



**SOCIETY OF RADIOGRAPHERS OF  
SOUTH AFRICA  
CONSTITUTION**



**2013**

# SOCIETY OF RADIOGRAPHERS OF SOUTH AFRICA

## CONSTITUTION

### DEFINITIONS

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

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

"Managing Body of the Society" shall include each of the following bodies, namely, the Council, Executive Committee, Regional Branches and Regional Committees.

"Regional Branch" shall mean a Regional Branch of the Society as defined and established in terms of Rule 20 of these Rules.

"Regional Committee" shall mean a Committee of a Regional Branch as defined and established in terms of Rule 21 of these Rules.

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

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

"Secretary" and "Treasurer" shall mean the Secretary and Treasurer of the Society, and when used in relation to the Council, Executive Committee, Regional Branch or Regional Committee, shall mean the Secretary and Treasurer of such Council, Executive Committee, Regional Branch or Regional Committee, as the case may be.

"Committee", shall mean the Secretary and Treasurer of such Council, Executive Committee, Regional Branch or Regional Committee, as the case may be.

"Administrative officer" shall mean the Administrative Secretary of the Society,

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

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

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

### **NAME AND STATUS OF SOCIETY**

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

### **OBJECTIVES OF SOCIETY**

3. The objectives of the Society shall be:
  - (a) to represent radiographers of the Republic of South Africa, both nationally and internationally;
  - (b) to promote availability of adequate and reliable radiography services in the Republic of South Africa, and, to this end, to strive for maintenance and improvement in technical and ethical standards both in practice and in training;
  - (c) to protect and promote the rights and interests of the members of the Society in the employee/employer relationship, and the dissemination to members of technical and other information affecting their profession;
  - (d) to maintain contact with overseas bodies active in the same field and with those authorities and bodies, in the Republic of South Africa and elsewhere, that control or influence the training, employment, qualification or other aspects of the radiographer's career;
  - (e) to provide a forum for increased collaboration between organizations in the Republic of South Africa having an interest in radiography;
  - (f) to make available fellowships, bursaries, grants-in-aid and other financial assistance to members to attend national and international conferences and meetings relevant to the profession
  - (g) to do all such other or further acts or things as are conducive or incidental to the attainment of the afore going objects or any of them but by means other than the carrying on by the Society of any trading or other profit making activities, or the participation by the Society in any business, profession or occupation carried by any of its members, or the provision to any of its members of financial assistance or

of any premises or continuous services or facilities required by its members for the purpose of carrying on any business, profession or occupation.

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

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

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

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

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

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

- (b) upon its winding up or dissolution, any surplus funds or assets of the Society remaining after payment of all debts, liabilities, administration and liquidation expenses shall not be paid to, nor distributed amongst, the members of the Society, but shall be given or transferred to some other radiographical or medical society, association or institution, having been formerly constituted for not less than 7 (seven) years, and having objectives mutatis mutandis similar to the objectives of the Society; such other society, association or institution to be similarly exempt from the payment of income tax pursuant to the provisions of Section 10 (1) (cB) (i) (ff).

## **MEMBERSHIP**

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

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

- (a) **Ordinary members:**  
all persons registrable by the Health Professions Council of South Africa as radiographers.
- (b) **Supplementary members:**  
all persons registrable by the Health Professions Council of South Africa as supplementary diagnostic radiographers.
- (c) **Student members:**  
all persons registered with the Health Professions Council of South Africa as student radiographers.
- (d) **Associate members:**  
persons actively associated with radiography and health services who wish to be kept informed of such services but who are not qualified to become members in terms of Rule 5 (a), (b) or (c).
- (e) **Institutional members:**  
those companies, institutions, associations whether incorporated or unincorporated, and whether endowed with legal or corporate capacity, or not so endowed, which are actively interested in the promotion of radiography as a science.
- (f) **Honorary members:**  
persons elected by the Society to honorary membership by reason of the Society's wish to bestow on them a special honour in recognition of services rendered or to be rendered by them to the Society, or by reason of their contribution to radiography or to the Society, provided that the total number of such members shall not exceed 5% (five percent) of the Society's total membership.

