



The Caribbean Association of Medical Technologists (CASMET)

CONSTITUTION

REVISED VERSION 2016

MISSION

To be recognized as the Caribbean Association for medical laboratory professionals dedicated to meeting the needs and requirements of its members and clients, providing dynamic visionary leadership, advocacy at the highest level, educational development and support for regulatory mechanisms encouraging members to aspire to the highest standards of professional conduct, thereby promoting delivery of quality healthcare.

VISION

Laboratory Professionals partnering to provide Quality Healthcare

CORE VALUES - Excellence, Quality, Integrity, Professionalism (EQIP)

CONSTITUTION OF THE CARIBBEAN ASSOCIATION OF MEDICAL TECHNOLOGISTS

For Laboratory Professionals

ARTICLE 1. NAME

The Association shall be known as the Caribbean Association of Medical Technologists **(CASMET)**, hereafter, referred to as the Association.

Medical Laboratory Professional, those health care professionals, such as Technologists, Technicians, Phlebotomists and Assistants, staffing a research or medical laboratory where specimens are tested, evaluated and the results are recorded.

A Medical Technologist can be defined as a person who, by education and training, is capable of performing essential laboratory tests

and procedures used in the diagnosis, study and treatment of diseases, in major disciplines of the medical laboratory such as Clinical Chemistry, Haematology, Immunohaematology, Immunology, Serology, Microbiology, and may also be termed a Medical Laboratory Scientist.

These procedures may include other related disciplines of the Medical Laboratory.

ARTICLE 2. REGISTERED OFFICE

The Registered Office of the Association will be situated at the Pathology Department, University of the West Indies, Mona, Jamaica or at such other place as may be decided by the Regional Council (see Article 6).

ARTICLE 3. AIMS AND OBJECTIVES

The aims and objectives of the Association shall be to:

- (a) Review periodically the role of CASMET as an Examining Body in its Member Countries.
- (b) Offer itself in an advisory and collaboratory capacity to the respective educational institutions in its Member Countries in the development of the technical aspects of the Medical Technology training programmes.
- (c) Exercise professional supervision over the Members of the Association.
- (d) Promote the development and interchange of technical knowledge by means of meetings, conferences, lectures, short courses and publications.
- (e) Make representation on behalf of the Members with reference to matters of professional interests, employment status and recognition.

- (f) Actively recruit new Members using various media.
- (g) Encourage the formation of Branches of the Association in its Member Countries.
- (h) Encourage high standards of professional conduct.
- (i) Consider, promote, support or oppose proposed and/or existing legislation or other measures affecting the welfare of its Members.
- (j) Undertake if requested, the settlement of professional dispute between Members and/or organization.
- (k) Develop and maintain co-operation with other similar Professional Associations and or employers in the Caribbean and elsewhere.

- (l) Invest and manage the assets of the Association in such manner as may be determined.
- (m) Offer its service to the relevant Ministries of Health in the various Member Countries in co-ordinating and monitoring standards of internship of the various Medical Technology programmes.
- (n) Establish and improve dialogue with teaching institutions, funding agencies, health organisations, Government in all matters relating to Laboratory Medicine.

ARTICLE 4: MEMBERS

SECTION 1: MEMBERSHIP

- (a) Branch Membership, shall consist of Medical Technologists and other Laboratory Professionals, qualified or

preparing to qualify according to the accepted standard of the profession in their country. Membership must be open to these persons, irrespective of nationality, race, creed, colour, politics, sex or social status.

- (b) Members of each Branch Council must be elected by the free votes of their Members.
- (c) Groups of Medical Technologists and other Laboratory Professionals in countries where there are no Branches shall be Members of a designated Branch.

SECTION 2: TYPES OF MEMBERSHIP

Membership of the Association shall be divided into the following categories. The qualification requirements for each category are listed below:

- (a) **Medical Technologist (MT)**

He/She shall hold the minimum of a CASMET Diploma in Medical Technology or its equivalent; A Bachelor of Science degree in Medical Laboratory Technology; A Bachelor of Science degree in a Physical or Natural science with a minimum of one year's work in an established laboratory with experience in a minimum of three areas of Medical Technology, which must include the areas of Microbiology, Clinical Chemistry and Haematology followed by certification from a CASMET recognized body; A Diploma or Associate degree in Medical Technology (with more than 90 credits) from an approved institution. .

- (b) **Medical Laboratory Technician (MLT)**
He/She shall hold the minimum of a CASMET Certificate in Medical Technology or its equivalent; An

Associate degree in Medical Technology from a CASMET recognized institution; Training programmes of not less than 90 credits.).

(c) **Laboratory Technical Assistant**

He/She shall possess a minimum of four (4) CXC or GCE subjects or equivalent in English, Mathematics, a science subject and one other subject and shall have a minimum of two (2) years experience in laboratory work.

