



# **The Society of Radiographers of South Africa**

## **Constitution**

**2024**

**THE SOCIETY OF RADIOGRAPHERS OF SOUTH AFRICA**  
**CONSTITUTION**

**DEFINITIONS**

1. In these Rules, unless the context otherwise requires - "Council" shall mean the Council of the Society as defined and established in terms of Rule 14 of these Rules.
2. In these Rules, unless otherwise specified, all office-bearers' portfolios at national and provincial levels shall be held by ordinary members in good standing.

"Executive Committee" shall mean the Executive Committee (EXCO) of the Council as defined in terms of Rule 18 of these Rules.

"Managing Body of the Society" shall include each of the following bodies, namely, the Council, and EXCO.

"Society" shall mean the Society of Radiographers of South Africa established in terms of these Rules.

"President" and "President-elect" shall mean the President and President-elect of the Society.

"Secretariat" shall mean the office or persons entrusted with administrative duties, maintaining records, and performing or overseeing secretarial duties in relation to the Council, EXCO or Provincial Task Team.

"Treasurer" shall mean the Treasurer of the Society, and when used in relation to the Council, EXCO or Provincial Task Team, shall mean the Treasurer of such Council, or EXCO, or Provincial Task Team, as the case may be.

"Committee", shall mean the Executive Committee (EXCO), and Standing or ad Hoc Committees appointed by Council or EXCO to undertake specific tasks in keeping with the objectives of the Society.

"Provincial/national Task Team" shall mean a task team appointed by Council or EXCO.

"Membership Application Committee" shall mean the committee appointed by Council or EXCO to approve applications for membership.

"Editor" shall mean the Editor of the Journal *The South African Radiographer*.

"Editorial Board" shall such mean the editorial board of the Journal.

“International Society of Radiographers and Radiological Technologists shall mean the ISRRT.

“ISRRT Representative” shall mean the ISRRT representative of the Society.

“Continuing Professional Development (CPD) Representative” on Council shall mean the CPD representative.

“Provincial Representative” shall mean a Council member of a province in the Republic of South Africa

When circumstances so require, words importing the singular, shall include the plural; words importing the masculine gender, shall include the female or neuter gender, or vice versa; and words importing persons, shall include associations or bodies of persons, whether incorporated or unincorporated, and whether endowed with legal or corporate personality, or not so endowed, as well as a legal persons or body corporate not consisting of an association or body of persons.

## **NAME AND STATUS OF SOCIETY**

2. An association is hereby established subject to and in terms of these Rules under the name of "Society of Radiographers of South Africa", which shall be a non-profitable body corporate or legal entity, separate and distinct from its members, with perpetual succession, capable of suing or being sued in its corporate name.

## **OBJECTIVES OF SOCIETY**

3. The objectives of the Society shall be:
  - (a) to represent radiographers of the Republic of South Africa, both nationally and internationally;
  - (b) to promote availability of adequate and reliable radiography services in the Republic of South Africa, and, to this end, to strive for maintenance and improvement in technical and ethical standards both in practice and in training;
  - (c) to protect and promote the rights and interests of the members of the Society in the employee/employer relationship, and the dissemination to members of technical and other information affecting their profession;
  - (d) to maintain contact with other bodies active in the same field and with those authorities and bodies, in the Republic of South Africa and elsewhere, that control or influence the training, employment, qualification or other aspects of the radiographer's career;

- (e) to provide a forum for increased collaboration between organisations in the Republic of South Africa having an interest in radiography;
- (f) to make available fellowships, bursaries, grants-in-aid and other financial assistance to members to attend national and international conferences and meetings relevant to the profession;
- (g) to do all such other or further acts or things as are conducive or incidental to the attainment of the afore going objects or any of them but by means other than the carrying on by the Society of any trading or other profit making activities, or the participation by the Society in any business, profession or occupation carried by any of its members, or the provision to any of its members of financial assistance or of any premises or continuous services or facilities required by its members for the purpose of carrying on any business, profession or occupation;
- (h) to adhere to all legislation pertaining to protection of members' personal information.

#### **PLENARY AND ANCILLARY POWERS**

4. The Society shall have plenary and ancillary powers to enable it to realise and achieve its principle objects and to do such things as are necessary, conducive or incidental to the attainment of such objects. Without derogating from the generality of the above, the Society shall in particular have the following powers:

- (a) to open and operate a banking, or other account or accounts;
- (b) to invest monies;
- (c) to acquire, deal with and alienate any property;
- (d) to borrow money and, if required, to furnish security therefore;
- (e) to remunerate its employees and reimburse its officers and others with the expenses reasonably incurred by them in and about the Society's affairs;
- (f) to arrange group, medical and other insurances and travel concessions;
- (g) to request any persons/sponsors/donors to be patrons of the Society;
- (h) to confer on members of the Society a merit award which will be in the form of a silver badge of the Society, as well as a certificate stating the

grounds on which the award has been made;

- (i) to confer on non-members and members an honorary membership, which will be in the form of a certificate stating grounds on which the award has been made.