**6. APPLICATION FOR MEMBERSHIP**

Applications for membership, on a form to be prescribed by the Council, shall be submitted to the Secretary of the Regional Branch of the applicant's choice and membership shall be granted or declined at the sole and unchallenged discretion of the Regional Committee of the Regional Branch concerned, at its next meeting, provided, however, that such Regional Committee shall be entitled to refer doubtful applications to the Council before deciding whether to grant or decline an applicant's application for membership.

**7. ADMISSION TO MEMBERSHIP**

The name of the applicant whose application for membership has been granted shall, on receipt by such applicant of notification of his admission and payment by him of the prescribed membership fee, be entered in the register of members of the Society, as well as in the register of members of the Regional Branch in whose area he is resident; and only on such entries having been affected by the Administrative Officer and Secretary of the Regional Branch concerned shall he become, and be deemed to be, a member of the Society.

**8. TERMINATION OF MEMBERSHIP**

A member's membership shall terminate:

- (a) on the expiring of the period for which he was granted membership, if he was admitted as a member for a limited period;
- (b) on resignation, provided he is then in good standing;
- (c) on passing of a resolution to the effect by the Regional Committee of the Regional Branch of the area in which such a member is practising, or, if he is a non-practising member, in the area in which he is resident, where the member is in default with payment of his membership fee after 31 March each year;
- (d) should the member concerned be found, after due enquiry by the Council, to be guilty of conduct considered by the Council to be detrimental to the interests and objects of the Society.

- 9.**
- (a) An enquiry, as envisaged in the preceding sub-rule 8(d) hereof, shall be conducted in such a manner, and at such time and place as may be decided upon by the Council, which shall give the member concerned such notice thereof as it may consider to be responsible.
  - (b) The member concerned shall be entitled to be present at such enquiry and to make representations against the termination of his membership and shall be entitled to request representation from his discipline at all proceedings, and he shall be entitled, at his own personal cost, to be legally or otherwise represented thereat.
  - (c) The decision of the Council at such enquiry shall be final and unchallengeable, and shall, accordingly, not be subject to review, and if the Council decides to terminate the member's membership, he shall not be entitled to a refund of any membership

fee paid by him in respect of any period either prior, or subsequent to the date of such termination.

**10. REGISTER OF NAMES**

The Administrative Officer shall keep a register of all members of the Society, and the Secretaries of all Regional Branches shall keep registers of the members of their respective Regional Branches.

**11. MEMBERSHIP FEES**

The membership fees payable by:

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

**11.1 COLLECTION OF MEMBERSHIP FEES**

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

**12. LIMITATION OF MEMBERS LIABILITY**

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

**13. MANAGEMENT OF THE SOCIETY**

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

**THE COUNCIL**

**14. COMPOSITION OF THE COUNCIL**

The Council shall consist of:

- (a) 1 (one) ordinary member of the Society elected, as hereinafter provided, from each Regional Branch (such members hereinafter being referred to as "Regional Council members"), and;
- (b) 5 (five) ordinary members of the Society, who could be Regional Council members, elected as hereinafter provided to represent the categories of diagnosis, radiotherapy, nuclear medicine, ultrasound, and education and;
- (c) 1 (one) ordinary member of the Society who shall be elected as President as hereinafter provided and;

- (d) the immediate past president and:
- (e) the national treasurer who shall be appointed by Council; and
- (f) the public liaison officer who shall be appointed by Council \_

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

- (a) At the annual general meeting (AGM) of a Regional Branch nominations for a Regional Council member (who shall be an ordinary member of such Branch) to represent such Branch on its Council, shall be called for, and from such nomination(s) one Regional Council member shall be elected at the AGM by ordinary members of that Branch.
- (b) Each such Regional Branch shall, before the 18th of February following such election, notify the Administrative Officer of the name of the Regional Council member so elected by the Branch and his election will be effective from this date.
- (c) The Administrative Officer of the Society shall, upon receipt of such notice from all Regional Branches, advise all Branch Secretaries by electronic post, of the names of the elected Regional Council members.

