



**CONSTITUTION OF THE SOUTH AFRICAN SOCIETY OF
OCCUPATIONAL HEALTH NURSING PRACTITIONERS**

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NAME

The name of the Society shall be the South African Society of Occupational Health Nursing Practitioners, hereafter referred to as SASOHN.

1. ABBREVIATIONS

The following abbreviations are commonly, and sometimes interchangeably, used in the occupational health and/or safety field. These abbreviations have been used in this document and are subsequently standardised for use in all further SASOHN governance documents that may evolve because of this SASOHN Constitutional Document:

- (a) **OHNP** - Occupational Health Nurse Practitioner (as listed with South African Nursing Council)
- (b) **OHMP** - Occupational Health Medical Practitioner (as registered with Health Professions Council of South Africa)
- (c) **OHP** - Occupational Health Practitioner (may refer to both OHNP and OHMP)
- (d) **OH** - Occupational Health
- (e) **SANC** - South African Nursing Council as established by the current Nursing Act no 33 of 2005

2. DEFINITIONS

In this Constitution, unless the context otherwise indicates

- (a) **Constitution** - is the Constitution of SASOHN, as amended from time to time, which shall govern the functioning and activities of the Society
- (b) **Member** – a member shall satisfy all membership criteria as outlined in the constitution. Membership categories shall be as set out in this Constitution
- (c) **Membership Fee** - each SASOHN member shall pay the annual membership fee due, as proposed by the SASOHN Executive Committee and approved by the members at the Annual General Meeting
- (d) **Observer** – is a SASOHN Regional member who attends a SASOHN Executive Committee Meeting as an observer on an occasional basis

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- (e) **Regional Committee** - the Regional Committee shall be elected as per the Regional Society's Rules of Procedure and will include but not be limited to the following portfolios: Chairperson, Treasurer, Secretary, Regional Executive Representative, Regional Educational Representative and Regional Society PRO
- (f) **Regional Societies** - are (operational) representative (branches) units of SASOHN, established in various regions as per the (SASOHN) Constitutional Rules of Procedure
- (g) **SASOHN Executive Committee** - the Executive Committee shall consist of one Representative from each Regional Society (as democratically nominated by each regional committee every three years). The SASOHN Executive Committee shall elect from amongst its members, the Vice-President, Secretary, Treasurer (and the Educational Representative to serve as National Office Bearers that are governed by section 6, 7 and 8 of this SASOHN Constitution)
- (h) **SASOHN Executive Office Bearers** – President, Vice-President, Treasurer, Secretary and National Educational Representative
- (i) **SASOHN Guidelines** – are evidence-based documents generated by SASOHN portfolio holders to address the standards, principles and parameters that determine the course of actions related to producing a high-quality occupational health practice and/or service rendered for or by occupational health practitioners
- (j) **SASOHN Rules of Procedure** - is the standard for conducting specific (governance) actions (related to the SASOHN Constitution)
- (k) **Special meeting** – This is a meeting called for a special and limited purpose specifically, by the regional chairperson, National Office Bearers or Executive committee, and in addition to the Annual General Meeting to conduct only business described in an Agenda to SASOHN Members

3. VISION, MISSION, AND OBJECTIVES

3.1 VISION

To be a recognised leader that promotes and continuously advances the quality of standards in occupational health.

3.2 MISSION

- (a) To protect the profession by making representation and influencing decision making at local, national, and international forums so as to have a positive impact on occupational health.
- (b) To advance the profession through continuous professional development (CPD), networking to enhance knowledge and provide peer benchmarking practices.
- (c) Promoting the profession through branding that identifies and emphasises the value of the occupational health practitioner.

3.3 OBJECTIVES

3.3.1 OBJECTIVE 1

The promotion, adherence and delivery of the highest possible standards rendered in all occupational health practices by:

- (a) Encouraging continual improvement in professional nursing practices.
- (b) Competency standards in occupational health service delivery.
- (c) The provision of guidelines that are reviewed 2 yearly and developed when required.
- (d) Evaluating the above against best practices in industry.

3.3.2 OBJECTIVE 2

The professional development and upliftment of the Occupational Health Practitioner through continuous and ongoing learning initiatives by:

- (a) Holding regular regional meetings with relevant educational content according to the CPD requirements, as well as regular regional workshops, academic days and conferences.
- (b) Access to peer reviewed Journals.
- (c) Providing updated information on the SASOHN website.
- (d) Promoting research.
- (e) Creation of an innovation hub together with new information with best fit technologies.