## **RESTRICTIONS ON DISTRIBUTION OF DIVIDENDS OR ASSETS**

**4 (bis)** The following special conditions apply to the Society.

- (a) The income, profits and gains and property of the Society where so ever derived shall be applied solely towards investment or the promotion of its objects and no portion thereof shall be paid, transferred or distributed directly or indirectly by way of dividend, bonus or otherwise howsoever, to members of the Society or any person; provided that nothing herein contained shall prevent the payment on good faith of reasonable remuneration of any official or servant of the Society or any member thereof in return for any services actually rendered to the Society;

- (i) Upon its winding up or dissolution, any surplus funds or assets of the Society remaining after payment of all debts, liabilities, administration and liquidation expenses shall not be paid to, nor distributed amongst, the members of the Society, but shall be given or transferred to some other radiographical or medical society, association or institution, having been formerly constituted for not less than 10 (ten) years, and having objectives mutatis mutandis similar to the objectives of the Society; such other society, association or institution to be similarly exempt from the payment of income tax pursuant to the provisions of Section 10 (1) (cB) (ff).

## **MEMBERSHIP**

### **5. CLASSES OF MEMBERSHIP**

The following persons shall be eligible to become members of the Society in their respective classes, namely:

- a) Ordinary members: all persons registrable by the Health Professions Council of South Africa as radiographers
- b) Supplementary members: all persons registrable by the Health Professions Council of South Africa as supplementary diagnostic radiographers.
- c) Student members: all persons registered with the Health Professions Council of South Africa as u n d e r - g r a d u a t e student radiographers.
- d) Associate members: persons actively associated with radiography and

health services who wish to be kept informed of such services but who are not qualified to become members in terms of Rule 5 (a), (b) or (c).

- e) Institutional members: those companies, institutions, associations whether incorporated or unincorporated, and whether endowed with legal or corporate capacity, or not so endowed, which are actively interested in the promotion of radiography as a science.
- f) Honorary members: persons elected by the Society to honorary membership by reason of the Society's wish to bestow on them a special honour in recognition of services rendered or to be rendered by them to the Society, or by reason of their contribution to radiography or to the Society; such members will not be required to pay annual membership fees.
- g) Affiliate organisational member: a formally constituted radiographic organisation outside of South Africa.

## **6. APPLICATION FOR MEMBERSHIP**

Applications for membership, on a form to be prescribed by the Council, shall be submitted online or a copy submitted electronically to the Secretariat, who shall forward the form to the Membership Application Committee, and membership shall be granted or declined at the sole and unchallenged discretion of the Membership Application Committee, on or before the deadline prescribed by Council, provided, however, that such Membership Application Committee shall be entitled to refer doubtful applications to the Council or Executive Committee (EXCO) before deciding whether to grant or decline an applicant's application for membership. Criteria for granting membership are: the application must meet the classes of membership requirements as stipulated in Rule 5 (a to e); the class of membership being applied for must be stated; and the application must include all required information.

## **7. ADMISSION TO MEMBERSHIP**

The name of the applicant whose application for membership has been granted shall, on receipt by such applicant of notification of his admission and payment by him of the prescribed membership fee, be entered by the Secretariat in the national database register of members of the Society, and only on such entries having been affected by the Secretariat shall he become, and be deemed to be, a member of the Society.

## **8. TERMINATION OF MEMBERSHIP**

A member's membership shall terminate:

- a) on the expiring of the period for which he was granted membership, if he was admitted as a member for a limited period;
- b) on resignation, provided he is then in good standing;

- c) on passing of a resolution to the effect by the National Council where the member is in default with payment of his membership fee after 31 March each year;
- d) should the member concerned be found, after due enquiry by the Council, to be guilty of conduct considered by the Council to be detrimental to the interests and objects of the Society.

