

**THE
CONSTITUTION
OF THE**



**ASSOCIATION OF
RESIDENT DOCTORS**

University of Benin Teaching Hospital Benin City

*As reviewed at the
2021 ANNUAL GENERAL MEETING*

*Held at:
ARD CLUB HOUSE, UBTH,
Benin City, Edo State Nigeria
in December 2021*

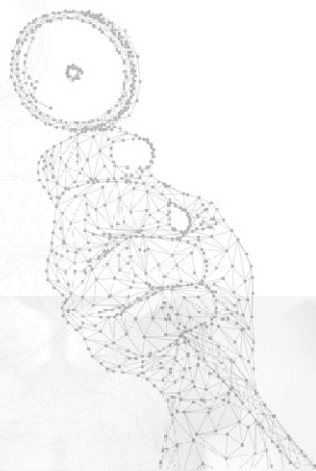


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PREAMBLE

The Association of Resident Doctors of the University of Benin Teaching Hospital joined other similar association in forming the National Association of Resident Doctors' (NARD) on Friday August 4th 1978.

Before the Merger with NARD, the Association of Resident Doctors of the University of Benin Teaching Hospital was guided by unwritten tradition and by guidelines from the constitution of the National Association of Resident Doctors.

As local branch, the Association of Resident Doctors of the University of Benin Teaching Hospital encounters issues from time to time that may not be adequately dealt with or provided for by unwritten tradition and the constitution of the National Association of Resident Doctors. To fill this void, the Resident Doctors in UBTH under the aegis of ARD, came together and formulated a constitution. This constitution is the supreme legal document of the Association of Resident Doctors of UBTH and guides all her activities.

CHAPTER ONE

The name of the Association shall be “Association of Resident Doctors, University of Benin Teaching Hospital, Benin City”. Hereinafter referred to as the “ARD”.

CHAPTER TWO

AIMS AND OBJECTIVES

1. To protect the interest of Resident Doctors.
2. To promote the efficiency of the Resident Doctor in the discharge of his medical responsibilities.
3. To consider and express her views on all proposed policies and legislation affecting Resident Doctors in Nigeria.
4. To promote the standard of health care delivery.
5. To co-operate with the bodies both within and outside Nigeria, with similar aims and objectives.
6. Promote and preserve healthy inter-personal relationship.

CHAPTER THREE

MEMBERSHIP

There shall be two categories of membership. The official membership and the honorary membership.

1. Official Membership – Doctors in the following groups shall be members of the ARD.
 - a) All registered Medical and Dental Practitioners below the status/rank of consultant admitted. Employed into UBTH.
2. Honorary Membership
 - (i) (a) Honorary membership of the ARD shall be conferred on any Medical or Dental practitioner who has excelled in the field of medicine or dentistry or has distinguished himself in protecting the interest of Resident Doctors. Such a candidate shall be nominated through the Executive Council and confirmed by two thirds of members present at the Annual General Meeting. In the event of a fraction, such fraction will be approximated to the higher whole number.

(b) An honorary member shall enjoy all the rights and privileges as in CapiiiS4b. Cannot vote or be voted for at elections and meetings.

(ii) LIFE MEMBERSHIP

- (a) Life members shall be conferred on any present or past member of the association duly nominated by the Executive Council and the nomination confirmed by two-thirds majority of

delegates present at the Annual General Meeting. Such a doctor must have made substantial contributions towards advancing the interest of Resident Doctors.

- (b) Life members who are past members of the A.R.D shall not have the rights to vote or be voted for at all meetings.

(iii) ASSOCIATE MEMBERSHIP

- (a) Financial members of UBEMSA and BUDSA (University of Benin Medical Students' Association and Benin University Dental Students' Association shall be associate members of ARD.
- (b) Associate members may contribute to discussions and deliberations in a general meeting of the ARD.
- (c) Associate members shall not be eligible to vote or be voted for in any meetings of the ARD.

3. TERMIMNATION OF MEMBERSHIP

Official membership may be terminated by:

- (a) Resignation, termination, retirement, dismissal or transfer of service from the hospital.
- (b) Expulsion by the ARD.

4. RIGHTS AND PREVILEDGES OF MEMBERS

- (a) Official members:

Every financial member shall have the following rights unless such rights be withdrawn under another section of this constitution.

- i. The right to seek the support of the ARD in any issue that infringes on his liberty, dignity, property or privacy in the course of the performance of his duty as a Doctor.
- ii. The right to claim for any benefits accruing to the ARD.
- iii. The right of access to social amenities provided by the ARD.

(b) Associate and honorary members:

5. OBLIGATIONS

Every members shall have the following obligations to the ARD unless he relieved of such obligations by another section of this constitution.

- (a) To pay annual dues as may be dictated by the ARD.
 - (i) Members primarily employed by the hospital shall have the dues deducted at salary source.
 - (ii) Members primarily employed by other bodies shall pay through Banker's standing orders.
- (b) To pay all fines and levies as may be imposed by the ARD.
- (c) To serve in any capacity as may be appointed by the ARD.
- (d) To abide by the constitution of ARD.

