

CAMEROONIAN SOCIETY OF OPHTHALMOLOGY (CSO)

BYLAWS

ARTICLE 1: GENERAL PROVISIONS

In application of the statutes of the CSO, the present bylaws will serve to govern its members and structures, hereby completing the operating procedures for the organisation and functioning of the association.

ARTICLE 2: MEMBERS

Section 1: membership categories

The CSO is composed of full members, associate members, honorary members and benefactors.

-Full member: any registered ophthalmologist who is up to date with his/her dues.

-Associate member: any other category of health personnel with interest in the field of ophthalmology, admitted by the general assembly upon proposal of the executive bureau. He/she must agree to laid down regulations and pay all dues.

-Honorary member: anyone who cannot be an active member for any reason beyond his/her control and who has rendered or is rendering great services to the CSO. He/she can participate in the general assembly, but only in an advisory capacity. This membership is awarded by the executive bureau. The Minister of Public Health is an honorary member by right.

-Benefactor: any institution belonging to any of the following category: ophthalmological societies, other learned societies, drug laboratories and NGOs. This membership is awarded by the General Assembly (GA) upon proposal of the executive bureau.

Section 2: enrolment and dues

- Registration fee is set at five thousand francs CFA (5000frs CFA) per member.
- The following dues apply:
 - o Full members: 50 000 francs CFA per annum.
 - o Associate members: 25 000 francs per annum.
 - o Non-members: will be decided by the President on a case-by-case basis.
- The annual dues will serve as the registration to the annual congress of the CSO. Dues must be paid before the 15th of January of each year.
- The registration fee and dues can be modified at any time by the GA upon proposal of the executive bureau.
- Registration fees and dues are nonrefundable.

Section 3: loss of membership

- Membership is lost by dismissal, resignation or death.
- The decision to dismiss a member is pronounced by the GA following various breaches towards the CSO or in case of indiscipline. It should be written in a sufficiently motivated brief and concise manner. Unless in case of an exceptional decision by the GA, it is applicable only after prior suspension. It takes effect from the date of notification of the member who henceforth loses his rights in the association.
- Before every dismissal or resignation, the member must be heard by the GA or an adhoc committee appointed by the GA to this effect.
- The dismissal or resignation can be enacted only once it is attested that the member owes nothing to the association. Be it financial or material.
- Other types of sanctions (warning, blame, suspension) are at the discretion of the executive bureau.

ARTICLE 3: ORGANIZATION AND FUNCTIONING

The governing bodies of the CSO include

- The General assembly (GA)
- The Executive bureau
- Committees

Section1: The ordinary general assembly (OGA)

Paragraph 1: general provisions

The GA is the supreme organ of the CSO. It is made up of all members.

- It holds once a year, the day following the annual congress, in the town where the congress took place.
- It brings together all members of the association who shall be notified by email at least 4weeks before the date of the meeting. The agenda shall be is communicated at least 10 days before the meeting.
- Only questions pertaining to issues on the agenda will be welcome.
- At every GA the president shall give an account of management and the treasurer shall give a financial report.
- The GA shall adopt the bylaws of the association and modify them if need be.
- Decisions of the GA shall be taken upon a simple majority vote of members present.
In the event of equality, the president's vote counts as double.
- The Secretary General shall write down the minutes of the GA.
- Decisions concerning amendments to the bylaws or dissolution of the CSO can only be taken by a majority of at least 2/3 of members present.
- The GA carries out elections and endorses statutory nominations.
- The GA approves the annual financial report and gives discharge to the Treasurer.

Paragraph 2: voting

- During the GA, a consensus shall be sought for all decisions. In the absence of a consensus, the decision shall be submitted to a vote with a simple majority of the members present.
- Voting for other than election shall be by show of hand or electronic.
- Voting by secret bulletin is obligatory for the choice of persons in an election.
- In the event of the absence of a member, he/she can designate another member to represent him/her.
- Proxy shall be accepted for all types of vote known in advance.
- The intention to vote shall be clearly written in the said proxy.
- A proxy shall be valid if signed by the secretary general.
- No member shall hold more than one proxy.
- A proxy can be issued or held only by members who are up to date with their financial obligations.

Section 2: Extraordinary General Assembly (EGA)

- Shall be convened in the event of a crisis or an emergency which cannot wait for the next OGA. It shall be convened at the request of the President or a quarter of full members.
- The reason for convening the EGA shall be the only point on the agenda
- All meeting procedures for the EGA will be the same as for the OGA.

