



CONSTITUTION

NATIONAL ASSOCIATION OF GAMBIA NURSES' & MIDWIVES (NAGANM)

[Amended]



JULY 6, 2019
ANNUAL GENERAL MEETING
Kotu

Content

PREAMBLE	3
ARTICLE 1: NAME & LOCATION	4
ARTICLE 2: DESCRIPTION	4
ARTICLE 3: MISSION	4
ARTICLE 4: PURPOSE OF THE NAGANM	4
ARTICLE 5: OBJECTIVES	4
The Objectives of the Association are to:	4
i) Profession:.....	4
ARTICLE 6: LANGUAGE	5
ARTICLE 7: DEFINITION OF TERMS: NURSE AND MIDWIVES	6
ARTICLE 8: MEMBERSHIP	6
8.1 Full Membership	7
8.2 Associate Membership.....	7
8.3 Honorary Membership	7
ARTICLE 9: TERMINATION	7
ARTICLE 10: SANCTION DISCIPLINE AND RESOLUTION	7
10.1 Rights/Duties/Privileges of Members	7
10.2 Monthly Contributions (dues).....	8
10.3 Determination of dues.....	8
10.4 Payment of Dues	8
ARTICLE 11: ORGANS OF NAGANM	8
ARTICLE 12: GENERAL BODY AND ANNUAL GENERAL MEETINGS	8
12.1.1 Composition	8
12.1.2 Functions.....	9
12.2: Extra Ordinary General Meetings	10
ARTICLE 13: NATIONAL EXECUTIVE COMMITTEE (NEC)	10
13.1: Powers and Functions of the NEC	11
13.2: Individual Powers and Functions.....	12
13.2.1: President.....	12
13.2.2: Vice President	12
13.2.3: Secretary General.....	12
13.2.4: Assistant Secretary General	13
13.2.5: Treasurer	13
13.2.6: Assistant Treasurer	13
13.2.7: Auditor.....	13
13.2.8: Public Relation Officer	13
13.2.9: Social Secretary	14
13.2.10: Assistant Social Secretary.....	14
13.2.11: Coopted members	14
13.3: Sub Committees (Advisory, Ethics and Research)	14
13.4: Tenure of office for NEC.....	14
13.5: Vacancies	14
ARTICLE 14: THE SECRETARIAT	15

14.1: The National Program Officer	15
14.2: Support Staff, Interns and Volunteers.....	15
ARTICLE 15: ELECTIONS	16
15.2: Term Of Office	17
15.3: Voting Rights	17
ARTICLE 16: STANDING COMMITTEES	17
16.1: Nursing and Midwifery Education, Standard and Research Committee	18
16.2: Health Promotion and Education Committee	18
16.3: Socioeconomic and Welfare Committee	18
16.4: Disciplinary Committee	18
ARTICLE 17: MEETINGS	18
17.1 General body	18
17.2: Extra Ordinary Meetings	19
ARTICLE 18: FINANCIAL MANAGEMENT	19
18.1: Source of Funds	19
18.2: Banking.....	19
18.4: Budget.....	19
18.5: Audits.....	19
ARTICLE 19: REGIONAL BRANCHES OF THE ASSOCIATION	20
19.1: The Regional Assembly, Composition and functions	20
19.2: The Regional Executive Committee shall:	20
ARTICLE 20: STUDENT NURSE ASSOCIATIONS	20
ARTICLE 21: IMPORTANT DATES	21
ARTICLE 22: AMENDMENTS	21
ARTICLE 23: INTERPRETATION	21
ARTICLE 24: ENFORCEMENT	21
ARTICLE 25: DISSOLUTION	22

PREAMBLE

The Gambia Nurses Association (GNA) was established and affiliated with International Council of Nurses (ICN) in 1965, and in 1990 The Gambia Midwives' Association (GMA) was also established and affiliated to International Confederation of Midwives (ICM). There also existed, The Association of Community Health Nurses founded in March 1989 and The State Enrolled Nurse Association founded in 1991. These associations existed side by side for years with little or no interaction among them. This has in a way resulted to division and friction among the different cadres of nurses and midwives in the country which also hindered progress in the nursing and midwifery profession and practice.

Cognizant of these setbacks, the fact that all nurses and midwives regardless of cadre have four common fundamental responsibilities: to promote health, prevent illness, to restore health and, alleviate suffering, the three (3) distinct entity associations in February 2004 form The National Association of Gambia Nurses and Midwives (NAGaNM).