#### **9. TERMINATION OF MEMBERSHIP ENQUIRY**

- a) An enquiry, as envisaged in the preceding sub-rule 8(d) hereof, shall be conducted in such a manner, and at such time and place as may be decided upon by the Council, which shall give the member concerned such notice thereof as it may consider to be responsible.
- b) The member concerned shall be entitled to be present at such enquiry and to make representations against the termination of his membership and shall be entitled to request representation from his discipline at all proceedings, and he shall be entitled, at his own personal cost, to be legally or otherwise represented thereat.
- c) The decision of the Council at such enquiry shall be final and unchallengeable, and shall, accordingly, not be subject to review, and if the Council decides to terminate the member's membership, he shall not be entitled to a refund of any membership fee paid by him in respect of any period either prior, or subsequent to the date of such termination.

#### **10. REGISTER OF MEMBERSHIP NAMES**

The Secretariat shall keep a national database register of all members of the Society, and the database shall be accessible to designated provincial task team members. Members' information on the database shall only be used for Society business and shall not be shared with third parties in terms of the relevant legislation.

#### **11. MEMBERSHIP FEES**

The membership fees payable by:

- (i) ordinary members shall be fixed from time to time by the Council;
- (ii) supplementary, student and associate members, shall be one-half of the membership fee payable by ordinary members in terms of the preceding sub-rule (a)(i) hereof;
- (iii) company and institutional members, shall be double the fee payable by ordinary members in terms of sub-rule (a)(i) hereof.

##### **11.1 COLLECTION OF MEMBERSHIP FEES**

All membership fees shall be paid to the national treasury account held in the name of the Society.

## **12. LIMITATION OF MEMBERS LIABILITY**

The liability of members of the Society for debts and engagements of the Society shall be limited to the membership fees payable by them from time to time in terms of these rules.

## **13. MANAGEMENT OF THE SOCIETY**

The business and affairs of the Society shall be administered and controlled by the Council, and the Executive Committee (EXCO) established in terms of these Rules, who shall respectively be vested with such powers and authorities, and be subject to such duties and obligations, as are conferred or imposed upon these bodies respectively in terms of these Rules.

## **THE COUNCIL**

### **14. COUNCIL: COMPOSITION OF THE COUNCIL**

The Council shall consist of:

- a) 1 (one) ordinary member of the Society elected, as hereinafter provided, from each Province that has more than thirty (30) (such members hereinafter being referred to as "Provincial Council members"),
- b) 1 (one) ordinary member of the Society who shall be elected as President as hereinafter provided;
- c) 1 (one) ordinary member of the Society who shall be elected as President-elect as hereinafter provided;
- d) the National Treasurer who shall be appointed by Council or EXCO;
- e) the Public Liaison Officer who shall be appointed by Council or EXCO;
- f) the ISRRT representative who shall be appointed by Council or EXCO;
- g) the CPD representative who shall be appointed by Council or EXCO

### **15. METHOD OF ELECTION OF PROVINCIAL COUNCIL MEMBERS TO SERVE ON THE COUNCIL**

- a) Before 5 April the Secretariat shall inform EXCO of the total paid up members in each provinces; by 9 April EXCO shall call for nominations from the members in the provinces.
- b) The completed nomination forms to be sent by the nominees to the Secretariat on or before 25 April.
- c) The Secretariat shall on receipt of completed nomination forms forward these to the President and members of the EXCO who shall request the National Treasurer by 30 April to confirm all nominees are ordinary members in good standing.
- d) The EXCO shall instruct the Secretariat to enter the names of nominees



on a ballot form by 15 May and to send to members of each respective province to request them to vote for a Provincial Council representative and to return completed ballot forms to the Secretariat by 30 May.

- e) The Secretariat shall, in the presence of a scrutineer, count the votes by 10 June; and shall immediately inform EXCO of the results.
- f) The member with the majority of votes in each province shall be informed by EXCO by 15 June that he is the Provincial Representative
- g) In the event of a tie in (e) above, the President shall have a casting vote.

## **ELECTION AND APPOINTMENTS**

### **16. METHOD OF ELECTION OF PRESIDENT AND PRESIDENT-ELECT**

- a) The incumbent President and President-elect/immediate Past-president, as elected in accordance with rule 16 in the Constitution 2013, shall convene the inaugural Council meeting. The incumbent President shall be the presiding officer; or in the absence of the incumbent President, the President-elect/immediate Past-president shall be the presiding officer of the inaugural Council meeting comprising: Provincial Council representatives; the incumbent National Treasurer; the incumbent Public Liaison Officer; the incumbent CPD representative; and the incumbent ISRRT representative. The penultimate agenda item of the inaugural meeting shall be election of president and president-elect.
- b) At the inaugural meeting the presiding officer shall call for nominations for: (a) president: and (b) president-elect. All Council members in (a), with the exception of the National Treasurer, shall be eligible to be nominated for the position of president and president-elect. All Council members in (a) shall have the right to nominate Council members for the position of president and president-elect provided such nominees have served on EXCO or Council within the immediate past six (6) years in accordance with the 2013 Constitution. All Council members in (a) shall have voting rights.
- c) The term of office of the president, and the president-elect shall be four (4) years. The President-elect shall at the end the 4 (four) year term of office automatically assume the office of President.

