

CONSTITUTION

SRI LANKACOLLEGE OF MILITARY MEDICINE (SLCOMM)



18th March 2016

CONSTITUTION OF THE SRI LANKA COLLEGE OF MILITARY MEDICINE (SLCOMM)

I. COMPOSITION

1. **Vision:** To be the premier professional body in the region through excellence in Military Medicine.
2. **Mission:** Developing professionals to achieve excellence in the field of Military Medicine.
3. **“The College”** shall be known as the Sri Lanka College of Military Medicine (SLCOMM) and shall consist of Regular/Volunteer/Honorary Medical/Dental officers both serving and retired of the Defence Services (Army, Navy, Air Force) as members, subject to application for membership and approval by the Executive Committee. The term “College” is meant to be “A group of professional people organized for a common purpose”. The term “Medicine” is meant to be “The science or practice of the prevention, diagnosis, treatment of disease including dentistry, surgery and other allied health sciences such as psychology”
4. **Members** of the college shall consist of Founder, Life and Ordinary Members. Military medical/dental students and pre-interns will be enrolled as **Associate Members**.
5. **The Executive Committee (EC)** shall consist of Office Bearers (OB) and Council Members (CM) elected from among Members. Associate Members will not be elected to the EC.
6. **Colours & Logo:** The colours of the SLCOMM will be Orange, Navy Blue and Sky Blue representing the tri-services. The logo will represent the profession of Military Medicine and the tri-services in Sri Lanka.

II. OBJECTIVES

7. The objectives for which the College is established are:

- a. Promote and foster **continuous professional development** (CPD) of its membership.
- b. Assist in the **development of Military Medicine trainees** at both undergraduate and postgraduate level through education & training.
- c. Contribute to **research and innovation** in Military Medicine
- d. Assist in the **planning and implementation of preventive, curative and rehabilitative military health care** through evidence based practice for improved military health outcomes.
- e. Regularly **review the status of the military health system** in Sri Lanka and assist in problem solving and decision making.
- f. Assist the development and implementation of military and national **health policy**.
- g. Assist in the **development and management of resources** in the military health system.
- h. **Advocacy** of the specialty of Military Medicine to create general awareness and attract new members.
- i. Publication of a '**Sri Lanka Journal of Military Medicine**'.
- j. **Collaboration** with other national specialty colleges and related international agencies.
- k. Foster **fellowship** and networking among professionals in the field of Military Medicine.
- l. Engage in activities of **corporate social responsibility** to the community.

III. MEMBERSHIP

8. **Founder Members (FM):** Officers who have successfully completed a bachelor's degree and obtained full registration in the Sri Lanka Medical Council (SLMC) who attended the inaugural meeting of the college and apply for membership within one calendar month of such meeting. Such officers shall be registered as Ordinary Members and be exempt from the relevant membership fee.

- 9. Ordinary Members (OM):** Officers who have successfully completed a bachelor's degree and obtained full registration in the Sri Lanka Medical Council, subject to application for membership with payment of specified membership fee and approval by the EC.
- 10. Life Members (LM):** Officers who have successfully completed a bachelor's degree and obtained full registration in the Sri Lanka Medical Council subject to application for life membership with payment of specified membership fee and approval by the EC. Every Life Member shall remain so, unless his or her membership is terminated in accordance with the relevant section below.
- 11. Associate Members (AM):** Officer Students and pre-interns following an undergraduate degree recognized by the Sri Lanka Medical Council subject to application with specified membership fee and approval by the EC.
- 12. Fellows:** A member of the college who has excelled in the field of military medicine and satisfied the EC regarding his proficiency and distinction in the field may be admitted by the EC as a Fellow Member of the college.
- 13. Honorary Fellows:** These fellowships shall be given to those who are not members of the college but who have made outstanding contributions to the development of military medicine. Honorary Fellowships shall be awarded by a unanimous decision of the EC.
- 14. Membership fees**
- The Ordinary Membership fees shall be Rs 1000/- per annum for Ordinary Members and Rs.500/- for Associate Members.
 - The Life Membership fee will be Rs 2,500/-.
 - If an Ordinary Member opts to be a Life Member, he/she has to pay a balance to become eligible.