**16. METHOD OF ELECTION OF PRESIDENT AND CATEGORY REPRESENTATIVES TO SERVE ON THE COUNCIL**

- (a) The election of the President-elect shall take place one year before the term of office of the President expires. The President-elect shall at the end of a 1 (one) year term of office automatically assume the office of President. In each particular year of election the Council shall elect from its members, at the first meeting of that year a President-elect.
- (b) The election of category representatives shall take place every 2 (two) years. The following procedure shall be adopted:
  - (i) Each Regional Branch Secretary shall, before 18 February following the annual general meetings (AGMs) of the branches, notify the Administrative Officer and each Branch of the name of the members elected by the Branch to represent the categories of diagnosis, radiotherapy, nuclear medicine, ultrasound, and education;
  - (ii) Nominations for category representatives from the members elected by each branch must reach the Administrative Officer before 28 February;
  - (iii) On receipt of nominations the Administrative Officer shall despatch a list of the nominees together with a ballot paper to each Branch Secretary;
  - (iv) The completed ballot papers must be returned to the Administrative Officer not later than 31 March and the votes shall be counted by the Administrative Officer and 1 (one) impartial scrutineer;



- (v) In the event of a tie vote, election shall be determined by the drawing of lots by the Administrative Officer and the impartial scrutineer;
- (vi) The Administrative Officer shall, after counting the votes, notify all category representatives so elected to the Council and their elected term of office shall be immediately effective;
- (vii) The Administrative Officer shall have the ballot papers available for scrutiny at the next Council meeting.

**16.1 METHOD OF APPOINTMENT OF NATIONAL TREASURER**

- (a) The Administrative Officer, at the request of Council, shall request regional Branches to nominate suitable persons, who must be computer literate and competent in spreadsheet data capturing, to serve as national treasurer for a period of not less than 4 (four) years.
- (b) The Administrative Officer, on receipt of the nominations, shall forward these to the President and members of the executive committee, who shall by consensus select a national treasurer from the nominees.
- (c) The Administrative Officer shall notify the national treasurer of his appointment and date of commencement of office.
- (d) The Administrative Officer shall notify the Regional Branches of the appointment of the national treasurer.

**16.2 METHOD OF APPOINTMENT OF ADMINISTRATIVE OFFICER**

The Society shall appoint an administrative officer who shall either be employed solely by the Society or shared with another organization where the Society contributes financially to administrative services.

**16.3 METHOD OF APPOINTMENT OF EDITOR AND EDITORIAL BOARD**

The Society shall appoint an editor and editorial board who shall be responsible for management and editing of the Journal, namely *The South African Radiographer*.

**16.4 METHOD OF APPOINTMENT OF PUBLIC LIAISON OFFICER**

The Society shall appoint a public liaison officer who shall manage the day to day liaison between the Society and the media and other interested role-players.

- a. The Administrative Officer, at the request of Council, shall request regional Branches to nominate suitable persons who shall have been members of the Council during the immediate past 4 years, to serve as a public liaison officer (PLO) for a period of not less than 2 (two) years.
- b. The Administrative Officer, on receipt of the nominations, shall forward these to the President and members of the executive committee, who shall by consensus select a PLO from the nominees.
- c. The Administrative Officer shall notify the PLO of his appointment and date of commencement of office.
- d. The Administrative Officer shall notify the Regional Branches of the appointment of the PLO

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

- a) Regional Council members shall serve for 2 (two) years but shall be eligible for re-election.
- b) The 5 (five) category representatives shall serve for 2 (two) years but shall be eligible for re-election, with the proviso that the election of category representatives shall not take place in the same year as the year in which Regional Council members are elected.
- c) The President-elect shall serve for 1 (one) year.
- d) The President shall serve for 2 (two) years and shall be eligible for re-election after 3 (three) years.
- e) The immediate past President shall serve for a minimum of 1 (one) year.
- f) The National Treasurer shall have voting rights and shall serve for a minimum of 4 (four) years but shall be eligible for re-appointment.
- g) The PLO shall have voting rights and shall serve for a minimum of 2 (two) years but shall be eligible for re-appointment