CHAPTER IV

THE EXECUTIVE COUNCIL

1. MEMBERSHIP

The executive council shall consist of the following officials:

- (a) The President
- (b) The Vice President
- (c) The Secretary General
- (d) The Assistant Secretary General
- (e) The Financial Secretary
- (f) The Public Relations Officer (PRO)
- (g) The Social Secretary
- (h) The Sports Secretary
- (i) The Club House Secretary
- (j) The Assistant Club House Secretary
- (k) The Immediate Past President
- (l) The Immediate Past Secretary General
- (m) The Editor “Benin Journal of Postgraduate Medicine”.
- (n) A member elected from the General Assembly.

The Immediate Past President, the Immediate Past Secretary General, the Editor of “the Benin Postgraduate Journal of Medicine” and a member elected from the General Assembly are Ex-Officio I, II, III, and IV respectively. The position of Ex-Officio IV shall be filled by election at a General Assembly.

In the event of the president and/or Secretary General earning a second term, the post(s) of Ex-Officio I (Immediate Past President) and/or Ex-Officio II (Immediate Past Secretary General) becomes vacant. These vacancies cannot

be filled either by election or nomination, since the respective officers are present in the subsisting executive to render relevant information/services.

Ex-officio I - Past President

Ex-office II - Past Secretary General, or remain vacant if there is no past.

2. TENURE

1. The life span of the executive council shall end with the end of the Annual General Meetings.
2. No member shall serve for more than two consecutive terms at the same post.
3. Extension of tenure in office may be granted by the General Assembly.
4. Extension of tenure may be granted under the following conditions: (a) periods of National or Local crises e.g. strike, internal conflicts (b) death of a prominent member of the association or UBTH management.

3. COLLECTIVE FUNCTIONS

The Executive Council shall:

- (i) Carry out the affairs of the ARD.
- (ii) Present a budget proposal to the General Assembly within six weeks assumption of office.
- (iii) Nominate committee members or representatives subject to ratification by the General Assembly; a nominee shall start performing his duties immediately pending ratification by the General Assembly.

- (iv) Set up ad-hoc committee as and when necessary for the performance of the function of ARD. Such Committee shall immediately commence performing her duties pending ratification by the General Assembly.
- (v) Co-ordinate the function of all committees.
- (vi) Make recommendations to the General Assembly on issues of interest to the ARD.
- (vii) Carrying out the mandate of the General Assembly.
- (viii) Employ the service of a legal practitioner when required.
- (ix) Organize the Annual General Meeting (AGM) in the month of December succeeding that in which they were elected. However, in the case of extension of tenure resulting from any unforeseen circumstances, the executives council shall at the expiration of the extension immediately organize the AGM.

Where an extension of tenure extends beyond the month of June, the current Executive Committee shall continue to serve till the month of December and their tenure terminated in a proper AGM subject to the ratification of the General assembly.

Where such ratification is not granted, a transition committee whose composition, tenure and budget determined by the General Assembly shall be put in place.

There shall be three sessions at Annual General Meetings:

- i. An Opening Session
- ii. A Scientific Session

iii. A Business Session

- j. Take emergency decisions on behalf of the General Assemble and shall subsequently report to the General Assembly.

A. THE PRESIDENT SHALL:

- (i) Be the chairman and preside over all meetings of the Executive Council and the General Assembly.
- (ii) Sign the Minutes of Meetings.
- (iii) At all Executive Council meeting he shall in consultation with the other members of the Executive Council, interpret the constitution and decide on doubtful points.
- (iv) Through the secretary general summon meetings of the Executive Council or the General Assembly.
- (v) Together with the Secretary General sign all press releases.
- (vi) Presides over all press conferences summoned by ARD.
- (vii) Carry out all other functions assigned to him by mandate of the Executive Council, General Assembly or any other section of this constitution.
- (viii) With the agreement of at least 2 other members of the Executive Council in a situation in which an emergency meeting cannot reasonably be summoned, take decision on behalf of the ARD and shall report subsequently to the General Assembly.

- (ix) Be a signatory to the ARD Bank Account and the journal Account.

B. THE VICE PRESIDENT

- (i) Shall assist the President
- (ii) Shall act in the absence of the President
- (iii) Shall be the chairman of the Welfare Committee
- (iv) Shall carry out other functions assigned to him/her by the Executive Council, General Assembly or any other section of this constitution.

C. THE SECRETARY GENERAL

- (i) Shall receive and dispatch correspondence on behalf of the ARD
- (ii) Shall keep the minutes of meetings of the Executive Council and the General Assembly.
- (iii) Shall arrange with the President, the order of proceedings at meetings
- (iv) Shall summon meetings of the Executive Council and the General Assembly as directed by the President or under any other section of the Constitution.
- (v) May keep an imprest cash account of up to ten thousand naira (N10,000)
- (vi) Shall in conjunction with the President, supervise the secretariat engagements of the ARD.
- (vii) Be a signatory to the ARD Bank account.