3.3.3 OBJECTIVE 3

Proper governance and sound ethics:

- (a) Develop a code of good practice for Occupational Health Practitioners.
- (b) Develop a Charter of ethics in Occupational Health.
- (c) Review the Occupational Health competencies in the SANC document every 2 years and send proposals to SANC for review, consideration, and adoption.
- (d) Review of Constitution 3 yearly
In voting year.
 - I. Review in May.
 - II. Proposal and motivation by August meetings.
 - III. Voting at Regional AGM September.
- (e) Sound financial practices.
- (f) Internal and external audits of regional and national finances annually.

3.3.4 OBJECTIVE 4

Communication and networking:

- (a) To provide a forum for the exchange of information, experiences, and opinions in matters of common and relevant interest to members:
- (b) Networking and collaboration with relevant stakeholders at local, national, and international levels.
- (c) Making use of social media platforms e.g., website, Facebook, Twitter, and Instagram.
- (d) Regular meetings and feedback through:
 - I. Regional General Meetings
 - II. National EXCO
 - III. Annual Conference and AGM
- (e) ICOH - (International Commission on Occupational Health)
- (f) Newsletter
- (g) Journal

3.3.5 OBJECTIVE 5

Advancing and protecting the corporate identity of SASOHN:

- (a) Unique and distinctive SASOHN logo – specific to colour and design.
- (b) Create a corporate identity document specific to SASOHN.
- (c) Document control – all documents to be in a specified template and need to be reviewed 3 yearly.

4. CRITERIA FOR CATEGORIES OF MEMBERSHIP

A person who has paid their annual fees to SASOHN and the relevant health council may be considered a member in one of these categories:

4.1 FULL MEMBER

Registered Professional Nurses actively participating in any field of Occupational Health (in the Republic of South Africa), who are current paid-up members of SASOHN and SANC.

4.2 HONORARY LIFE MEMBER

Honorary Life Membership is awarded, as per the set Criteria in the SASOHN Rules of Procedure, to a member who has served with distinction in any field of Occupational Health Nursing. The right to award Honorary Life Membership resides with the SASOHN Executive Committee whose decision regarding the matter shall be final.

4.3 AFFILIATED MEMBER

- (a) Any Health Professional other than a Registered Professional Nurse (e.g. Physiotherapist, Occupational Therapist, etc.) in any other field related to Occupational Health, or Occupational Health Nursing Practitioners registered and working in other countries, or Enrolled Nurses practising Occupational Health in South Africa.
- (b) Registered Professional Nursing Practitioners who have ceased practising as an Occupational Health Nursing Practitioner, but who remain paid up members of SASOHN (Non-practicing member).
- (c) These members shall pay annual membership fees and shall actively participate in the activities of the Society but shall not have a vote or hold Executive Office in the Society.
- (d) Affiliated members shall not be eligible for the discounted Professional Indemnity Insurance rate.

4.4 RETIRED MEMBERS

- (a) These are Members who have reached retirement age by 1 September of the specific calendar year, who take on employment from time to time (locum and other) in the field of Occupational Health and want to retain SASOHN membership through payment of membership fees. The following criteria shall apply:
 - I. **Age 60-64** – a reduction of 25% of current SASOHN annual membership fees including the option to receive Occupational Health SA Journal,
 - II. **Age 65 and older** – a reduction of 50% of current SASOHN annual membership fees and includes the option to receive Occupational Health SA Journal.
- (b) These members shall receive all communication from their region of membership.
- (c) If actively involved and a full member of SASOHN, may have voting rights at the regional AGM and hold a regional committee position.
- (d) Retired members working outside the field of occupational health (Locum or other) will not be entitled to the above points indicated (a-c).
- (e) Shall inform the regional Committee and SASOHN National office in writing on final decision of permanent retirement and cessation of SASOHN membership.

4.5 INACTIVE MEMBER

A potential member who is / has,

- (a) Invoiced for the next current membership fee by 31 September but has not yet paid that invoice by the 31 December of each year.
 - I. This member shall be re-categorised on the database as an inactive member from the 1st of January in the coming year for a maximum of two years.
 - II. After two years the termination of membership process applies.
- (b) Omitted to duly inform the SASOHN National Office in writing by means of an email and/or via the on-line membership portal regarding their choice to terminate membership as described in section 4 of this Constitution.
- (c) The penalty/s associated with the status of inactive member, will include:
 - I. Not receiving any retrospective membership benefits for the period in question up until the date of membership renewal. This would for instance affect access to the

previous peer-reviewed journal editions, the minutes communicated, presenter notes, etc.