## **THE EXECUTIVE COMMITTEE**

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

- (a) The Executive Committee shall consist of:
  - (i) The President and the President-elect or immediate Past President;
  - (ii) The National Treasurer
  - (iii) 4 (four) Council members.
- (b) The Executive Committee shall act for and represent the Council while it is not in meeting.
- (c) The members of the Executive Committee shall be nominated and appointed annually for a period of 1 (one) year and shall, accordingly, all retire at the end of each year of their term of office, but shall be eligible for re-appointment.

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

### **19. In addition to such other powers and duties as are vested in or conferred upon the Council and Executive Committee respectively in terms of these Rules:**

- (a) The Council shall have the following powers and duties:
  - (i) **APPOINTMENT OF TREASURER, ADMINISTRATIVE OFFICER, EDITOR AND EDITORIAL BOARD AND PUBLIC LIAISON OFFICER**

Appoint Treasurer (see 16.1) for such period or periods and on such terms and conditions as it may determine who shall be a member of the Society and who shall be the Treasurer respectively of the Society, the Council, and Executive

Committee and who holds voting rights at Council and Executive Committee meetings,

- Administrative Officer who could be a member or non-member of the Society (see 16.2) ,
- Editor of the Journal for a period of not less than 4 (four) years who could be a member or non-member of the Society, with no voting rights ( see 16.3)
- Editorial board for not less than 2 (two) years\_
- Public liaison officer for a period of not less than 2(two) years

(ii) **APPOINTMENT OF ALTERNATIVES TO REGIONAL MEMBERS OF COUNCIL:**

If any Regional member of Council is unable to attend a Council meeting, empower that member's Regional Branch Committee to appoint an alternate (who shall be an ordinary paid up member of the Society in good standing) to attend, speak and vote at that meeting on behalf of that Branch.

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

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

(iv) **CASUAL VACANCIES: CATEGORY REPRESENTATIVES:**

If any vacancy occurs in the number of category representatives of Council whether by retirement, death or otherwise, appoint a substitute member in terms of the procedure mentioned in Rule 16 (b) for the remainder of the term of office.

(v) **CASUAL VACANCIES: REGIONAL MEMBERS:**

If any vacancy occurs in the number of Regional members of Council, whether by retirement, death or otherwise empower that Regional Branch to appoint a substitute who shall be an ordinary paid up member of the society in good standing, provided that the person so appointed shall remain a member of the Council under the same conditions as laid down in Rule 19(a) (viii) and provided, furthermore, that the Council shall cause the name of the person so appointed to be published in the Journal of the society.

(vi) **CASUAL VACANCIES: PRESIDENT:**

If a vacancy occurs in the first year of the office of President, whether by retirement, death or otherwise, the Past President shall assume the office for the remainder of the term.

**OR**

If a vacancy occurs in the second year of the office of President, whether by retirement, death or otherwise, the President-elect shall assume the office for the remainder of the term, and should continue as President for the next term of office.

(vii) **CASUAL VACANCY: PRESIDENT-ELECT:**

If a vacancy occurs in the office of President-elect, whether by retirement, death or otherwise, appoint a substitute member in terms of the procedure mentioned in Rule 16 (a) for the remainder of the term of office.

(viii) **APPOINTMENT OF STANDING COMMITTEES:**

Standing committees shall be appointed by Council to handle specific matters. The function of such standing committees shall be prescribed in the procedural guidelines.

(b) The Executive Committee shall have the following powers and duties:

(i) **EXERCISE OF DELEGATED POWERS:**

Exercise and perform such powers and duties as may be delegated to it from time to time.

(ii) **CONTROL THE AFFAIRS OF THE SOCIETY:**

When Council is not in meeting, have full authority, subject to the provisions of these Rules, to control the affairs of and represent the Society. Any decision taken by the Executive shall be minuted at the next Council meeting.

(iii) Meet as and when required.