- (viii) Shall keep an inventory of all association properties and shall be in charge of the ARD bus.
- (ix) Shall carry out all other functions as may be mandated by the General Assembly, Executive Council or any other section of this constitution.

D. ASSISTANT SECRETARY GENERAL

- (i) Shall assist the Secretary General
- (ii) Shall act in his absence
- (iii) Shall be secretary of the Welfare Committee
- (iv) Shall carry out all other functions assigned to him by the Executive Council, General Assembly or any other section of the constitution.

E. FINANCIAL SECRETARY:

- (i) Shall receive all monies and other income due to ARD.
- (ii) Shall deposit such monies into the ARD Bank Account within seven (7) days of receipt.
- (iii) Shall disburse funds as approved by the Executive Council or the General Assembly.
- (iv) May keep an imprest account of not more than five thousand naira (5000.00).
- (v) Shall be a signatory to the ARD Bank Account and to the journal Account.
- (vi) Shall keep records of income and expenditure of funds of the ARD.
- (vii) Shall keep an up-to date record of all financial members.

- (viii) Shall present quarterly financial report at the OGM.
- (ix) Shall carry out all other functions as may be assigned to him by the Executive Council the General Assembly or under any other section of this constitution.

F. PUBLIC RELATION OFFICER (PRO)

- (i) Shall be responsible for the internal publicity of ARD UBTH and her activities.
- (ii) Shall in conjunction with the president, be responsible for the external publicity of ARD UBTH activities.
- (iii) Shall carry out all other functions as may be assigned to him by the executive Council, the General Assembly or under any other section of this constitution.

G. THE ACADEMIC SECRETARY

- (i) Shall coordinate all academic activities carried out by the ARD.
- (ii) Shall liaise with the Postgraduate coordinator on issues bothering on Residency training.
- (iii) Shall be Chairman of the Education Committee
- (iv) Shall be a member of the welfare committee
- (v) Shall carry out all other functions as may be assigned to him by the Executive Council

H. THE SOCIAL SECRETARY

- (i) Shall coordinate all social activities of the ARD
- (ii) Shall be chairman of the social committee

- (iii) Shall be a member of the welfare committee.
- (iv) Shall carry out all other functions as may be mandated by the Executive Council, General Assembly or any other section of this constitution.

I. THE SPORT SECRETARY

- (i) Shall organize and co-ordinate all sporting activities of the ARD.
- (ii) Shall organize an annual sports week before the Annual General Meeting in his tenure.
 - a. Shall organize an annual sports all sports week before the Annual General Meeting in his tenure.
 - b. Trophies and prizes shall be vied for at such sports weeks.
- (iii) Shall be the custodian of all ARD'S sports and games equipment.
- (iv) Shall carry out all other functions as may be assigned to him by the Executive Council, the General Assembly or under any other section of this constitution.

J. THE CLUB HOUSE SECRETARY

- (i) Shall be the chairman of the ARD Club House Management committee.
- (ii) Shall oversee the day to day running of the ARD Club House and Lounge.
- (iii) Render monthly financial account of the ARD Club House to the Financial Secretary.
- (iv) Shall carry out all other functions as may be mandated by the General Assembly, Executive

Council or any other section of this constitution.

K. THE ASSISTANT CLUB HOUSE SECRETARY

- (i) Shall assist the Club House Secretary
- (ii) Shall act in his absence
- (iii) Shall be the secretary of the Club House Management Committee
- (iv) Shall carry out all other functions as may be mandated by the General Assembly, Executive Council, or any other section of this constitution.

MEETING OF THE EXECUTIVE COUNCIL

(a) Type of meetings

There shall be two types of Executive Council Meetings

- i. The Ordinary Executive Council Meeting which should hold at least once in two months.
- ii. The Emergency Executive Council Meeting which can be summoned at any time to discuss issues requiring urgent attention.

(b) Conduct of Meeting.

- i. The president shall through the secretary general summon all Executive Council Meetings. The secretary general will however be mandated to call an Executive Council Meeting by a memorandum signed by at least

two-third of Executive Council members, any resultant fraction shall be treated as a whole number.

- ii. The quorum for Executive Council whether a quorum is formed or meetings shall be half of the number of members of the Executive Council. Any resulting fraction shall be treated as a whole number. If in two successive meetings at least 24hours apart no quorum is formed, decisions reached at the third meeting which is at least 24 hours from the second meetings shall stand whether a quorum is formed or not.
- iii. Decision taking shall be by simple majority of votes cast. Each member shall have a voting right but the chairman shall have casting vote in the event of a tie. There shall be no voting by proxy.

CHAPTER V

THE GENERAL ASSEMBLY

1. MEMBERSHIP

All members of the ARD shall be members of the General Assembly.

2. FUNCTIONS

The General Assembly shall:

- (a) Be the supreme legislative body of the ARD.
- (b) Ratify or nullify as it deems fit appointments and nomination made into committee of the ARD and the Hospital.
- (c) Perform all other functions assigned to it under this constitution.

