



## CONSTITUTION OF THE PAN-AFRICAN SOCIETY OF CARDIOLOGY

### BACKGROUND AND HISTORY

The Pan-African Society of Cardiology (PASCAR) had its beginnings in 1981 in Badagry, Nigeria. PASCAR is an organisation of healthcare workers from across Africa involved in the prevention, treatment and research of cardiovascular disease.

Africa does offer some unique challenges but, with sound and achievable objectives and a long-term vision, a positive impact on the disease can be made. PASCAR focuses on identifying key issues, finding novel solutions, and designing appropriate programs to combat cardiovascular disease on the continent. PASCAR forms working relationships with other organisations in Africa with similar mandates and focus. To understand the unique challenges faced in Africa, a core group of committed individuals with extraordinary knowledge of the African cardiovascular environment has been assembled in regional structures. In addition to our geographically aligned structures (North, East, South, Central and West), PASCAR establishes Task Forces and Associations with representation from key role players in cardiovascular subspecialties such as interventional cardiology, prevention, imaging, heart failure, hypertension etc.

### SECTION 1: NAME

1. Pan-African Society of Cardiology (PASCAR)

### SECTION 2: AIMS AND OBJECTIVES

1. To promote the **prevention and treatment** of cardiovascular diseases in Africa.
2. To promote the **education and training** of medical and allied health professionals in cardiology in Africa.
3. To educate the **public** in Africa on cardiovascular health.
4. To promote **research** in all aspects of cardiovascular disease in Africa.

### SECTION 3: MEMBERSHIP

This section defines the different categories of membership in the Pan-African Society of Cardiology (PASCAR):

1. **Institutional Members:** These are organised National Societies and Foundations of Cardiology based in African countries.
2. **Individual Members:** This membership is for individuals who have a professional interest in cardiology in Africa. To become an individual member, they must be registered with PASCAR.
3. **Associate Members:** These are individuals who are citizens of non-African countries but wish to contribute to cardiology in Africa. They must be deemed worthy of membership by the Governing Council of PASCAR. This allows for international involvement in advancing cardiovascular health in Africa.
4. **Application and Approval Process:** Formal applications for membership are received and reviewed by the Governing Council. Membership will be subject to ratification at the next Council Meeting.



#### SECTION 4: COMPOSITION OF THE GOVERNING COUNCIL

The Governing Council of PASCAR, hereafter referred to as Council, comprise the following elected officials:

1. President
2. President-Elect
3. Immediate Past President
4. Vice Presidents representing regions (North, South, East, West and Central Africa)
5. Secretary General
6. Treasurer
7. Editor of the PASCAR Journal
8. Chairs of Task Forces and Associations

Notes: Council shall have the power to co-opt chairpersons of Task Forces and Associations as and when the need arises.

#### SECTION 5: DUTIES OF COUNCIL, COUNCIL MEMBERS and CEO

[See Appendix for Role Description]

1. **Council Responsibilities:**
  - a. The **Council** manages the overall business of PASCAR, including the creation and dissolution of **task forces** and **associations** that align with PASCAR's goals.
  - b. The **Council** is also responsible for contracting a **Chief Executive Officer (CEO)** to manage day-to-day operations.
2. **Council Meetings:**
  - a. The Council is required to meet **at least three times a year** or more frequently as needed to ensure effective governance.
  - b. A quorum for Council meetings is set at **one quarter (25%)** of Council members. If a quorum is not met, decisions made at the meeting are ratified at the next meeting.
3. **Roles of Key Council Members:**
  - a. **President:** Is responsible for summoning and presiding over Council meetings.
  - b. **President-Elect:** Acts on behalf of the President in their absence, ensuring continuity of leadership.
  - c. **Vice-Presidents** - Reports on the activities, achievements, and progress of regional activities and presented at Council meetings.
  - d. **Secretary General:** Oversees the administration of PASCAR, ensuring that effective communication with members and stakeholders.
  - e. **Treasurer:** Has oversight of PASCAR's finances and are accountable for managing accounts and presenting **annual financial statements** to the Council for approval.
    - i. For **banking transactions**, the Treasurer and either the President or another Council member serve as signatories, while the **CEO** handles the **day-to-day financial transactions** electronically.



- f. **CEO:** Takes charge of PASCAR's **administration** and **financial management**, is responsible for implementing the decisions made by the Council.
- g. **Journal Editor:** Oversees the Society's **publications**, excluding the Newsletter, and provides updates on these at Council meetings.
- h. **Chairs of Task Forces and Associations:** Reports on the activities, achievements, and progress of the Task Force or Association and presented at Council meetings.