The NAGaNM is an independent, non-partisan and non-governmental Nurses and Midwives' Association and has the supreme authority to represent all nurses and midwives that hold membership to the Association or when it so desires to protect the name and integrity of the profession and professionals.

This Constitution outlines NAGaNM's mission, purpose and objectives as well as describes the functions and relationship of members and organs. Through this Constitution the National Association of Gambia Nurses & Midwives (NAGaNM) assumes a structure comprising:

- A general Body
- A National Executive Committee
- A Secretariat
- Seven Regional Branches of the Association namely:

The Regional Branches of the Association shall be responsible for coordinating the activities of the Association at regional level as well taking the association closer to the doorsteps of Nurses and Midwives posted to health facilities within the Health Regions of The Gambia. The Regional Branches of the Association will be equally engaged as members of the association and be located at the administrative headquarters of the Regional Health Teams in line with the Local Government Act and decentralized structures of The Gambia.

ARTICLE 1: NAME & LOCATION

The name of the Association shall henceforth be National Association of Gambia Nurses and Midwives herein referred to as the NAGaNM. The Office shall be located at a place and structure determined by the national Executive Committee and duly communicated to the members of the association.

ARTICLE 2: DESCRIPTION

The NAGaNM is an Association of Nurses and Midwives, practicing in The Gambia. This follows the ICN and the International Confederation of Midwives (ICM) as well as, the Commonwealth Federation of Nurses (CNF). However, there shall be other categories of membership with specially defined roles and benefits and unless prohibited, all members of the Association shall enjoy the same rights. NAGaNM functions under a principle of non-profit making and non-discriminatory.

ARTICLE 3: MISSION

To strive for excellence in health care delivery in The Gambia through advocating and raising awareness on the very critical role of the Nurse and Midwife in the improvement of the health care system of the Gambia and her people.

ARTICLE 4: PURPOSE OF THE NAGANM

The purpose of the NAGaNM is to represent, protect and promote the welfare and interest of Nurses and Midwives and the profession and professionals nationally and internationally.

ARTICLE 5: OBJECTIVES

The Objectives of the Association are to:

i) Profession:

- I. To support members to uphold of the ethics of nursing and midwifery profession as set out in the code of ICN and ICM and the Nurses and Midwives' Act of The Gambia
- II. To positively influence health and social policies thereby enhancing the standards of nursing and midwifery practice in The Gambia.
- III. To complement government effort in promotion of health care delivery in The Gambia.
- IV. To advocate for knowledge and skills advancement of Nurses and Midwives on health-related issues and rights of both the nurse and the client
- V. To maintain full membership of ICN, ICM and the CNF for professional recognition internationally as well as benefits from its ideals, resources and activities

ii) **Professionals:**

- I. To protect and always promote the welfare and interest of Nurses and Midwives in the functions of their duties.
- II. To advance the professional status and standards of Nurses and Midwives
- III. To promote the socio-economic welfare of Nurses and Midwives including their rights for improved condition of work and security
- IV. To support the development of knowledge and skills of Nurses and midwives on the preventive, promotive, curative, rehabilitative, research and social aspects of nursing and midwifery practice
- V. To promote unity of purpose, cooperation and understanding among the nursing and midwifery professionals and members of this association

iii) **Client/Society:**

- I. To promote the conduct of nursing research, publication, and use of such research findings to contribute to the body of knowledge in nursing education, evidence-based, practice and management and towards improving the health status of individuals, families and communities
- II. To respond to the health care needs particularly nursing care to individuals, families and communities at all times in conjunctions with ethics, laws and policies of the Government.
- III. To respond to our client needs in the best possible ways in line with recommended practices including respect and dignity of our clients' beliefs and traditions.

**ARTICLE 6:
LANGUAGE**

The official language of communication of the NAGaNM shall be English Language. These shall include written communications and the conduct of meetings of all kinds of the association.

ARTICLE 7: DEFINITION OF TERMS: NURSE AND MIDWIVES

1. Nurse
2. Midwife

Shall be in accordance with
accepted international
definitions of:

- ICN
- ICM.