(iv) **APPOINTMENT OF MEMBERS TO ACT AS MINUTES SECRETARY:**

The Executive Committee shall appoint two Council members to act as minutes Secretary at Council or other such meetings

(v) **POWER OF CO-OPTION:**

Co-opt, from members of the Society, a person or persons to serve on the Executive Committee for such purposes and periods as it may determine, provided that such co-opted member or members shall have no voting rights.

(vi) **APPOINTMENT OF SUB-COMMITTEES:**

Appoint sub-committees for specific purposes and delegate structure, powers and authorities to such sub-committees.

## **REGIONAL BRANCHES**

**20.** (a) 20 (twenty) or more members of the Society practising or residing in any region in the Republic of South Africa may, with the authority of the Council, establish a Regional Branch of the Society for that region, and such Regional Branch shall be a separate legal entity or corporate body as defined in Rule 2 of these Rules.

(b) Except with the express authority of the Council, no Regional Branch shall be

established for a region or area which impinges on that of an existing Regional Branch.

## **REGIONAL COMMITTEES**

### **21. APPOINTMENT, COMPOSITION AND TERMS OF OFFICE OF MEMBERS OF REGIONAL COMMITTEES**

- (a) A regional branch shall, at its annual general meeting, elect a regional committee to hold office for the ensuing year, consisting of 10 (ten) members, all of whom shall be ordinary members of the regional branch concerned. This number shall include the chairman, chairman-elect, secretary, treasurer and members elected as regional Council member and category representatives. Each member is eligible to hold office as chairman, secretary or treasurer.
- (b) The chairman-elect shall be elected at an annual general meeting and shall serve for a period of 1 (one) year after which period he will automatically assume the office of chairman.
- (c) The branch chairman, chairman-elect, regional Council member, category representatives on Council, secretary and treasurer will hold office for 2 (two) years therefore elections for these positions will only take place every two years. A chairman-elect is to be elected as the previous chairman-elect will automatically assume the office of chairman.
- (d) All office bearers will be eligible for re-election at the end of their term of office with the exception of chairman and chairman-elect.

