



**CONSTITUTION
OF THE
COLLEGE OF MEDICAL ADMINISTRATORS
OF
SRI LANKA**

***Amended in
2020***

Constitution of the College of Medical Administrators of Sri Lanka

1. The College shall be known as the College of Medical Administrators of Sri Lanka (CMASL).

I. OBJECTIVES

2. The objectives for which the College is established are:-

- (a) To guide health development in Sri Lanka.
- (b) To assist in the implementation of national health policies and strategies.
- (c) To regularly review the status of medical administration in the country, and analyze problems in the field; to guide the Ministry of Health and the private sector.
- (d) To promote postgraduate studies and continuous professional development in the field of medical administration.
- (e) To promote /undertake health policy and health systems research.
- (f) To promote and foster professional advancement of medical administration.
- (g) To foster fellowship among the professionals engaged in the field of medical administration.
- (h) To publish the Sri Lanka Journal of Medical Administration.
- (i) To publish regular news bulletins.
- (j) To develop partnerships and links with similar professional bodies in other countries.

II. MEMBERSHIP

3. The members of the College shall consist of:-

4. Founder Members

All members of the Association of Medical Administrators during the year 1992 are eligible for membership. Of these, those who attended the inaugural meeting of the college and apply for membership within one calendar month of such meeting, will be enrolled as founder members.

5. Ordinary Members

The following are eligible for membership subject to Council's approval.

- (a) A Medical Officer/Dental Surgeon with recognized appropriate post graduate qualifications holding a permanent post in Medical Administration.
- (b) A board certified specialist in Medical Administration from the Postgraduate Institute of Medicine (PGIM), Sri Lanka.
- (c) A Medical Administrator in the private sector who have held such a post continuously for three years, possessing acceptable postgraduate qualifications and experience. The hospital that he or she administers should have at least 200 beds, a laboratory and X-ray facilities.
- (d) A permanent Medical Administrator in the armed forces and police possessing acceptable postgraduate qualifications and three years' experience.
- (e) A Medical Officer in a public organization holding a permanent Medical Administrative post continuously for three years and possessing a acceptable postgraduate qualification and experience
- (f) An Associate member (category A) who had held the membership for more than one year or more who is covering up in an approved medical administrative grade post.

6. Every Ordinary Member shall remain a member of the College unless his or her Membership is terminated in accordance with the relevant section.

7. LIFE MEMBERS

All above are eligible for life membership on payment of a specified fee subject to the approval of the council.

8. Every Life Member shall remain a member of the College unless his or her Membership is terminated in accordance with the relevant section.

9. ASSOCIATE MEMBERS

(a) Any Medical Officer or Dental Surgeon who is acting in an approved medical administrative grade post, his/her appointment having been made by the proper authority and possessing postgraduate qualifications from the PGIM be granted associate membership on annual renewable basis or life membership.

(b) Any Medical Officer or Dental Surgeon, who holds the MSc. in Medical Administration from the PGIM, be granted associate membership on annual renewable basis or life membership.

10. FELLOWS

Any member of the college who has excelled in the field of medical administration and satisfied the council regarding his proficiency and distinction in the field may be admitted by the council as a Fellow of the college.

11. HONORARY FELLOWS

These fellowships can be given to those who are not members of the college but who have made outstanding contributions to further the discipline of medical administration or advancement of medical administration. Honorary Fellowships shall be awarded only by unanimous decision of the council.

12. MEMBERSHIP FEES

(a) The Registration fee will be Rs 1,000/- for Ordinary Members and Rs.750/- for Associate Members and is not refundable

(b) The membership fees shall be Rs 1000/- per annum for Ordinary Members and Rs.750/- for Associate Members.

(c) The life membership fee will be Rs 10,000/- for Ordinary Members and Rs.7,500/- for Associate Members.

(d) If an Associate Life member qualifies to be an Ordinary Member he/she has to pay a balance of Rs. 2,750 to become a life member.

(e) The above mentioned fees are subject to amendments as determined at an Annual General Meeting.

13. REGISTER OF MEMBERS

(a) Application for membership should be submitted with the registration fee. After the Council approves the membership, the membership will be awarded only once the membership fee is paid.

(b) A register of the Members shall be kept by the college. The following particulars will be in the register:

(c) The name and the address of the member.