"A nurse is a person who has completed a program of basic education and is qualified and authorized in her/his country to practice nursing. Basic nursing education is a formally recognized program of study that provides a broad and sound foundation for the practice of nursing, and for post-basic education, which develops specific competency. At the first level, the educational program prepares the nurse, through study of behavior, life, and nursing sciences and clinical experience, for effective practice and direction of nursing care and for the leadership role. The first level nurse is responsible for planning, providing, and evaluating nursing care in all settings for the promotion of health, prevention of illness, care of the sick, and rehabilitation; and functions as a member of the health team. In countries with more than one level of nursing personnel, the second level program prepares the nurse, through study of nursing theory and clinical practice, to give nursing care in cooperation with and under the supervision of a first level nurse." (ICN)

"A midwife is a person who has successfully completed a midwifery education programme that is recognized in the country where it is located and that is based on the ICM Essential Competencies for Basic Midwifery Practice and the framework of the ICM Global Standards for Midwifery Education; who has acquired the requisite qualifications to be registered and/or legally licensed to practice midwifery and use the title 'midwife'; and who demonstrates competency in the practice of midwifery.(ICM).

ARTICLE 8: MEMBERSHIP

Any Nurse and/or Midwife trained or auxiliary with the public and/or private sector is qualified for membership under one of the following category and shall:

- a. Not be forced/cohered to be a member; membership is voluntary
- b. Accept NAGaNM`s Constitution and all its subsidiary legislation of rules and agree to abide by it.
- c. Pay the prescribed membership fee.

No Sub associations/organizations shall register as a member of NAGaNM There shall be 3 categories of membership. Membership shall be through a prescribed procedure

1. Full Member
2. Associate Member
3. Honorary Member

8.1 Full Membership

A full member is a trained nurse or midwife who graduated from a recognized School of Nursing and Midwifery and has been registered as a member of The Gambia Nurses and Midwives Association of The Gambia.

8.2 Associate Membership

Members in this category shall be Nursing Aids, such as Nurse Attendants and Community Nurse Attendants.

8.3 Honorary Membership

Members in this category shall be individuals conferred to be Honorary Members by the general body by a simple majority vote during an Annual General Meeting. These shall be persons who have rendered distinguished service to the nursing and midwifery profession and are not members of The Association.

ARTICLE 9: TERMINATION

A Full or Associate Member may terminate his/her membership at any time by giving three months written notice stating his/her reasons addressed to the Secretary General of the Association. He/She shall pay all outstanding owed to the association.

ARTICLE 10: SANCTION DISCIPLINE AND RESOLUTION

A member may be expelled from the association on grounds of professional misconduct or conduct prejudicial to the aims and objectives of the association. He/She shall pay all outstanding monies owed to the association.

A member whose name has been removed from the register of the Nurses and Midwives Council of The Gambia unless otherwise reinstated shall cease to be a member of this association.

10.1 Rights/Duties/Privileges of Members

All members shall enjoy equity from the association according to their needs.

A member has a right to withdraw his or her membership in the Association at any time

Membership registration shall be:

- Full Member D200.00
- Associate Member D100.00

10.2 Monthly Contributions (dues)

10.3 Determination of dues

10.4 Payment of Dues

- Full Member D100.00
- Associate Member D50.00

The National Executive Committee in consultation with the members of the association shall determine all dues as and when the need arises. The proposal on the determination of dues shall be subjected to 50% of registered members present at a General Assembly meeting.

Monthly dues from full and associate members (where possible) shall be deducted directly from source of employment.

ARTICLE 11: ORGANS OF NAGANM

The Association shall have the following organs:

- General Body
- National Executive Committee
- National Secretariat
- Regional Executive Committee
- Advisory Committee
- Research Committee
- Ethics Committee



ARTICLE 12: GENERAL BODY AND ANNUAL GENERAL MEETINGS

12.1.1 Composition

- I. Full and associate members of the Association.
- II. Members of the National Executive Committee
- III. Honorary members with observer status
- IV. Advisory, Ethics and Research Committee members with observer status except they also Full or Associate members

