



BYE LAWS/PROPOSED

CONSTITUTION

OF

ASSOCIATION OF PROFESSORS & CONSULTANTS

OF INTEGRATIVE, COMPLEMENTARY &

ALTERNATIVE MEDICINE

2024

CONSTITUTION

ASSOCIATION OF PROFESSORS & CONSULTANTS OF INTEGRATIVE, COMPLEMENTARY & ALTERNATIVE MEDICINE

SECTION 1: NAME: ASSOCIATION OF PROFESSORS & CONSULTANTS OF INTEGRATIVE, COMPLEMENTARY & ALTERNATIVE MEDICINE. And we hereby jointly and severally bind ourselves to this constitution subject to the laws of the Federal Republic of Nigeria as a supreme instrument guiding and governing the Affairs of **ASSOCIATION OF PROFESSORS & CONSULTANTS OF INTEGRATIVE, COMPLEMENTARY & ALTERNATIVE MEDICINE** Nigeria with the Aims and Objectives stated here in

ARTICLE 1: AIMS AND OBJECTIVES

1. To establish and enforce a code of conduct to regulate the practice
2. To maintain and regularly update the register of all approved practitioners in good standing
3. Organization of conferences, seminars, workshops, exhibition to create public awareness of Professors and Consultants of Integrative, Complementary and Alternative Medicine

ARTICLE 2: MEMBERSHIP

Membership is either professor or consultant only.

There shall be four grades of membership which eligibility shall be determined by the council as follows:

Professor, Associate Professor, Senior Consultant and Consultant.

Professors and associate professors focus more on academics and research areas more than clinical practice, while senior consultants and consultants focus more on the professional clinical practice than teaching.

ARTICLES 3: BOARD OF TRUSTEES

1. The Trustees shall hold office for five years (5) but a trustees cease to hold office if he/she
 - a. Resigns his office
 - b. Ceases to be a member of the incorporated Trustees of the Association
 - c. Becoming insane
 - d. Is officially declared bankrupt
 - e. Is officially of a criminal offence involving dishonesty by the court of competent jurisdiction.
 - f. Is recommended for removal from office by a Board of Trustee' majority vote of members present at any General meeting of the Association
 - g. Ceases to reside in Nigeria.
4. Upon a vacancy occurring in the number of Trustees a General meeting will be held to elect eligible member of the Association from that affected zone.

5. FUNCTIONS OF TRUSTEES

- a. The Trustees shall apply to the Register-General Corporate Affairs Commission for a Certificate of incorporation under the Companies and Allied Matters Act 1990
- b. If such certificate is granted, the Trustees shall have power to accept and hold in trust all land belonging to the Association. And to acquire land on behalf of the Association subject to such condition as the Corporate Affairs Commission may impose.

- c. The chairman of the Board of Trustees shall summon a meeting with the Executive Committee of the Association at least twice a year to renew the state of Affairs of the Association.
- d. The board of Trustees shall be the arbiter in any issue or dispute Arising in the Association and its decision shall be binding provided it does not infringe on the fundamental human right of the person or persons affected.

ARTICLE 4. BOARD OF TRUSTEES MEETING

- i. The Association Trustees comprising not more than 18 members shall be chosen from each of the Geo-political zones and one from F.C.T with the President and Secretary of the Association in attendance at meeting of the Board of Trustees
- ii. The Board of Trustees shall elect Chairman at its first meeting
- iii. The Board of Trustees shall meet at least quarterly.
- iv. The appointment of the members of Trustees shall be by nomination and assent by the relevant geo-political zones

THE COMMON SEAL

- a. The Trustees shall have a common seal
- b. Such common seal shall be kept in the custody of the SECRETARY-GENERAL/REGISTRAR who shall produce it when required for use by the Trustees

Article 5 MEETING OF THE ASSOCIATION

Executive Committee shall meet at least six times a year, with one month's notice before each meeting, except for Emergency meetings of the Association

The General meeting shall be held not less than twice a year with one month notice before the meeting