3. MEETING

Types of meetings:

- (a) There shall be three types of meetings:
 - i. The ordinary General Assembly Meeting.
This should hold at least quarterly and should be summoned by the secretary general under directive of the President.
 - ii. The Emergency General Assembly Meeting.
This should be summoned by the president through the secretary general or by the president through the secretary general at the request of two-third of the members of the Executive

Council. Or a memorandum signed by at least 10% of members of ARD.

- iii. The Annual General Meeting shall be held in the month of December or as specified by relevant sections of this constitution. This meeting shall be held in three sessions; an opening session, a scientific session and a business session. The provision for quorum shall apply only to the business session.

(b) Conduct of meeting

- i. Notice of meetings shall be conspicuously displayed. Such notice shall be displayed at least 72 hours before an Ordinary General Meeting and at least 4 hours before an emergency general meeting (on a working day).
- ii. It is the responsibility of members to attend all General Assembly meetings.
- iii. Quorum shall be 10% of the total number of members provided members from at least five departments are present. Any resultant fraction shall be treated as a whole number.
- iv. If in two consecutive meetings at least 48 hours apart no quorum is formed, decisions taken at the third meeting which is at least 48 hours from the second meeting shall be valid whether a quorum is formed or not.

- v. Voting shall be by show of hands or by secret ballot and decision carried by a simple majority, except otherwise stated by other relevant sections of this constitution.

CHAPTER VI

THE JUDICIARY

1. There shall be a Judicial Council of ARD here-in-after referred to as the "Judiciary".
2. The Executive Council shall appoint a judicial Council comprising five (5) members one of whom shall be designated "Chairman" subject to final ratification by the General Assembly. The lifespan of the council shall end in the appointment of a new one by an incoming Executive Council.

A. FUNTIONS:

The judicial council shall arbitrate in disputes between members.

B. JUDICIAL PROCEDURE:

- (i) Any member of the ARD can invoke the power of the judicial council by filing an application with the chairman of the judicial council.
- (ii) The judicial council shall, within seven days of receiving the application, communicate to the defendant, the allegation made against him.
- (iii) The defendant shall have seven days within which to file a statement of defense failing which he shall be deemed guilty.
- (iv) Where both statement of allegation and defense have been duly filed, the judicial council shall decide the case within a period of 21 days from

the first writing during which oral evidence may be taken from both parties and from relevant witnesses.

- (v) A guilty party may be punished by reprimand, a fine, suspension, expulsion or removal from office.
- (vi) Notice of decisions shall be communicated to the plaintiff, the defendant, the Executive Council and the General Assembly within seven days of determining the case.
- (vii) An aggrieved party shall have a right of appeal in the first instance to the Executive Council. This appeal should be filed through the chairman of the Executive Council within seven days of receiving the notice of appeal for the purpose of determining the appeal.
- (viii) The Executive Council shall decide the appeal within a period of seven days during which no new evidence will be taken, clarification may however be solicited by members of the Executive Council.
- (ix) An aggrieved party shall have right of appeal to the General Assembly whose decision shall be final. His notice of appeal should be made through the President of the ARD, who shall summon an emergency General Assembly within seven days of receiving such notice of appeal.
- (x) The General Assembly shall adopt or nullify the appeal. Where an appeal is adopted, the General Assembly shall proceed to institute an appeal panel in accordance with the relevant section of this constitution (CAP viii S2).

CHAPTER VII

1. **DISCIPLINE:**

- (a) Any member found guilty by a disciplinary committee after such a member has been given opportunity to defend himself may be fined, suspended, expelled, impeached or otherwise disciplined. This would include flouting decisions reached by the house and other actions deemed to be anti-ARD.
- (b) For this purpose, the disciplinary committee shall be the Executive Council, Where a member of the Executive Council is involved, the disciplinary committee shall be the General Assembly or a disciplinary committee set up by the general Assembly.
- (c) Any breach of the constitution by a member of the executive council shall constitute an impeachable offence.
- (d) A member of the executive council found guilty as in (CP vii S1a nd c) would be deemed to have been impeached if the decision is taken by simple majority of the members of the general assembly present at an EGM, OGM or AGM.
- (e) Fines shall not exceed 5 times the monthly dues accruing to ARD from the offender.

2. APPEAL

A member who is dissatisfied with the judgment of a disciplinary committee or judicial council shall have the right of appeal to the General Assembly for a review of his case in accordance with relevant sections of this constitution as in CAP VI SB.

A member who has been adjudged guilty and punished by the disciplinary committee or judiciary committee shall have the right to appeal for clemency.

The President shall call an Executive Council meeting within seven days of receipt of this appeal to consider the appeal and make recommendation to the General Assembly within another seven days of consideration.

CHAPTER VIII

PUBLICATION

The ARD shall have three (3) official publications namely:

1. The Benin Journal of Postgraduate Medicine here-in-after referred to as “BJPM” which shall be the scientific publication of the ARD.
2. The ARD UBTH Newsletter.
3. The ARD UBTH Directory.