12.1.2

Functions

- I. The supreme authority of the Association shall be vested in the General Body and it shall be the highest decision-making body of the Association.
- II. The General Body shall be responsible for setting the overall aims and objectives of the Association, approve amendments to the Constitution proposed by the National Executive Committee, electing and dissolving members of the National Executive Committee.
- III. The General Body shall have the authority to set standards and code of conduct of the NEC as well have the authority to impeach or call for vote of no confidence of members of the NEC for misconduct or abuse of office contrary to the purpose and objectives of the association.
- IV. Elect members of the National Executive Committee
- V. Adopt the agenda proposed by the NEC
- VI. Reports and/or any amendments or documents to be tabled before the General body shall be sent to the general membership through their regions to be reviewed and adapted Must be sent to Regional/Municipal Networks not less than One week before Assembly
- VII. Consider and approve proposals by the NEC in such matters as the creation of new organs.
- VIII. Resolutions relating to issues under discussions will only be passed with the support of at least two thirds of the voting members.
- IX. Identify and select external auditor to audit the financial transaction of the network
- X. The General Body shall have the authority, to delegate its functions and powers in part or full to the NEC or any sub- committee.
- XI. Annual General Meeting (AGM) shall be held not later than 15th June in every calendar year; place shall be determined based on consultations and convenience of members.
- XII. The General Body shall receive the reports of the Association`s activities during Annual General Meeting from the Secretary General, the Treasurer, the auditor and the various Sub-Committees. Consider and approve the programmes of activities, policy guidelines and financial reports submitted by the NEC.
- XIII. To ensure accountability and transparency in the conduct of the affairs of the association by the NEC, the General Body shall have the right and authority to investigate and where necessary set up an independent enquiry to probe into the affairs of the NEC and provide report with recommendations to the General Body for remedial actions.
- XIV. The decision to investigate the NEC shall only be made during the general assembly of the General Body where a 75% of members or 2/3 are in attendance.

12.2: Extra Ordinary General Meetings

- I. The General Body can sermon an extra ordinary meeting and when the need arises and is approved through a signed petition by at least 50% of the General membership of the Association.
- II. The NEC may call an extra ordinary general meeting, if an emergency or any other situation requires so. This requires an affirmative vote of two-thirds of the NEC members present and voting.
- III. Such Extra Ordinary General Meetings shall:
 - a. Be held at such place and time as may be determined by the NEC.
 - b. Have the same representatives, functions and powers as the Annual general meetings.
 - c. Only discuss issues specified by the NEC for deliberations.

ARTICLE 13: NATIONAL EXECUTIVE COMMITTEE (NEC)

The governance of the Association shall be the responsibility of the National Executive Committee. Members of the National Executive Committee shall be elected by the General Body during Annual General Meeting and shall include the following positions:

- 1) President
- 2) Vice President
- 3) Secretary General
- 4) Assistant Secretary General
- 5) Treasurer
- 6) Assistant Treasure
- 7) Auditor
- 8) Public Relation Officer
- 9) Social Secretary
- 10) Assistant Social Secretary
- 11) 3 coopted Members

13.1: Powers and Functions of the NEC

The NEC under the leadership and guidance of the President shall be responsible for providing policy and strategic guidance towards the running of the association in a transparent and accountable manner. The NEC shall judiciously use funds and resources of the association towards the interest and welfare of the Nurses, Midwives and the Nursing and midwifery profession. The NEC shall have the following powers and functions:

- I. Prepare and present an annual report to the General Body
- II. Meet at least every two months to discuss and attend to the affairs of the association. The quorum of which shall be 51% of the executive.
- III. Design and implement programs of activities of the association.
- IV. NEC has the power to dismiss any executive member who fails to carry out his/her roles and functions as prescribed in the constitution with a two-third vote of the members of the executive. Such resolution should be communicated to the general membership within two weeks of the dismissal.
- V. To make regulations for carrying out the Articles into effect and to meet on special circumstances of any case affecting the Association unless such regulation is rescinded by the General Body provided that such regulation is reported to the General Body at the next annual meeting.
- VI. The NEC shall interpret the Articles of the constitution and such interpretation shall be binding unless rescinded at an AGM.
- VII. Create Sub-Committees and appoint members of such committees for the functioning of the NEC
- VIII. Facilitate the formation of Regional Branches.
- IX. Be responsible for approval and disbursement of funds.
- X. Identify a body to Facilitate the electoral process during elections.
- XI. Have powers to employ, dismiss and remunerate employees of the association.
- XII. Have powers to select any member of the Association to represent the Association in National or International events to whom the Association is affiliated, or any such other bodies as may be deemed necessary.
- XIII. An Executive Member shall not be elected for more than two consecutive terms.
- XIV. The NEC shall meet and consult with relevant authorities to discuss pertinent issues on nursing and midwifery matters.
- XV. The NEC shall tour the country at least once a year to meet Nurses and Midwives.
- XVI. The Executive shall meet with the Minister of Health at least once every year to brief him/her on developments of the Association.
- XVII. The Executive shall (where possible) meet with the President of the Republic of the Gambia as and when necessary.
- XVIII. The Executive shall have the mandate to nominate not more than three people (at least one female) who can also assume executive functions as coopted members.
- XIX. Any NEC member who is absent for three consecutive meetings without the expressed permission of the President shall be cautioned. Should the same persist for more than two consecutive meetings, The NEC membership of such person(s) shall be terminated.

