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## **THE SOUTH AFRICAN MEDICAL PHYSICS SOCIETY**

### **MEMBER OF**

## **THE SOUTH AFRICAN ASSOCIATION OF PHYSICISTS IN MEDICINE AND BIOLOGY**

# **C O N S T I T U T I O N**

### **1. OBJECTIVES**

- 1.1 To provide as a primary purpose a medium whereby persons engaged in the professional practice of medical physics throughout South Africa may communicate more readily with each other and through this process advance the science of medical physics.
- 1.2 To organise scientific society meetings on aspects of the application of physics to medicine in general.
- 1.3 To render advice and assistance in matters pertaining to the discipline of medical physics and its professional advancement to individuals, associations and official bodies.

### **2. MEMBERSHIP**

- 2.1 There shall be five grades of membership, each restricted to individual members of the SAAPMB.
  - 2.1.1 Members, who shall be registered as medical physicists with the Health Professions Council of South Africa.
  - 2.1.2 Associate members, who shall be individuals who do not qualify for Membership as in 2.1.1 above but whose avocations and interests lie in a field of physics or engineering applied to medicine.

- 2.1.3 Student **members**, who shall be bona fide students whose interests lie in a field of physics or engineering applied to medicine.
- 2.1.4 Retired members, who shall be Members who have attained full retired status, even though they may still be employed in a temporary capacity. Registration as a medical physicist with the Health Professions Council of South Africa is not compulsory for retired membership status.
- 2.1.5 Corresponding members, who shall be practising medical physicists in foreign countries and therefore are not required to register with the HPCSA
- 2.2 Additional grades of membership may be instituted at an annual general meeting of the society.
- 2.3 **Application for Membership**
  - 2.3.1 Applications for Membership shall be made on a prescribed form and shall be proposed by a Member and seconded by a Member.
  - 2.3.2 Applications for associate membership shall be made on a prescribed form and shall be proposed by either a Member or an associate member and seconded by either a Member or an associate member.
  - 2.3.3 Applications for student membership shall be made on a prescribed form and shall be proposed by a member and seconded by a member.
- 2.4 **Conferment of membership**
  - 2.4.1 The power of conferment of membership is, in the first instance vested in the Executive Committee.
  - 2.4.2 If the Executive Committee is not satisfied that the necessary conditions are fulfilled for the grade of membership applied for, it shall reject the application and shall inform the applicant and his supporters of such decision.
  - 2.4.3 In the event of a rejection of application in terms of 2.4.2 above, the supporters have the right of appeal by proposing a revision of such a decision at a general meeting of the society.
- 2.5 **Membership Register**
  - 2.5.1 A register of all current members shall be kept by the Honorary Secretary-Treasurer.
  - 2.5.2 Prior to each annual general meeting the Honorary Secretary-Treasurer shall circularise all members regarding amendments to the membership register.
- 3. **MEMBERSHIP FEES**
  - 3.1 Membership fees, if any, shall be due on 1st March of each year in advance.

- 3.2 Membership fees may be reviewed from time to time, but changes may only be effected after agreement at an annual general meeting.
- 3.3.1 The privileges of any member whose fees are not paid within one year of due date shall automatically lapse.
- 3.3.2 The membership of any member whose fees are more than two years in arrear shall automatically lapse.
- 3.3.3 The Executive Committee is empowered to effect full reinstatement of privileges and membership which have lapsed in terms of 3.3.1 and 3.3.2 above, upon payment of all subscriptions due.
- 3.3.4 Newly elected members shall pay the full fees for the year in which they are elected.
- 3.3.5 There shall be no refund of fees, either in full or on a pro rata basis, to members resigning their membership or transferring to a lower grade.

#### 4. **CONTROL**

- 4.1 Subject to the provisions of this constitution, the management and control of the affairs of the society shall be vested in an Executive Committee which shall consist of
  - 4.1.1 Three elected Members.
  - 4.1.2 The Immediate Past Chairman.
  - 4.1.3 Co-opted members as provided for in clause 4.2.3.
  - 4.1.4 Extraordinary members as provided for in clause 4.2.4.
  - 4.1.5 The President of the Association or, in his absence, the Vice-President, ex officio.

except that Council shall be the overriding authority should Council deem it necessary to intervene in any society matter.