(d) **Phlebotomist (RPT)**

He/She shall hold a minimum of a Certificate in phlebotomy from a recognized programme.

(e) **Student**

He/She shall be enrolled in a recognised institution as a student pursuing a course of study in Medical Technology or other related discipline.

(f) **Associate**

He/She shall be engaged in laboratory work and/or support services.

(g) **Specialist**

He/She shall possess a minimum qualification of a Master's degree in a Medical Science discipline and shall be involved in laboratory work.

(h) **Emeritus**

He/She shall be invited to join this elite category on the basis of his/her outstanding contribution to the profession.

(i) **Corporate**

This member shall be a company, institution or individual that provides corporate assistance to the Association on an annual basis with a minimum contribution as deemed necessary by CASMET.

(j) **Lifetime**

He/She shall qualify as a member under any of the previous categories and shall be 55 years and over and pay a one-time fee of US \$250.00.

ARTICLE 5: TERMS OF MEMBERSHIP

- (a) Each application for Membership shall be made to the Branch Council on the prescribed form provided by the Association, accompanied by the appropriate fee and the relevant certified copies of supporting documents.
- (b) On acceptance, a Member's name shall be placed on the official register in the category allocated by Regional Council.
- (c) Each Member shall pay dues to his/her respective Branch and or Regional Council Treasury on January 01 of each year, or at such time when due, at a rate decided by the Biennial General Meeting (BGM).
- (d) Any Member who fails to pay his/her annual dues after one year it falls due, shall no longer be entitled to vote at

any General Meeting of the Association and shall incur the risk of erasure of his/her name from the register and shall lose all privileges and rights of the Association.

- (e) Any individual whose name has been removed from the register due to non-payment of dues must pay all outstanding dues or a reinstatement fee of \$US50.00 and the current year's dues.
- (f) All Members must notify the Branch Secretary of any change of address.

ARTICLE 6: COUNCIL

SECTION 1: THE REGIONAL COUNCIL

The Regional Council shall comprise the following:

- (a) President
- (b) Vice President

- (c) President Elect
- (d) Immediate Past President
- (e) Secretary
- (f) Assistant Secretary
- (g) Treasurer
- (h) Assistant Treasurer
- (i) Public Relations Officer
- (j) Four (4) Council Members
- (k) The Chairperson of a Branch or his/her nominee, where the Branch wishes to utilize that option whereas there are no more than four (4) of its members represented on the Council at any one time.
- (l) One Nominee from each non-represented Member Country
- (m) Appointed Parliamentary Counsel

SECTION 2: THE ELECTED REGIONAL COUNCIL

- (a) Each General Assembly of Delegates otherwise referred to as the BGM shall elect a Regional Council comprising the following:
1. Vice President
 2. President Elect
 3. Secretary
 4. Assistant Secretary
 5. Treasurer
 6. Assistant Treasurer
 7. Public Relations Officer
 8. Four (4) Council Members
- (b) The Regional Council shall hold office for a maximum period of two (2) years.
- (c) Candidates for election must have been nominated by their Member Branches.

All nominees must be financial Members of CASMET.

- (d) Nominations for all offices must be lodged in writing with the Secretary at least sixty (60) days prior to the BGM.
- (e) A person may be nominated simultaneously by his/her Branch for any of the available offices, but may hold only one of these offices.
- (f) If no nominations for the available offices have been received sixty (60) days prior to the BGM, the Regional Council shall make nominations accordingly, which the BGM may accept or reject. If rejected, the BGM shall make nominations for such office(s).
- (g) A list of all nominations received by the closing date shall be sent to the Branches at least thirty (30) days prior to the BGM.

- (h) No more than four (4) nominees may be elected from any Branch and for that purpose the Immediate Past President automatically taking office and the President Elect being ratified in office as President shall be counted as elected.
- (i) The election shall be conducted by secret ballot and the incumbent determined by simple majority.
- (j) The President shall take office on ratification of his/her position at the BGM.
- (k) The outgoing President of the Association shall be called the Immediate Past President. He/She shall take office in that capacity on the same day that the President takes office and shall hold office until the next BGM.
- (l) The President Elect shall be ratified at the next BGM at which time he/she shall assume office as President.

- (m) The Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Public Relations Officer, and four (4) Council Members shall hold office until the next BGM and shall be eligible for immediate re-election but shall not hold the same elected position for a period of more than two (2) consecutive terms.
- (n) If the President is unable to continue in office, the Vice President shall act in his/her place until the next BGM.
- (o) If the President Elect is unable to continue in office, the office shall remain vacant until the next BGM, when a President shall be elected at the said BGM.
- (p) If the Vice President is unable to continue in office, the Regional Council shall appoint one of its Members to act as Vice President until the next BGM.