## SECTION 6: TENURE OF COUNCIL MEMBERS

This section outlines the tenure (length of term) for various roles within the Council of PASCAR:

- 1. **President**
  - a. The President will serve a two-year term and, at the end of this term, must relinquish the post.
  - b. The President is not eligible for re-election to the same position, ensuring regular leadership turnover and fostering opportunities for new leadership.
- 2. **Other Members of the Council**
  - a. Other Council Members (excluding the President) will also serve a two-year term.
  - b. These members are eligible for re-election and may serve another term, allowing for continuity and the opportunity for experienced members to remain in leadership roles if re-elected by the membership.
- 3. **Journal Editor**
  - a. The Journal Editor will be appointed for a four-year term, and this appointment will follow an advertised application process. This ensures that the selection of the editor is transparent and open to qualified individuals.

This tenure structure helps to maintain both continuity and fresh perspectives within the leadership of PASCAR, while also ensuring that key positions are regularly reviewed and filled through a transparent process.

## SECTION 7: PASCAR SECRETARIAT

- 1. The PASCAR secretariat will reside with the PASCAR CEO.

## SECTION 8: MEETINGS

This section outlines the structure and guidelines for meetings within the **Pan-African Society of Cardiology**:

- 1. **Pan-African Congress**
  - a. A **Pan-African Congress** will be held annually in Africa. It may be organised as a **standalone event** or **jointly with another congress**. This congress serves as a major event for members to gather, share knowledge, and engage in discussions related to cardiology in Africa.
- 2. **Annual General Meeting (AGM)**
  - a. The **AGM** will take place during each **Pan-African Congress**, with both physical and virtual attendance options.
  - b. The purpose of the AGM is to conduct the **business of the Society**, such as reviewing progress, making decisions, and discussing strategic plans.
  - c. **Notice of the AGM** must be given **at least 21 days** in advance to all members.



- d. All **motions** and **nominations** for the AGM must be submitted in advance and tabled at the meeting.

### 3. Special General Meeting (SGM)

- a. The SGM allows the Society to address urgent or specific matters outside of the regular AGM.
- b. This can be initiated by the **Council**, or a **petition signed by at least 50% of the members**.

## SECTION 9: LANGUAGES

1. The official languages of the Society shall be English.

## SECTION 10: FINANCE

This section outlines the key sources of **revenue**:

1. The **Society's revenue** will come from **annual dues** paid by both **member societies** and **individual members**. The amount of these dues will be determined by the **Council**, based on the financial needs of the organisation.
2. The Society will also generate revenue through **donations, endowments, sponsorships, and fees** from activities such as **training courses** and events. These additional funds help support the Society's programs and initiatives.
3. The Council may identify **other appropriate sources of revenue** as needed. This allows for flexibility in generating funds through various means that align with the Society's mission and objectives.

This financing structure ensures that PASCAR has multiple avenues for generating income, providing financial sustainability to support its operations and initiatives.

## SECTION 11: NOMINATION AND VOTING

This section outlines the rules and procedures for **nominations** and **voting** within **PASCAR**:

1. **Eligibility to Nominate and Vote:**
  - a. **National Societies** that are members of PASCAR, as well as **individual PASCAR members** in good financial standing (i.e., those who have paid their dues), are entitled to **nominate individuals** and **vote** in elections.
2. **Voting Representation:**
  - a. **Institutional Member:** Each **member society** will have **one vote**, regardless of its size.
  - b. **Individual Members from Countries Without a Cardiac Society:** Individual PASCAR members from countries that do not have a national cardiac society or are not represented by a PASCAR affiliated society will have **one joint vote**.
3. **Mode of Nomination and Voting:**
  - a. **Nomination and voting** will be conducted **online**, making the process more accessible and efficient for members across the continent.
  - b. The **Council** may decide to conduct nominations and voting in **another format** if deemed necessary.
4. **Election Committee:**



- a. The **Council** will appoint an **election committee** to define the detailed process for nominations and voting. This process must be **circulated no less than three months prior to the election** for **approval** by the Council, ensuring transparency and ample time for review.

This system ensures that the election process is inclusive, transparent, and provides a clear representation for both individual and institutional members of PASCAR. The flexibility for online voting also supports wider participation.