#### **16.1 METHOD OF APPOINTMENT OF NATIONAL TREASURER**

- a) The Secretariat, at the request of EXCO, shall request Council members to nominate suitable members, who must be computer literate and competent in spreadsheet data capturing, to serve as national treasurer for a period of not less than 4 (four) years and shall be eligible for re-appointment for three (3) terms in total.
- b) The Secretariat, on receipt of the nominations, shall forward these to the President and EXCO, who shall by consensus select a national treasurer from the nominees.
- c) The Secretariat shall notify the national treasurer of his appointment and date of commencement of office.
- d) The Secretariat shall notify Council members of the appointment of the national treasurer.

### **16.2 METHOD OF APPOINTMENT PUBLIC LIAISON OFFICER (PLO)**

- a) The Society shall appoint a PLO who shall manage the day-to-day liaison between the Society and the media, and other interested role-players.
- b) The Secretariat, at the request of COUNCIL, or the President and members of EXCO, shall request Council members to nominate suitable members, who have been members of Council in the immediate past 4 (four) years to serve as PLO for a period of 4 (four) years and shall be eligible and shall be eligible for re-appointment for three (3) terms in total.
- c) Council members to forward signed nomination forms to the Secretariat by the deadline determined by Council or EXCO.
- d) The Secretariat shall forward the signed nomination forms to the President and EXCO members, who shall by consensus appoint the PLO representative.
- e) The Secretariat shall notify the PLO representative of his appointment and date of commencement of office.
- f) The Secretariat shall notify all Council members of the appointment of the PLO representative.

### **16.3 METHOD OF APPOINTMENT OF AN ISSRT REPRESENTATIVE**

- a) The Secretariat, at the request of COUNCIL, or EXCO, shall request Council members to nominate an incumbent Council member, or immediate past Council member, or incumbent PLO, or a member who served on Council for not less than four (4) years within the last decade, as the ISSRT representative. The nominee/s shall have knowledge of Society matters, and shall liaise with the ISSRT and member countries on a day-to-day basis. The ISSRT representative shall serve for a period of 4 (four) years and shall be eligible for re-appointment for three (3) terms in total.
- b) Council members to forward signed nomination forms to the Secretariat by the deadline determined by Council or EXCO.
- c) The Secretariat shall forward the signed nomination forms to the President and EXCO members, who shall by consensus appoint the ISSRT representative.
- d) The Secretariat shall notify the ISSRT representative of his appointment and date of commencement of office.
- e) The Secretariat shall notify all Council members of the appointment of the ISSRT representative.

#### **16.4 METHOD OF APPOINTMENT OF CPD REPRESENTATIVE**

- a) The Secretariat, at the request of COUNCIL or EXCO, shall request Council members to nominate an incumbent Council member, or immediate past Council member, or incumbent PLO, or a member who served on the Regional Committees in accordance with the 2013 Constitution, for not less than four (4) years within the last decade, as the CPD representative. The CPD nominee shall have knowledge of Society and CPD matters, and shall be responsible for the day-to-day CPD matters. The CPD representative shall be the chairperson of the CPD committee appointed by Council or EXCO. The CPD representative shall serve for a period of 4 (four) years and shall be eligible for re-appointment for two (2) terms.
- b) Council members to forward signed nomination forms to the Secretariat by the deadline determined by Council or EXCO.
- c) The Secretariat shall forward the signed nomination forms to the President and EXCO members, who shall by consensus appoint the CPD representative.
- d) The Secretariat shall notify the CPD representative of his appointment and date of commencement of office.
- e) The Secretariat shall notify all Council members of the appointment of the CPD representative.

#### **16.5 METHOD OF APPOINTMENT OF AN EDITOR AND EDITORIAL BOARD**

The Council or EXCO shall appoint an editor and editorial board to be responsible for management and editing of the *South African Radiographer*. The editor must be: proficient in English, and computer literate, and must have knowledge and experience in research methodology and peer reviewing protocols. Members of the editorial board should not be limited to a few academic institutions, but should include national and international persons that have knowledge and experience in reviewing manuscripts. The term of office of the editor and editorial board shall be five (5) years, and shall be eligible for re-appointment for a further 3 (three) terms.