- II. Another minimum of two years renewed active membership being maintained before the member can be considered for bursary, sponsorship and award applications benefits again.
 - III. Being liable for the invoice of the current year's membership fee in addition to a penalty fee comprising of a maximum of one year's previous membership fee to be re-instated for the current respective membership category.
- (d) An inactive member status affects only membership fees invoices becoming outstanding. Any event invoices outstanding are part of a different project budget. Those are to be managed accordingly in the relevant rule of procedure on event hosting. Members shall not be penalized from membership benefits for any outstanding event invoice.
 - (e) To avoid penalties members are to follow the SASOHN Constitution on requesting a change in membership category and/or terminating membership rather than allow a membership status to lapse into an inactive member status.

5. TERMINATION OF MEMBERSHIP

- (a) Membership shall terminate when membership fees have not been received by the default date of 31 January but will be re-activated when proof of payment is received. Professional Indemnity Insurance will lapse for any period that a member is not paid up.
- (b) Any person who no longer meets the criteria for membership shall cease to be a member of SASOHN.
- (c) The Executive Committee shall have the right to refuse/ terminate membership of any member engaging in unprofessional conduct, or any action deemed as a contravention of any legislation.
- (d) In a case where the membership has been terminated, the member has the right to appeal in writing to the SASOHN Executive within fourteen (14) calendar days of the notification of termination of membership. The Executive shall discuss the appeal at the next full Executive meeting. The Executive decision is final, and no correspondence shall be entered into.

6. MANAGEMENT OF THE SOCIETY

- (a) The management of SASOHN shall be the responsibility of the SASOHN Executive Committee.
- (b) No Executive member shall incur liability for any of the obligations and liabilities of the organisation by virtue of their status as members, executive members, or office bearers of the organisation.
- (c) SASOHN as an organization shall always have an identity and existence distinct from its members and office bearers.
- (d) SASOHN shall continue to exist notwithstanding changes in the composition of its membership or its office bearers.
- (e) No member, Executive member or office bearer shall become personally liable for any loss suffered by any person because of an act in good faith while the member, executive member or office bearer is performing functions for, or on behalf of, the organisation.
- (f) Regional Societies may elect one (1) Representative to the SASOHN Executive Committee, and each Regional Society shall have one vote.
- (g) A member from any Regional Society may attend a SASOHN Executive Committee meeting as an observer.
- (h) Part of, or all the cost, as determined by the SASOHN Executive Committee (refer to SASOHN Rules of Procedure) from time to time, of one (1) Regional Representative may be borne by SASOHN National and expenses for the observing members shall be borne by the Regional Society.
- (i) The President shall not represent his/her Regional Society. An alternative Regional Representative shall be elected from the same Regional Society as the President.
- (j) The Vice President/ Treasurer/ Secretary may represent their Regional Society or if the Regional Society members so desire, they may elect an alternative Regional Society Representative.
- (k) The immediate Past President and the immediate Past Treasurer shall serve in an advisory capacity without voting rights for one year. All travel and accommodation costs incurred by the Past President and Past Treasurer will be paid by SASOHN.

- (l) No less than 85% of the organisation's activities, measured as either the cost related to the activities, or the time expended in respect thereof, are carried out for the benefit of its members in the Republic.

7. CRITERIA FOR ELIGIBILITY TO SERVE AS A SASOHN EXECUTIVE MEMBER/ SASOHN EXECUTIVE OFFICE BEARER/ SASOHN EDUCATIONAL REPRESENTATIVE

- (a) All SASOHN Executive Committee Members shall be South African citizens OR have been resident in South Africa for a period of at least five (5) years.
- (b) SASOHN Executive Committee Members shall meet the criteria for full membership, be proficient in English, and must have actively participated in the Occupational Health Nursing field for a period of five (5) years, of which at least two (2) years were served at Regional Society Committee level.
- (c) The Office Bearers of the SASOHN Executive Committee shall all be in possession of an additional qualification in Occupational Health Nursing.
- (d) The SASOHN Educational Representative shall be in possession of a registered additional qualification in Occupational Health Nursing and an additional qualification in Nursing Education or five (5) years working in the field of nursing education. The candidate does not need to be an executive representative before being nominated for this position.
- (e) The President, Vice President, Secretary and Treasurer of the SASOHN Executive Committee shall have served for at least one (1) term of office (3 years) on the SASOHN Executive Committee before being eligible for election as an Office Bearer.
- (f) In the event of a SASOHN Executive Committee member or Office Bearer not completing his/her term of office (3 years), the vacant position shall be filled for the remaining period by a member nominated by the SASOHN Executive Committee.
- (g) In the event of a SASOHN Executive Committee Member or Office Bearer no longer meeting the requirement in terms of the criteria for full membership (ref Section 3.1) during their term of office, he/she may complete such term of office.
- (h) Any other vacancy on the SASOHN Executive Committee shall be filled as determined by the Regional Society Committee according to the Regional Society Rules of Procedure.

