



SOUTH AFRICAN ASSOCIATION OF HEALTH EDUCATIONALISTS (SAAHE)

ARTICLE 1: NAME

The association shall be called the “South African Association of Health Educationalists” (hereafter referred to as “the Association”).

ARTICLE 2: DEFINITION OF TERMS USED IN THIS DOCUMENT

- 2.1 Education of health care workers: the process of preparing persons to practise effectively and safely as health care workers. The term includes the concept of training of such workers.
- 2.2 Health educationalists: persons involved in the education of health care workers – as practitioners, researchers or theoreticians.
- 2.3 Health science education (HSE): the discipline of educating health care workers.
- 2.4 Local branches: branches within institutions which have institutional membership of the Association.

ARTICLE 3: AIMS

- 3.1 To bring together those involved in the education of health care workers in South Africa and to promote cooperation and collaboration.
- 3.2 To exchange ideas and disseminate information about the education of health care workers.
- 3.3 To encourage, promote and conduct research into matters concerned with the education of health care workers, with the aim of providing better health care delivery/ service to communities.

To achieve these aims, the Association shall:

- 3.4 Establish autonomous regions within the country, each of which promotes the aims of the Association by means of the activities described below.
- 3.5 Encourage the establishment of units or centres within institutions where health care worker training and education takes place, which promote research and development in HSE.
- 3.6 Disseminate information about research and development in the field of HSE higher and further education, through seminars, conferences, publications etc.
- 3.7 Promote dialogue and cooperation among South African researchers and specialists in the field of HSE – for example by arranging regular symposia and conferences at local, regional and national level.

- 3.8 Establish collaborative links with similar groupings in other countries, particularly in Africa.
- 3.9 Support activities which support health educationalists in their teaching tasks – for example training workshops and short and long courses.
- 3.10 Confer recognition for special contributions to HSE in South Africa, and for meritorious service to the Association.

ARTICLE 4: MEMBERSHIP

The Association accepts the following categories of membership:

4.1 Ordinary/ individual members

- 4.1.1 Such membership shall be open to all individuals who are interested in and wish to further the aims of the Association, and who apply formally in writing for membership.
- 4.1.2 The rights and privileges of ordinary members are the following:
 - (a) They shall have the right to attend meetings organised by branches of the Association locally and regionally, as well as nationally.
 - (b) They shall have the right to vote at meetings of the region within which they are registered (including voting for members of the Executive Committee of the region of which they are a member). They will not have the power to vote on behalf of anyone else.
 - (c) They shall have the right to attend meetings of the Council, where they will have observer status only.
 - (d) They may submit items for publication on the Association's websites (regionally and nationally) and/ or dissemination to members on the understanding that all submissions to the national website will be screened by SAAHE members and subject to approval based on this peer review. Submissions to regional websites should ideally also be subject to peer review, but if not should carry a disclaimer to that effect.

4.2 Institutional members

- 4.2.1 Such membership shall be open to all institutions educating health care workers which are registered by one of the statutory health worker councils in South Africa. To apply institutions must have a minimum of ten staff members qualifying for ordinary membership, as set out in Sub-paragraph 4.1.1 above.
- 4.2.2 The rights and privileges of institutional members are the following:
 - (a) They shall have the right to host meetings organised by branches of the Association locally, regionally and nationally.
 - (b) They shall have the right to vote at meetings of the region within which they are situated. The voting power of an institutional member is equal to the number of paid up ordinary members in the local branch. Ordinary members of the institutional member may exercise their vote if they are present, and a member of the executive of the Association's local branch will vote on behalf of those ordinary members not present,

on the understanding that s/he has consulted those ordinary members beforehand about the nature of their vote.

4.3 Foreign members

- 4.3.1 Persons from outside South Africa may be admitted by the Executive Committee of the Association as individual members, if they are interested in and wish to further the aims of the Association. They should apply in writing.
- 4.3.2 The rights and privileges of such members are as follows:
- (a) They shall have the right to attend meetings organised by branches of the Association locally and regionally, as well as nationally.
 - (b) They may attend meetings of the Council of the Association, where they will have observer status only.
 - (c) They may submit items for publication on the Association's websites (regionally and nationally) and/ or dissemination to members on the understanding that all submissions to the national website will be screened by SAAHE members and subject to approval based on this peer review. Submissions to regional websites should ideally also be subject to peer review, but if not should carry a disclaimer to that effect.

4.4 Honorary members

- 4.4.1 Honorary membership may be granted at the discretion of Council of the Association in recognition of meritorious service to the Association.
- 4.4.2 The rights and privileges of such members are as follows:
- (a) They shall not be eligible for election to Council.
 - (b) They shall be exempted from membership fees.
 - (c) They shall receive a certificate of honorary or life membership during a meeting of the Council of the Association.
 - (d) In addition they shall enjoy the other rights of ordinary members as described in Sub-paragraph 4.1.2.

4.5 Termination of membership

The membership of an ordinary, institutional or foreign member of the Association shall be terminated if, in the opinion of the Council, a member no longer subscribes to the spirit of the constitution of the Association.

4.6 Affiliation

The Association will seek affiliation with the appropriate national and/or international bodies which further its aims.