Section 3: The Executive Bureau

It shall be made up of 4 (four) members. The term of office is 3 (three) years renewable once.

It is comprised as follows

- 1 President
- 1 Secretary General
- 1 Treasurer
- 1 Auditor

- Only the President and the Auditor are elected by the GA, the other members are designated by the President.

Paragraph 1: general provisions for meetings

- Before the opening of each meeting, the executive bureau sits in place to preside over.
- This bureau is led by the president.
- The executive bureau shall create an attendance sheet, which is added as an appendix to the minutes.
- The physical presence of each member during general assembly meetings is highly desired.

Paragraph 2: agenda

The agenda of the GA shall comprise of

- Reading and moving-correct of minutes of the previous GA
- Moral report presented by the President.

- Financial report presented by the Treasurer.
- Approval of reports and accounts.
- A report on the activities of members, as the need may arise.

Paragraph 3: working sessions

- Sessions lasts for a maximum of 8 hours.
- Discussions on some items of the agenda shall be continued by the executive bureau in case the time allocated does not permit conclusive deliberations. In such a case, the conclusions arrived at shall be communicated to members by email and a response or vote may also be initiated by the same means.
- The president of the CSO chairs the GA.
- Asking for the floor will be by show of hand. It is forbidden to interrupt a member who has the floor.
- None shall be allowed to speak without being given the floor by the chairperson of the session.
- Speakers shall be polite, tolerant and respect difference of opinions. Controversies and long monologues shall be avoided.
- An appointed censor shall see to the respect of these measures.

Paragraph 4: elections

- Elections are organized during GA at the end of the mandate of the bureau. It is done by the eligible members present.
- Voters include any full member who has been registered for at least 6 months and has paid all dues.
- All voters are eligible candidates.
- The physical presence of all candidates is compulsory.
- An adhoc electoral committee comprising of 3 members chosen amongst those present shall oversee the elections. The president of the committee shall preside over the session.
- All members who are up-to-date with their dues are eligible to stand for election.

Paragraph 5: attributes of bureau members

1: President

- Is the administrator of the society and represents her in all circumstances.
- Presides over all meetings in the (GA, Executive bureau, others)
- Sees to it that the statutes and bylaws are fully respected.
- Orders all expenditures.
- Ensures the judicious and rational use of the goods and finances of the association.
- Gives account to the GA based.
- Appoints no-elected executive bureau members.
- Coordinates the activities of the various committees.
- Signs all attestations issued by the Secretary General.

2: Secretary General

- Coordinates the activities of the society.
- Collects and transmits information.
- Oversees all secretariat duties pertaining.
- Prepares attestations and certificates.
- Gives an account of his/her activities to the President.
- Assists the various committees.
- Prepares bureau meetings as well as general assembly meetings; prepares the agenda.
- Replaces the president in case of absence or illness.

3: Treasurer

- Collects registration fees, membership dues and donations.
- Draws up the financial balance sheet of CSO
- Deposits collected money into the bank account of the CSO.
- Follows-up the financial transactions and keeps the necessary accounting documents.
- Presents the financial report to the bureau and the GA of CSO
- Disburses funds for running of the executive bureau and the organization of the congress upon a signed order from the President.
- Co-signs with the President all financial transactions.

4: Auditor

- Shall examine and validate the financial report.
- He/she shall carry out programmed or impromptu audit of the Treasurer's records.
- Shall have access to all accounting documents, within the framework of his/her duties.
- Reports to the general assembly.

Paragraph 6: Committees

There are three (3) in number: the supervising committee, the annual congress organizing committee and the scientific committee.

1: the supervising committee

- Coordinates the activities of other committees in the organization of the congress
- Is made up of executive bureau members and 2 other experimented members designated by the president of the CSO.

2: the annual congress organizing committee

- Designated by the president upon proposal of the executive bureau.
- In charge of the organization of the annual congress.
- Membership is modified every year depending on the availability of members.
- The president of the organizing committee of the congress co-signs the participation certificates.

3: the scientific committee

- Designated by the president upon proposal of the executive bureau.
- In charge of the scientific aspects of the congress.

- Works in collaboration with the other committees.
- Coordinates the attribution of all CSO awards
- The president of the scientific committee co-signs attestations of presentation.

ARTICLE 4: final provisions

- The executive bureau shall decide on any matter that is not provided for in this bylaw.
- Amendments to the present bylaws shall be done by the GA upon request from the executive bureau.
- All other regulations contrary to these bylaws are henceforth repealed.

Ratified in Yaoundé on the 24th of February 2018

GENERAL ASSEMBLY