- d. The above mentioned fees are subject to amendment as determined by the EC and approved at a General Meeting.

15. Membership Directory

- a. A register of the Members shall be kept by the college with the following particulars:
 - 1) Rank, name official and residential address/phone numbers of the member.
 - 2) Academic and professional qualifications with conferred dates.
 - 3) Date of obtaining membership and membership number.
 - 4) Designation at the time of obtaining membership and subsequent appointments.
- b. The register shall be kept up to date in respect of the above information. The responsibility of providing the required information in the event of any change to the respective Secretary/Assistant Secretary will lie with the member.

16. Patron

- c. The senior most retired Medical/Dental officer present at an Annual General Meeting will be elected as the Patron of the SLCOMMS subject to his/her consent.
- d. The tenure of the Patron will be for a period of 02 years and shall not be re-elected.

IV. EXECUTIVE COMMITTEE (EC)

- 17. Office Bearers:** At the Annual General Meeting (AGM) held annually, the members shall nominate/elect the following as its office bearers for a period of one year:

- a. President
- b. President Elect
- c. Vice President
- d. Honorary Secretary
- e. Honorary Assistant Secretary-I
- f. Honorary Assistant Secretary-II
- g. Honorary Treasurer
- h. Honorary Assistant Treasurer
- i. Editor

18. Council Members: At the Annual General Meeting (AGM) held annually, the members shall elect the following as its council members for a period of one year:

- a. Nine members designated as council members
- b. The following will be Ex-Officio Council Members:
 - 1) Immediate Past President
 - 2) Immediate Past Secretary
 - 3) Immediate Past Treasurer

V. DUTIES & RESPONSIBILITIES OF OFFICE BEARERS

19. President

- a. Shall give leadership to the activities of the college.
- b. Shall interpret the constitution.
- c. Shall chair and preside at all meetings.
- d. Shall be an ex-officio member of all sub-committees appointed by the EC.

20. President-Elect

- a. Shall assist the President in his duties and responsibilities.
- b. Shall cover up duties and responsibilities of President in his absence.

21. Vice-President

- a. Shall assist the President in his duties and responsibilities.
- b. Shall be an ex-officio member of all sub-committees appointed by the council.

22. Honorary Secretary

- a. Shall convene meetings of the college and EC and circulate notice and agenda of such meetings with the approval of the president.
- b. Shall keep minutes and records of attendance at meetings and circulate minutes in time.
He shall manage the implementation of the decisions taken at college meetings.
- c. Shall maintain the Membership Directory and update same as appropriate.

- d. Shall attend to correspondence keeping the president informed.
- e. Shall be an ex- officio member of all sub-committees appointed by the EC.
- f. On his resignation / relinquishing office, the Secretary shall handover to his successor or in the absence of the successor to the President, all inventory items, and documents of the college in his possession.

23. Honorary Assistant Secretary-I

- a. Shall assist the Honorary Secretary in the discharge of his duties.
- b. Shall act for the Honorary Secretary in his absence with the approval of the President.
- c. Activities performed by the AS-I authorized by the Secretary shall be valid.

24. Honorary Assistant Secretary-II

- a. Shall assist the Honorary Secretary in the discharge of his duties.
- b. Shall act for the Honorary Assistant Secretary-I in his absence with the approval of the President.
- c. Activities performed by the AS-II authorized by the Secretary shall be valid.

25. Treasurer

- a. Shall be responsible for accounting and management of finances of the college.
- b. Shall collect membership fees.
- c. Shall maintain an account of income and expenditure and present an audited report.
- d. Shall table the annual statement of accounts at the AGM. The financial year shall be 1st January to 31st December of each year.
- e. Shall submit monthly statements of accounts at the EC meetings.
- f. Shall sign cheques together with the President or Honorary Secretary. In the absence of the Treasurer, the President and Secretary may sign cheques.
- g. On his resignation / relinquishing office, the Treasurer shall handover to his successor or in the absence of the successor, to the President, all funds, accounts and any other documents of the college in his possession.