13.2: Individual Powers and Functions

13.2.1: President

- I. The President shall be a State Registered Nurse (SRN)
- II. The President shall be a full member of the association.
- III. Shall be an Ex-officio member of all other committees.
- IV. Shall be the head of the NEC
- V. Shall convene meetings of the Committees in consultation with Secretary General and Vice President.
- VI. Shall be the Liaison Officer between the Association and International Bodies e.g. the ICN, ICM or CNF.
- VII. Shall send notice to the Executive Members who are not active or not fulfilling their assigned responsibilities through the Secretary General.
- VIII. Shall in consultation with the entire executive, oversee the general functioning of the Association.
- IX. He/She shall be a signatory to the Association's Bank Account(s).
- X. Shall preside over all executive and general meetings of the associations
- XI. Shall in consultation with the NEC nominate an executive member to oversee the functions of any member of the executive where the substantial holder is deemed incapacitated or where the post is vacant.

13.2.2: Vice President

- I. Shall assist the President in the executive of his/her duties
- II. Shall deputised in the absence of the president in all functions directly connected with such functions of the President
- III. In the event of the President's resignation, death or travel outside the country, shall act for one year after which elections shall be held to fill the vacancy.
- IV. Shall supervise all projects initiated by the Association.
- V. Shall be a Registered Nurse
- VI. Shall chair meetings or occasions where the president is supposed to make formal statements example during AGM.

13.2.3: Secretary General

- I. Shall be a Registered Nurse
- II. Shall notify all NEC and General Members of meetings.
- III. Shall in consultation with the President and Vice President prepare proposed agenda of of meetings
- IV. Shall be responsible for the maintenance of records and correspondence.
- V. Shall be responsible of taking minutes of meetings and provides such minutes during the next meetings of the association.
- VI. Shall be responsible for preparing annual reports of the NEC for the General body
- VII. Shall be a signatory to the Association's Bank Account.
- VIII. Shall perform any other functions assigned to him/her by the Executive

**13.2.4:
Assistant
Secretary
General**

- I. Shall act in the absence of the Secretary General.
- II. Shall assist the SG in his/her functions
- III. Shall perform any other functions assigned to him/her by the SG and the Executive in the best interest of the Association.

**13.2.5:
Treasurer**

- I. Shall receive all monthly subscriptions and deposit them in the Association's Bank Account.
- II. Shall keep all financial records of the Association in safe hands.
- III. Shall prepare financial report of the Association and present it to the Executive/General Body during meetings.
- IV. Shall hold a petty cash of not more than D1, 000.00 (One-Thousand Dalasis only) to be replenished after retirement of the same amount.
- V. Shall be a signatory to the Association's Bank Account.

**13.2.6:
Assistant
Treasurer**

- I. Shall assume the responsibility of the position of the Treasurer in His/ Her absence
- II. Shall assist the Treasurer in the execution of his/her duties.

**13.2.7:
Auditor**

- I. Shall be charged with the responsibility of auditing all financial dealings and other resources of the Association's income and expenditure for the sake of transparency and accountability.
- II. Shall report (audit report) during Executive and General Body meetings.
- III. Shall receive books, records for auditing purposes only and make available such books to the NEC for inspection on demand by the Executive.
- IV. Shall perform any other functions assigned to him/her by the President and the NEC in the best interest of the Association.

**13.2.8:
Public
Relation
Officer**

- I. Shall be the spokesperson of the Association
- II. Shall facilitate and coordinate the public relations and external communication activities.
- III. Shall be responsible for advocacy and outreach.
- IV. Shall be a Registered Nurse

**13.2.9:
Social
Secretary**

- I. Shall be responsible for planning and organizing all social activities of the association
- II. Shall spearhead all social activities and programs of the associations
- III. Shall carry out any other duty assigned to him or her by the NEC and General Body

**13.2.10:
Assistant
Social
Secretary**

- I. Shall give full assistance to the Social Secretary and assume the responsibilities of the Social Secretary in his/her absence.
- II. Shall carry out any other duty assigned to him/her by the NEC and General body in the best interest of the association.