ARTICLE 6 THE EXECUTIVE OFFICERS OF THE ASSOCIATION

The Association shall have the following Principal Officers

- i. President,
- ii. Two Vice President; one for Professors and the other for Consultants,
- iii. Secretary General,
- iv. Assistant Secretary General,
- v. Treasurer,
- vi. Publicity Secretary,
- vii. Welfare Secretary,
- viii. Organizing Secretary,
- ix. Financial Secretary,
- x. Two Ex-officio Members who should be the immediate past President (IPP) and the secretary-general
- xi. Each zone will be empowered to elect its Zonal Executive or supporting staff.

ARTICLE 7: PROCEDURE OF ELECTING OFFICERS: This shall be through election by delegates of whom three shall come from each state and Abuja forming the Electoral College, the election shall be decided by simple majority.

ARTICLE 8: REMOVAL OF OFFICERS

This shall be by vote of no confidence subscribed to; by at least 2/3rd of the Electoral College arising from act of gross misconduct.

ARTICLE 9: REPLACEMENT OF OFFICERS

An officer who resigns or is removed from office shall be replaced by the Electoral College

ARTICLE 10: THE DUTIES OF THE EXECUTIVE OFFICERS

1. **THE PRESIDENT:** The president of the association shall
 - a. Preside over national Executive Meetings
 - b. Shall do all things with his or her executive members to promote and defend the integrity, policies and programmes of the association.
 - c. Shall administer the Professors and Consultants through the respective Vice Presidents.
 - d. Shall be the signatory to the account of the association.
 - e. Shall help in conjunction with the national executive to establish state chapters.
2. **THE VICE PRESIDENT:**
 - a. In the absence of the President one of the Vice Presidents shall be nominated, amongst themselves to preside at that meeting.
3. **THE SECRETARY GENERAL:**
 - a. Supervise the day-to-day activities of the Association as directed to it by the Executive.
 - b. Shall see to the administrative and accounting duties of the Association, and cause to be issued, notice of meetings of the national Executive of the Association.
 - c. Cause to be kept all records and minutes of the National Executive meeting.
 - d. All Secretaries: Publicity, Welfare, Organizing and Treasurer final records are kept by the Secretary General.
4. **ASSISTANT SECRETARY GENERAL**
 - a. In the absence of the Secretary General the Assistant Secretary General carries out the day to day activities of the Association as directed by the Executive.
5. **PUBLICITY SECRETARY**
 - a. Shall be the promoter and spokesperson for the Association
 - b. Shall have duties that include propagation of the Aim and Objective of the Association to the General Public.
 - c. Shall act as the principal image-maker of the Association.
 - d. Shall act to enlighten and sensitize the public on the activities of the Association.

- e. Shall send out notices for all meetings and communicate all necessary information for public consumption.

6. EXECUTIVE TREASURER

- a. Shall receive all monies meant for the Association and promptly pay into the Association's Bank Account within 48- Bank working hours of receipt.
- b. Shall keep all financial documents of the Association; cheque books and Banks Statement inclusive.
- c. Shall prepare and submit a yearly statement of Account and periodic report of all financial transactions as may be required.
- d. Shall ensure that the yearly Statement of account gets to all state Chapters.

7. FINANCIAL SECRETARY

- a. Shall keep records of all income and expenditures of the Association.
- b. Shall prepare and submit proposal for raising funds for the Association.
- c. Shall supervise budgetary control and financial report.
- d. Shall protect assets of the Association and Institute operating procedures through internal control.
- e. Shall establish and co-ordinates policies for the investment of funds to generate income for the Association.
- f. Shall ensure that financial reports of the Association get to the States and all member of the executive.

8. THE WELFARE SECRETARY

- a. Shall be in charge of the wellbeing and need of the members of the Association.
- b. Shall aid members of the Association in need.
- c. Shall request for financial aid for members in need via the Executive and write to the Secretary General, who will seek approval from the President.
- d. Shall be responsible for social welfare and welfare of members with government.
- e. Shall help members socially disadvantaged in society by asking the Secretary General, who will request the permission from the executive.