8. TERM OF OFFICE OF THE SASOHN EXECUTIVE COMMITTEE, OFFICE BEARERS AND SASOHN EDUCATIONAL REPRESENTATIVE

- (a) The term of office of the SASOHN Executive Committee Office Bearers shall be three (3) years with eligibility for re-election for a further period of three (3) years (a maximum of 6 years).
- (b) Members may be re-elected to any previously held position, provided they have had a two (2) year period of absence from that Office.
- (c) The past President and the outgoing Treasurer shall serve in a mentoring capacity (guiding not managing) during the initial 12 months of the new EXCO Committee's term. The past President and outgoing National Treasurer's travel and accommodation costs shall be covered by SASOHN as per prior approval by the SASOHN Executive Committee.
- (d) In the event of a National State of Emergency and/or National State of Disaster being declared, the SASOHN Executive Committee members shall serve an additional year of office (only if in a voting year) if willing to do so.

9. FUNCTIONS AND RESPONSIBILITIES OF THE SASOHN EXECUTIVE OFFICE BEARERS AND EXECUTIVE COMMITTEE MEMBERS

9.1 SASOHN EXECUTIVE OFFICE BEARERS

9.1.1 FUNCTIONS OF THE PRESIDENT

- (a) Shall preside over all meetings or when unavailable instruct the Vice- President to fulfil the required responsibilities.
- (b) Shall represent SASOHN at national and international events as per invitation and financial situation of the society or where his/her attendance is required, or she/he can nominate from the Office bearers / Exco reps. This is a learning opportunity to be shared with all SASOHN members and the incumbent is expected to provide a report that will be disseminated to all SASOHN members.
- (c) Shall maintain order at meetings.
- (d) Shall prepare, present, and submit an annual report on the activities and achievement of the goals of SASOHN.
- (e) Shall always promote the profile of the Occupational Health Nursing Profession.

- (f) Shall not have a deliberative vote but shall have a casting vote in all decisions relating to the business of the Society to be taken by the Executive Committee.
- (g) Shall on completion of term of office, advise the successor of responsibilities, role and functions and hand over all documents related to the portfolio of the President.

9.1.2 FUNCTIONS OF THE VICE-PRESIDENT

- (a) Shall assume the office of President should the President be unable to be present or no longer able to continue as President for what-so-ever reason.
- (b) Shall assist the President when and where necessary.
- (c) Shall keep and maintain a register of current SASOHN Executive Committee Members with information regarding occupation, qualifications and membership of other nursing bodies, and proof of current membership of SANC and SASOHN for the year by 28 February of each year.
- (d) Shall keep a record of all professional bodies/societies both national and international with which SASOHN maintains contact.
- (e) Shall on completion of term of office, advise the successor of responsibilities, role and functions, and hand over all documentation related to the portfolio of the Vice-President.

9.1.3 FUNCTIONS OF THE SECRETARY

- (a) Shall deal with correspondence, maintain records of all meetings, and circulate notices convening meetings one month in advance of each meeting.
- (b) Shall notify all SASOHN Portfolio holders to submit reports two weeks prior to the SASOHN Executive Committee meeting and collate all reports for distribution at the SASOHN Executive Committee meeting.
- (c) Shall keep a record of attendance at all SASOHN Executive Committee meetings and the Annual General Meeting.
- (d) Shall ensure that all meetings are conducted in accordance with the Constitution.
- (e) Shall provide the SASOHN Executive Committee Members with the minutes and feedback to the Regional Societies within seven (7) days of each SASOHN Executive Committee meeting.

