



Commonwealth Association of Paediatric Gastroenterology and Nutrition

CONSTITUTION

1. NAME

The Association will be named the COMMONWEALTH ASSOCIATION OF PAEDIATRIC GASTROENTEROLOGY AND NUTRITION (CAPGAN)

2. PURPOSE

CAPGAN is a non-profit making organisation whose purposes are:

2.1 To promote knowledge of and training in paediatric gastroenterology, hepatology and nutrition throughout the Commonwealth and especially amongst 'less developed' countries.

2.2 To foster collaborative research in these fields

2.3 To hold regular scientific meetings.

2.4 To be a source of authoritative advice on gastroenterology, hepatology or nutrition problems, in particular, those of diarrhoea or malnutrition, to both national and international agencies within the Commonwealth.

2.5 To exert a positive influence as advocates for the welfare of children in the Commonwealth.

3. MEMBERSHIP

3.1 The Association will comprise active, honorary and emeritus members.

3.2 A member must show an active interest in paediatric gastroenterology, hepatology and/or nutrition.

3.3 Delegates who register to attend a CAPGAN Conference are automatically members of CAPGAN until the next Conference or until they have failed to attend two consecutive Conferences.

3.4 Members are not restricted to nationals of Commonwealth countries.

3.5 Prospective members who have not registered to attend a CAPGAN Conference may be elected by Council following submission and approval of their Curriculum Vitae and on paying the requisite membership fee. This will last until the next Conference.

3.6 Only active members have voting rights at General Meetings.

3.7 Members may be given the designation 'emeritus', if so approved by Council, on their withdrawal from active practice.

3.8 Honorary membership will be bestowed on those who have made an outstanding contribution to paediatric gastroenterology, hepatology or nutrition; or to the Association itself.

4. CAPGAN COUNCIL & ORGANISATION

4.1 Organisation and administration of CAPGAN will be the responsibility of CAPGAN's Council. Council will authorise the Executive to manage the affairs of the Association between meetings. All Council members will be notified of meetings of the Executive and have the right to attend.

4.2 Council will meet at the time and place of each International Conference and at least annually between Conferences.

4.3 Council will submit to the Secretary, items for inclusion at General Meetings.

4.4 Council members will be elected at General Meetings. Nominations will require to be submitted at least one month prior to a General Meeting, in writing to the Secretary, by at least 2 active members of CAPGAN.

4.5 Council will comprise representatives of each of the major Commonwealth Regions: Europe, Africa, South Asia, East Asia, Oceania and the Americas.

4.6 The Executive will be members of Council and comprise: the President, Past Presidents (max 3), President-Elect if confirmed, Secretary, Treasurer, Organiser of the next International Conference, Task Group Leaders.

4.7 PRESIDENT

The President-Elect: Nominations for this post will be submitted in writing by members of Council at least one month before a General Meeting, to the Secretary. They will be active members of CAPGAN, in good standing. The President-Elect will be elected and confirmed at the General Meeting prior to the Conference-based General Meeting when his/her office as President commences. The President will: ! perform all duties normally associated with the office of President. ! be responsible for the appointment of all ad hoc committees ! serve as an ex-officio member of all committees and task groups. ! retain office until the next Conference-based General Meeting, or for a maximum of 4 years if re-elected.

4.8 SECRETARY

Nominations for this post will be submitted in writing by members of Council at least one month before a General Meeting, to the outgoing Secretary. They will be active members of CAPGAN, in good standing. The incoming Secretary will be elected and confirmed at the forthcoming General Meeting. The Secretary will:

- perform all duties assigned by Council and the President.

- maintain an up to date list of CAPGAN members.
- notify members of dates, times and places of General Meetings, conferences and other official meetings of CAPGAN.
- be responsible for preparing and distributing Agendas and draft Minutes of all CAPGAN meetings to the membership.
- receive and distribute, as necessary, progress reports from designated Task Groups and coordinate activities of their leaders.
- retain office until the next Conference-based General Meeting, or for a maximum of 4 years if re-elected.