26. Honorary Assistant Treasurer

- a. Shall assist the Honorary Treasurer in the discharge of his duties and responsibilities
- b. Shall act for the Honorary Treasurer in his absence with the approval of the President.

27. Editor

- a. Shall publish the Sri Lanka Journal of Military Medicine (SLJMM)
- b. Shall publish regular news bulletins and other publications of the college.
- c. Collate information for the college web site.

VI. ELECTION OF OFFICE BEARERS AND COUNCIL MEMBERS

28. Election Procedures

- a. An Election Sub-committee (ESC) shall be appointed each year by the EC consisting of the President, President Elect, Secretary and two other members preferably Past Presidents.
- b. The ESC will call for nominations for EC posts one month prior to the date of the AGM and nominations received after the stipulated date will not be accepted.
- c. Any Member may nominate Members of the College eligible for Executive Committee posts after obtaining his or hers consent seconded by another Member.
- d. A maximum of two names shall be proposed by one Member.
- e. When nominations are not received for any posts, the posts will be filled by calling for nominations at the AGM.
- f. The ESC shall assess the eligibility of those proposed for each post and have the power to accept or reject the applications.
- g. If there are more than one name for Office Bearer posts or more than 09 names for Council Members posts, elections shall be held by a secret ballot or show of hands as deemed fit by the President at the AGM.
- h. All nominations received both rejected and accepted must be circulated to the membership before the AGM.

29. Eligibility for Election as Office Bearers and Council Members

- a. All EC post will be from among serving officers for a period of one year from the conclusion of the AGM to the next AGM the following year.
- b. The President Elect shall be nominated as the President by the outgoing president. The President shall not be eligible for re-election for another term.
- c. The President Elect shall be elected from a defence service other than from the President's and succeed the President. The President Elect shall not be eligible for re-election for another term.
- d. The Vice President shall be elected from a defence force other than the President's and President Elect's.
- e. Honorary Secretary shall be elected from the same defence force as the President's.
- f. Honorary Assistant Secretary-I shall be elected from the same defence force as the President Elect's.
- g. Honorary Assistant Secretary-II shall be elected from a defence force other than the President's and President Elect's.
- h. For office bearer posts, only Members who have been Executive Committee Members for at least one year will be eligible for election.
- i. An Executive Committee member may resign from his/her post by a letter of resignation with one month notice addressed to the President and accepted by EC.
- j. Upon resignation of an EC member or upon the occurrence of a vacancy the EC may direct the Honorary Secretary to:
 - 1) Convene a Special General Meeting (SGM) to elect a new EC member or
 - 2) Elect another Member of the college to act or
 - 3) Decide to let the vacancy remain until the next general meeting.
- k. Membership may be terminated by a member from SLCOMM by submitting a letter of resignation with one month notice addressed to the President and accepted by Executive Committee.

VII. COMMITTEES

30. Executive Committee:

- a. EC shall manage the affairs of the College and shall consist of office bearers and council members.
- b. EC shall be responsible for the general administration of the college.
- c. The EC shall approve the selection of Associate Members, Ordinary Members, Life Members, Fellows and Honorary Fellows.
- d. The EC shall nominate Members to represent the SLCOMM in meeting its objectives in other stakeholder organizations such as PGIM, SLMA on request.
- e. The EC shall be competent to act notwithstanding any vacancy in its body.

31. Sub Committees:

- a. The EC shall have the power to appoint the following sub- committees and any other relevant sub-committee in keeping with the objectives of the college:
 - 1) Management Sub-committee.
 - 2) Academic Sub-committee.
 - 3) Social Sub-committee.
 - 4) Media Sub-committee
 - 5) Election Sub-committee
- b. The President, Hon. Secretary and Vice President shall be ex-officio members of all sub-committees.
- c. The EC shall be permitted to co-opt any other non EC member or associate member of the college to a sub-committee.
- d. The sub-committee members may elect any member of the sub-committee to be the Chairperson.

VIII. MEETINGS

32. Chair: The President shall preside at all meetings and in his absence the President Elect shall preside. In the absence of both, the Vice President will preside.