- (f) Shall ensure that all SASOHN Executive Committee Members are issued with a copy of the Constitution, SASOHN Rules of Procedure and all other supporting documentation.
- (g) Shall circulate all documentation associated with a resolution taken at a SASOHN Executive Committee meeting to all relevant parties.
- (h) Shall follow-up on all resolutions and circulate required information to all Executive Committee Members prior to the next meeting.
- (i) Shall on completion of term of office, advise the successor of his/her responsibilities, role and functions and hand over all documents related to the portfolio of the Secretary.

9.1.4 FUNCTIONS OF THE TREASURER

- (a) Shall maintain the financial matters of the Society by keeping appropriate financial records as per the SASOHN Rules of Procedure.
- (b) Shall prepare and arrange for the disbursement of all monies and shall deal with all correspondence in this regard via the National Office.
- (c) Shall present a quarterly financial statement to be countersigned by the President after approval at each SASOHN Executive Committee meeting, recording all income and expenditure for that quarter.
- (d) Shall obtain authorisation for all expenditure and investments from the President.
- (e) Shall prepare and present a budget for the following financial year for discussion at the August SASOHN Executive Committee meeting.
- (f) Shall submit all financial records and supporting documentation to the accounting officer annually who shall prepare a financial report for presentation at the Annual General Meeting.
- (g) Shall present the financial report and the proposed budget for the following financial year at the AGM for approval by the members.
- (h) Shall ensure current and updated insurance cover is in place for all SASOHN assets.
- (i) Shall on completion of term of office, advise the successor of his/her responsibilities, role and functions and hand over all documentation related to the portfolio of Treasurer.

9.2 FUNCTIONS OF THE SASOHN EDUCATIONAL REPRESENTATIVE

The duties of the SASOHN Educational Representative will apply as set out in the SASOHN Rules of Procedure.

9.3 THE RESPONSIBILITIES OF THE SASOHN EXECUTIVE COMMITTEE SHALL BE AS FOLLOWS:

- (a) Take all steps and perform all activities as may be necessary to implement the goals and objectives of SASOHN.
- (b) Determine annual membership fees payable by members.
- (c) All finances (current accounts, money market accounts, bursaries, etc.) of the Society (National and Regional) shall be managed according to the proposed budgets in such a manner as may be decided upon by the SASOHN Executive Committee acting on behalf of its members or by the members at the AGM.
- (d) Two (2) Executive Office Bearers (the President and Treasurer) shall have signed power on the bank accounts. The President shall authorise all transactions other than those for the President. President refunds shall be authorised by the vice President and Treasurer.
- (e) In the event of non-agreement or any irregularities detected, the SASOHN Executive Committee must be informed immediately.
- (f) Acquire, hire, hold or dispose of property and equipment as per inventory document.
- (g) Approve membership fees to affiliated organisations as may be necessary.
- (h) Have the authority to co-opt members to the Executive Committee on an ad-hoc basis. Such co-opted members shall have no vote.
- (i) Establish, maintain, and update the SASOHN Constitution, Rules of Procedure and Criteria as required.
- (j) Decide and approve the bursary amount that can be allocated per individual taking into consideration the level of study and availability of funds.

10. NOMINATIONS AND ELECTIONS

Nominations and elections shall be conducted according to the procedure as prescribed in this Constitution. One member is not allowed to be nominated for the President and Educational Representative portfolios in the same year.

10.1 NOMINATIONS AND ELECTION OF THE PRESIDENT

- (a) Nominations for President can be submitted by any Regional Society in accordance with the requirements stipulated in section 6 of this Constitution. The procedure for nomination and election shall be as follows:
- (b) Nominations shall be presented at the August Executive Committee meeting and shall include a current CV and motivation signed by the majority of the nominating Regional Society's Committee.
- (c) At the August Executive Committee meeting, the nominees meeting the Criteria shall be announced.
- (d) The Secretary shall forward the names, CV's, and motivations for nominees before the 1st of September to all the Regional Society Representatives.
- (e) The Regional Representatives shall present the information related to the nominees to the members for voting at the Regional Annual General Meeting.
- (f) Each region shall hold elections by closed ballot at the Regional AGM through face to face or virtual event.
- (g) All electronic responses shall be printed and counted together with all ballot papers received and the number of votes for each candidate shall be submitted on a SASOHN letterhead. Document signed by the majority of the Regional Society Committee, in a sealed envelope to the November SASOHN Executive Committee meeting.
- (h) The sealed envelope must display the region's name clearly written on the outside and shall be handed to the current President at the SASOHN Executive Committee meeting which precedes the AGM.
- (i) The votes shall be counted by the President and two (2) Honorary Life members who are attending the AGM.
- (j) The new elected President shall be announced at the Gala Dinner on the evening preceding the AGM and will assume office after the AGM.