- (q) If the Treasurer is unable to continue in office, the Assistant Treasurer shall act in his/her place and where the Treasurer and Assistant Treasurer are unable to continue, the Regional Council shall appoint one of its Members to act as Treasurer until the next BGM.
- (r) If the Secretary is unable to continue in office, the Assistant Secretary shall act in his/her place and where the Secretary and Assistant Secretary are unable to continue, the Regional Council shall appoint one of its Members to act as Secretary until the next BGM.
- (s) If the Public Relations Officer is unable to continue, the Regional Council shall appoint one of its Members to act as Public Relations Officer until the next BGM.
- (t) If a Council Member is unable to continue in office, the unsuccessful

candidate who received the most votes in the previous election may be invited to act in his/her place, provided that no more than four (4) persons from his/her country are represented on the Regional Council.

- (u) Officers desiring to demit office, shall make such requests in writing to the Regional Council no later than sixty (60) days in advance.

SECTION 3: DUTIES OF REGIONAL COUNCIL

The Regional Council shall:

- (a) Implement the decisions of the BGM.
- (b) Inform the Branches of important matters.
- (c) Prepare for BGM and Extraordinary General Meetings.
- (d) Conduct the business of the Association.
- (e) Represent the Association.

- (f) Determine the functions of its Officers.
- (g) Prepare Biennial Budget.

ARTICLE 7: QUALIFICATIONS, DUTIES AND RESPONSIBILITIES OF THE REGIONAL COUNCIL OFFICERS:

SECTION 1: PRESIDENT

- (a) He/She shall:
 - (i) Be a Medical Technologist.
 - (ii) Be a Member of CASMET for at least five (5) years.
 - (iii) Have served at Branch or Council level.
 - (iv) Be involved in Medical Technology and resident in a CASMET Member Country at the time of holding office.
- (b) He/She shall take the chair at the BGM, at all meetings of the Regional Council,

other meetings of the Association and official functions.

- (c) He/She shall have a casting vote when occupying the chair.
- (d) He/She shall be responsible for all arrangements when examinations of the Association are being held.
- (e) He/She shall hold office for two (2) years.
- (f) He/She shall be the Chief Elected Officer of CASMET and is responsible to the Membership for the efficient functioning of the Association. He/She is also responsible for the maintenance of proper procedures and protocols on the part of Regional Council and Committees of CASMET within the terms of the Constitution.
- (g) He/She shall be an ex-officio Member of all Committees of CASMET except the

Nominating Committee and where specifically excluded.

SECTION 2: VICE PRESIDENT

- (a) Same as Article 7, Section 1(a).
- (b) He/She shall attend the BGM and all other meetings of the Association.
- (c) He/She shall assist the President whenever necessary in all arrangements and especially when Examinations of the Association are being held.
- (d) He/She shall, in the absence or inability of the President, assume the duties and responsibilities of the President.
- (e) He/She shall perform any other duties as assigned by the President.

SECTION 3: PRESIDENT ELECT

- (a) Same as Article 7, Section 1(a).

- (b) He/She shall, in the absence or inability of the President or Vice President, assume the duties and responsibilities of the President.
- (c) He/She shall attend the BGM and all other meetings of the Association.
- (d) He/She shall perform any other duties as assigned by the President.

SECTION 4: IMMEDIATE PAST PRESIDENT

- (a) He/She shall be the Chairperson of the Nominating Committee.
- (b) He/She shall attend the BGM and all other meetings of the Association.
- (c) He/She shall assist in maintaining continuity in the progress of CASMET and in the resolution of problems and projects.
- (d) He/She shall perform any other duties as assigned by the President.

SECTION 5: SECRETARY

- (a) He/She shall:
 - (i) Be a Medical Laboratory Professional
 - (ii) Be a Member of CASMET for at least three (3) years.
 - (iii) Have served at Branch or Council level.
 - (iv) Be involved in Medical Laboratory work and resident in a CASMET Member Country at the time of holding office.
- (b) He/She shall attend the BGM and all other meetings of the Association.
- (c) He/She shall maintain current lists of all Committees and ensure that resignations are reported and vacancies filled.
- (d) He/She shall receive and deal with correspondence.

- (e) He/She shall prepare agendas in consultation with the President.
- (f) He/She shall be the ex-officio Secretary of all Committees.
- (g) He/She shall convene meetings and make all necessary arrangements.
- (h) He/She shall be responsible for the preparation of the Minutes.
- (i) He/She shall carry out the Regional Council's instructions.
- (j) He/She shall prepare the Biennial Report on the work of the Association to be presented to the Regional Council and after its adoption by the Regional Council ensure its presentation at the BGM.
- (k) He/She shall keep a record of current membership.
- (l) He/She shall perform any other duties as assigned by the President.