4.9 TREASURER

Nominations for this post will be submitted in writing by members of Council at least one month before a General Meeting, to the Secretary. They will be active members of CAPGAN, in good standing. The Treasurer will be elected and confirmed at the forthcoming General Meeting. The Treasurer will:

- hold all funds of the Association in a secure Bank Account, named CAPGAN.
- be responsible for all receipts and disbursement of funds of the Association.
- submit an Annual Report to Council and a Report to members at each General Meeting. Each Report will itemise all funds received and disbursed over each year. A Statement of the financial status of the Association will also be presented to the members at General Meetings.
- be responsible for fund-raising.
- retain office until the next Conference-based General Meeting, or for a maximum of 4 years if re-elected.

4.10 TASK GROUP LEADERS

The Council will elect from amongst its members, individuals to take charge of working groups charged with specific tasks decided at Council meetings. These Leaders will form working sub-groups including at least one more member of Council. Task Group Leaders will provide the Secretary with regular, at least annual, reports on progress for consideration by Council.

5. MEETINGS and CONFERENCES

5.1 CAPGAN will hold regular (at least triennial) International Scientific Conferences, involving presentation and discussion of selected papers on relevant subject matter to the membership, at suitable centres in the Commonwealth.

5.2 Written proposals for organising the next Scientific Conference will be invited and submitted at least one month before an ongoing Conference. Decisions and appointment of the next Conference Organiser will be made by Council.

5.3 CAPGAN will also be represented, as far as possible, at other World and Regional Conferences on paediatric gastroenterology, hepatology and nutrition.

5.4 A General Meeting of CAPGAN members will be held at each CAPGAN Conference . The Agenda and Minutes will be provided in timely fashion to the members by the Secretary.

5.5 A Meeting of CAPGAN Council will be held at each CAPGAN Conference and, if feasible, at World and Regional Conferences where CAPGAN is represented in sufficient numbers. The Agenda and Minutes will be provided in timely fashion to its members by the Secretary.

5.6 Each CAPGAN Scientific Conference will be planned and executed by an Organising Committee led by a Conference Organiser designated at the previous Conference.

5.7 The Conference Organiser will report regularly to Council via the Secretary; and will receive advice from Council as necessary.

5.8 Sponsorship may be sought but not from companies deemed by Council to trade unethically.

5.9 Conferences will be open to all applicants who register.

5.10 Authors who wish to present a 'free' paper will submit an abstract according to advice provided and before a deadline as advised, at least 3 months before the Conference. A selection process will ensue and authors will be informed of the outcome by the Organising Committee. Abstract books will be provided to delegates at the Conference.

6. LANGUAGE

The official language of the Association will be English at Meetings, Conferences and in correspondence.

7. VOTING

General Meetings:

- The quorum for a General Meeting will be 25 active members.
- Decisions will be made on the basis of a simple majority of those present with the following exceptions, in which case a 2/3 majority will be necessary:
 - o Alteration of the Constitution
 - o Decision to dissolve the Association
 - o Membership decision difficulties

Council Meetings:

- The quorum for a Meeting will be 5 members
- Decisions will be made on the basis of a simple majority of those present.

Non-attending members of either Meeting may offer votes in writing to the Secretary at least one week before such Meetings. The President's decision as to whether to use the votes of non-attenders will be final.

8. ALTERATIONS TO THE CONSTITUTION

8.1 Amendments to the Constitution must be proposed in writing to the Secretary not less than 6 months before the next General Meeting.

8.2 The Secretary will notify all members of proposed amendments to the Constitution not less than 4 months before the next General Meeting.

8.3 Any member may submit written counter-proposals to the Secretary not less than 2 months before the next General Meeting.

8.4 The Secretary will notify all members of submitted counter-proposals not less than 1 month before the next General Meeting.

8.5 Proposed amendments and counter-proposals will be debated and decisions made at the next General Meeting.

9. FUNDING

9.1 The membership fee will be determined by the Council at each General Meeting.

9.2 The membership fee will be incorporated within the registration fee of each CAPGAN Scientific Conference.

9.3 The membership fee for members not joining through registration at a Conference will be paid directly to CAPGAN via the Treasurer.

9.4 The membership fee will be reduced for members from 'less developed' countries and for trainees.

9.5 Ownership of Assets. In the event that the Association, CAPGAN, dissolves, all remaining assets will be transferred to the Commonwealth Foundation.

Dr. Barbara Golden, President CAPGAN

Dr. Neelam Mohan, Secretary and President elect CAPGAN