(d) The professional qualifications and degrees conferred and dates.

(e) The date of registration.

(f) The designation at the time of registration.

(g) The date on which the name is deleted from the register, if deleted.

(h) The register shall be kept up to date in respect of qualifications and other information.

14. PATRON

(a) The most senior past President of the CMASL will be elected as the Patron of the College subject to his consent.

(b) The tenure of the Patron will be for a maximum of 5 years.

III. OFFICE BEARERS

15. At the Annual General Meeting (AGM) in each year college shall elect for a period of one year the following as its office bearers.

i. President

ii. President elect

iii. Vice President

iv. Honorary Secretary

v. Honorary Assistant Secretary

vi. Honorary Treasurer

vii. Honorary Assistant Treasurer

viii. Editor

ix. 12 members designated as council members

x. A representative from each province except Western Province

The following will be Ex-Officio Council Members

xi. All Past Presidents

xii. Immediate Past Secretary

xiii. Immediate Past Treasurer

IV. DUTIES OF OFFICE BEARERS

16. PRESIDENT

- (a) Shall be elected for one year and will not be eligible to be re-elected.
- (b) Shall generally guide and control the activities of the college.
- (c) Shall regulate the proceedings of the meetings and interpret the constitution.
- (d) Shall preside at all meetings.
- (e) Shall be an ex-officio member of all committees appointed by the council.

17. VICE-PRESIDENT

- (a) Shall be elected for one year.
- (b) Shall assist the President in his duties.
- (c) Shall take the place of President in his absence.

18. PRESIDENT-ELECT

- (a) Shall succeed the President.
- (b) Shall be elected for one year and will not be eligible to be re-elected.
- (c) Shall be an ex-officio member of all committees appointed by the council.

19. HONORARY SECRETARY

- (a) Shall be elected for a period of one year.
- (b) Shall hold the post for a maximum period of three terms.
- (c) Shall convene meetings of the college and council.
- (d) Shall circulate notice and agenda of such meetings.
- (e) Shall keep minutes and records of attendance at meetings.
- (f) Shall circulate minutes of the previous meeting.
- (g) Shall maintain the register of members.
- (h) Shall attend to all necessary correspondence.
- (i) Shall be an ex-officio member of all committees appointed by the council.

20. HONORARY ASSISTANT SECRETARY

- (a) Shall be elected for a period of one year.
- (b) Shall assist the Honorary Secretary in the discharge of his duties.
- (c) Shall act for the Honorary Secretary in his absence with the approval of the President.
- (d) Any document required or any act performed by the Assistant Secretary so authorized shall be valid effectual as if such document had been signed or such act has been performed by the Honorary Secretary.

21. TREASURER

- (a) The Honorary Treasurer shall be elected for one year.
- (b) Shall hold the post for a maximum period of three terms.
- (c) Shall be responsible for accounting of funds and management of finances of the college.
- (d) Shall collect membership fees.
- (e) Shall keep an account of income and expenditure and present an audited report.
- (f) Shall table the annual statement of accounts at the AGM. The financial year shall be 1st January to 31st December of each year.
- (g) Shall submit monthly statements of accounts at the council meetings.
- (h) Shall sign cheques together with the President or Honorary Secretary. In the absence of the Treasurer, the President and Secretary may sign cheques.
- (i) On his resignation from office or relinquishing office, the Treasurer shall handover to his successor or in the absence of the successor, to the President, all funds, books of accounts and any other property of the college in his possession.

22. HONORARY ASSISTANT TREASURER

- (a) The Honorary Assistant Treasurer shall be elected for one year.
- (b) Shall assist the Honorary Treasurer in the discharge of his duties and act for him in his absence with the approval of the President.

23. EDITOR

- (a) Shall be elected for one year and a maximum of three terms.
- (b) Shall publish the Sri Lanka Journal of Medical Administration and regular news bulletins.