10.2 NOMINATION AND ELECTION OF SASOHN EXECUTIVE COMMITTEE OFFICE BEARERS

The outgoing and incoming EXCO to attend the February EXCO meeting to hand over their functions. The incoming EXCO should elect amongst themselves, the Vice President, Treasurer and Secretary and Portfolio holders on the Executive Committee.

10.3 NOMINATIONS AND ELECTION OF THE SASOHN EDUCATIONAL REPRESENTATIVE

Nominations for the SASOHN Educational Representative are submitted by any Regional Society in accordance with the requirements stipulated in Section 6. The following procedure for nomination and election shall be followed:

- (a) Nominations shall be presented at the August Executive Committee meeting and shall include a current CV and motivation from the nominee and the region signed by the majority of the nominating Regional Society's Committee.
- (b) At the August Executive Committee meeting, the nominees meeting the Criteria shall be announced.
- (c) The Secretary shall forward the names, CV's and motivations of nominees before the 1st of September to all the Regional Society Representatives.
- (d) The Regional Representatives shall present the information related to the nominees to the members for voting at the Regional Annual General Meeting.
- (e) Each region shall hold elections by closed ballot at the Regional AGM through face to face or virtual event
- (f) All electronic responses shall be printed and counted together with all ballot papers received and the number of votes for each candidate shall be submitted on a SASOHN letterhead. Document signed by the majority of the Regional Society Committee, in a sealed envelope to the November SASOHN Executive Committee.
- (g) The sealed envelope must display the region's name clearly written on the outside and shall be handed to the current President at the SASOHN Executive Committee meeting which precedes the AGM.
- (h) The votes shall be counted by the President and at least two (2) Honorary Life members who are attending the AGM.
- (i) The newly elected SASOHN Educational Representative shall be announced at the Gala Dinner on the evening preceding the AGM and will assume office after the AGM.

11. TERMINATION OF TERM OF OFFICE OF SASOHN EXECUTIVE MEMBERS/ SASOHN EDUCATIONAL REPRESENTATIVE

- (a) The Member resigns from the SASOHN Executive Committee.
- (b) The Member's membership is terminated in terms of this Constitution (ref Section 4).
- (c) If an Executive Committee Member fails to attend or send another Regional Society Representative to two (2) consecutive SASOHN Executive Committee meetings without timeous notification in writing, to the President and the Secretary.
- (d) When the term of office expires.
- (e) On death of the member.

12. MEETINGS OF THE SASOHN EXECUTIVE COMMITTEE

- (a) The SASOHN Executive Committee shall hold four (4) meetings each year and may in addition hold such further meetings as deemed necessary. These meetings could be virtual, hybrid or face to face.
- (b) The President may at any time convene a special meeting of the SASOHN Executive Committee and determine date, time, purpose, and venue of such a meeting. This meeting may take the form of a virtual, hybrid or face to face meeting.
- (c) The President shall upon written request, signed by at least half of the members of the SASOHN Executive Committee Members, convene a special meeting to be held within 30 days after receipt of request, and shall determine date, time and venue of such a meeting. Such written request shall state clearly, the purpose for which the meeting is to be convened.
- (d) A quorum at any meeting of the SASOHN Executive Committee shall be 50% plus one of the members of the SASOHN Executive Committee excluding the President.
- (e) The decision of the majority of members present at any duly constituted meeting shall constitute a decision of the SASOHN Executive Committee provided that all motions carried, must have a two third majority in favour of the motion.
- (f) If a quorum is not present within fifteen (15) minutes of the scheduled time for which the meeting is called, the President shall declare the meeting to stand adjourned for a further fifteen minutes. Those members present shall constitute a quorum and may transact the business of the meeting provided that at least two (2) SASOHN Executive Office Bearers are amongst those present.

13. MEETINGS OF SASOHN

13.1 ANNUAL GENERAL MEETING

The Annual General Meeting of SASOHN (Virtual, Hybrid or Face to Face) shall be held in November to transact the following business (notice of which shall be submitted to all Regional Societies no later than 60 days before the meeting is scheduled to take place):

- (a) Receive from the President, an Annual Report which shall be sent to the Registrar at SANC (South African Nursing Council) and DSD (Department of Social Development).
- (b) Receive from the Treasurer, the annual financial statement, and the proposed budget for the following year.
- (c) Vote on any proposed changes to the Constitution.
- (d) Announce the venue and date for the next Annual General Meeting.
- (e) Discuss any further business and table reports from SASOHN portfolio holders and other stakeholders.
- (f) Introduce new Executive Committee members.