#### **16.6 METHOD OF APPOINTMENT OF A SECRETARIAT**

The Society shall appoint a Secretariat, who may be solely contractually employed by the Society, or shared with another organisation, or a business, where the Society contributes financially towards administrative and secretarial services.

#### **17. TERMS OF OFFICE OF COUNCIL MEMBERS**

- a) Provincial Council members, shall have voting rights and shall serve for 4 (four) years but shall be eligible for re-election.
- b) The President-elect shall have voting rights and shall serve for 4 (four) years.
- c) The President shall have voting rights and shall serve for 4 (four) years and shall be eligible for re-election after 4 (four) years.
- d) The National Treasurer shall have voting rights and shall serve for a minimum of 4 (four) years, but shall be eligible for re-appointment.

- e) The PLO shall have voting rights and shall serve for a minimum of 4 (four) years, but shall be eligible for re-appointment.
- f) The ISRRT representative shall have voting rights and shall serve for 4 (four) years, but shall be eligible for re-appointment.
- g) The CPD representative shall have voting rights and shall serve for 4 (four) years, but shall be eligible for re-appointment

## **THE EXECUTIVE COMMITTEE**

### **18. APPOINTMENT, COMPOSITION AND TERMS OF OFFICE OF MEMBERS OF EXECUTIVE COMMITTEE**

(a) The Executive Committee (EXCO) shall consist of:

- (i) The President and the President-elect
- (ii) The National Treasurer
- (iii) 4 (four) Council members

(b) The EXCO shall act for and represent the Council while it is not in meeting.

(c) The members of the EXCO shall be nominated and appointed biennially for a period of 2 (two) years and shall, accordingly, all retire at the end of their term of office, but shall be eligible for re-appointment.

(d) At the inaugural meeting of the Council (see 16 a), the presiding officer shall, following the election of president, and president-elect, call for nominations for 4 (four) Council members to serve on EXCO. In the event of a tie, the newly elected President shall have the casting vote.

### **19. POWERS AND DUTIES OF COUNCIL AND EXECUTIVE COMMITTEE**

In addition to such other powers and duties as are vested in or conferred upon the Council and EXCO, respectively in terms of these Rules.

#### **(i) APPOINTMENT OF THE NATIONAL TREASURER, PUBLIC LIAISON OFFICER, THE ISRRT REPRESENTATIVE, THE CPD REPRESENTATIVE, EDITOR AND EDITORIAL BOARD, AND SECRETARIAT**

- a) National treasurer (see 16.1) for such a period of periods and on such terms and conditions as it may determine who shall be a member of the Society and who shall be the Treasurer respectively of the Society, Council, and Executive Committee and shall have voting rights at Council and Executive Committee meetings.
- b) Public liaison officer (see 16.2) for a period of not less than 4 (four) years and shall have voting rights at Council meetings.
- c) ISRRT representative (see 16.3) who shall be a member for a period of not less than 4 (four) years and shall have voting rights at Council

meetings.

- d) CPD (see 16.4) representative who shall be a member for a period of not less than 4 (four) years and shall have voting rights at Council meetings.
- e) Editor of the journal, *The South African Radiographer (SAR)* for a period of not less than 5 (five) years who could be a member or non-member of the Society, with no voting rights (see 16.5).
- f) Editorial board of the journal, *The South African Radiographer (SAR)* for not less than 5 (five) years (see 16.5) with no voting rights.
- g) Secretariat who could be a member or non-member of the Society (see 16.6) with no voting rights.

## **(ii) APPOINTMENT OF ALTERNATIVES TO PROVINCIAL MEMBERS OF COUNCIL**

If any Provincial member of Council is unable to attend a Council meeting, empower such a member to nominate an alternate from that province (who shall be an ordinary paid up member of the Society in good standing) to attend, speak and vote at that meeting on behalf of that Province.

## **(iii) APPOINTMENT OF A COUNCIL MEMBER TO VOTE FOR ABSENT REGIONAL MEMBER**

If no alternate in terms of Rule 19 (i) (a to d), or Rule 19 (ii) is available, empower the absent member concerned to nominate any other attending Council member to vote on behalf of the absent member at that meeting provided that the absent member's vote is in writing and tabled at the commencement of that meeting.