## **POWERS AND DUTIES OF REGIONAL BRANCHES AND COMMITTEES**

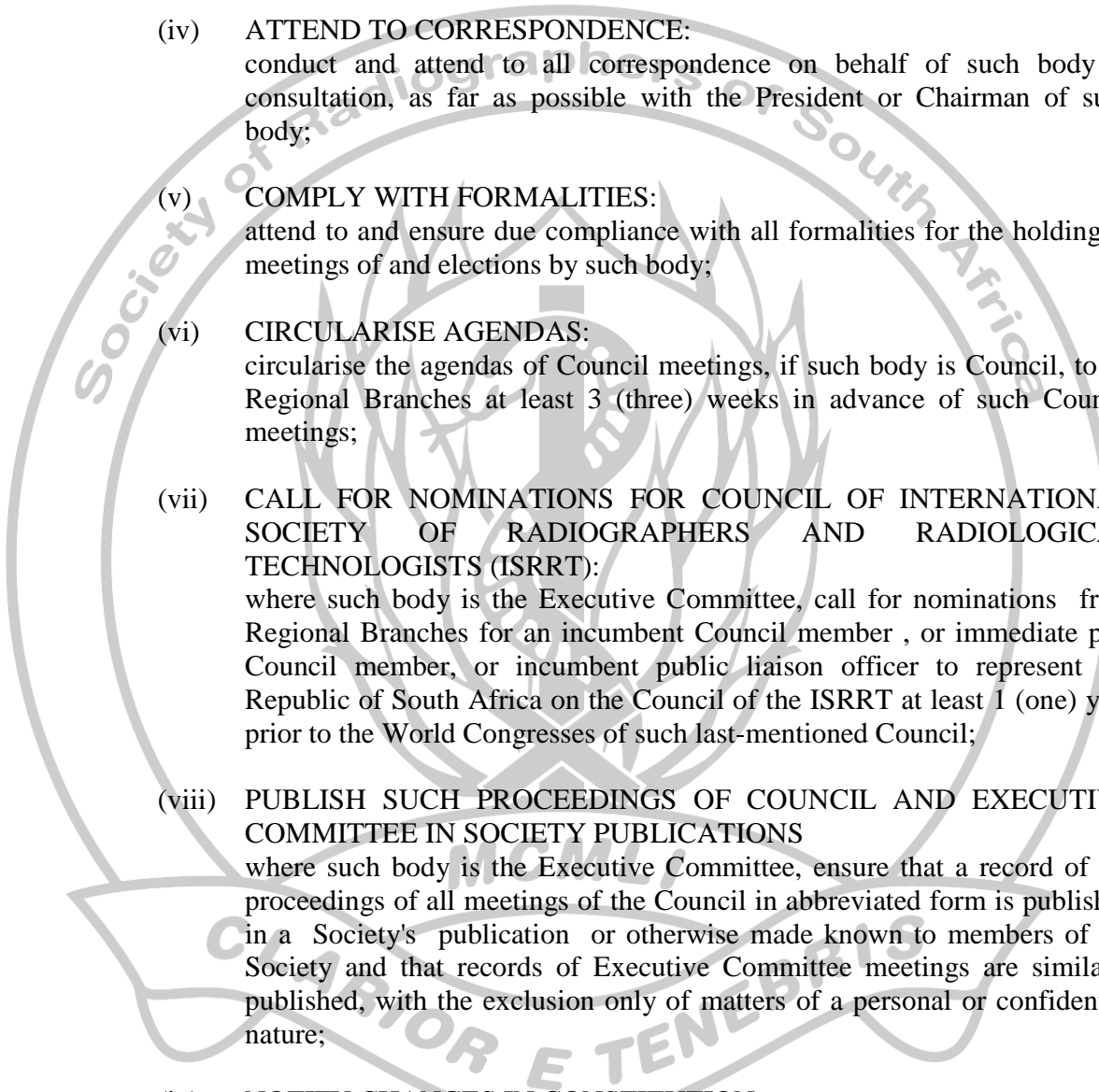
### **22. In addition to such further or other powers and duties which may be vested in or imposed upon Regional Branches and Regional Committees respectively in terms of these Rules:**

- (a) a Regional Branch shall:
  - (i) **CARRY OUT POLICY OF COUNCIL AND EXECUTIVE COMMITTEE:** abide by and carry out the policy and directives of the Council and Executive Committee;
  - (ii) **LIAISE WITH TRAINING AND EMPLOYER INSTITUTIONS:** act as liaison between the Council and Executive Committee and those training and employer institutions and establishments which are physically located within its area of jurisdiction;
  - (iii) **RAISE FUNDS:** raise funds for regional purposes;

- (iv) **MANAGE THE MEMBERSHIP FEES RECEIVED FROM NATIONAL TREASURY**  
be entitled to not less than 15% (fifteen percent) of membership fees paid by national treasury by 30 April for the day to day management of the regional branch provided that it shall be entitled to a grant from Council towards the travelling expenses of representatives to Council
  - (v) **HAVE RIGHTS TO SPACE IN THE SOCIETY'S WEBSITE**  
be entitled to space in the Society's website to report on activities within the region;
  - (vi) **HOLD ANNUAL GENERAL MEETINGS:**  
hold an annual general meeting by no later than 15 February of each year;
  - (vii) **SUBMIT FINANCIAL REPORTS AND ACCOUNTS TO ANNUAL GENERAL MEETING:**  
shall submit a financial statement signed by an accountant reflecting the state of their affairs at 31st December, together with an income and expenditure account (including stock on hand) for the financial year ending December 31st.
  - (viii) If any vacancy occurs in the elected committee members, the committee shall appoint a substitute member for the remainder of the term of office.
- (b) A regional committee shall, in relation to matters within the region of the Regional Branch have, mutatis mutandis, the same powers and duties as the Council, provided that a Regional Committee shall at all times be answerable to and be governed by the policy and directions of the Council and Executive Committee.