SECTION 6: ASSISTANT SECRETARY

- (a) Same as Article 7, Section 5 (a).
- (b) He /She shall assist the Secretary in the duties outlined in Section 5 above.
- (c) He/She shall assume the duties and responsibilities in the absence of the Secretary.

SECTION 7: TREASURER

- (a) Same as Article 7, Section 5 (a).
- (b) He/She shall attend the BGM and all other meetings of the Association.
- (c) He/She shall control expenditure to ensure that it does not exceed income.
- (d) He/She shall settle accounts authorized for payment by Regional Council.
- (e) He/She shall collect all funds and issue receipts on behalf of the Association. All funds collected shall be deposited in

the Regional Bank Account(s) as specified by Regional Council, under the name, Caribbean Association of Medical Technologists (CASMET).

- (f) He/She shall maintain an up-to-date register of all Members.
- (g) He/She shall present at each Regional Council Meeting a financial statement from the date of the last presented statement.
- (h) He/She shall maintain proper accounts, prepare and present a Biennial statement which has been duly audited, to the BGM.
- (i) He/She shall perform any other duties as assigned by the President.

SECTION 8: ASSISTANT TREASURER

- (a) Same as Article 7, Section 5 (a)

- (b) He/She shall assist the Treasurer in the duties outlined in Section 7.
- (c) He/She shall assume the duties and responsibilities in the absence of the Treasurer.

SECTION 9: PUBLIC RELATIONS OFFICER

- (a) Same as Article 7, Section 5(a).
- (b) He/She shall attend the BGM and all other meetings of the Association.
- (c) He/She shall promote the activities of the Association through the media and shall assist with the preparation and distribution of publications of the Association.
- (d) He/She shall be responsible for the coordination of seminars at the BGM and Regional Council meetings.
- (e) He/She shall perform any other duties as assigned by the President.

SECTION 10: COUNCIL MEMBER

- (a) He/She shall be a Member of CASMET.
- (b) He/She shall attend the BGM and all other meetings of the Association.
- (c) He/She shall assist in the deliberations and activities of the Regional Council.
- (d) He/She shall perform any other duties as assigned by the President.

ARTICLE 8: OTHER OFFICERS

SECTION 1: AUDITORS

- (a) Two auditors shall be appointed at the BGM.
- (b) They shall be required to audit the Accounts and financial statements of the Association.

- (c) They shall prepare for circulation to the BGM an audited report duly signed by them.

SECTION 2: SIGNING OFFICERS

- (a) The appointment of six (6) Elected Officers with authority as signing Officers shall be made biennially by the Regional Council. These should include the President, the Secretary and the Treasurer.
- (b) The signing Officers or any two (2) of the signing officers shall be authorized to sign on behalf of CASMET documents of the Association.

ARTICLE 9: EXAMINATIONS

Examinations shall be conducted by the Education Committee. This Committee shall be responsible for appointing panels to supervise examinations in the Member Countries where

examinations are being held.

SECTION 1: DIPLOMA EXAMINATIONS

Diploma Examinations shall be conducted in accordance with the Association's syllabus.

SECTION 2: ADMITTANCE TO THE DIPLOMA EXAMINATIONS

Each candidate to be admitted to the Diploma Examinations shall comply with the following:

- (a) He/She shall have passed the Certificate Examination in Medical Technology from CASMET or such other examination(s) considered equivalent by Council.
- (b) He/She shall have completed at least two (2) years post-certificate training (or equivalent) in a general Medical Laboratory in the discipline to be examined.

- (c) He/ She shall be a Member of the Association for at least one year prior to the date of the examination.
- (d) Examinations shall be held in November of each year or at any time as specified by the Regional Council. Applications with appropriate fees must reach the Branch Secretary by March 31st of each year.

SECTION 3: FELLOWSHIP EXAMINATION

Fellowship Examinations shall be conducted in accordance with the Association's guidelines. Examination shall be in the form of a thesis in the field of study.

Each candidate to be admitted to the Fellowship Examination (submission) of thesis shall comply with the following:

- (a) He/She shall have passed the CASMET Diploma (or equivalent examination) in

Medical Technology or a Bachelor of Science Degree in Medical Technology.

- (b) He/She shall have completed at least two (2) years studies/research leading to the submission of thesis.
- (c) He/She shall be a Member of the Association for at least one year prior to the date of application.

SECTION 4: HONORARY FELLOW

- (a) He/She shall be a Medical Technologist or other suitably qualified Medical Laboratory Scientist who has served in the field of Laboratory Medicine for a minimum of twenty (20) years.
- (b) He/She shall have actively served the Association for a minimum of ten (10) years.
- (c) He/She shall have participated in courses/seminars during his/her period

of service and shall have updated his knowledge of Medical Laboratory principles and techniques.