## SECTION 12: AFFILIATIONS

This section outlines PASCAR's approach to forming affiliations with other organisations:

1. PASCAR aims to seek affiliations with organizations that are similar in purpose or mission, likely to expand its influence, foster collaboration, and further its objectives in the field of cardiology.
2. The Council has the authority to approve affiliations as needed. These affiliations must align with PASCAR's overall interests and support the Society's goals and mission.

This approach ensures that PASCAR can form strategic partnerships with other organisations, enhancing its work and fostering international collaboration in the field of cardiology.

## SECTION 13: IDENTIFICATION MARKS

1. The Society will have an **official logo**, which serves as its visual identity and will be used on official documents, materials, and communications to represent PASCAR.

## SECTION 14: PUBLICITY AND PUBLICATIONS

1. Publicity shall be by website posting and social media.
2. The official publication of PASCAR is the Cardiovascular Journal of Africa (CVJA).

## SECTION 15: ASSOCIATIONS and TASK FORCES

This section outlines the role and responsibilities of **Associations** and **Task Forces** within PASCAR:

1. **Associations** and **Task Forces** are considered important tools for advancing the **aims and objectives** of PASCAR. They help to focus efforts on specific areas of interest within cardiology and contribute to the broader goals of the society.
2. **Responsibilities:**
  - a. **Developing projects, programmes and guidelines** related to specific areas of interest.
  - b. **Raising funds** for activities connected to their focus areas, supporting PASCAR's initiatives.
3. The **Chairperson** of each Association or Task Force must:
  - a. **Prepare regular reports** to be presented at **Governing Council meetings** and the **Annual General Meeting (AGM)**.
  - b. Ensure that activities are **communicated regularly** through PASCAR's **e-communication channels** (e.g., email, social media, website), maintaining transparency and engagement with members.
  - c. Provides leadership and direction for the Task Force or Association, ensuring that its activities align with the overall goals of PASCAR.



- d. Ensure that their Task Force or Association collaborates effectively with other parts of PASCAR and with external organizations, fostering synergies that advance PASCAR goals.
- e. Ensure that the Task Forces and Associations within PASCAR are well-managed, effective in their activities, and aligned with the overarching goals of the Society.

#### 4. Council's Role:

- a. The **Council** is responsible for **setting up or disestablishing** Associations and Task Forces.

Decisions will be based on:

- i. The **need** for specific groups.
- ii. The **performance** of existing groups.
- iii. **Compliance with PASCAR's requirements** and guidelines.

This structure allows PASCAR to create focused, flexible units to address specific challenges or opportunities, while maintaining oversight to ensure that they align with the Society's broader goals.

### SECTION 16: AMENDMENT AND CHANGE OF RULES

This section outlines the process for amending or changing the rules of the constitution of PASCAR:

- 1. Approval Requirement: Any amendment or change to the constitution must be approved by at least 60% of members. This ensures that any alterations have broad support within the membership, making changes more representative and legitimate.
- 2. Notice of Proposals:
  - a. Proposals to amend or change the constitution must be submitted to both the President and CEO no later than three (3) months before the Annual General Meeting (AGM).
  - b. These proposed changes must then be included on the agenda of the AGM in the form of a motion, allowing members to review and discuss the proposals before they are voted on.

This process ensures that constitutional changes are carefully considered, properly communicated to members, and require significant support before being enacted.

### SECTION 17: WINDING-UP, DEREGISTRATION, OR DISSOLUTION

This section outlines the process and conditions for the winding-up, deregistration, or dissolution of PASCAR:

- 1. Approval for Dissolution: PASCAR may be wound-up or dissolved if such a decision is approved by 66% of paid-up members. This ensures that the dissolution process has strong support from the membership, requiring a supermajority for approval.
- 2. Distribution of Assets Upon Dissolution:
  - a. If PASCAR is dissolved, any remaining assets, after all liabilities have been settled, will be transferred to other associations or institutions whose objectives are like those of PASCAR.
  - b. The Council will determine which organisation will receive the assets. If the Council is unable to decide, the distribution will be determined by mediation or legal proceedings.

This ensures that, in the event of PASCAR's dissolution, its remaining resources are redirected to support similar causes. The process also ensures that the decision to dissolve the Society has broad support among its members.



## Appendix: PASCAR Council Constitutional Position Descriptions

### i. President

The President of the Pan-African Society of Cardiology (PASCAR) shall be responsible for attending and summoning meetings of Council, providing strategic leadership and direction, governance, and representation of PASCAR in accordance with the society's vision and mission.