(A) The Editorial Board

The editorial board shall be responsible for publishing the scientific journal. The life span of one editorial board shall expire with the appointment of a new one by a new Executive Council.

(i) Composition of the editorial board.

There shall be nine (9) members to be appointed by the Executive Council.

- (a) The Editor
- (b) The Deputy Editor
- (c) The Business manager
- (d) The Assistant Business Manager
- (e) The Circulation Manager
- (f) The Assistant Circulation Manager
- (g) The Production Manager
- (h) The Assistant Production Manager
- (i) The Advertising Manager

(ii) The Editor

- (a) Shall be the Executive head of the Editorial board.
- (b) Shall be responsible for overall supervision of production of the journal at all stages.
- (c) Shall delegate duties towards achievements of objectives as deems fit.
- (d) Shall be a signatory to the journal account.
- (e) Shall summon meetings of the Editorial board.

(iii) Finances

- (a) The bankers to the journal shall be any bank as approved by the General Assembly based on recommendations by the editorial board.
- (b) The signatories to the journal's account shall include any of the following.
 - i. The Editor of the Journal
 - ii. The Business Manager
 - iii. The Production Manager
- (c) i. All income to the Editorial board may be received through the Editor and must be deposited into the journal's bank account within seven (7) days of such receipt.
 - ii. Statutorily, 5% of income accruing to the ARD account from payment of monthly dues shall constitute part of the finances of activities of the editorial board.

- (d) The Editorial board shall render the financial accounts to the Executive Council at least quarterly, one of which shall be at the AGM to the General Assembly.

(iv) Removal from the Editorial Board

- a. A member's term of office may be terminated prematurely by the Executive Council on the recommendation of the Editorial board when it considers the continued membership of such a member not to be in the best interest of the Editorial board.
- b. A member may resign voluntarily from the Editorial board after the acceptance of his formal letter of resignation to the Executive Council through the Editor.

(v) Editorial Consultants

- a. There shall be editorial consultants representing broadly different fields of interest as follow:
 - (i) Surgery and allied branches
 - (ii) Medicine
 - (iii) Mental Health
 - (iv) Child Health

- (v) Obstetrics and Gynecology
- (vi) Radiology/Radio-oncology
- (vii) Pathology
- (viii) Dentistry
- (ix) Community Medicine
- (x) Anesthesiology
- (xi) Family Medicine
- (xiii) Any other field of interest

They shall act as the Editorial board on matters relating to production of the journal.

(B) The ARD-UBTH Newsletter

(here-in-after called the newsletter) the newsletter shall be the general information publication of the ARD. The Secretary General and Assistant Secretary General shall be responsible for the production and publication of the newsletter, at least quarterly.

(C) The ARD-UBTH Directory

- (I) There shall be a Directory of ARD UBTH (here-in-after referred to as the “Directory”).
- (II) The Directory shall contain comprehensive information on:
 - (a) ARD-UBTH and its activities
 - (b) All resident doctors in UBTH
 - (c) Residency training in UBTH (including government laws)
 - (d) Any other relevant information
- (III) The Editorial board shall be responsible for the publication of the directory.

CHAPTER IX

SOURCES OF REVENUE

The following shall constitute the sources of revenue for ARD-UBTH.

- (a) Payment of annual dues by all members as determined by the general Assembly.
- (b) Payment of special levies as may be recommended to the General Assembly by the Executive council such levies shall be aimed at the execution of specific programmes or projects.
- (c) Fund raised by the Executive Council from external sources for the execution of any program or project.
- (d) The ARD secretariat, ARD lounge, ARD club house shall be sources of revenue for the ARD.
- (e) All rents payable to the ARD.
- (f) The Executive Council shall accept and acknowledge internal and external donations on behalf of the ARD.
- (g) Any other sources of revenue approved by the General Assembly.

BANKING

- (a) The Bankers to the ARD shall be:
 - 1. United Bank for Africa, Ugbowo Branch, Benin City.
 - 2. Skye Bank Plc, UBTH branch, Benin City
 - 3. Any other bank as recommended by the executive council and ratified by the general assembly at an ordinary general meeting.

- (b) All monies and revenue received on behalf of the ARD shall be deposited in the ARD's bank account within seven (7) days such receipt.
- (c) Withdraw of money from ARD account by cheque shall be jointly signed by any two of the following:
 - i. The President of the ARD
 - ii. The Secretary General of the ARD
 - iii. The Financial Secretary of the ARD
- (d) Spending on behalf of the ARD shall be authorized by the Executive Council, the General Assembly or the President. Records of authority and receipts shall be deposited with the financial secretary. Such records and receipt shall be surrendered to the Executive Council, the Audit committee, or the General Assembly when requested.
- (e) There shall be an ARD Special fund which shall constitute 10% of monthly dues accruing to the ARD and must be paid within 7 days of receipt into a separate account of the ARD. This account shall represent future savings for the ARD monies accruing to this account shall be spend subject to ratification by the general assembly in an EGM or AGM following recommendations by the executive council.

