FINANCIAL SECRETARY**

- i. Be responsible for keeping the financial records of the Branch/Chapter Association.
- ii. Prepare and have ready for the Auditor, a financial statement of the Branch/Chapter Association.
- iii. Prepare a quarterly report of the accounts of the Branch/Chapter Association.
- iv. Prepare and submit to the SEC /General Assembly through the SEO/CEOs an annual report containing revenue estimates and expenditure (Budget).
- v. Prepare and sign all vouchers as approved and countersigned by the Chairman.
- vi. Shall make available the Annual Financial Report to the SEC/CEOs members at least a day before the last General Meeting of the Branch/Chapter and present same at the General Meeting of the year.
- vii. Perform such other functions as may be assigned to him from time to time by the Association or the Chairman.

**g. PUBLICITY SECRETARY**

- i. Publicize all activities of the Branch/Chapter Association, after due consultation with the Chairman.
- ii. Issue releases and statements on matters of general interest to the Association as directed by the Chairman or State executive council/CEOs.
- iii. Be the liaison officer between the Association and the Public.
- iv. Send notices of all meetings to the Branch /Chapter members.
- v. Keep an imprest for running of his office as may be approved by the SEC/CEOs.
- vi. Perform such other functions as may be assigned to him from time to time by the Association or the Chairman.



**h. AUDITOR**

- i. Carry out bi-annual auditing of the Association's accounts.
- ii. Ensure prudent and judicious use of all monies released to officers of the Association.
- iii. Prepare an audited account of the Association.
- iv. Perform such other functions as may be assigned to him from time to time by the Association or the Chairman.

**i. SOCIAL/ WELFARE OFFICER**

- i. Coordinate the Welfare/Social responsibilities of the Association to members as provided.
- ii. Be a member of the committee set up to organize the Branch /Chapter end of year party/dinner.
- iii. Perform such other functions as may be assigned to him by the Chairman or the State Executive Council/CEOs.

**Article 7. MEMBERS OF THE STATE EXECUTIVE COUNCIL (SEC):**

- i. Members of the Branch Executive Officers.
- ii. Director(s) of Medical Laboratory Services in the State branch.
- iii. Head of Department of MLS in Universities located in the State.
- iv. State Chairman and Secretary Guild of Medical Laboratory Directors.
- v. National Officers and BoT member based in the State
- vi. Chairmen and Secretaries of Chapters.
- vii. Members of former and present MLSCN Governing Board resident in that State.

**Article 8. POWERS OF THE STATE EXECUTIVE COUNCIL (SEC)**

- i. Ensure the proper management of all funds of the



- Association and protect them from misappropriation.
- ii. Approve annual budget of the Association.
  - iii. Diligently fulfill the duties prescribed for the protection of members.
  - iv. Approve all legal proceedings, which may be necessary on behalf of the Branch Association and recommend same to the National Executive Council to protect the interest of the Association as a whole.
  - v. Take every means to secure the observation of all rules of the Association within the Branch by its members.
  - vi. Settle disputes between members in the Branch.
  - vii. Have powers to make rules where necessary without prejudice to the provisions of this Constitution/Bye-Law for the smooth implementation of policies of the Association in the Branch.
  - viii. Emergency meetings notwithstanding, SEC shall meet every quarter.

## **Article 9. STANDING COMMITTEES**

The state Executive Council shall set up the following Standing Committees:

- i. Ethics and Disciplinary,
- ii. Legislative,
- iii. Education and Standards,
- iv. Welfare and Remuneration,
- v. Publicity,
- vi. Finance,
- vii. Quality Assurance,
- viii. State Health Insurance Scheme
- ix. State Primary Health Care Development Agency,
- x. Establishment Matters,





- xi. Monitoring and Evaluation (M& E) Committee,
- xii. Committee on Public Health Emergencies,
- xiii. Committee of Past chairmen and any other as may be approved from time to time with defined terms by the General Assembly on the recommendation of SEC.

The tenure of the committee members shall be at the discretion of the state chairman based on their performance.

#### **Article 10. AD HOC COMMITTEES**

- i. Whenever necessary the General Meeting or State Executive Council/Officers may appoint an Ad-Hoc committee(s) to consider any specific matter which may be of interest to the Association.
- ii. in the performance of its duties, any special committee so appointed shall act within the terms of its appointment.
- iii. It may co-opt any person or persons who it deems fit to be of assistance to the successful completion of its assignment.

#### **Article 11. GENERAL MEETINGS**

- i. The supreme authority of the Branch/Chapter shall be vested in the General Meeting whose decision on all matters affecting the Branch/Chapter shall be final.
- ii. The chairman shall preside at the General Meetings of the Branch/Chapter and at the State Executive Council meetings and in the absence of the chairman, the vice-chairman shall preside.
- iii. The meeting of the Branch/Chapter assembly shall hold quarterly or as may be expedient.