13.2 SPECIAL MEETINGS

- (a) The President may at any time convene a special meeting of SASOHN.
- (b) The SASOHN Executive Committee shall, upon written request, signed by at least 30 members of SASOHN, convene a special meeting of the Society, to be held within 30 days after receipt of request, and shall determine date, time and venue of such a meeting. Such written request shall clearly state the purpose for which the meeting is to be convened.

13.3 QUORUM REQUIREMENTS AT SASOHN MEETINGS

- (a) At the Annual General Meeting and any other special meeting, ten members from the first one hundred and then five for every hundred members thereafter shall constitute a quorum.
- (b) If a quorum is not present within half an hour of time for which the meeting is called, the President shall declare the meeting to stand adjourned for a further thirty minutes and those members present at such a postponed meeting shall constitute a quorum irrespective of numbers present and may transact the business of the meeting provided

that at least two (2) SASOHN Executive Office Bearers and five (5) other SASOHN Executive members are amongst those present.

14. HOSTING OF THE AGM AND CONFERENCE

- (a) Regions wishing to host a future Annual Conference and AGM shall present a full proposal signed by the majority of the Regional Society's Committee at the February Executive Committee meeting. The Criteria as in the SASOHN Rules of Procedure will apply.
- (b) In the event of more than one Regional Society proposing to host the event, a vote shall be taken by the SASOHN Executive Committee.
- (c) Regions that hosted the National Conference and AGM may only host again after three years.

15. VOTING

- (a) Full members (ref Section 3.1) and Honorary Life Members (ref Section 3.2) shall have voting power.
- (b) Affiliate members do not have any voting rights.
- (c) The President shall have a casting vote.

16. VOTING PROCEDURE

- (a) One vote per individual member, present or by proxy, at Regional Society meeting level.
- (b) A proxy vote is a vote cast by a nominated person on behalf of a member who is unable to be present to cast his/her vote in person.
- (c) Proxy vote authorisation must be written and carry the signature and ID number of the absent member, the date, the motion being voted upon, and the name of the person nominated to cast the vote. The person nominated to exercise the proxy vote(s) must submit this proof of authorisation to the Regional Chairperson before the commencement of proceedings.
- (d) The motion carried, except in the voting of the President and Educational Representative (refer to 9.1 and 9.3) must be signed by the majority of the Regional Society Committee and handed to the President at the November Executive Committee meeting by the Regional Representative.

17. AMENDMENTS TO THE CONSTITUTION

- (a) Proposed amendments to the Constitution must be submitted with a motivation, signed by the majority of the Committee of the Regional Society proposing the amendment, and shall be presented at the August SASOHN Executive Committee meeting.
- (b) The SASOHN Secretary shall forward all proposed Constitutional changes to the Regional Representatives by the 1st of September.
- (c) The Regional Representatives shall present these proposed amendments with motivation to the members of the Regional Societies for voting.
- (d) The majority vote at the Regional Society meeting shall constitute that Region's vote at the AGM.
- (e) The written outcome of the vote, signed by the majority of the Regional Society Committee shall be handed to the President at the Executive meeting preceding the AGM.
- (f) The Constitution shall only be amended by majority Regional Society votes at the AGM.
- (g) The South African Revenue Services and National Department of Social Development (DOSD) shall be notified of all Constitutional amendments.

18. INTERPRETATION OF THE CONSTITUTION

Any dispute about interpretation of clauses or wording in this Constitution shall be resolved by majority vote at an Executive Committee meeting of SASOHN.

19. NEW REGIONAL PROFESSIONAL SOCIETIES

Any new group of Occupational Health Nursing Practitioners wishing to form a Regional Society of Occupational Health Nursing Practitioners shall apply, in writing, to the SASOHN Executive Committee who will nominate a Regional Society who shall assist them with a viability study as per established criteria in the SASOHN Rules of Procedure. The application and details of this study shall be forwarded to the SASOHN Executive Committee for approval.