ARTICLE 5: SUBSCRIPTION

- 5.1 The annual membership subscription for ordinary and institutional members shall be recommended by the Executive Committee and approved at a general meeting of the Association.

ARTICLE 6: STRUCTURE AND ORGANISATION

The Association will function at three levels within South Africa.

6.1 The national level

6.1.1 The National Council

- (a) The National Council shall be the highest decision making body of the Association.
- (b) The National Council shall comprise the three (3) members of the Executive Committee, together with two (2) members from each region. Normally the regional representatives shall be members of the regional Executive Committees. All these members have voting rights at general and special national meetings of the Association.
- (c) The National Council may co-opt additional members, who will not have voting rights.

6.1.2 Executive Committee

- (a) The Executive Committee of the Association shall consist of a Chairperson, Secretary and Treasurer. Together they are responsible for organising and administering the affairs of the Association between meetings of the National Council, and implementing the decisions of the National Council.
- (b) The term of office of the Executive Committee shall be for a three year period from the date of its election.
- (c) Members of the Executive Committee are appointed *ad hominem*. If they move to another region during their term of office they may, in consultation with the Executive Committee of the relevant region, elect to remain on the Executive Committee until their term expires, or they may resign. If they resign the Executive Committee of that region will nominate a successor.

6.1.3 Powers and duties of the National Council

The National Council shall organise and administer the Association and its activities in order to give effect to the stipulations of this constitution and shall in particular be entrusted with the following powers and duties:

- (a) The Chairperson shall
 - i. be the Chief Executive Officer of the Association;
 - ii. deliver a comprehensive report on the activities of the Association and the Executive Committee at every general meeting, or if requested to do so by a special meeting;
 - iii. together with the Secretary be responsible for maintaining and updating the national SAAHE website, as a means of communication between regions and members;
 - iv. form an ad hoc committee (separate from the Executive Committee) which shall be responsible under his/ her direction for the organisation and management of the Association's bi-annual congress.

- (b) The Secretary shall
 - i. be responsible for the recording of the minutes of the general and special meetings of the Association, as well as the minutes of Executive Committee meetings;
 - ii. circulate copies of the minutes of general and special meetings to members of the National Council before the next general meeting;
 - iii. be responsible for conducting the Association's correspondence effectively;
 - iv. be responsible for organising general and special meetings.
- (c) The Treasurer shall
 - 1. keep proper records of the Association's income and expenditure, and prepare written statements of the same to present each general meeting;
 - ii. before the expiration of the term of office of the outgoing Executive Committee, forward income and expenditure statements to the new Executive Committee, for submission to the following general meeting.
- (d) The Regional Representatives (see paragraph 6.2) shall:
 - i. keep the National Council informed of activities of the regions;
 - ii. represent the interests of the Association at the regions;
 - iii. be responsible with the other members of the National Council for the effective organisation and administration of the Association.

6.1.4 Election of members of the Executive Committee

- (a) Such election will take place at a general or special meeting of the Association.
- (b) Only members of National Council may vote for office bearers.
- (c) In the interests of functionality the Chairperson, Secretary and Treasurer of the Association will normally be elected from the same region. Normally the hosting of the Executive Committee shall rotate between regions. Motivations from regions to host the National Executive must be received in writing by the Secretary at least twenty-one (21) days before a general meeting, together with nominations for positions on the Executive Committee. The motivation shall be signed by the three members of the regional Executive Committee. The nominations shall be signed by the proposer, who shall be an ordinary member, and shall be seconded and signed by another ordinary member. Those nominated shall signify in writing that they accept the nomination and are prepared to serve in the position if elected.
- (d) The election will therefore begin by voting for the next region to host the Executive Committee. The Chairperson, Secretary and Treasurer will thereafter be nominated and elected by secret ballot to serve for three years, by a simple majority of members of the National Council.

6.1.5 Meetings at national level

- (a) General meetings
 - i. The general meeting of the Association shall be open to all persons who are ordinary members.

- ii. The general meeting shall take place within twelve (12) months of the date of the previous general meeting and after at least forty-two (42) days' written notice to members.
 - iii. The purpose of the meeting shall be to execute such functions as this constitution stipulates.
 - iv. The Executive Committee shall be responsible for arranging the meetings.
 - v. In order for a meeting to constitute a quorum at least half of the members of National Council have to be present.
- (b) Functions of a general meeting
- i. Only members of National Council have voting rights at general meetings. They are however under an obligation to canvass their regional constituencies before voting on specific issues, and to vote as instructed by their regions.
 - ii. The general meeting may take binding decisions and shall accept responsibility for them.
 - iii. The work of the Executive Committee shall be assessed at every general meeting.
 - iv. Every three years a new Executive Committee will be elected at a general meeting (see paragraph 6.1.4. (c) and (d)).
 - v. The general meeting may approve or disallow agreements or associations with national or international bodies.
 - vi. The constitution of the Association may be amended at a general meeting.
- (c) Special meetings
- i. If at least twenty percent (20%) of ordinary members so request in writing, the Executive Committee shall convene a special meeting of the Association.
 - ii. Only members of National Council have voting rights at special meetings. They are however under an obligation to canvass their regional constituencies before voting on specific issues, and to vote as instructed by their regions.
 - iii. A special meeting shall be held with at least twenty-one (21) days' written notice to all members and within forty-two (42) days of receipt of the request mentioned above.
 - iv. The members present at the special meeting shall constitute a quorum.
 - v. A special meeting shall consider only the business specifically mentioned in the request to hold such a meeting. It shall do so on the distinct understanding that, if a motion of no confidence in the Executive Committee is accepted by the meeting, the special meeting may elect an Interim Executive Committee, which shall then act until the following general meeting.
 - vi. Decisions of a special meeting shall be enacted provided the voting members present record a two-thirds majority in favour of such decisions.