- iv. Decisions of the Branch/Chapter Assembly shall not be at variance with the provisions of this constitution.
- v. The meetings shall be held at such time and place as the Branch/Chapter, the state executive council or the chairman may designate from time to time.

#### **Article 12. FEES AND DUES**

- i. All Ordinary Members are obligated to the payment of such levies, fees, dues, subscriptions and other financial contributions at Chapters and Branches level as may be determined and prescribed from time to time by the General Assembly Meetings of the Chapters and Branches.
- ii. All Chapters shall collect such levies, fees, dues, and other financial contributions for themselves and the Branches and remit same appropriately within seven (7) days. Failure to remit such monies shall attract penalty of 20% of the total sum collected on behalf of the Branches.
- iii. No member shall owe such levies, fees, dues and other financial obligation in excess of three months for Chapters and the Branches. Defaulters shall pay 20% penalty fee of total sum of such levies, fees, dues and other financial obligations.
- iv. Any member seeking to renew his/her license shall in addition to other statutory requirements for annual license renewal, submit a clearance from the branch.

#### **Article 13. REMOVAL OR RESIGNATION OF OFFICER(S)**

- i. The State /Chapter Executive Officers, in a duly convened meeting, shall have the power to suspend for a period not exceeding three (3) months any officer who, to their



satisfaction, has committed gross misconduct capable of bringing the Association to disrepute.

- ii. The case thereafter is referred to disciplinary committee within seven (7) days for investigation and recommendation to SEC.
- iii. Any office holder who by the recommendation of disciplinary committee is found guilty of an offence, stands removed from office if the disciplinary committee's recommendation for such is supported by two third of the members present at convened SEC meeting.
- iv. Any Branch /Chapter General meeting properly convened shall have the power to dissolve or pass a vote of "No confidence" on the Branch/Chapter Officer(s), provided a motion moved to this effect is supported by one third of chapters in writing and passed by at least two-third of the members present, and shall hand-over to the NEOs/BEOs as the case may be, which shall thereafter, conduct elections within 6 months.

#### **Article 14. ELECTIONS**

##### **a) ELIGIBILITY TO HOLD A BRANCH/CHAPTER OFFICE**

Any person seeking election into any office in the Association shall;

- i. Be a financial member of the Branch and Chapter.
- ii. Be an active member of his Branch and Chapter.
- iii. Be sponsored by the chapter for Branch office.
- iv. Must have served a full term at the Chapter level to contest for Branch offices.
- v. Not have been indicted by a panel, court or tribunal or any equivalent body.
- vi. Shall be free of any proven case of negligence, poor performance and dereliction of duties or any form of



misconduct.

- vii. Must provide evidence of payment of dues as and at when due in the last three years.

**b) ELIGIBILITY TO VOTE:**

- i. Shall be a registered and licensed Medical Laboratory Scientist including provisionally licensed intern Medical Laboratory Scientists.
- ii. Shall be financially up to date except Members Emeritus.
- iii. Shall be an active member of the Association at the Chapter/Branch respectively.

**Article 15. APPOINTMENTS AND DUTIES OF THE ELECTORAL COMMITTEE**

- i. There shall be an AMLSN Branch/Chapter Electoral Committee-"ABEC"/"ACEC" appointed by the State Executive Council/CEOs on the recommendation of State Executive Officers as the case may be for the conduct of elections.
- ii. The ABEC/ACEC shall have the powers to conduct elections of the Branch/Chapter Executive Officers of the Association of Medical Laboratory Scientists of Nigeria.
- iii. The ABEC /ACEC shall be appointed at least three months before the expiration of the term of the out- going executive of the Branch/Chapter.
- iv. The ABEC/ACEC Shall generate guidelines for approval by SEC/CEOs for the conduct of election into the elective offices of the Association in consonance with the provisions of this Constitution.
- v. The Electoral committee Shall adequately publish approved guidelines to all members of the Association.





- vi. The Electoral committee Shall prepare and publish the time-table for the conduct of the election.
- vii. The Electoral Committee Shall produce all required materials for the conduct of the election.
- viii. The Electoral committee Shall in consultation with the SEOs/CEOs prescribe fee payable by the aspirants for the various positions.
- ix. The ABEC/ACEC Shall screen all aspirants and publish the names of eligible candidates.
- x. The ABEC/ACEC Shall reserve the power to disqualify any aspirant or candidate that does not meet the requirement(s) of the Constitution at any stage before the election.
- xi. The ABEC/ACEC Shall inform all aspirants/ candidates not later than three days to the election date about their eligibility status to contest the election.
- xii. The ABEC/ACEC Shall have the power to treat all pre-election petitions/appeals submitted not later than 48hrs to the Election.
- xiii. The ABEC/ACEC Shall conduct a free, fair, and credible election and shall be independent and free from interference(s) from any arm or organ of the Association.