**13.2.11:
Coopted
Members**

- I. They shall not exceed 3 members
- II. Shall comprise of both sexes
- III. Shall be assigned roles as deemed fit by the NEC

**13.3: Sub
Committees
(Advisory,
Ethics and
Research)**

- I. Each committee shall comprise of not more than five people with Nursing/midwifery backgrounds and two of which shall be reputable members from the community. This shall be identified by the NEC.
- II. They shall be responsible for advising the NEC their committee speciality and on nursing and midwifery matters in accordance to this constitution.

**13.4: Tenure of office for
NEC**

The term of the NEC shall be four (4) calendar years. After the expiry of its term of office, election shall be conducted to elect new officers into the NEC

13.5: Vacancies

In the event of a vacancy and/or inability to serve in a position; the following procedure shall be followed:

- I. In the case of the President's absence or inability to serve, the President's functions shall be assumed by the First Vice President until the next AGM where the position shall be filled using the prescribed electoral processes.
- II. In the case of the Vice Presidents, the committee shall elect a member from amongst their ranks as Vice-President until next AGM using the prescribed electoral processes.
- III. In the case of the vacancy of other positions, the committee shall elect a member from amongst their ranks as to fill that position until next AGM using the prescribed electoral processes.

ARTICLE 14: THE SECRETARIAT

- I. The secretariat shall be responsible for the day to day running and management of the organization.
- II. The secretariat coordinates the program and activities of Association
- III. It facilitates information sharing among partners, affiliates and members.
- IV. Serves as the administrative link between the Association and her partners.
- V. The Secretariat shall be manned by the following:

14.1: The National Program Officer

- I. The national Program Officer who is appointed by NEC and shall be responsible for the management of the Association.
- II. Be head of the secretariat and be responsible for the execution of the duties entrusted to the secretariat.
- III. Present an annual operational plan and budget to the NEC.
- IV. Shall be a member of the NEC but shall not any voting right.
- V. Implement the decisions of the General Body and NEC, and the mandates assigned to him/her by the NEC.
- VI. The National Program Officer shall carry out any function authorized by the NEC.
- VII. Shall be responsible and accountable to all assets of the Association.
- VIII. Shall assist in the collection of monthly and annual membership dues or delegate this responsibility to a member of his/her staff.
- IX. Shall raise funds and maintain all partnerships of the Association.
- X. Shall be leading the membership recruitment drive and registration.
- XI. Shall provide a monthly summary of all membership payments by the 20th of the following month to the Treasurer.
- XII. The remuneration of the National Program officer shall be determined by the NEC

14.2: Support Staff, Interns and Volunteers

The support staff shall be appointed by the National Program officer in consultation with NEC and shall carry out such assignment(s) in accordance to their terms of reference which is prepared by the National Program Officer.

**ARTICLE
15:
ELECTION
S**

**15.1: Electoral
Commission
and Processes**

- I. An Independent Electoral Commission (IEC) of not more than five members shall be selected by the NEC to conduct election of new officers into NEC.
- II. The election shall be conducted through secret ballot system in a free and fair manner.
- III. Nominations must be submitted to the NEC not later than two weeks before the elections.
- IV. Election shall be conducted every four years during the annual meeting of the general body.
- V. Persons/Candidates interested in any of the positions must be nominated by 25 people from each health region. Their names and addresses with contact details must be enclosed in the nomination notification. The candidate must submit his/her Curriculum Vitae and Manifest to the NEC for circulation to members at least two weeks before the Elections.
- VI. Any aspiring candidate must submit prove of NAGaNM membership and up to date payment of dues at the time of nomination to the NEC for confirmation and onward submission to the electoral commission. There must be a prove of membership of the aspiring candidate for at least 6 months.
- VII. No one person shall be nominated for more than one position in the election.
- VIII. Any nominated Member holding executive positions in any sub nursing and midwifery association shall resign from that position and submit proof of resignation to the electoral commission a week before the elections. Failure of which is an automatic disqualification.
- IX. IEC shall receive nomination list of the intending candidates from the outgoing NEC and prepare ballot tokens and polling stations for the elections.
- X. The candidates vying for the positions of the NEC shall present their manifestos to General Body during its annual meeting.
- XI. Candidates vying for any elected position must be present on the day of the elections.
- XII. Candidates for the NEC shall be declared winners by majority votes by ONLY IEC chairperson.
- XIII. Candidates with no oppose shall be declared winner after the expiry of the nomination days by IEC chairperson.
- XIV. The persons elected shall be those receiving the highest number of votes in the particular position.
- XV. In the event of more than one person receiving an equal number of votes for any particular position, a second ballot shall be taken, restricted to those nominees who are tied. If any tie votes recur on the second ballot, voting shall continue until the tie is broken.
- XVI. Any secret ballot papers shall be retained for a period of six months after which they shall be destroyed.

