



THE SOUTH AFRICAN ASSOCIATION OF PHYSICISTS  
IN MEDICINE AND BIOLOGY

THE SOUTH AFRICAN RADIATION PROTECTION SOCIETY

INTRODUCTION

1. Words importing the masculine gender shall include the feminine; and words importing the singular shall include the plural, and vice versa.
2. The term "Association" shall mean the South African Association of Physicists in Medicine and Biology.
3. The term "Council" shall mean the Council of the South African Association of Physicists in Medicine and Biology.
4. The term "member" shall imply any grade of membership of the Society.
5. The term "Member" shall imply a full member of the Society in accordance with the clause B.1.1. infra.

CONSTITUTION 2003

A. OBJECTIVES

1. To provide as a primary purpose a medium whereby persons engaged in the professional practice of health physics may advance the science of health physics.
2. To organize scientific meetings on the application of physics to health and safety in general.
3. To render advice and assistance in matters pertaining to the profession of health physics.
4. To further the professional interests of health physicists.

B. MEMBERSHIP

1. There shall be four grades of membership, each restricted to individual members of the Association.
  - 1.1 Members who shall:
    - 1.1.1 Hold such academic or technical qualification/s as to satisfy the requirements for EITHER corporate OR associate membership of the Association, and



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- 1.1.2 Have had a minimum of two years experience in the application of physical science to health and/or safety which is approved by this Society.
- 1.2 Associate members who shall be individuals who do not qualify for membership as provided for in B.1.1. supra but whose avocations and interests lie in a field of science applied to health and/or safety in general as approved by this Society.
- 1.3 Student members who shall be bona fide students whose interests lie in a field of science applied to health and/or safety in general as approved by this Society.
- 1.4 Corresponding members shall be individuals who are Corresponding members of the Association.
2. Additional grades of membership may be instituted following agreement at an Annual General Meeting of the Society.
3. Only Members shall have voting rights.
4. Application for membership shall be made on a prescribed form.
  - 4.1 Applications for membership shall be proposed and seconded by Members.
  - 4.2 Applications for Associate membership shall be proposed and seconded by either Members or Associate members.
  - 4.3 Applications for Student membership shall be proposed and seconded by members.
5. Conferment of membership
  - 5.1 If the Executive Committee is satisfied that the necessary requirements are fulfilled for the grade of membership applied for, it shall confer such membership.
  - 5.2 If the Executive committee is not satisfied that the necessary requirements are fulfilled for the grade of membership applied for, it may offer such other grade of membership deemed appropriate or it may reject the application. In either case the Executive Committee shall inform the applicant and his supporters of such decision.
  - 5.3 In the event of a rejection of application in terms of B.5.2 supra, the supporters have the right of appeal by proposing a revision of such a decision at a general meeting of the Society.
6. Membership Register

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Prior to each Annual General Meeting the Honorary Secretary-Treasurer shall circularise all members regarding amendments to the membership register.

#### C. MEMBERSHIP FEES

1. Membership fees, if any, shall be due on 1 March of each year in advance.
2. Membership fees may be reviewed from time to time, but changes may only be effected after agreement at an Annual General Meeting.
3. Overdue Fees.
  - 3.1 The privileges of any member whose fees are not paid within one year of due date shall automatically lapse.
  - 3.2 The membership of any member whose fees are more than two years in arrear shall automatically lapse.
  - 3.3 The Executive Committee is empowered to effect full reinstatement of privileges and membership which have lapsed in terms of C.3.1 and C.3.2 supra, upon payment of all subscriptions due and any reasonable penalty fee for arrear subscriptions as may be agreed upon at an Annual General Meeting.
4. Newly elected members shall pay the full fees for the year in which they are elected.
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.