#### **Article 16. HOLDING OF ELECTIONS**

- i. Election of the State/Chapter Executive Officers shall hold in the Branch/Chapter General Meeting immediately preceding the expiration of the term of the out-going executive officers.
- ii. Elections shall be by open-secret ballot.
- iii. The outgoing SEOs/CEOs shall be formerly dissolved before the conduct of election of the incoming SEOs/CEOs.



- iv. Election shall be deemed to have been successfully conducted when elections are completed and officers returned elected.
- v. Inconclusiveness of any elective office(s) shall not invalidate the successfully conducted elections.
- vi. The National President/Branch Chairman shall assign a National/Branch Executive Officer to observe the Branch/Chapter Elections and shall submit a written report to the National President/Branch Chairman respectively.

#### **Article 17. SWEARING-IN OF ELECTED STATE OFFICERS/ASSUMPTION OF OFFICE AND HANDING OVER**

- i. Following the declaration of the results, all the elected officers shall be sworn-in at the Branch/Chapter General Meeting immediately by a Notary Public/Legal practitioner or the most senior Medical Laboratory Scientist at the venue of the meeting.
- ii. All elected officers shall be deemed to have assumed office immediately after being sworn in.
- iii. This provision in (i) above is without prejudice to performing a formal swearing-in and Investiture Ceremony at a later date as will be convenient for the executives.
- iv. Except otherwise resolved at a General Meeting, all Standing Ad-hoc Committees of the Branch/Chapter shall automatically become dissolved upon the swearing-in of the new elected officers.
- v. All vacating Branch/Chapter officers and committee secretaries shall handover all records, monies, receipts, cheque books and any other property of the Association in their possession to the newly elected Branch /Chapter



officers within seven (7) days of assumption of office by the incoming officers.

- vi. It shall amount to an act of gross misconduct for any member or former officer of the association to violate subsection (5) above and any such case shall be referred to the Disciplinary Committee.
- vii. Certificates of return shall be issued by ABEC/ACEC to all successfully elected officers.

#### **Article 18. POST ELECTION APPEAL**

- i. In event an aspirant/candidate is not satisfied with the electoral process, he could write an appeal within 48 hours to the Branch/National Executive Officers of the Association for Chapter and Branch Elections respectively.
- ii. The Branch/National Executive Officers shall consider the appeal within one month.
- iii. The verdicts of the NEOs on post-election appeal at the Chapter/Branch shall be final on the matter.

#### **Article 19. AMENDMENT**

The Bye-Law may be amended by a special Resolution of members present in a duly constituted AGM or SGM in line with the procedure for the amendment of the AMLSN constitution.

#### **Article 20. APPLICABILITY**

The Bye-Law shall apply to the Branch/Chapter to the exclusion of any other Bye-Law except operational rules were expedient which shall be submitted to the NEC for approval.



## FIRST SCHEDULE TO THE BYE-LAW

### STANDING ORDERS

The standing orders of this Bye-Law shall be as contained in the first schedule of the AMLSN constitution with the Chairman replacing the position of the President for all Branch/Chapter Meetings

## SECOND SCHEDULE TO THE BYE-LAW

### OATH OF OFFICE

I....., pledge to serve the Association of Medical Laboratory Scientists of Nigeria as .....

I shall uphold and defend the constitution and Rules of the Association.

I promise to be loyal, faithful and bear true allegiance to the profession and the Association of Medical Laboratory Scientists of Nigeria.....Branch/Chapter.

I shall always support the course of the Association to the benefit of the members and..... Branch/Chapter in general.

I shall not allow my personal interests to override my decisions on matters affecting the Association and the profession of Medical Laboratory Science in .....State Branch/Chapter.

SO HELP ME GOD!

Signature.....

Office .....

Date.....





## THIRD SCHEDULE TO THE BYE –LAW

### AMLSN ANTHEM

- 1 Across the veld of human tutelage  
Toddlers in step by step ascent  
Toiling in a haunted terrain  
We came through rain and fire (DC)
2. We stood our ground and perch  
Waiting for the Lord of sciences  
To our strength granted his favour  
Making us a tool in his hand (DC)
3. Great heirs of mystery we are  
Anointed to unveil her secrets  
So holy and sublime our ways be  
That lettered verdicts yield their healing (DC)
4. You gave us new life O GOD  
Through peril of uterine life  
When the long night you subdued  
Proclaiming our freedom (DC)
5. Masters no longer toddlers  
Med Lab Scientists across the land  
Are tributaries of talents  
High tide of med lab science (DC)

**Bassey Enya Bassey**  
National President

**James Garba Damen**  
National Secretary