15.2: Term Of Office

- I. The term of office of the NEC shall be four years
- II. An Executive member shall serve a four-year term of office with the right of re-election for one further four-year term, consecutively or non-consecutively.
- III. Where a Board member has served part of a term this will be counted, for re-election eligibility purposes, as a whole term.
- IV. Under no circumstances shall the election of a new executive be delayed for more than 3 calendar months.

15.3: Voting Rights

Members with voting rights

- I. All members of the National Executive Committee except for members of the Secretariat, and those sub-committees or bodies created by the NEC. Unless if those members of the sub-committees or bodies are full or associate members of NAGaNM.
- II. Each member has one vote.
- III. Proxy votes are prohibited.
- IV. All Full and Associate members present at the AGM shall have a voting right.
- V. The rest of the AGM delegates shall have an observer status to the electoral process.
- VI. Voting at ICN, ICM and CNF and its related activities is limited to registered Nurses and/or Midwives who have paid their dues in full.
- VII. Associate members have a right to vote and hold executive positions
- VIII. Honorary members have no voting right and cannot hold executive positions but may attend Congresses as observers

ARTICLE 16: STANDING COMMITTEES

Standing Committees shall be established. Each Committee shall compose of a maximum of five members;

Standing Committees shall be the following:

1. Nursing and Midwifery Education, Standard and Research Committee
2. Health Promotion and Education Committee
3. Socioeconomic and Welfare Committee
4. Disciplinary Committee

16.1: Nursing and Midwifery Education, Standard and Research Committee

Shall have the following responsibilities:

- I. To advocate and promote the nursing and midwifery education
- II. To improve the standard of nursing and midwifery services.
- III. To advocate and promote nursing and midwifery research among its members
- IV. To collaborate with academic and research institutions to promote Nursing and

The Committee shall consist of the following:

- a. 1 Community Health Nurse
- b. 1 Hospital Nurse
- c. 1 Tutor Midwife
- d. 1 Tutor Nursing
- e. 1 Adviser
- f. The President
- g. The Secretary General of the Association

The Committee shall be charged with the responsibility for the health promotion and education activities of the Association. It shall comprise not more than five Members which shall be appointed by the NEC.

16.2: Health Promotion and Education Committee

16.3: Socioeconomic and Welfare Committee

- I. The Committee shall be headed by the Social Secretary.
- II. Shall be responsible for all socioeconomic welfare of the association members.
- III. Responsible for raising funds for the association
- IV. To advocate for improved working condition of the association members

16.4: Disciplinary Committee

The committee shall be responsible for all the disciplinary matters affecting the members of the association. The membership shall not be more than 5 persons and shall be nominated by the NEC but independent of NEC influence.

ARTICLE 17: MEETINGS

17.1 General body

The General Body meets once every calendar year not later than 15th June on a date and venue to be decided by the NEC.

17.2: Extra Ordinary Meetings

- I. The National Executive Committee shall have power at any time it deems it necessary to call an extra ordinary meeting.
- II. The decisions of the extra ordinary meeting shall be binding on all members unless revoked at a succeeding Annual General Meeting

ARTICLE 18: FINANCIAL MANAGEMENT

18.1: Source of Funds

- I. Membership Dues: Members of the Association shall pay a monthly subscription to be deducted from source by the Accountant General's Office in the case of Nurses and Midwives in the civil service. Nurses working in the private sector will be expected to pay to the Treasurer of the Association.
- II. Grants, gifts and donations: The Association shall actively seek and accept grants and donations from development agencies, charities, governments, private sector, NGO, citizens both within The Gambia and overseas.
- III. NAGaNM can accept contribution from anybody and anywhere, provided that the principles, independence and integrity of the Association will not be at stake.
- IV. The Association shall undertake income generating activities as the Fund-Raising Committee or the NEC shall determine from time to time.