## **19.1 CASUAL VACANCIES: PROVINCIAL MEMBERS**

If any vacancy occurs in the number of Provincial members of Council, whether by retirement, death or otherwise empower members of that Province to appoint a substitute who shall be an ordinary paid up member of the Society in good standing, provided that the person so appointed shall remain a member of the Council under the same conditions as laid down in Rules 17(a) and 15, provided, furthermore, that the Council shall cause the name of the person so appointed to be published on the website of the Society.

## **19.2 CASUAL VACANCIES: PRESIDENT**

If a vacancy occurs during the term of the office of President, whether by retirement, death or otherwise, the president elect shall assume the office for the remainder of the term, and shall continue as President for his term of office.

## **19.3 CASUAL VACANCY: PRESIDENT-ELECT**

If a vacancy occurs in the office of President-elect, whether by retirement, death or

otherwise, appoint a substitute member in terms of the procedure mentioned in Rule 16 (b) for the remainder of the term of office.

#### **19.4 CASUAL VACANCY: NATIONAL TREASURER, PUBLIC LIAISON OFFICER, ISRRT REPRESENTATIVE**

If a vacancy occurs in office of the national treasurer/ public liaison officer/ ISRRT representative, or CPD representative, whether by retirement, death or otherwise, appoint a substitute member in terms of the procedure mentioned in Rule 16.1, 16.2, 16.3, and 16.4.

#### **19.5 APPOINTMENT OF STANDING COMMITTEES AND PROVINCIAL TASK TEAMS**

Standing committees and Provincial tasks teams, from membership shall be appointed by Council or EXCO to handle specific matters. The function of such standing committees and task teams shall be prescribed in the procedural guidelines.

#### **19.6 THE EXECUTIVE COMMITTEE (EXCO) SHALL HAVE THE FOLLOWING POWERS AND DUTIES**

- a) Exercise of delegated powers: exercise and perform such powers and duties as may be delegated to it from time to time
- b) Control the affairs of the Society
- c) When Council is not in meeting, have full authority, subject to the provisions of these rules, to control the affairs of and represent the Society. Any decision taken by the EXCO shall be minuted at the next council meeting
- d) Meet as and when required
- e) Appointment of members to act as minutes secretary: EXCO shall appoint two council members to act as minutes secretary at council or other such meetings
- f) Power of co-option: co-opt, from members of the Society, a person or persons to serve on the executive committee for such purposes and periods as it may determine, provided that such co-opted member or members shall have no voting rights.
- g) Appointment of standing committees, ad hoc committees, and task teams: appoint standing committees, ad hoc committees, and tasks teams for specific purposes and delegate structure, powers and authorities to such committees/tasks teams.

#### **POWERS AND DUTIES OF SECRETARIAT AND TREASURERS**

20. The persons appointed, or acting from time to time, to perform secretarial tasks, and treasurers respectively of the Society, the Council, Executive Committee, Standing Committees, or ad hoc committee/task team shall, in addition to such powers and duties as may be assigned to them from time to time by the said bodies and/or be vested in or imposed upon them respectively in terms of these Rules, have the following further powers and duties respectively, that is

to say:

- (i) **GIVE NOTICE OF MEETINGS:**  
give due notice of all meetings of such body to all members thereof entitled to such notice;
  - (ii) **KEEP MINUTES:**  
ensure that suitable minutes and records of all meetings of such body are kept and where such body is a provincial sub-committee/task team, ensure, furthermore, that copies are sent to the Secretariat of the Council for forwarding to Council and EXCO; ensure that ratified minutes are signed;
  - (iii) **ATTEND TO CORRESPONDENCE:**  
conduct and attend to all correspondence on behalf of such body in consultation, as far as possible with the President or Chairman of such body;
  - (iv) **COMPLY WITH FORMALITIES:**  
attend to and ensure due compliance with all formalities for the holding of meetings of and elections by such body;
  - (v) **CIRCULARISE AGENDAS:**  
circularise the agendas of Council meetings, if such body is Council, to all Council members at least 3 (three) weeks in advance of such Council meetings;
  - (vi) **PUBLISH SUCH PROCEEDINGS OF COUNCIL AND EXECUTIVE COMMITTEE IN SOCIETY PUBLICATIONS**  
where such body is the Executive Committee, ensure that a record of the proceedings of all meetings of the Council in abbreviated form is published in a Society's publication or otherwise made known to members of the Society and that records of Executive Committee meetings are similarly published, with the exclusion only of matters of a personal or confidential nature;
  - (vii) **NOTIFY CHANGES IN CONSTITUTION:**  
where such body is the Executive Committee, notify all members of alterations, if any, in the constitution of the Society, and;
- (b) the **TREASURER** of the body concerned shall:
- (i) be responsible for and attend to the financial affairs of such body;
  - (ii) receive and arrange for the disbursement of all moneys of such body and maintain its financial affairs in order by

- keeping appropriate records which may be in electronic format;
- (iii) where such body is the Society, prepare an audited balance sheet and accounts and a financial report of the Society's financial affairs for presentation and approval to EXCO, and for Council members, and;
  - (iv) request Council, or EXCO, to publish such audited balance sheet in Society publications or inform members that they may request such information from the Secretariat, and;
  - (v) prepare and table a proposed national budget for adoption at each meeting of the EXCO, the biennial Council meeting, or any extraordinary Council meeting.