- (d) He/She shall be nominated by at least five (5) financial Members of the Association and such nomination shall be accompanied by a curriculum vitae.

ARTICLE 10: RIGHTS AND PRIVILEGES

- (a) A Fellow shall have the right to use the initials F.M.T after his/her name.
- (b) A Diplomate shall have the right to use the initials D.M.T after his/her name.
- (c) A Certificate Member shall have the right to use the initials C.M.T after his/her name.
- (d) Members shall be entitled to share in all the facilities provided by the Association.
- (e) All financial Members shall have the

right to vote at the Biennial General Meeting or any Extraordinary Meeting (EM).

- (f) Each Certificate issued by the Association shall be in such a form as determined by Regional Council and shall remain the property of the Association.
- (g) In case of ill health, misfortune or retirement from active professional duties, the Council may release any Member from payment of future annual dues, subscriptions or contributions as the Council deems fit.

ARTICLE 11: COMMITTEES

- (a) There shall be the following Standing Committees which shall be appointed at the time of the BGM. Each Committee shall include no less than two (2)

Members of the Regional Council:

- (i) Nominations & Awards Committee
 - (ii) Finance Committee
 - (iii) Education Committee
 - (iv) Public Relations Committee
 - (v) Association Development & Disciplinary Committee
- (b) The Chairperson of each Committee shall present a report to the Regional Council.

ARTICLE 12: DISCIPLINARY CHARGES AND HEARINGS

The Council may remove from the register any Member who, after due investigation is found to be guilty of misconduct which may bring the Association into ill repute.

SECTION 1: FILING OF COMPLAINT

Any person, who is aware that a Member has engaged in conduct detrimental to the Association or to the profession of Medical Technology or has violated the Code of Ethics of CASMET, may file a written complaint with the Branch Secretary.

SECTION 2: REVIEW BY COMPLAINTS COMMITTEE

- (a) Upon receipt of a written complaint, the Branch Secretary shall, within thirty (30) days, forward same to the Members of the Complaints Committee, who shall review the complaint and decide whether or not sufficient grounds exist for a formal charge to be made.
- (b) The Complaints Committee shall be at the Branch level.

SECTION 3: WRITTEN CORROBORATION

- (a) The Complaints Committee may require written corroboration of the complaint by another person before taking action on the complaint.
- (b) Upon receiving notification from the Complaints Committee that a formal charge is to be made, the Branch Secretary shall, within one hundred and eighty (180) days, request a meeting of the Disciplinary Committee to hear the charge.
- (c) The Disciplinary Committee shall be at the Regional level.

SECTION 4: HEARING

- (a) The respondent shall be notified of the date, time and place of the hearing and of the nature of the complaints at least thirty (30) days before the date of the hearing.

- (b) At the hearing of the charge before the Disciplinary Committee, the respondent may appear in person, with or without Counsel, or may be represented by Counsel in his/her absence, and the Committee may engage Counsel to assist at the hearing.
- (c) The Disciplinary Committee shall convene to render its decision.
- (d) In order for the charge to be sustained, two-thirds (2/3) of the Committee Members must vote in favour of sustaining the charge.

SECTION: 5 PENALTIES

- (a) In the event that the charge is sustained, the Disciplinary Committee shall have the power to impose any one or more of the following penalties:
 - (i) Reprimand
 - (ii) Suspend the Member for a

definite period, which shall not be less than one (1) year and not more than three (3) years.

- (iii) Suspend the Member for an indefinite period with the provision that at the end of three (3) years the Member may apply to the Executive Council for reinstatement to membership and the Member shall be reinstated by a vote of two-thirds (2/3) of the Regional Council.
- (iv) Expel the Member.

SECTION 6: WRITTEN DECISIONS AND NOTIFICATIONS

The decisions of the Disciplinary Committee including the penalties shall be in writing and the Regional Secretary shall forward to the respondent written notice of the decision

within fourteen (14) days of the hearing.

SECTION 7: APPEAL

- (a) The respondent may appeal the decision of the Disciplinary Committee within thirty (30) days of notification of the decision. Such appeal shall be made in writing to the Regional Council. The Council shall hear the appeal at its next regularly scheduled meeting. The appeal shall be made in writing to the Regional Secretary and shall state the grounds for the appeal.
- (b) The provisions of sections 12.4 and 12.6 respecting the hearing before the Disciplinary Committee shall apply to the hearing of the appeal. The appeal shall fail unless the majority of the Regional Council Members present at the hearing find in favour of the appellant.