9. THE ORGANIZING SECRETARY

- a. Shall Organize all occasions of the Association.
- b. Shall Organize the activities of the members of the Association.
- c. Shall coordinate the services of the Association.
- d. Shall make members more effective in their duties.
- e. Shall form labour union to aid members.

10. INTERNAL AUDITOR

- a. Shall be appointed by the members at the General meeting, to Audit the accounts of the Association at least once in a year.
- b. The reports when due shall be submitted to the president who shall communicate same to the General meetings for an approval. These shall not be prejudice to any external auditor appointed by the executive committee, subject to the approval of the Board of Trustees, for the audit of the association's accounts.

11. DIRECTOR OF TRAINING AND RESEARCH

Shall be appointed by the National Executive to facilitate training of members who want to upgrade their academic status.

12. DIRECTOR OF BUSINESS COMMITTEE

Shall be appointed by the National Executive to boost members businesses.

13. LEGAL ADVISER

The legal adviser shall be picked by the National Executive to assist members with legal affairs.

ARTICLE 14: COUNCIL OF THE ASSOCIATION

There shall be the Council of the Association Comprising the National Executive officers and Chairman and Secretaries of the State Chapters.

ARTICLE 15: FUNCTION OF THE COUNCIL

The council shall receive and review reports of activities of Integrative Medicine from State Chapters.

ARTICLE 16: MEETINGS OF THE COUNCIL

The council shall meet at least twice in a year.

ARTICLE 17: ELIGIBILITY FOR HOLDING OFFICE

All officers to be elected into position at National State or Local Government Level shall be registered and in good standing, seen to be able and capable of performing the functions of their office. Without prejudice to other provisions of this Constitution, a member of the board of Trustees shall not be eligible to hold an elective office in the Association.

ARTICLE 18: TENURE OF OFFICE

The tenure of the Executive officers at the National State and Local Government Chapters shall be for a single tenure of (4) four years only and not more.

ARTICLE 19: FINANCES OF THE ASSOCIATION

The Association shall operate a Bank Account of which the following shall serve as signatories: President; Signatory "A", Secretary-General; Signatory "B" and Treasurer; Signatory "B".

All financial documents and major documents of the Association should be jointly signed by the President and any of the "B" signatories.

ARTICLE 20: FUNDS OF THE ASSOCIATION

The Association shall generate funds from the following sources:

- a. Membership subscriptions and registration fees, Note all members shall pay annual membership subscription to be determine and approved by the Association.
- b. Levies from State and Zones.
- c. Endowments, funds raising and gifts.
- d. Donations.

ARTICLE 21: BOARD CERTIFICATION AND EXAMINATION

There shall be established within the association, Professional Certification and Examination Board for the Examining and verification of Certificates of various categories of professors and consultants.

ARTICLE 22: PATRONS

The Association shall appoint patrons and patroness.

ARTICLE 23: AWARDS AND HONOUR

The Association can give award to its members or non-members who have distinguished themselves in private or public service through certificates of Honour, Plaque or Insignia.

ARTICLE 24: QUORUM AT MEETINGS OF THE EXECUTIVE AND OTHER ORGANS

One third of the members of each of the bodies shall constitute a quorum at meetings.

ARTICLE 25: AMENDMENT OF THE CONSTITUTION

The Constitution may be amended, altered or replaced in whole or part by any person (s) deciding to make such Amendment, which shall take place at the General Meeting, and with a motion of two-third of the votes entitled to be cast by the member present at a General Meeting called for that purpose and approval by the Registrar-General, Corporate Affairs Commission, Abuja.

ARTICLE 26: INDEMNITY

The Executive or its delegated officer shall not be liable otherwise than as a members for loss suffered by the association as a result of discharge of their duty on its behalf except such loss arose from their respective willful default and they shall be entitled to indemnity out of the asset of the Association for all expenses and liability incurred by them in discharge of their respectful duties.