## **PROCEEDINGS AND MEETINGS OF COUNCIL, EXECUTIVE COMMITTEE, STANDING COMMITTEES, AD HOC COMMITTEES, TASK TEAMS**

### **21. (a) REGULATIONS AT MEETINGS:**

Subject to the provisions of these Rules, all meetings of the Managing Bodies of the Society (that is to say, of the Council, Executive Committee, Standing Committees, ad Hoc Committees, Task Teams) shall respectively be conducted in accordance with the normal code for the conduct of meetings of similar managing bodies, and the members of such Managing Bodies of the Society shall respectively meet together for the despatch of business, adjourn or otherwise regulate their meetings as they think fit.

### **(b) PRESIDENT AND CHAIRMAN:**

The President, or and in his absence, the President-elect of a Managing Body of the Society (Council and EXCO), shall preside at meetings of such Managing Body. If the President or President-elect is not present at a meeting, or if the Managing Body has no Chairman or Chairman-elect, the Managing Body shall appoint a Chairman to preside at such meeting.

### **(c) MATTERS TO BE DECIDED BY A MAJORITY OF VOTES, AND CHAIRMAN TO HAVE CASTING VOTE:**

Subject to the provisions of Rule 25 of these Rules, questions arising at any meeting of a Managing Body of the Society shall be decided by a majority of votes and, in the case of an equality of votes, the President/Chairman shall have a second or casting vote which he shall in normal circumstances, but subject always to his overriding discretion, exercise in such a manner as to maintain the status ante quo.



**(d) QUORUM:**

The quorum necessary for the transaction of business by a Managing Body of the Society shall be as follows:

- (i) in the case of Council: 50% of members;
- (ii) in the case of the Executive Committee: 50% of members;
- (iii) in the case of Standing committees: 50% of member;
- (iv) in the case of ad hoc committees/tasks teams: 50% of members.

**(e) MEMBERS' RIGHT TO ATTEND AND SPEAK:**

Members of a Managing Body of the Society shall be entitled to attend and speak at all meetings of such Body; and all classes of members of the Society, shall be entitled to attend and speak at all open meetings.

**(f) MOTIONS TO BE PROPOSED AND SECONDED:**

All motions put at a meeting of a Managing Body of the Society shall be proposed and seconded by a member entitled to vote and, with the exception of motions amending this constitution, shall be deemed to have been duly adopted and passed, if adopted and passed by a simple majority of vote.

**(g) NOTICES:**

Notices of a meeting of a Managing Body of the Society shall be addressed to the last recorded address of the member entitled to attend and shall state the date, time and the place of the meeting and shall be sent electronically as follows:

- (i) in the case of meetings of Council, at least 60 (sixty) days before the date fixed for the meeting;
- (ii) in the case of a meeting of the Executive Committee, at least 14 (fourteen) days before the date fixed for the meeting;
- (iii) in the case of an extraordinarily Council or EXCO meeting, at least 14 (fourteen) days before the date fixed for the meeting, provided, however, that a meeting of members of the Council, and Executive Committee may, in case of urgency, be called on lesser telephonic, verbal and/or written notice, provided that all members entitled to attend such meeting who are within the area in which such meeting is to be held consent thereto telephonically, electronically, verbally and/or in writing.

**(h) ADJOURNMENT OF MEETINGS:**

In case a quorum is not present at a meeting of a Managing Body of the Society, the meeting shall be adjourned to a date to be fixed by the President or Chairman who shall fix such a date with due regard to the requirement that the Secretary of the Managing Body concerned shall be required to give the members of the Society concerned notice, as prescribed in the preceding sub-rule (g), of such adjourned meeting. Notwithstanding the provisions of 21(d) above, the members present at such adjourned meeting shall be regarded as constituting a quorum.

**(i) RESOLUTIONS SIGNED BY ALL MEMBERS EFFECTIVE WITHOUT MEETING:**

A resolution signed by all members of a Managing Body of the Society shall be of the same force and effect as if duly passed at a meeting of such Managing Body.