#### 4.2 **Election of Executive Committee**

##### 4.2.1. **Elected Members**

4.2.1.1 Not less than two elected Members shall be registered with the Health Professions Council of South Africa in the category "Medical Physicist (Ionizing Radiation)". Elected Members shall consist of

- 4.2.1.1.1 A Chairman
- 4.2.1.1.2 An Honorary Secretary-Treasurer
- 4.2.1.1.3 One Additional Member

4.2.1.2 There shall be an annual postal ballot for the election of the full members of the Executive Committee.

- 4.2.1.2.1 All nominations to the Executive Committee shall be proposed and seconded by Full Members only, such nominations to be accompanied by a signed acceptance of nomination by the nominee.
- 4.2.1.2.2 Counting of votes shall be carried out by two impartial scrutineers who shall be appointed by the retiring Executive Committee and who shall independently submit to the Honorary Secretary the names of all the nominees in order of votes received indicating, in each case, the number of votes received. Should there be a discrepancy in the findings of the scrutineers they shall be required to rescrutinise the ballot papers until their findings are in agreement.
- 4.2.1.2.3 After the counting of the votes the scrutineers shall seal the ballot papers in an envelope which shall be held in safe keeping by the Honorary Secretary until after the Annual General Meeting succeeding when, in the absence of any objection to validity of the ballot, they shall be destroyed.
- 4.2.1.2.4 In the event of an equal number of votes being recorded for two or more nominees, one whom cannot be declared elected, the Chairman or, in his absence the Immediate Past Chairman, shall decide the result by a simple majority vote of the voting members of the Executive Committee except that any member of the Executive Committee who is such a nominee may not take part in the elimination vote.
- 4.2.1.2.5 The election, including the handling of any possible equality of votes in terms of clause 4.2.1.4 *supra*, shall be completed annually not less than two weeks before the Annual General Meeting.
- 4.2.1.3 Only Members of the society are eligible for such election.
- 4.2.1.4 Only Members of the society have the right to vote.
- 4.2.1.5 All elected Members shall be eligible for re-election provided that the chairman may not hold office for more than three years consecutively.

#### 4.2.2 **The Immediate Past Chairman**

This is a non-elective appointment as it is automatic. The appointment shall apply until a new Chairman is elected, at which time the retiring Chairman shall become the Immediate Past Chairman.

#### 4.2.3 **Co-opted members**

4.2.3.1 The Executive Committee is empowered, if it be deemed necessary, to co-opt from among the members of the society up to a maximum of two additional Committee members.

4.2.3.2 The following conditions shall apply to all co-opted members:

4.2.3.2.1 They shall be full members of the Executive Committee.

4.2.3.2.2 They shall automatically retire at the annual general meeting following their co-option.

#### 4.2.4 **Extraordinary members**

Extraordinary members shall consist of:

- 4.2.4.1 The chairmen of any standing and ad hoc committees of the society.
- 4.2.4.2 At least one representative to each of such bodies as provided for in Section 9, provided that one such representative to each of these bodies is not already a member as provided for in clauses 4.1.1, 4.1.3 and 4.1.5.
- 4.2.4.3 The following conditions shall apply to all extraordinary members:
  - 4.2.4.3.1 They shall be full members of the Executive Committee.
  - 4.2.4.3.2 They shall automatically retire at the annual general meeting following their election.

## 5. DUTIES OF THE EXECUTIVE COMMITTEE

- 5.1 The Executive Committee shall:
  - 5.1.1 Promote the aim and objects of the society.
  - 5.1.2 Ensure that resolutions taken at general meetings are carried out.
  - 5.1.3 At its discretion keep all members informed of any decisions, actions, etc. it may have taken pertaining to the activities of the society, and of any matters pertaining to the practice of medical physics.
- 5.2 The Chairman shall prepare an annual report to all members outlining the activities during the preceding year of:
  - 5.2.1 The society as a whole.
  - 5.2.2 The Executive Committee.
  - 5.2.3 All standing committees.
  - 5.2.4 All ad hoc committees.
  - 5.2.5 All official representations.
- 5.3 The Honorary Secretary-Treasurer shall:
  - 5.3.1 Call all meetings of the society.
  - 5.3.2 Call Executive Committee meetings as required.
  - 5.3.3 Ensure that suitable records of all society and Executive Committee meetings are maintained.
  - 5.3.4 Conduct all correspondence in consultation with the Chairman.