AUDITING

- (a) The Executive Council shall appoint an audit committee subject to ratification by the General Assembly at least three (3) weeks but not earlier than four (4) weeks before the Annual General Elections.

- (b) The Audit committee which shall audit the finances of the ARD shall comprise of 3 members one of whom shall be designated "CHAIRMAN"
- (c) The Audit committee shall be responsible for auditing the finances of the Editorial board.
- (d) The Audit committee shall render its report at the annual General Meeting or at any other period as may be fixed by the General Assembly.
- (e) The functions of the audit committee shall be both statutory and investigative.

CHAPTER X

COMMITTEES

HOSPITAL COMMITTEES

The ARD shall strive to be represented at any various standing committees of the hospital, e.g.

- (a) The Medical Advisory Committee
- (b) The Housing Allocation Advisory Committee
- (c) The Engineering Services Advisory Committee
- (d) The Security System Advisory Committee
- (e) The Advisory Committee on Rational Drug Utilization and
- (f) Any other deemed to be of interest to the ARD.

The President shall represent the ARD at the Medical Advisory Committee and at the Housing Allocation Advisory Committee. Nominations into the other committees shall be made by the Executive council subject to ratification by the General Assembly.

(a) ARD COMMITTEES

The following are the recognized committees of the ARD

- (i) The Education Committee
- (ii) The House Officers Monitoring Committee
- (iii) The Club House Management Committee
- (iv) The Social Committee
- (v) The Electoral Committee

(vi) The other committee set up by the Executive or the General Assembly or any other committee in which the ARD has accepted to be represented.

All the committees shall be responsible through their various chairmen to the executive council of the ARD. Appointment to the committees of the ARD shall be made by the Executive Council subject to ratification by the General Assembly.

(b) INDIVIDUAL COMMITTEES

(I) The Educational Committee

- (a) There shall be one member appointed from each of the departments in which there are Resident Doctors.
- (b) The chairman shall be the Academic Secretary of the ARD who shall also represent his department.
- (c) The education committee shall be responsible for organizing the educational and academic activities of the ARD.
- (d) The life span of the Education Committee shall end with the appointment of a new one by an incoming executive council.

(II) The House Officers Monitoring Committee

- (a) There shall be a member appointed from each of the departments through which House Officers rotate.
- (b) The chairman shall be appointed by the Executive Council.
- (c) The House Officers monitoring committee shall monitor the performances of House Officers during their internship.
- (d) The House officers monitoring committee shall select interns for the award of ARD annual prizes of:
 - (i) Best House-Officer in General Medicine.
 - (ii) Best house officer in dental surgery.

(iii) Most active house officer in ARD affairs.

- (e) The life span of the House Officers monitoring committee shall end with the appointment of a new one by an incoming Executive Council.

(III) The Club House Management Committee

- (a) The club house secretary shall be the chairman and the assistant club house secretary shall be the secretary of this committee.
- (b) There shall be two (2) other members.
- (c) This committee shall oversee the running of the ARD club house and ARD lounge.
- (d) This committee shall render a quarterly financial account through its chairman to the Executive Council.
- (e) The life span of the Club House Management committee end with the appointment of a new one by an incoming Executive council.

(IV) The Social Committee

- (a) The social secretary shall be the chairman of this committee.
- (b) There shall be three (3) other members.
- (c) This committee shall be responsible for organizing the social activities of the ARD.
- (d) The life span of this committee shall end with the appointment of a new one by an incoming Executive Council.

(V) The Electoral Committee

- (i) There shall be three (3) members including the chairman who shall also be designated “returning officer” for the purpose of announcing results.
- (ii) Members of the electoral committee shall not be eligible to vote or be voted for at Election during the tenure of their appointment.
- (iii) Members of the Electoral committee shall not be eligible to nominate any candidate for Elections. Appointments into the electoral committee shall become effective from the date of appointment and expire on December the thirty first of that year except otherwise decided by the General Assembly.
- (iv) The electoral committee shall be constituted three (3) weeks and not earlier than four (4) weeks before the Annual General Elections.

(a) Function

- (i) To conduct the Annual elections into the Executive Council
- (ii) To conduct elections into any vacant posts at any time during the year.

(b) Eligibility for Elective Posts

Any member aspiring for position in the Executive Committee shall:

1. Be an financial member as provide for in CAP iii S5a.
2. Have not less than 12 months validity as a member of ARD UBTH. Otherwise shall only be eligible to contest for the position of Assistant Secretary General or Assistant Club House Secretary.
3. Any member seeking elective position would be required to have made a minimum of 50% attendance at meetings of the ARD during that year except house officers.
4. Any member seeking the office of the President and Secretary General would have been a member of the executive council in the past for at least one EXCO year, in any capacity. Such a member would have made at least 60% attendance at EXCO meeting during the year under review.

(c) Electoral Procedure and Regulations

- (i) The Electoral committee shall advertise for nominations into the Executive post of the Executive Council at least fourteen (14) days before the Annual General Elections.
- (ii) The completed nomination forms shall be returned to the chairman of the electoral committee.
- (iii) A nomination shall not be valid unless it has been duty signed by the candidate and two (2) other financial members of the ARD.