**(l) CONTINUING MEMBERS MAY FILL VACANCIES DESPITE ABSENCE OF QUORUM:**

The continuing members of a Managing Body of the Society may act notwithstanding any vacancy in such Body, but, if so long as their number is reduced below the number fixed by these Rules as the necessary quorum, the continuing members of a Managing Body of the Society may act for the purpose of increasing their number to that number, but for no other purpose.

**(m) DEFECTS IN APPOINTMENTS NOT TO INVALIDATE PROCEEDINGS:**

All acts by a meeting of a Managing Body of the Society shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of a member comprising such Managing Body, or that such member was disqualified, be as valid as if such member had been duly appointed and was qualified to be a member.

**(n) DELEGATION OF POWERS:**

A Managing Body of the Society may delegate any of its powers to committees consisting of one or more members of their Body and/or of the Society as they think fit, provided that it shall not be competent for the Council to delegate its powers to fix membership fees in terms of these Rules. Any committee so formed shall, in the exercise of the powers so delegated to it, conform to any instruction or directions which may be given to or imposed

upon it by such Managing Body of the Society.

(o) **APOLOGIES FOR NONATTENDANCE OF NATIONAL AND EXECUTIVE MEETINGS:**

Any Council member who is not able to attend a national meeting or executive meeting shall submit a written apology to the Secretariat at least six (6) weeks prior to the scheduled meeting. A written apology at shorter notice shall require additional information specifically if such nonattendance of the meeting shall have financial implications for the Society.

**22. DISQUALIFICATION OF MEMBERS OF A MANAGING BODY OF THE SOCIETY**

The office of a member of a Managing Body of the Society shall be vacated:

- a) if he ceases for any cause to be member of that Body;
- b) if he resigns his office by notice in writing to the Secretariat, or person acting as the Secretariat for that Body, or to the Secretariat in the case of the president, president-elect, national treasurer, public liaison officer, ISRRT representative, CPD representative and editor, and;
- c) if he fails to attend two consecutive meetings of that Body, unless such Body shall, in its discretion, otherwise determine.

**23. FINANCIAL PROVISIONS**

- a) All moneys received on account of the Society shall be applied in carrying out the objects of the Society and shall be paid to the credit of the Society into a bank, or other institution approved by the Council, and all electronic withdrawals or withdrawal forms shall be signed by two of the three designated members appointed by Council. All internet payments/withdrawals to be approved by email by two of the three designated members, and all three to be provided with proof of such transactions for auditing purposes. All withdrawals shall be ratified by EXCO unless such payment is minuted.
- b) All expenses incurred in connection with the administration of the Society shall form a charge upon the assets of the Society.
- c) The Society's financial year shall run from 1 January to 31 December.

**24. ALTERATIONS TO THE CONSTITUTION**

The Council shall have the right at any time, on the proposal of a member of the Council or Society, to rescind, amend, add to or otherwise alter these Rules, or any of them, as it thinks fit, provided that:

- a) at least one month prior to the date of any meeting of the Council, convened to consider any such proposed rescission, amendment, addition

or alteration, notice of such proposed rescission, amendment, addition or alteration, and of the terms thereof, has been given by such proposing member to the Council and that Council has given notice of such proposed changes electronically or in writing to all members;

- b) the Council may adopt any such proposed rescission, amendment, addition or alteration with or without modification, as it sees fit;
- c) no rescission, amendment, addition or alteration shall be effective, unless it has been passed and approved by a majority of at least 75% of the members of the Council present at such meeting, and;
- d) if and when any such proposed rescission, amendment, addition or alteration has been passed and approved as aforesaid, the minutes clerk of the Executive Committee shall circularise the terms of such rescission, amendment, addition or alteration to all its members of the Society and publish on the Society website;
- e) a copy of any such rescission or amendment or addition be submitted to the Commissioner for South African Revenue Service within 14 (fourteen) days of the resolution in respect thereof having been passed.

## **25. WINDING UP OF THE SOCIETY**

- a) The Society may be wound up or dissolved at any time by a decision of 75% (seventy-five percent) of members in each province as provided in 14 (a) above, and 75% (seventy-five percent) of the Council members.
- b) Any surplus funds or assets of the Society remaining after payment of all debts, liabilities, administration and liquidation expenses shall be dealt with as provided in paragraph 4 (bis)(a) (i) above.

## **26. HEADNOTES**

The head notes and sub-notes to these Rules shall not be read as part thereof, the same having been inserted merely for convenience of reference.