## **POWERS AND DUTIES OF SECRETARIES AND TREASURERS**

23. The persons appointed or acting from time to time as Secretaries and Treasurers respectively of the Society, the Council, Executive Committee, Regional Branch and Regional Committee shall, in addition to such powers and duties as may be assigned to them from time to time by the said bodies and/or be vested in or imposed upon them respectively in terms of these Rules, have the following further powers and duties respectively, that is to say:
- (a) the **SECRETARY OR ADMINISTRATIVE OFFICER** of the body concerned shall:
    - (i) **CONVENE MEETINGS:**  
convene all regional and annual general meetings of such body and the Administrative Officer shall notify members of Council meetings;
    - (ii) **GIVE NOTICE OF MEETINGS:**  
give due notice of all meetings of such body to all members thereof entitled to such notice;

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- (iii) **KEEP MINUTES:**  
ensure that suitable minutes and records of all meetings of such body are kept and where such body is a Regional Branch, ensure, furthermore, that copies are sent to all other Regional Branches and to the Administrative Officer of the Council; ensure that ratified minutes are signed;
- (iv) **ATTEND TO CORRESPONDENCE:**  
conduct and attend to all correspondence on behalf of such body in consultation, as far as possible with the President or Chairman of such body;
- (v) **COMPLY WITH FORMALITIES:**  
attend to and ensure due compliance with all formalities for the holding of meetings of and elections by such body;
- (vi) **CIRCULARISE AGENDAS:**  
circularise the agendas of Council meetings, if such body is Council, to all Regional Branches at least 3 (three) weeks in advance of such Council meetings;
- (vii) **CALL FOR NOMINATIONS FOR COUNCIL OF INTERNATIONAL SOCIETY OF RADIOGRAPHERS AND RADIOLOGICAL TECHNOLOGISTS (ISRRT):**  
where such body is the Executive Committee, call for nominations from Regional Branches for an incumbent Council member, or immediate past Council member, or incumbent public liaison officer to represent the Republic of South Africa on the Council of the ISRRT at least 1 (one) year prior to the World Congresses of such last-mentioned Council;
- (viii) **PUBLISH SUCH PROCEEDINGS OF COUNCIL AND EXECUTIVE COMMITTEE IN SOCIETY PUBLICATIONS**  
where such body is the Executive Committee, ensure that a record of the proceedings of all meetings of the Council in abbreviated form is published in a Society's publication or otherwise made known to members of the Society and that records of Executive Committee meetings are similarly published, with the exclusion only of matters of a personal or confidential nature;
- (ix) **NOTIFY CHANGES IN CONSTITUTION:**  
where such body is the Executive Committee, notify all Regional Branches of alterations, if any, in the constitution of the Society, and;

- (b) the TREASURER of the body concerned shall:
- (i) be responsible for and attend to the financial affairs of such body;
  - (ii) receive and arrange for the disbursement of all moneys of such body and maintain its financial affairs in order by keeping appropriate records which may be in electronic format;
  - (iii) where such body is the Society, prepare an audited balance sheet and accounts and a financial report of the Society's financial affairs for presentation to the Council and to annual general meetings of the Regional Branches, and;
  - (iv) cause such audited balance sheet to be published in Society publications or inform members that they may request such information from the Administrative Officer, and;
  - (v) prepare and table a proposed national budget for adoption at each meeting of the Council and in the case of a Regional Treasurer prepare half yearly proposed budgets for adoption at Regional Committee meetings

**PROCEEDINGS AND MEETINGS OF COUNCIL, EXECUTIVE COMMITTEE, REGIONAL BRANCHES AND REGIONAL COMMITTEES**

**24. (a) REGULATIONS AT MEETINGS:**

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

**(b) CHAIRMAN:**

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

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

Subject to the provisions of Rule 27 of these Rules, questions arising at any meeting of a Managing Body of the Society shall be decided by a majority of votes and, in the case of an equality of votes, the Chairman shall have a second or casting vote which he shall in normal circumstances, but subject always to his overriding discretion, exercise in such a manner as to maintain the status ante quo.