#### D. CONTROL

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:
  - 1.1 Four elected members
  - 1.2 Co-opted members as provided for in D. 2.3 infra;
  - 1.3 The President of the Association or, in his absence, the Vice President of the Association;

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

2. Election of the Executive Committee



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## 2.1 Elected members

2.1.1 Elected members shall be members of the Society and shall consist of:

2.1.1.1 A Chairperson.

2.1.1.2 An Honorary Secretary-Treasurer.

2.1.1.3 Two additional members.

2.1.2 There shall be an annual postal or electronic ballot for the election of the full members of the Executive Committee. Any contested nomination will be decided by simple majority vote from among the voting members.

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.

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.

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.

2.1.2.4 In the event of an equal number of votes being recorded for two or more nominees, 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.

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.

2.1.3 All elected members shall hold office until the succeeding Annual General Meeting and be eligible for re-election provided that no elected member may serve in the same office for more than three consecutive years.

## 2.2 Co-opted members

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- 2.2.1 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 members.
- 2.2.2 Co-opted members Society shall be Members of the Society.
- 2.2.3 Co-opted members shall be full members of the Executive Committee and, as such shall have full voting rights.
- 2.2.4 Co-opted members shall automatically retire at the Annual General Meeting succeeding their co-option.
- 2.2.5 Co-opted members shall be eligible for re-cooption.
- 2.3 The President of the Association or, in his absence, the Vice President of the Association shall not have voting rights.

#### **E. DUTIES OF THE EXECUTIVE COMMITTEE**

- 1. The Executive Committee shall:
  - 1.1 Promote the objectives of the Society.
  - 1.2 Ensure that resolutions taken at Annual General Meetings are carried out.
  - 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 health physics.
  - 1.4 Elect representatives in terms of section I.1.1 infra providing that the Chairperson and the Honorary Secretary-Treasurer shall be members of the Executive Committee of the South African Radiation Protection Co-ordinating Body.
- 2. The Chairperson shall:
  - 2.1 Prepare an annual report for circulation to members and to Council, such report to include activities, during the year, of:
    - 2.1.1 The Society as a whole.
    - 2.1.2 The Executive Committee.
    - 2.1.3 All standing and/or ad hoc subcommittees of the Society.
    - 2.1.4 All official representations



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- 2.2 Be, ex officio, a member of all subcommittees of the Society.
- 2.3 Consult with the Honorary Secretary-Treasurer regarding any matters deemed necessary pertaining to the affairs of the Society, including such matters as provided for in E.3 infra.
3. The Honorary Secretary-Treasurer shall:
  - 3.1 Call all meetings of the Society.
  - 3.2 Call Executive Committee meetings as required, in consultation with the chairperson.
  - 3.3 Ensure that suitable minutes of all Society and Executive Committee meetings are maintained.
  - 3.4 Conduct all correspondence in consultation with the Chairperson.
  - 3.5 Attend to the formalities of General Meetings
  - 3.6 At least six weeks prior to a General Meeting call for motions, **nominations for executive council members** and items for the agenda.
  - 3.7 In consultation with the Chairperson prepare the final agenda for a General Meeting.
  - 3.8 At least **four** weeks prior to a General Meeting circularise to all members the final agenda and motion documents together with **the postal ballot**.
  - 3.9 **At least two weeks prior to a General Meeting finalise the returned ballots and pass them to the scrutineers.**
  - 3.10 Ensure that members newly elected to the Society receive:
    - 3.10.1 Letters confirming such election
    - 3.10.2 A copy of the Constitution of the Society
  - 3.11 Ensure that these candidates for election to membership of the Society, and their supporters, receive such notification as may be required in terms of B.5.2. supra.
  - 3.12 Notify those members whose fees are in arrears of pending loss of privileges and/or lapse of membership in terms of C.3.1 and C.3.2 supra.
  - 3.13 Notify those members concerned regarding all monies due in terms of C.3.3 supra.