- The President shall represent PASCAR to external stakeholders including government, agencies, and healthcare organizations, advocating for policies and initiatives that advance the prevention and treatment of cardiovascular disease in Africa.
- The President shall oversee the establishment of regional structures, committees, task forces within PASCAR to address the specific needs and priorities of different regions and subspecialties within the cardiovascular medicine scope.
- The President shall serve as ex-officio member for all committees and task forces within PASCAR, providing guidance and support as needed for the successful implementation of the society's initiatives.

### ii. President Elect

The President Elect of the Pan-African Society of Cardiology (PASCAR) shall serve as the successor to the President and shall assume the duties of the President in their absence or incapacity.

- The President Elect shall support the President in their duties and responsibilities including providing input on strategic decisions and assisting with the implementation of PASCAR's initiatives and programs.
- The President Elect shall be in a state of active preparation to assume presidency by familiarizing themselves with the operations, policies, and strategic priorities of PASCAR.

### iii. Immediate Past President

The Immediate Past President of the Pan-African Society of Cardiology (PASCAR) shall serve as an advisor to the current President and the Council, offering guidance and institutional knowledge based on their previous leadership experience.

- They shall support the President and Council in carrying out the mission and objectives of PASCAR as well as participate in discussions about strategic planning.

### iv. Vice-President

The Vice-Presidents of the Pan-African Society of Cardiology (PASCAR) shall support the President and the President Elect in the execution of their duties and in the overall leadership and implementation of PASCAR's initiatives in a specific region of Africa.

- Each Vice President may oversee specific areas of the society's operations such as regional activities, research, education, and membership engagement as assigned by the President.



- The Vice-Presidents shall serve as liaisons between the Council and various Working Groups, Task Forces and Associations within PASCAR to ensure effective communication and coordination of efforts in a specific region.

v. Secretary General

The Secretary General of the Pan-African Society of Cardiology (PASCAR) shall (with the CEO) manage the day-to-day operations and ensuring the smooth functioning of PASCAR in line with the society's mission and vision.

- The Secretary General shall maintain the official records of PASCAR including but not limited to Minutes of all meetings of Council, official correspondence and facilitating the compilation of official documents including the Secretariat Newsletter.
- The Secretary General shall coordinate communication between Council, Working Groups, and task forces to facilitate the dissemination of information relevant to PASCAR's objectives.
- The Secretary General shall oversee membership records including but not limited to the processing of new memberships, renewals and updating the database of members.

vi. Treasurer

The Treasurer of the Pan-African Society of Cardiology (PASCAR) shall be responsible (with the CEO) for managing the society's finances including budget planning, financial reporting and the oversight of financial transactions and policies.

- The Treasurer shall present Annual Financial Statements to Council for approval.
- The Treasurer shall be a lawful signatory with either the President or another Council member with electronic day-to-day transactions conducted by the PASCAR CEO.

vii. Editor of the PASCAR Journal (CVJA)

The Editor of the PASCAR Cardiovascular Journal of Africa (CVJA) shall serve as the chief Editorial Officer responsible for the oversight of the society's publications including the vision, integrity, and scholarly content of such publication(s).

- The Editor shall oversee all publications except the Secretariat Newsletter and provide updates at Council meeting.

viii. Chairs of Committees, Working Groups, Task Forces and Associations



The Chairs of the Committees, Task Forces, Working Groups and Associations of the Pan-African Society of Cardiology (PASCAR) shall be responsible for leading their respective groups in achieving specific objectives aligned with PASCAR's strategic goals and missions.

- Chairs shall convene and preside over meetings of their Committee, Task Forces, Working Groups and Associations, setting agendas, facilitating discussions, and driving the execution of assigned projects and initiatives.

ix. Chief Executive Officer

The CEO of the Pan-African Society of Cardiology (PASCAR) shall be responsible for day-to-day operational needs of PASCAR as contracted and under the direction of Council.

- The CEO will be responsible for the management, administration, financials (invoicing, fund raising, debt collection etc) and organisation of educational initiatives such as webinars and training as well as communication through the website and various social media platforms.
- The CEO shall prepare the agenda for, keep, and circulate minutes of all such meetings and implement decisions of Council.
- CEO will with guidance and support from the Council, Treasurer, Chairs (Task Forces, Committees, Associations) develop fundraising initiatives and engage with potential supporters.

**References (reviewed to compile the descriptions)**

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