18.2: Banking

- I. The association shall have a bank account(s) with reputable bank(s) in the country.
- II. There shall not be more than three signatories to any account.
- III. Two signatories are required to withdraw funds from the bank account whereas one signatory can deposit.
- IV. The account name, number and banker shall be public information to be released through newspapers or other media so that individuals or organizations intending to donate can do so directly at the bank.

18.4: Budget

- I. An annual budget shall be prepared by the social secretary in consultation with the Treasurer, the President and at least three members of the NEC to be nominated by the President.
- II. All budgets must be approved by the NEC and accessible to all NEC members of the association on demand.

18.5: Audits

There shall be a periodic audit preceding every AGM. The findings of the audit report must be presented at the AGM before the general membership

ARTICLE 19: REGIONAL BRANCHES OF THE ASSOCIATION

The association shall have Seven Regional Branches as per the health regional demarcation. The regional branch shall consist of the following Regional Organs:

- The Regional Assembly.
- The Regional Executive Committee.

19.1: The Regional Assembly, Composition and functions

- I. All members of the association in the region shall compose of the membership at regional level.
- II. The supreme authority of the Association shall be vested in the regional assembly, and it shall be the highest decision-making body of the Association at regional level.
- III. It has a replica function to the AGM

19.2: The Regional Executive Committee shall:

- I. Represent the association within the Health Administrative Region.
- II. Responsible for the running of the association's activities within the region.
- III. Hold meetings at least every three months.
- IV. Report on its activities and financial transactions to the National Executive Committee at annually; at least two months before any AGM.
- V. The REC shall have a replica function as the NEC.
- VI. *Its composition shall be as follows:*
 1. Regional Chairperson
 2. Regional Vice Chairperson
 3. Regional Secretary
 4. Regional Assistant Secretary
 5. Regional Treasurer
 6. Regional Auditor
 7. Regional Social Secretary
 8. Regional Assistant Social Secretary
 9. Regional Public Relations Officer (PRO)
 10. Regional Assistant Public Relation Officer

The roles and responsibilities of the regional structures are the same as that of the central structures at their levels.

ARTICLE 20: STUDENT NURSE ASSOCIATIONS

The association shall contribute to the welfare and provide guidance to the Gambia Student Nurses Association (GAMSNA). The GAMSNA president shall have an observer status in National Executive Committee.

ARTICLE 21: IMPORTANT DATES

The association shall observe the following dates and any other date/s of importance to the association.

- I. 5th May shall be observed as International Midwives Day
- II. 12th May shall be observed as International Nurses Day.
- III. 23rd May shall be observed as Africa Maternal and Newborn Health Day
- IV. February 12th every year shall be observed as National Nurses and Midwives Associations Unification Day

ARTICLE 22: AMENDMENTS

- I. This Constitution shall be subjected to amendment when any part becomes inimical to the operation of the association. Such an amendment shall resolve, uphold and safeguard the principles and interest of the association. The Constitution shall be tabled for amendment at an AGM, The Constitution shall be amended with a 2/3 majority during an AGM.
- II. The notice of motion for amendment shall be submitted to the general assembly by the NEC
- III. Resolution for amendments shall be discussed at the NEC level and received the affirmative vote of at least 2/3 of the membership present before presentation to the AGM.
- IV. Resolutions for amendment shall not take effect unless it has been debated by the general body and received an affirmative of at least 2/3 of the voting members present at the assembly.
- V. Amendments shall come into effect after a maximum of thirty (30) days after the AGM. The timeline of implementing the amendments is to be decided by the Governance.

ARTICLE 23: INTERPRETATION

The final interpretation of this constitution lies on the NEC

ARTICLE 24: ENFORCEMENT

This revised constitution shall be deemed to have come into effect 30 days after its passing by the general body and signing. This constitution was adapted by the General Body on July 6th 2019.

ARTICLE 25: DISSOLUTION

- I. The Association can only be dissolved by the general assembly after receiving the affirmative of 2/3 of its general membership.
- II. Surplus fund and assets shall be given to the Nurses and Midwives Council, to be decided by the dissolution General Assembly.
- III. At dissolution the documents shall be taken to the Nurses and Midwives Council archive.
- IV. The dissolution should come into effect a maximum of ninety (90) days after the meeting of the General Body.

Adapted by the General Body, July 6th, 2019 at Joint Officers Mess, Kotu.

President

Secretary General