- 5.3.5 Attend to the formalities of all general meetings.
- 5.3.6 Circularise the minutes of the previous annual general meeting to all members not less than six weeks prior to the next annual general meeting.
- 5.3.7 Call for motions and items for the agenda not less than six weeks prior to a general meeting.
- 5.3.8 In consultation with the chairman, prepare the final agenda for a meeting.
- 5.3.9 Circularise to members the notices convening the meeting, the ballot and proxy forms, the motion documents and the final agenda not less than four weeks prior to the meeting.
- 5.3.10 Receive, and arrange for the disbursement of, all monies of the society and maintain suitable records of its financial affairs.
- 5.3.11 Prepare a year's-end financial report for presentation to the annual general meeting.
- 5.3.12 Circularise all members regarding amendments to the membership register prior to each annual general meeting.
- 5.3.13 Maintain a register of all medical physicists registered with the South African Medical and Dental Council. This register shall be updated prior to each annual general meeting.

## **6. MEETINGS OF THE EXECUTIVE COMMITTEE**

- 6.1 The Executive Committee shall meet at least three times a year.
- 6.2 A minimum of 50% of the Executive Committee shall constitute a quorum.
  - 6.3.1 The Chairman shall preside over all meetings.
  - 6.3.2 In the absence of the Chairman a chairman shall be elected from among those Members present.
- 6.4 Decisions of the Executive Committee shall be carried by a simple majority vote.
- 6.5 The chairman shall have a deliberative and a casting vote.

## **7. FINANCE**

- 7.1 The financial assets and liabilities of the society shall be separate from those of the Association.
- 7.2 The finances of the society shall be under the control of the Executive Committee through the Honorary Secretary-Treasurer.
- 7.3 The Executive Committee is empowered to open such banking and investment accounts as it deems suitable for the lodgement of society funds.

7.4 All withdrawals from banking accounts shall require the signatures of any two of the elected members of the Executive Committee.

7.5 A year-end financial statement shall be presented to the annual general meeting for approval.

## 8. MEETINGS

8.1 A meeting which shall be the annual general meeting, shall be held at the time of the annual congress of the Association.

8.2 Other meetings, which shall be extraordinary general meetings, may be held at any such other times deemed necessary by the Executive Committee, or upon receipt by the Executive Committee of a petition therefor signed by any 10 Members.

8.3 A quorum for all meetings shall be ten members.

8.4 In the event of a quorum not being present, the Chairman shall adjourn the meeting. Those members present at the reconvened meeting shall be considered as constituting a quorum.

8.5 All grades of members may attend, and speak at meetings, but only Members shall have voting rights.

8.6 Suitable signed postal and proxy votes shall be permitted at all meetings.

8.7 All motions may be proposed and seconded by any member and, with the exception of constitutional amendments, be adopted or rejected on the basis of a simple majority vote.

8.8.1 The Chairman shall preside over all meetings.

8.8.2 In the absence of the Chairman the meeting shall elect a chairman from among those Members present.

8.9 At all meetings the chairman shall have a deliberative and a casting vote.

## 9. AUTHORISATIONS

9.1 The society is authorised by the Council to be solely responsible for the following matters:

9.1.1 All dealings with the Medical and Dental Professional Board, Health Professions Council of South Africa, the Department of National Health and any other employing bodies pertaining to the practice of medical physics in the Republic of South Africa.

9.1.2 The setting up of any standing or ad hoc Committees deemed necessary for advising on specific activities of the society.

9.1.3 Any other matter of sole interest to practising medical physicists.

## 10. ALTERATIONS TO THIS CONSTITUTION

- 10.1 Alterations to this constitution may only be made at an annual general meeting called for this purpose.
- 10.2 Proposed alterations must be supported by at least two Members and must reach the Honorary Secretary-Treasurer at least four weeks prior to the meeting in question.
- 10.3 The Honorary Secretary-Treasurer shall circulate such proposed alterations together with the agenda for the meeting.
- 10.4 The meeting may accept any proposed alteration, may accept it after amendment or may reject it.
- 10.5 Any alterations shall be deemed provisionally carried by a 75% vote in its favour.
- 10.6 Ratification of such alteration shall only become effective after approval by Council.
- 10.7 Any approved alteration shall be circulated to all members by the Honorary Secretary-Treasurer, and shall become effective immediately.

## 11. **DISSOLUTION**

In the event of dissolution of the society the Association shall have sole title to its assets.

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