- (iv) It shall be an electoral offence to offer or promise material inducement to any member of the electorate or electoral committee. If such an accusation is sustained, such a candidate stands immediately disqualified.
- (v) There shall be no political rallies or campaigning by the use of posters. Handbills may however be allowed.
- (vi) The President, the Secretary General, the Financial Secretary, and the Auditor shall severally present their annual reports during the business session of the Annual General Meeting.
- (vii) Following the discussion of the reports, the President shall dissolve the Executive Council and then hand over further conduct of the meeting to the chairman of the electoral committee who shall then have the powers of the chairman of the General Assembly.
- (viii) There shall be a manifesto session immediately after the business session.
- (ix) There shall be an electoral day immediately succeeding the last day of the business session. The election shall be conducted between the hours of 8:00am and 3:00pm within which Resident Doctors should endeavor to cast their votes. The number of polling centers/ballot boxes shall be at the discretion of the electoral committee.
- (x) Voting at all elections shall be by secret ballot. There will be no voting by proxy.

- (xi) Counting of vote shall commence at the expiration of the period for election. Results shall be announced by the returning officer.
- (xii) Victory at election shall be determined by a simple majority of votes casts. i.e. one vote is enough to win an election.
- (xiii) In the event of a tie, the election shall be repeated on a day to be determined by the electoral committee. This day/date shall not exceed 72 hours from the day/date of the 1st election.
- (xiv) If there is a tie for a second time, the three member of the electoral committee shall have casting votes.
- (xv) Each candidate for an elective office shall have a representative who shall act as an observer during the election. He shall be present from the commencement to the end of the election.
- (xvi) If a post becomes vacant before the date of Annual elections, the Electoral committee shall conduct elections into the vacant post within twenty one (21) days of the post being declared vacant.
- (xvii) A position shall be declared vacant when a member ceases to be a resident doctor in UBTH or is removed from office.
- (xviii) The Electoral committee shall publish the result of the Elections and cause the results to be advertised through the Secretary General.
- (xix) Supernumerary residents cannot be voted for.

- (xx) Proven acts of defamation of character previously is also a reason for disqualification in subsequent elections.

(d) Swearing-in Procedure

- (i) The oath of office shall be administered by the outgoing president on the president-elect. In case of a re-election, the oath of office shall be administered by the chairman of the electoral committee.
- (ii) The President-elect would in turn swear in other members of the executive after the oath of office has been administered on him/her.

(e) Advisory Committee

The EXCO shall have power to set up an Advisory committee Members of the committee Members of the committee shall include:

1. All Chief Residents
2. All past Presidents and Secretary Generals still in the residency programme.
3. Any other five (5) members of the Association so nominated by the Executive Council.

Functions:

1. To play an advisory role to the Executive Council on matters the Executive Council may deem necessary to refer to the committee.

CHAPTER XI

SOCIAL OBLIGATIONS OF THE ARD

1. BEREAVEMENT

- a. In the unfortunate event of loss by death of a member, members of the ARD shall be present and participate meaningfully at the funeral. For this purpose, the ARD shall endeavor to send at least twenty (20) official delegates or representatives to the funeral.
- b. Provided the ARD has been notified, member of the ARD should endeavor to attend the funeral rites for a deceased first- degree relation of a member, for this purpose, the ARD shall endeavor to send at least twenty (20) official delegates or representatives to the funeral. The ARD shall give a token sum (to the affected member) to be ratification of the General Assembly. This sum shall however not be less than 20 times the member's monthly dues.

2. MARRIAGES

- (a) Provided the ARD has been invited, members of the ARD should endeavor to attend the marriage ceremonies of a member. For this purpose, the ARD shall endeavor send at least twenty (20) official delegates or representative to the marriage.
- (b) The ARD shall send a befitting good will wedding card and a gift to a wedding member.
- (c) The ARD shall approve a token sum to be decide by Executive Council subject to ratification of General

Assembly to be given to the wedding member, such a sum shall however not be less than 10 times the member's monthly dues. In a situation whereby both bride and groom belong to the ARD, they will both be individually entitled to the sum stated above.

3. CHILD BIRTH

Provided ARD has been intimated in case of child birth, the ARD shall approve a token sum to be decided by the Executive Council subject to ratification of the General Assembly to be given a sum which shall however not be less than 2 times the member's monthly dues. In a situation where both parents belong to ARD, they will both be individually entitled to the sum stated above.

CHAPTER XII

INTERPETATIONAND AMENDMENTS/REVIEWS

1. The interpretation of any doubtful points shall be resolved by the General Assembly.
2. Notice of motion for the amendment of any part of this constitution by any member or group of members shall be sent in writing to the secretary general not later than four (4) weeks before the Annual General Meeting/Annual elections. The amendments or review can only be ratified by least two-thirds of the number of members present at the Annual General Assembly Meeting. In the event of a Resultant fraction, such a fraction shall be considered as a whole number. Voting shall be by secret ballot or show of hands.