V. Election of Office Bearers and Council Members

24 Election Procedures

- (a) Nominations shall be called for above posts one month prior to the date of the AGM.
- (b) Nominations received after the stipulated date will be rejected.
- (c) Any registered Ordinary or Life Member may nominate Members of the College eligible for such posts after obtaining his or hers consent seconded by another Member.
- (d)1. For office bearers' posts a person's shall be eligible to be nominated for only one post.**
- (d)2. For the posts of Council Members only two names shall be proposed by one Member.**
- (d) An election committee shall be appointed by the council consisting of the President, President Elect, and three Past Presidents.
- (e)The Election Committee will call for nominations.
- (f) When nominations are not received for any posts, the posts will be filled by calling for nominations at the AGM.
- (g) The committee shall assess the eligibility of those proposed for each post and have the power to accept or reject the applications.
- (h)If there are more than one name for any post or more than 12 names for committee members posts, elections shall be held by a secret ballot or show of hands as deemed fit by the members present at the AGM.
- (i) All nominations received both rejected and accepted must be circulated to the membership by the Committee before the AGM.

25. Eligibility for Election as Office Bearers and Council Members

- (a) For office bearers' posts, only Ordinary or Life Members who have been Council Members for at least one year will be eligible for election.
- (b) To be a Council Member, only Ordinary or Life Members who have been a Member for at least two years will be eligible for election.
- (c)The President and the President-Elect shall not be eligible for re election for another term.

(d) An officer shall hold office from the conclusion of the AGM to the conclusion of the AGM of the following year.

(e) Any office bearer may resign from his/her post by a letter of resignation submitted to the President or Honorary Secretary.

(f) Upon the death or resignation of an office bearer or upon the occurrence of a vacancy, as per clause 15 (i) to (ix) the council may direct the Honorary Secretary to;

(g) Convene a special general meeting to elect a new office bearer or

(h) Elect another Member of the college to act in the place of the office bearer or

(i) Decide to let the vacancy remain until the next annual general meeting.

VI. COUNCIL

26. The council of the College will manage the affairs of the College. The Council shall consist of office bearers and council members.

27. The Council shall be responsible for the general administration of the college.

28. The Council shall have the power to appoint the following standing committees and shall be permitted to co-opt any member of the college.

(a) A Management Committee.

(b) An Academic Activities Committee.

(c) A Social Activities Committee.

29. The President, Hon. Secretary and President-Elect shall be ex-officio members of all standing committees. The standing committees may elect any member of the standing-committee to be the Chairperson.

30. The Council shall approve the selection of Members, Life Members, Fellows and Honorary Fellows.

31. The Council shall nominate Members to the board of study in medical administration of the PGIM. A Member can be nominated for a maximum of two terms.

32. The council shall nominate any Member of the College to represent the College for any specific purpose in relation to the objectives of the College.

33. Council shall be competent to act notwithstanding any vacancy in its body.

VII. MEETINGS

34. The President shall preside at all meetings and in his absence the Vice President shall preside. In the absence of both, the Members present shall elect one of the Members to be pro-tem chairmen.

35. Council Meetings

- (a) The Council meetings shall be held at least once a month.
- (b) The quorum for a council meeting shall be 10 members.
- (c) The person presiding shall have a casting vote.
- (d) Any Member of the Council who fails to attend three consecutive meetings without a valid excuse shall be deemed to have vacated his office and shall cease to be a Member of the Council.

36. General Meetings

- (a) A General Meeting shall be held at least once a year.
- (b) At the meeting Members or invitees may present papers of original observations, reviews or research with the approval of the Council.
- (c) The Council may invite non-members of the College to make presentations of subjects of academic interest.

37. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting (AGM) of the college shall held in the month of January.
- (b) The Agenda for the meeting shall include the election of office bearers and the presentations of the annual report and audited statement of accounts.
- (c) The audited statement of accounts shall be circularized to the Members at least 14 days before the date of the meeting.
- (d) Notice of resolutions to be moved at the meeting shall reach the Honorary Secretary at least 10 days before the date of such meeting.
- (e) The minutes of the AGM shall be confirmed at the next AGM.
- (f) Quorum for the AGM shall be 40 members.

38. EXTRAORDINARY/SPECIAL GENERAL MEETINGS

(a) An extraordinary general meeting or a special general meeting shall be convened by the Honorary Secretary at the request, of the Council or on a written request signed by at least one third of the total number of the registered Members of the College.

(b) Notice of such meeting should be circularized to Members at least ten days before the date of the proposed meeting.

(c) The quorum for extraordinary/special general meetings shall be 25 Members.