6.2 Regional level

6.2.1 The Association will establish the following regions:

- (a) Western Cape region.
- (b) Eastern Cape region.
- (c) KwaZulu-Natal region.
- (d) Central region (including Free State and Northern Cape provinces).
- (e) Northern region (including Gauteng, Mpumalanga, Limpopo and North West provinces)

6.2.2 The boundaries of these regions (and the regions themselves) may be modified from time to time, as decided by the National Council.

6.2.3 Executive Committee

- (a) The Executive Committee at the regional level will have a composition at least similar to that at national level.
- (b) The Executive Committee will be elected annually at a general meeting of all members in the region. Such members may be members of local branches, or unaffiliated members within the region. The procedure to be followed will be consistent with that described for the national level. The members of the Executive Committee will normally serve for three years.
- (c) The Executive Committee will have duties consistent with those described in Paragraph 6.1, but relevant to the regional level. In addition it will keep a database of those who have applied for membership, and will forward such lists regularly to the National level.
- (d) The Executive Committee will designate two of its members annually as representatives to the National Council of the Association.
- (e) Members of the Executive Committee are appointed on the understanding that they belong to institutions in their regions. If they move to another region during their term of office they automatically resign their office. The Executive Committee of the same region will nominate a successor; failing which the chairperson of the Executive Committee of the region will nominate a successor.

6.2.4 Meetings

- (a) The Executive Committee will arrange general and special meetings consistent with those described in Paragraph 6.1.5, but relevant to the regional level.
- (b) All ordinary members present at such meetings have the right to vote.

6.3 Local level

6.3.1 Within an institution ordinary members may constitute themselves into a local branch of the Association.

6.3.2 Executive Committee

- (a) The Executive Committee at local level will have a minimum composition similar to that at national level.

- (b) The members of a branch will elect the Executive Committee annually at a general meeting. The procedure to be followed will be consistent with that described for the national level. The members of the Executive Committee will normally serve for three years.
- (c) The Executive Committee will have duties consistent with those described in Paragraph 6.1, but relevant to the local level.
- (d) Members of the Executive Committee are appointed on the understanding that they belong to the institution concerned. If they move to another institution during their term of office they automatically resign their office. The Executive Committee of the same institution will nominate a successor; failing which the chairperson of the Executive Committee of the region will nominate a successor.

6.3.3 The Executive Committee will arrange general and special meetings consistent with those described in Paragraph 6.2.4, but relevant to the local level.

6.3.4 Local branches will raise funds for local activities independently when needed.

ARTICLE 7: FINANCIAL ORGANISATION

7.1 National level

7.1.1 The financial year of the Association will start on 1st April and end on 31st March.

7.1.2 The Executive Committee of the National Council may maintain an account with a registered commercial bank, in the name of the Association:

- (a) The three members of the Executive Committee shall be signatories to this account.
- (b) All monies accruing to the Association shall be deposited into this account. This includes all membership fees nationally.
- (c) Any disbursements from the account must be approved and minuted at a meeting of the Executive Committee.

7.2 Regional level

7.2.1 Financial organisation at regional level shall mirror that at national level.

ARTICLE 8: LEGAL PERSONALITY

The South African Association of Health Educationalists (SAAHE) shall be a legal persona distinct from its members.

ARTICLE 9: AMENDMENT OF THE CONSTITUTION

9.1 The constitution may be amended provided that two-thirds of voting members who are present at a legally constituted general meeting of the National Council agree to do so.

- 9.2 Any proposal to amend the constitution shall be in writing, be signed by the proposer, who shall be an ordinary member, and be seconded and signed by another ordinary member.
- 9.3 A proposal to amend the constitution shall be submitted to the Secretary at least sixty (60) days before a general meeting.
- 9.4 The Secretary shall provide members of the National Council with copies of any proposal to amend the constitution and this shall be done at least thirty (30) days before the general meeting where the proposed changes will be considered.

ARTICLE 10: DISSOLUTION

- 10.1 The Association may be dissolved provided that two-thirds of the voting members who are present at a legally constituted general meeting of the National Council agree to do so.
- 10.2 The Secretary shall inform members of the National Council in writing that a proposal on dissolution will be tabled at least thirty (30) days before the general meeting where the dissolution will be considered.
- 10.3 Upon dissolution the remaining assets of the Association will be transferred to an organisation, preferably with aims similar to those of the Association, such an organisation being identified by the Executive Committee at the time.