STANDING ORDERS

This code of standing orders is intended to provide for the conduct and procedure of all General Assembly Meetings and Executive Council Meetings and matters pertaining to business.

1. The President of the ARD shall be the chairman and shall preside over all meetings of the Executive Council and the General Assembly. In the absence of the president, the Vice president shall chair the meetings. In the absence of the Vice president, the Secretary General shall chair the meetings. In the absence of the above 3 officers any other member of ARD nominated by the members present at the meeting shall chair the members present at the meeting shall chair the meeting/meetings.

2. General Assembly or Executive Council meetings shall transact such business as on its agenda or any business decide by the Executive Council including any other business.
3. The Agenda of the business of the meeting shall be well publicized and shall be adhered to till the completion of business unless a proposition to amend the agenda is made and carried by a simple majority of the members present.
4. No member shall commence to speak on any topic until recognized to do so by the chairman.
5. Any member desiring to speak shall put up his hand, sitting in his place and shall not rise or speak until he is called upon by the chairman.
6. No two members shall stand up of speak simultaneously during discussion at a meeting.
7. No member shall repeat himself on any topic except the mover of a motion or amendment, who shall be permitted to wind up after the subject of such motion or amendment has been debated. However, a member who has spoken on a subject may again be heard at the discretion of the chairman to offer, explanation on some material part of his speech, which has been misunderstood.
8. A member must confine his observations to the subject under discussion and may not introduce irrelevant matter thereto.
9. No member shall be permitted to re-open any specific question upon which the meeting has come to conclusion.

10. No member shall use offensive, insulting or derogatory language on any other member of the ARD.
11. Any member whose conduct is disorderly at any meeting or who refuses to withdraw an offensive, or insulting language after he has been told to do so by the chairman, may be asked to leave the meeting by a resolution of the house.
12. A member, who has any relevant and pertinent information to give, may in the course of a speech by another person plead with the chairman but such a pleader shall only give his information if permitted to do so by the chairman.
13. A member may raise a plea of “point of order” which when raised shall only be allowed where a member observes and the chairman accepts that there is a deviation by a speaker from the subject and/or regarding to these “standing orders.
14. A member may raise a plea of “point of correction” where there has arisen a misquotation for a speaker or a misinterpretation of either a speaker or the matter under discussion.
15. Misquotation or misinterpretations shall be corrected firstly by the person misquoted and then by the chairman.
16. In the event of a proposition to proceed to the next business or for progress being moved and seconded, unless it shall appear to the chairman that such motion is premature, it shall after the proposer seconder has been heard, be put vote, if agreed to, all other proposition on the subject under discussion shall be consider disposed off.

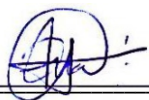
17. No member shall leave any meeting except with permission of the chairman.
18. No motion or amendment shall be discussed unless it is seconded, except for the proposal of the Executive Council or the report of a committee of the ARD, which shall be treated as having been moved and seconded. No second amendment or motion shall be voted upon until the first amendment or motion is disposed off.
19. On any issue, cause or matter, every member eligible to vote shall cast one vote in the event of equality of votes.
20. Except for elections, amendment to the constitution or elsewhere specified in the constitution, voting on any subject shall be by show of hands. If however there is a proposition by a member to vary the method of voting by show of hands to use of secret ballot or other methods, this shall be voted on and carried by 2/3rd majority of the members.
21. The chairman may give directive or adopt measures reasonably necessary in the interest of the ARD or reasonable conducive to the conduct of proceedings of any meeting, provided any such measure does not contravene any other section of this constitution.
22. The returning officer of the electoral committee shall while conducting elections have the power of the chairman under these standing orders.
23. The validity of proceedings of any General Assembly or executive council meeting shall not be affected by any office vacancy.

24. The provision of the constitution shall have precedence and prevail over those of the standing orders where there is a conflict or for any other cause. This is the constitution of the Association of Resident Doctors of the University of Benin Teaching Hospital (ARD-UBTH) as reviewed by the constitution Review committee and presented to the Annual General Meeting of the Association in December, 2002.

First reviewed at the 2008 Annual General Meeting of the Association of Resident Doctors, UBTH by the constitution review committee headed by Dr. Efosa J. Iyamu and signed by Dr. E. O. IGHODARO and Dr. N. S. AWUNOR as President and Secretary General of ARD respectively.

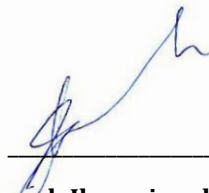
Subsequent review was carried out by a committee chaired by Dr. Ozah Ehiremhen and presented to the Annual General Meeting of the Association on the 17th December, 2015, wherein the document was adopted

Current review was carried out by a committee chaired by Dr Ehigiegba Oduware and presented to the Annual General Meeting of the Association on the 8th of December, 2021, wherein this document was adopted as a legal document of ARD UBTH.



Dr Ofuani Ifeanyi

President



Dr. Elamah Ikpeminoghena

Secretary General