VIII. DISCIPLINARY PROCEDURES

39. The council shall have the power to recommend to the College to take disciplinary action including expulsion from the college, against any Member of the College whose conduct is pre-judicial to the good name and reputation of the College.

40. TERMINATION OF MEMBERSHIP

(a) Ordinary or life Membership of the College shall be terminated ipso facto in any of the following eventualities:

(i) On a sentence of imprisonment for any criminal offence by a court of law in Sri Lanka or abroad.

(ii) On erasure from the register of medical practitioners under section 33 of the Medical Ordinance.

(iii) On a default in the payment of subscription due to the college for a period of one year after they fall due.

41. Membership of the College may also be terminated in any of the following ways.

(a) By resignation subject to one month previous notice in writing given to the College and payment of all subscription (if payable) then due.

(b) By expulsion (after inquiry in the manner prescribed by clauses 44 to 48 and on the ground that the conduct of the member is detrimental to the honor and interest of the medical profession or of the College or is calculated to bring the profession or the College into disrepute or contempt or on the grounds that the Member has willfully and persistently refused to comply with or has committed a willful breach of the provisions in the constitution.

42. On representations being made in writing by any two Members that by reasons of his or her conduct, a member has disqualified himself or herself from membership, the Council may hold an ex-parte inquiry into such allegation and if satisfied with the allegations made, shall fix a date of inquiry into such allegations. The Member whose conduct is being inquired into, shall be entitled to 28 days prior notice in writing (which notice shall contain a statement of the allegations made), to be present personally or with a lawyer or a Member representing his or her interest to lead evidence in support of his or her defense.

43. If the Council is of opinion that by reasons of such conduct a Member has disqualified himself or herself, it shall submit a report of the inquiry as well as the Council's findings at the next General meeting of the College. For the purpose of such a report, the Council shall be entitled to appoint a committee to inquire into the allegations and make further inquiries into the allegations and the conduct of such a Member if it is deemed necessary.

44. At such a General Meeting the report of the Council shall be considered and a resolution moved for the expulsion of such a Member or whatever action the Council recommends. The majority of two thirds of those present and voting at such a general meeting shall be required to carry out the recommendations of the Council.

45. Any Member expelled shall notwithstanding that he or she has ceased to be a Member, be liable to pay all the sums due from him or her to the college at the time of his or her expulsion.

46. No Member in regard to whom representations as aforesaid have been made or whose conduct is under investigation or the subject of inquiry by the College or by any Committee authorized on their behalf by the Council shall be entitled to resign his or her membership of the College, nor shall his or her membership be terminated until the investigation or inquiry is completed and decision there under is made known. An inquiry or investigation shall for the purpose of this clause be deemed to commence at the time when the matter of such investigation or inquiry is officially brought to the notice of the Council.

47. No person who shall have been a member of the College and ceased to be one shall be eligible for re-election under the provisions of clause 41 (i) and (ii) and clause 42 (b).

48. In case of those who have ceased to be Members under clause 41 (iii) no formal re- election is deemed necessary when all arrears of subscription are paid.

IX. JOURNAL

49. A journal under the title Sri Lanka Journal of Medical Administration shall be published.

50. A five member editorial board shall be appointed for this purpose by the council and act with the traditional editorial freedom under the council directions.

51. The Editor and the editorial board shall be responsible for publications in the journal.

X. Accounts

52. The Council of the College shall keep proper accounts of all sums of money received and expended by the College.

53. The accounts shall be examined and audited once a year.

54. Correctness of income and expenditure and balance sheet should be certified by one or more duly qualified auditor or auditors.

55. The annual audited accounts shall be presented at the subsequent AGM and be adopted by the membership.

56. The Treasurer shall be responsible to the Council for the above and other financial aspects of the college.

XI. AMENDMENTS TO THE CONSTITUTION

57. Any amendment to the constitution should be passed by a two thirds majority of the Members present and voting at the Annual General Meeting or extraordinary general meeting or special general meeting convened for the specific purpose.

XII. THE SEAL OF THE COLLEGE

58. Shall not be affixed to any instrument whatsoever except by the authority of a resolution of the Council and except in the presence of two Members of the council duly authorized for the purpose by the College who shall sign their names to the instrument in token of their presence, and such signing shall be independent of the signing of any persons as a witness.