33. Council Meetings

- a. The Council meetings shall be held at least once a month with a minimum of 05 days notice.
- b. The minimum quorum for a council meeting shall be 07 members.
- c. The person presiding shall have a casting vote.
- d. Any Member of the EC 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 EC.

34. 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 EC.
- c. The EC may invite non-members of suitable esteem to make presentations on subjects of relevance to the objectives of the SLCOMM.

35. Annual General Meeting

- a. The Annual General Meeting (AGM) of the college shall heldannually preferably in the month of January.
- b. The Agenda for the meeting shall include the election of office bearers, council members 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 AGM.
- d. Notice of resolutions to be moved at the meeting shall reach the Honorary Secretary at least 10 days before AGM.
- e. The minutes of the AGM shall be confirmed at the next AGM.
- f. Quorum for the AGM shall be 40 members.

36. Extraordinary/Special General Meetings

- a. An extraordinary /Special General Meeting (SGM) shall be convened by the Honorary Secretary at the request of the EC 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 30 Members.

XI DISCIPLINARY MATTERS

- 37.** The EC shall have the power to take disciplinary action including suspension or withdrawal of membership from the college, against any Member / Associate Member of the College whose conduct is pre-judicial to the good name and reputation of the College.

38. Termination of Membership

- a. Membership of the College may also be withdrawn by expulsion on the following grounds:
 - 1) On being found guilty for a criminal offence by a military/civil court of law in Sri Lanka or abroad.
 - 2) On erasure from the register of medical practitioners under section 33 of the Medical Ordinance.
 - 3) On a default in the payment of Ordinary/Associate Membership subscription, one year after the due date.
- b. Membership of the College shall be withdrawn by the EC *ipso facto* in any of the following circumstances:
 - 1) Conduct of the member is detrimental to the honor, reputation and interest of the medical profession / College or
 - 2) 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.

39. Disciplinary Procedure

- a. On representations being made in writing by any two Members that by reasons of conduct, a member has disqualified himself or herself from membership, the EC 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 another representing his or her interest to lead evidence in support of his or her defense.
- b. If the EC is of opinion that by reasons of such conduct a Member has disqualified himself or herself, it shall suspend or withdraw the persons membership/associate membership. For the purpose of such a report, the Council shall be entitled to appoint a committee to inquire into the allegations and the conduct of such a Member if it is deemed necessary.
- c. Any member/associate member suspended or removed from membership may within one month of the decision being informed appeal to the EC in writing.
- d. Every such appeal shall be tabled at the next General Meeting which may confirm, vary or set aside the disciplinary action recommended by the EC. A majority of two thirds of those present and voting at such a general meeting shall be required for same.
- e. 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 EC 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 indiscipline is officially brought to the notice of the EC.

X. PUBLICATIONS

- 40. Journal:** A journal under the title **Sri Lanka Journal of Military Medicine(SLJMM)** shall be published.
- 41. Editorial Board:** A five member editorial board shall be appointed for this purpose by the EC and act with the traditional editorial freedom under the EC's directions. The Editor and the editorial board shall be responsible for publications of the journal.

XI. ACCOUNTS

- 42.** The EC of the College shall keep proper accounts of finances received and expended by the College.
- 43.** The accounts shall be examined and audited once a year.
- 44.** Correctness of income and expenditure and balance sheet should be certified by one or more duly qualified auditors.
- 45.** The annual audited accounts shall be presented at the subsequent AGM and be adopted by the membership.
- 46.** The Treasurer shall be responsible to the EC for the above and other financial activities of the college.

XII. AMMENDMENTS

- 47. Constitution:**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 SpecialGeneral Meeting convened for the specific purpose.
- 48. Logo & Seal:** Shall not be changed orbe affixed to any instrument except by the authority of an approval by the EC.

I certify that the foregoing is the Constitution of the Sri Lanka College of Military Medicine (SLCOMM) adopted at the Inaugural General Meeting of the College held on 18th March 2016.

Surgeon Rear Admiral NELW Jayasekera MBBS, MSc, MBA, MD, USP, VSV

President

Sri Lanka College of Military Medicine