ARTICLE 13: SUBSCRIPTIONS

- (a) Each Branch shall pay an annual subscription of fifty percent (50%) of the total amount of dues collected from its Members or any other rate so determined by the Members at the BGM.
- (b) The annual subscription from each Branch shall be due on January 01 of each year at the rate determined. Such a rate shall prevail until it is changed by another BGM.
- (c) Every year the office of the Association shall be informed of the number of Members of each Branch so as to determine the sum to be collected from each Branch and amounts to be paid to Affiliate Associations.
- (d) The Regional Council shall pay to the

respective Branches 50% of the annual subscription dues collected directly from Members or any other rate so determined by the Members at the BGM.

ARTICLE 14: MEETINGS

SECTION 1: BIENNIAL GENERAL MEETINGS (BGM) / EXTRAORDINARY MEETINGS (EM)

- a. The Association shall hold a BGM every two (2) years in November or at such date set by the Regional Council. The venue shall be determined by the previous BGM following an invitation from a Branch/Organisation willing to act as host.
- (b) The BGM shall be a general meeting of the Members of CASMET. The Meeting shall be held for the purpose of electing the Regional Council, receiving financial statements, reports and for the

transaction of any other business of the Association.

- (c) The Regional Secretary shall notify the Members of this Meeting no less than one hundred and eighty (180) days prior to the date set. The notice must contain a provisional agenda of the BGM. He/She is responsible for convening the BGM giving at least six (6) months notice to the Members. The notice must contain provisional agenda of the BGM.
- (d) By notifying the office of the Association at least ninety (90) days before the BGM, a Branch may request additional subjects to be included in the agenda. The final agenda must be sent to the Members at least thirty (30) days before the BGM.
- (e) The President of CASMET shall act as Chairperson or his/her deputy so

appointed by Council and/or BGM.

- (f) All other General Meetings other than BGM, shall be called Extraordinary Meetings. These Meetings shall be called when considered necessary by the Council, the President or upon receipt of a written request by at least twenty five (25) Members.
- (g) An Extraordinary Meeting must be held within one hundred and twenty (120) days of a request to that effect, at least thirty (30) days notice being given.
- (h) No business shall be transacted at either meeting unless a quorum is present. Twenty five (25) Members shall constitute a quorum.
- (i) At all Meetings a Resolution put to vote shall be decided by a simple majority of Members present, by ballot or show of hands.

- (j) The same regulations that govern the BGM shall apply to the Extraordinary Meeting.
- (k) A Register of all financial members MUST be made available at all meetings.

SECTION 2: COUNCIL MEETINGS

- (a) The Council shall meet at least twice per year or as often as it deems fit, at a venue to be decided on by the President.
- (b) In the absence of a Council Meeting, any urgent decision may be decided by the President together with at least two (2) other Members of the Regional Council preferably the Treasurer and the Secretary.
- (c) A quorum for Council Meetings shall consist of eight (8) Members.

ARTICLE 15: DISSOLUTION OF THE ASSOCIATION

- (a) The Association can be dissolved and liquidated only by an Extraordinary Meeting convened specially for this purpose. Motions concerning the dissolution of the Association shall be sent to the Member Countries at least one hundred and twenty (120) days before the date of Extraordinary Meeting.
- (b) For a motion requesting dissolution of the Association to be carried out at the Extraordinary Meeting, it is necessary that at least two-thirds (2/3) of the Branches be represented and that the motion receives a unanimous decision.
- (c) Should the Association be dissolved, the assets shall be distributed among its Branches in proportion to their

contribution.

ARTICLE 16: AMENDMENTS

- (a) A Member writing to amend any of the rules of the Association shall submit to the Regional Secretary proposed amendments, in writing, duly signed by another Member at least twenty eight (28) days before the BGM.
- (b) Ratification of modification, alteration or addition to the Constitution can only take effect after the majority of the Members present have indicated so.

ARTICLE 17: BRANCHES

- (a) The Regional Council may authorise the formation of a Branch when requested to do so by twelve (12) or more registered Members from the Country

or group of Countries concerned.

- (b) The Branch shall have the right to use the name of the Association.
- (c) Any name decided on by the Members of that Branch and accepted by the Regional Council may be used.
- (d) The Branch shall be regulated by the guidelines governing the Administration of Branches (see articles 18 and 19).

ARTICLE 18: GUIDELINES GOVERNING THE ADMINISTRATION OF BRANCHES

- (a) The Branch shall be administered by the Branch Council in accordance with guidelines set out by Regional Council.
- (b) The Branch Council shall comprise the following:
 - (i) Chairperson
 - (ii) Vice Chairperson
 - (iii) Secretary

- (iv) Assistant Secretary
 - (v) Treasurer
 - (vi) Assistant Treasurer
 - (vii) Public Relations Officer
 - (viii) Four (4) or more Council Members
- (c) For Branches having twenty (20) or less financial Members, a condensed version of the Council could be considered.
- (d) Branches that cannot meet the required Council Members as specified in Article 18 (b), be allowed to waive from this by having a smaller Council.
- (e) This Branch Council shall hold office for a period of one year or two years as deemed fit by the Branch.