(d) **QUORUM:**

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

- (i) in the case of Council: 50% of members;
- (ii) in the case of the Executive Committee: 50% of members;
- (iii) in the case of Regional Branches: 10 members;
- (iv) in the case of Regional Committees: 50% of members.

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

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

(f) **RIGHT OF ASSOCIATE MEMBERS TO APPOINT REPRESENTATIVES ON REGIONAL COMMITTEE:**

If there are 5 (five) or more supplementary members or 5 (five) or more student members who are members of a Regional Branch each group may elect a representative from amongst their numbers to serve as a member of the Regional Committee of that Branch with full voting rights on such Regional Committee. The student and/or supplementary members so appointed shall be additional to the members comprising such Regional Committee in terms of Rule 21(b) of these Rules.

(g) Subject to the provisions of the preceding sub-rule (f) hereof, only ordinary, supplementary and student members of the Society shall be entitled to vote at meetings of a Managing Body of the Society and each member shall have one vote only.

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

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

(i) **NOTICES:**

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

- (i) in the case of meetings of Council, at least 45 (forty-five) days before the date fixed for the meeting;

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

(j) **ADJOURNMENT OF MEETINGS:**

In case a quorum is not present at a meeting of a Managing Body of the society, the meeting shall be adjourned to a date to be fixed by the Chairman who shall fix such a date with due regard to the requirement that the Secretary of the Managing Body concerned shall be required to give the members of the Society concerned notice, as prescribed in the preceding sub-rule (j), of such adjourned meeting. Notwithstanding the provisions of 24(d) above, the members present at such adjourned meeting shall be regarded as constituting a quorum.

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

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

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

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

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

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

(n) **DELEGATION OF POWERS:**

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

**24.1. APOLOGIES FOR NONATTENDANCE OF NATIONAL AND EXECUTIVE MEETINGS**

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

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

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

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

**FINANCIAL PROVISIONS**

- 26.**
- (a) All moneys received on account of the Society shall be applied in carrying out the objects of the Society and shall be paid to the credit of the Society into a bank, building society or other institution approved by the Council, and all cheques, electronic withdrawals or withdrawal forms shall be signed by two members of the Council or by one member of the Council and the Secretary or Treasurer of the Society.
  - (b) All expenses incurred in connection with the administration of the Society shall form a charge upon the assets of the Society.
  - (c) The Society's financial year shall run from 1 January to 31 December.

## **ALTERATIONS TO THE CONSTITUTION**

- 27.** The Council shall have the right at any time, on the proposal of a member of the Council or Society, to rescind, amend, add to or otherwise alter these Rules, or any of them, as it thinks fit, provided that:
- (a) at least one month prior to the date of any meeting of the Council, convened to consider any such proposed rescission, amendment, addition or alteration, notice of such proposed rescission, amendment, addition or alteration, and of the terms thereof, has been given by such proposing member to the Council and that Council has given notice of such proposed changes electronically or in writing to all members;
  - (b) the Council may adopt any such proposed rescission, amendment, addition or alteration with or without modification, as it sees fit;
  - (c) no rescission, amendment, addition or alteration shall be effective, unless it has been passed and approved by a majority of at least 75% of the members of the Council present at such meeting, and;
  - (d) if and when any such proposed rescission, amendment, addition or alteration has been passed and approved as aforesaid, the minutes clerk of the Executive Committee shall circularise the terms of such rescission, amendment, addition or alteration to all its members of the Society and publish the same in an official Society publication or on the Society website;
  - (e) a copy of any such rescission or amendment or addition be submitted to the Commissioner for South African Revenue Service within 14 (fourteen) days of the resolution in respect thereof having been passed.

## **WINDING UP OF THE SOCIETY**

- 28.** The Society may be wound up or dissolved at any time by a decision of 75% (seventy-five percent) of the regional branches provided that such a decision is made by at least 50% (fifty percent) of the members at each Regional Branch, and 75% (seventy-five percent) of the Council members.

Any surplus funds or assets of the Society remaining after payment of all debts, liabilities, administration and liquidation expenses shall be dealt with as provided in paragraph 4 (bis) (b) above.

## **HEADNOTES**

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