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- 3.14 Circularise all members regarding approved alterations to the Constitution in terms of J.7 infra.
- 3.15 In consultation with other members of the Executive Committee arrange for the disbursement and/or investment of any monies received by the Society, and keep suitable records of the Society's financial affairs.
- 3.16 Prepare an annual financial report for presentation to the Annual General Meeting, provided that no such report shall be necessary if there have been no financial transactions during the year in question.
- 3.17 Prepare alterations to signatories as decided in H. 4.2 infra.
- 3.18 Ensure that International Radiation Protection (IRPA) fees are paid to the South African Radiation Protection Co-ordinating Body in the amount necessary for those members of SARPS who are eligible for membership in IRPA shall be members thereof.
4. The Chairperson and the Honorary Secretary shall be members of the Executive Committee of the South African Radiation Protection Co-ordinating Body.

#### F. MEETINGS OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall meet at least twice a year. These meetings may be conducted in person or by means of current electronic facilities.
2. A minimum of 50% of the voting members of Executive Committee shall constitute a quorum.
3. Meetings shall be presided over by:
  - 3.1 The Chairperson or, in his absence:
  - 3.2 A chairperson elected from among those members present.
4. Decisions of the Executive Committee shall be carried by a simple majority vote. The chairperson shall have a deliberative and casting vote.

#### G. MEETINGS OF THE SOCIETY

1. A meeting, which shall be the Annual General Meeting, shall be held at the time of the Annual Congress of the Association.
2. Other meetings, which shall be Extraordinary General Meetings shall be held at any other such times deemed necessary by the Executive Committee or upon receipt of a petition for such a meeting signed by any 10 Members.

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3. A quorum for any meeting shall be 10 Members.
4. In the event of a quorum not being present, the Chairperson shall adjourn the meeting. Those members present at the reconvened meeting shall be considered as constituting a quorum.
5. All grades of members may attend, and speak at, meetings, but only Members shall have voting rights.
6. Suitably signed postal and proxy votes shall be permitted at all meetings.
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. All meetings shall be presided over by:
  - 8.1 The Chairperson or, in his absence
  - 8.2 A chairperson elected by those members present from those other members of the Executive Committee present.
9. At all the meetings the chairperson shall have a deliberative and a casting vote.

#### H. FINANCE

1. The financial assets and liabilities of the Society shall be separate from those of the Association.
2. The finances of the Society shall be under the control of the Executive Committee through the Honorary Secretary-Treasurer.
3. The Executive Committee is empowered to open such banking and investment accounts as it deems suitable for the lodgement of Society funds.
4. All withdrawals from banking accounts shall require the signatures of two members:
  - 4.1 The Honorary Secretary-Treasurer
  - 4.2 Any other member of the Executive Committee decided upon at the first meeting of the Committee.

#### I. AUTHORIZATIONS

1. The Society is authorised by Council to be solely responsible for the following matters:

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- 1.1 All dealings with respect to health physics matters with the National Health Professions Council of South Africa and any other bodies associated with the practice of health physics in South Africa.
- 1.2 The setting up of any standing and/or ad hoc subcommittees deemed necessary for advising on, making recommendations relating to, and/or carrying out investigations in connection with, specific activities of the Society or of the practice of health physics in South Africa.
- 1.3 Any other matter of interest to health physicists and/or the practice of health physics in South Africa.

#### **J. ALTERATIONS TO THIS CONSTITUTION**

1. Alterations to this Constitution may only be made at an Annual General Meeting or Extraordinary General Meeting called for this purpose.
2. Proposed alterations must be supported by at least two voting members and must reach the Honorary Secretary-Treasurer at least three weeks prior to the meeting in question.
3. The Honorary Secretary-Treasurer shall circulate such proposed alterations together with the agenda for the meeting.
4. The meeting may accept any proposed alteration, may accept it after amendment or may reject it.
5. Any alteration shall be deemed provisionally carried by a 75% vote in its favour.
6. Ratification of such alteration shall only become effective after approval by the Council.
7. Any approved alteration shall be circulated to all members by the Honorary Secretary Treasurer and shall become effective immediately.

#### **K. DISSOLUTION**

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