ARTICLE 19: QUALIFICATIONS, DUTIES AND RESPONSIBILITIES OF BRANCH OFFICERS

SECTION 1: Chairperson

- (a) He/She shall:
 - (i) Be a Medical Technologist.
 - (ii) Be a Member of CASMET for at least two (2) years with the willingness and ability to serve.
 - (iii) Be involved in Medical Technology and resident in the Country at the time of holding office.
- (b) He/She shall preside at all meetings of the Branch Council, other meetings of the Branch and official functions.
- (c) He/She shall have a casting vote when occupying the chair.

- (d) He/She shall be responsible for all arrangements when examinations of the Association are being held.
- (e) He/She shall be an ex-officio Member of all Committees of the Branch.

SECTION 2: VICE CHAIRPERSON

- (a) He/She shall:
 - (i) Be a Medical Technologist.
 - (ii) Be a Member of CASMET for at least two (2) years with the willingness and ability to serve.
 - (iii) Be involved in Medical Technology and resident in the Country at the time of holding office.
- (b) He/She shall attend all meetings of the Branch.

- (c) He/She shall, in the absence or inability of the Chairperson, assume the duties and responsibilities of the Chairperson.
- (d) He/She shall perform any other duties as assigned by the Chairperson.

SECTION 3: SECRETARY

- (a) He/She shall:
 - (i) Be a Medical Laboratory Professional.
 - (ii) Be a Member of CASMET for at least one (1) year with the willingness and ability to serve.
 - (iii) Be involved in Medical Technology and resident in the Country at the time of holding office.
- (b) He/She shall attend all meetings of the Branch.

- (c) He/She shall maintain current lists of all Committees and ensure that resignations are reported and vacancies filled.
- (d) He/She shall receive and deal with correspondence.
- (e) He/She shall prepare agendas in consultation with the Chairperson.
- (f) He/She shall be an ex-officio Member of all committees.
- (g) He/She shall convene meetings and make all necessary arrangements.
- (h) He/She shall be responsible for the preparation of the Minutes.
- (i) He/She shall carry out the Branch Council's instructions.
- (j) He/She shall prepare the Annual/Biennial Report on the work of the Branch to be presented to the Branch Council and after the adoption

by the Branch Council, ensure its presentation at the AGM/BGM.

- (k) He/She shall prepare a report on the work of the Branch to be sent to each Regional Council Meeting and for the Regional BGM.
- (l) He/She shall keep a record of current Members.
- (m) He/She shall perform any other duties as assigned by the Chairperson.

SECTION 4: ASSISTANT SECRETARY

- (a) He/She shall:
 - (i) Be a Medical Laboratory Professional.
 - (ii) Be a Member of CASMET for at least one (1) year with the willingness and ability to serve.

- (iii) Be involved in Medical Technology and resident in the Country at the time of holding office.
- (b) He/She shall assist the Secretary in the duties outlined in Section 3 above.
- (c) He/She shall assume the duties and responsibilities in the absence of the Secretary.
- (d) He/She shall perform any other duties as assigned by the Chairperson.

SECTION 5: TREASURER

- (a) He/She shall:
 - (i) Be a Medical Laboratory Professional.
 - (ii) Be a Member of CASMET for at least one (1) year with the willingness, honesty and ability to serve.

- (iii) Be involved in Medical Technology and resident in the Country at the time of holding office.
- (b) He/She shall attend all meetings of the Branch.
- (c) He/She shall control expenditure to ensure that it does not exceed the income.
- (d) He/She shall settle accounts authorized for payment by Branch Council.
- (e) He/She shall collect all funds and issue receipts on behalf of the Branch. All funds collected shall be deposited in the Branch Bank Account(s).
- (f) He/She shall maintain an up-to-date register of all financial Members.
- (g) He/She shall present to Branch Council a financial statement from the date of the last statement.

- (h) He/She shall maintain proper accounts, prepare and present a Biennial Statement which has been duly audited.
- (i) He/She shall perform any other duties as assigned by the Chairperson.

SECTION 6: ASSISTANT TREASURER

- (a) He/She shall:
 - (i) Be a Medical Laboratory Professional.
 - (ii) Be a Member of CASMET for at least one (1) year with the willingness, honesty and ability to serve.
 - (iii) Be involved in Medical Technology and resident in the Country at the time of holding office.
- (b) He/She shall assist the Treasurer in the duties outlined in Section 5 above.

- (c) He/She shall assume the duties and responsibilities in the absence of the Treasurer.
- (d) He/She shall perform any other duties as assigned by the Chairperson.