20. DISSOLUTION OF THE SOCIETY

- (a) Before the disbandment of SASOHN, consensus will have to be reached by all categories of members at a special meeting called for this purpose. The members present at such special meeting shall form a quorum provided that all members have received at least four (4) weeks' notice of such meeting.
- (b) All assets, once liabilities have been met, shall be liquidated and handed over to a similar public benefit organisation which has been approved in terms of 30 of the Income Tax Act, 1962 or any institution which is exempt from tax under the provisions of Section 10 (1) (c)(A)(i) which has as its sole or principal objective the carrying on of any public benefit activity as selected by the SASOHN Executive Committee.
- (c) Dissolution of a Regional Professional Society of SASOHN shall be in accordance with the guideline set out in the SASOHN Rules of Procedure.

21. FINANCIAL MANAGEMENT

- (a) SASOHN finances shall be managed through a bank account that is registered in the name of South African Society of Occupational Health Nursing (SASOHN).
- (b) The financial year shall end on the 31st of August each year. All assets and funds shall be in the ownership of SASOHN and administered through the Executive Committee, who will be directly accountable to the membership.
- (c) If the Executive deem it necessary to call for an audit this shall be tabled at an Executive meeting detailing in full the requirements and investigation required in terms of the audit.
- (d) The income and property of SASOHN, howsoever derived, shall be applied solely towards the promotion of its main object or be invested and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise howsoever, to any fiduciary or employee of the organisation. No such activity is intended to promote the economic self-interest of any fiduciary or employee of the organisation directly or indirectly, otherwise than by way of reasonable remuneration payable to that fiduciary or employee.
- (e) There shall always be a minimum of three persons, who are not connected persons in relation to each other, to accept the fiduciary responsibility of SASOHN. No single

person shall directly or indirectly control the decision-making powers related to the organisation.

- (f) SASOHN shall prohibit the distribution directly or indirectly of its funds to any person (otherwise than while undertaking any public benefit activity) and shall utilise its funds solely for the object for which it has been established.
- (g) SASOHN shall not knowingly be a party to or permit itself to be used as part of any transaction, operation, or scheme of which the sole or main purpose is or was the reduction, postponement, or avoidance of liability for any tax, duty, or levy which, but for such transaction, operation, or scheme, would have been or would have become payable by any person under current legislation and/or regulation.
- (h) The office bearers have the power to open and close banking accounts in the name of the organization and to operate thereon by the signing and endorsing of cheques, promissory notes, bills of exchange or other negotiable instruments provided that all accounts shall operate on the signatures of at least two (2) office bearers.
- (i) SASOHN shall comply with such reporting requirements as may be determined by current South African legislation and/or regulations.
- (j) Any books of account, records or other documents relating to SASOHN must, regardless of whether such documents are kept in book form or not, be retained and carefully preserved by Treasurer/ National Office for a period of five years after the date of the last entry in any book or document.
- (k) SASOHN shall not allow any donor (other than a donor which is an approved public benefit organisation or an institution, board or body which is exempt from tax in terms of section 10(1)(c)(A)(i) of the Income Tax Act, 1962, which has as its sole or principal objective the carrying on of any public benefit activities) to impose conditions which could enable such donor or any connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation.
- (l) SASOHN is prohibited from accepting any donation which:
 - I. is revocable at the instance of the donor for reasons other than of a material failure to conform to the designated purposes and conditions of such donation;
 - and

II. has not/will not economically benefit any person in a manner which is not consistent with its objectives, including any misrepresentation regarding the tax deductibility thereof, in terms of section 18A of the Income Tax Act, 1962.

(m) SASOHN shall not pay any remuneration to any employee, office bearer, member, or other person, which is excessive; having regard to what is generally considered reasonable in the sector and in relation to the service rendered.

(n) All Regional Societies and Discussion Groups shall adhere to the Guideline to Prudent Financial Practice for the Regions of SASOHN as set out in the SASOHN Rules of Procedure.




(o) Only persons suitably qualified to act as accounting officers, who are registered as practicing members with a professional institute, may act as an accounting officer to SASOHN.

(p) SASOHN has not and shall not use its resources directly or indirectly to support, advance or oppose any political party.

22. TITLE AND OFFICIAL LOGO

The Society's title and official logo may only be altered or reproduced with the written approval of the SASOHN Executive Committee.

23. OFFICE BEARERS SIGNATURES: 2022 – 2024

NAME	TITLE	SIGNATURE
Michelle Bester	SASOHN PRESIDENT	
Joan Visser	SASOHN TREASURER /VICE PRESIDENT	
Jana Maritz	SASOHN SECRETARY	
Khanyoh Zuma	NATIONAL EDUCATIONAL REPRESENTATIVE	