SECTION 7: PUBLIC RELATIONS OFFICER

- (a) He/She shall:
 - (i) Be a Medical Laboratory Professional.
 - (ii) Be a Member of CASMET for at least one (1) year with the willingness and ability to serve.
 - (iii) Be involved in Medical Technology and resident in the Country at the time of holding office.
- (b) He/She shall attend all meetings of the Branch.

- (c) He/She shall promote the activities of the Branch through the media and shall be responsible for the preparation and distribution of publications of the Branch.
- (d) He/She shall perform any other duties as assigned by the Chairperson.

SECTION 8: COUNCIL MEMBER

- (a) He/She shall be a Member of the Branch.
- (b) He/She shall attend all meetings of the Branch.
- (c) He/She shall assist in the deliberations and activities of the Branch Council.
- (d) He/She shall perform any other duties as assigned by the Chairperson.

ARTICLE 20: OTHER OFFICERS

SECTION 1: AUDITORS

- (a) Two auditors shall be appointed at the AGM/BGM of the Branch.
- (b) They shall be required to audit the accounts and financial statements of the Branch.
- (c) They shall prepare for circulation to the AGM/BGM of the Branch an audited report duly signed by them.

SECTION 2: SIGNING OFFICERS

- (a) The appointment of at least three (3) Elected Officers with authority as signing Officers shall be made annually/biennially by the Branch Council. These should include the Chairperson, the Secretary and the Treasurer.

- (b) Any two (2) of the signing Officers shall be authorized to sign on behalf of the Branch documents of the Association.

ARTICLE 21: ELECTION OF BRANCH OFFICERS

All Branch Officers shall be elected at the Annual General Meeting (AGM) or Biennial General Meeting (BGM) of the Branch.

SECTION 1: BRANCH COUNCIL

The Branch Council shall deal with local matters pertaining to the Branch in accordance with the Aims and Objectives stated in Article 3.

SECTION 2: QUORUM

A quorum for a Branch Meeting shall be not less than one-third (1/3) of its financial membership.

SECTION 3: SUSPENSION

Branches may be suspended or dissolved at the discretion of the Regional Council.

SECTION 4: FINANCES

- (a) The Branch Treasurer shall collect subscription and fees in accordance with the rate set by the BGM.
- (b) All Registration fees must be forwarded to the Regional Treasurer of the Association.
- (c) Each Member Branch shall pay an annual subscription of fifty percent (50%) of total amount of dues collected from its Members or any other rate so determined by the Members at the BGM.

CODE OF ETHICS

ON ENTERING AT THIS TIME INTO THE PRACTICE OF MEDICAL TECHNOLOGY, I ACCEPT WITH FULL REALIZATION OF ITS IMPLICATION, THE RESPONSIBILITY ASSOCIATED WITH MY DUTIES.

I AM AWARE THAT SINCE THE PHYSICIAN OR SURGEON RELIES UPON MY WORK IN THE DIAGNOSIS AND TREATMENT OF DISEASE, EVEN AN APPARENT TRIVIAL ERROR MAY AFFECT SERIOUSLY THE HEALTH OR EVEN THE LIFE OF A PATIENT. EVERY PROCEDURE, THEREFORE, MUST BE CARRIED OUT WITH THOUGHTFULNESS AND ACCURACY.

KNOWING THESE THINGS I RECOGNIZE THAT MY INTEGRITY AND THAT OF MY PROFESSION MUST BE PLEDGED TO THE ABSOLUTE RELIABILITY OF MY WORK.

I AM AWARE OF THE NEED FOR CO-OPERATION AND FRIENDLY UNDERSTANDING BETWEEN MY FELLOW WORKERS AND MYSELF AND FOR THE PATIENCE, HUMANITY AND TACT WHICH MUST BE EXERCISED TOWARD THE PATIENT WHO BY REASON OF HIS ILLNESS IS PARTICULARLY NEEDFUL OF MY SKILL AND KINDNESS.

I REALIZE THAT THE KNOWLEDGE OBTAINED CONCERNING PERSONS IN THE COURSE OF MY WORK IS PRIVILEGED AND CONFIDENTIAL AND THAT SINCE THE PHYSICIAN OR SURGEON HAS THE ULTIMATE RESPONSIBILITY IN DIAGNOSIS AND TREATMENT, MY RESULTS MAY BE MADE KNOWN ONLY TO HIM OR ANOTHER HAVING DULY CONSTITUTED AUTHORITY.

TO THESE PRINCIPLES I HEREBY SUBSCRIBE, PROMISING TO CONDUCT MYSELF AT ALL TIMES IN A MANNER APPROPRIATE TO THE DIGNITY OF MY PROFESSION.



**THE CARIBBEAN ASSOCIATION OF MEDICAL TECHNOLOGISTS
(CASMET)**