



RCSSA
We Care We Treat We Teach

RENAL CARE SOCIETY OF SOUTH AFRICA (RCSSA)

CONSTITUTION

2017

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RENAL CARE SOCIETY OF SOUTH AFRICA

CONSTITUTION

DEFINITIONS

In this constitution, unless the context otherwise indicates:

- Society means the **Renal Care Society of South Africa**;
- Committee means the **Executive Committee**;
- **Renal Care**: The art and science of the care of kidney disease
- **Renal Replacement Therapy**: Life supporting treatments for renal failure namely haemodialysis, peritoneal dialysis, continuous therapies and renal transplantation.
- **Jurisdiction**: the society practices acute and chronic dialysis within the boundaries of South Africa
- Dues: subscription fees for ordinary members

ARTICLE I. NAME

The name of this Society is the **Renal Care Society of South Africa**, and the official abbreviation shall be **RCSSA**.

ARTICLE II. MISSION STATEMENT AND OBJECTIVES

Section A. Mission Statement

The mission of RCSSA is to advance the professional development of members practicing in renal replacement and related therapies, and to promote the highest standards of patient care through advocacy, scholarship, and excellence. Through this ***“we care, we treat and we teach”***.

Section B. Objectives

To foster the highest attainable level of professional development and patient care, the RCSSA endeavours to:

1. Enhance the competence of the membership through education programmes at regional and national level.
2. Initiate, improve and uphold through its membership, high standards of patient care and patient rights.
3. Promote efficiency, and co-operation between all personnel involved in renal care.
4. To promote research relating to renal care and its related subjects and to provide the opportunity to disseminate information and knowledge to members.
5. Promote member's awareness of professional, ethical and social issues affecting their practice
6. Encourage the individual member to participate in the growth and development of the organisation.
7. Provide the public with information regarding the prevention of renal diseases.

ARTICLE III. TERRITORY

The area of jurisdiction of the Society shall be South Africa.

ARTICLE IV. LEGAL STATUS

The Society has its own assets and liabilities, regardless of that of its members, and can protect it in any legal matter. It shall exist for an indefinite period in its own right, regardless of change of membership and office bearers.

ARTICLE V. LANGUAGE

English shall be the language of choice in the proceedings of the society as well as its promotional & educational material.

ARTICLE VI. MEMBERSHIP.

Levels of Membership

The Society shall consist of ordinary and extra ordinary members.

Application for membership shall be in writing to the Executive Committee or Secretary of the Society.

Section A. Full Members

The following are eligible for full membership of the Society.

1. Any professional registered with the South African Nursing Council, and Health Professions Council of South Africa.

Section B. Associate Members

The following are eligible for associate membership of the Society.

1. Any person who is committed to the promotion of renal care, and who does not qualify for full membership.
2. Any Person who has the same interest and qualifications as full members but who reside outside the territory of the Society. These members shall have no voting rights or hold office

Associate members shall have all the privileges of members in the Society except those of voting, holding office and serving as chairpersons of committees.

Section C. Honorary Life Members

Honorary life membership may be conferred upon individuals who have made contributions of exceptional merit to the knowledge of dialysis and transplantation or to the Society. They shall be nominated by the members and recommended by the Executive and be awarded with a Certificate. They shall be exempt from dues. They shall have voting rights.

Section D. Life Members

At the discretion of the Executive Committee, Life membership may be conferred on fully paid up members for 20 consecutive years as a member. They shall be exempt from dues and retain voting rights.

Section E. Membership fee

A membership fee, to be agreed upon at the General Meeting, will be proposed by the Executive committee and shall be due on an annual basis and become payable 30 days after the Financial Year which is July. No pro rata amount will be calculated for persons joining during a year.

Section F. Obligations of members

1. With membership of the Society goes the responsibility of maintaining a sustained interest in its affairs and objectives **as stated in this Constitution.**
2. Each member shall be responsible for paying the prescribed subscription fee to retain membership.
3. It shall be the responsibility of each member to maintain membership and to notify the Secretary of change **to contact details.**

Section G. Membership Indemnity

All members of the Society shall be deemed to have been indemnified and held harmless in their personal capacity against any loss which the Society or its members may suffer by reason of the actions of the Committee or any member of the society.

Section H. Suspension of Membership

Any member of the Society whose actions are considered harmful to the best interest of the Society will be managed through the following procedure. A written complaint may be filed to the Committee by a member. An opportunity must be given to the member to defend themselves in person or in writing before the Committee. If the Committee considers the complaint justified, it will result in the following action being taken.

1. Counselling
2. Written warning
3. Suspension

ARTICLE VII. OFFICE BEARERS

Section A. Officers

The Executive Committee shall consist of the President, Deputy President, Secretary, Treasurer and 6 members elected at the General Meeting or every four years and the immediate past president will remain in a consulting capacity for one year.

Section B. Nomination and eligibility for nomination

Nomination for Office Bearers and Committee Members may be made by Full paid up members at the General Meeting. Nominees must indicate their willingness to serve, prior to nomination. Candidates for office bearers must have been members of the Society for a minimum of four years, and of good standing. Nominations must reach the Secretary at least 12 hours before a scheduled General Meeting or as indicated by the Secretary.

Section C. Election of Officers and Term of Office

In order to be eligible for election for presidency a person must have been an EXCO member for at least one term (4 years).

1. The **President and Deputy President** shall be nominated from a list of Full paid up members and be elected at the General Meeting. The person shall hold office for a period of 4 years or until the next General Meeting, after which the person will be eligible for re-election, to hold a maximum of 2 terms in office. After holding office for 2 terms, the President shall not be eligible for re-election until a period of four years has elapsed.

2. The **Secretary** shall be nominated from a list of Full paid up members and be elected at the General Meeting to hold office for 4 years or until the next General Meeting, after which period the person will be eligible for re-election
3. **Treasurer** shall be nominated from a list of Full paid up members and be elected at the General Meeting to hold office for 4 years or until the next General Meeting, after which period the person will be eligible for re-election.
4. The Society shall elect from the list of Full members, **6 members** to serve for a period of four years after which they will be eligible for re-election.
5. The Committee may co-opt any full member in good standing in order to improve efficiencies by taking into consideration geographic and/or allied health professionals to hold office as co-opted member with voting rights.

Section D. Length of Term of Office Bearers

Any part of a term equalling or exceeding one half the regular term, shall be considered a term in deciding eligibility for re-election.

Section E. Vacancy

1. If the office of President, Secretary or Treasurer becomes vacant, the members of the Committee shall at the first meeting after such a vacancy occurs, elect an acting President, Secretary or Treasurer. Any member so elected shall hold office until the following General Meeting at which time the person shall vacate this office. This member may be nominated and duly elected in the proper manner to fill the office in which the vacancy has occurred.
2. Any vacancy on the Committee shall be filled by a nomination and election of another member at the first General Meeting, after which such a vacancy occurs. The member so elected shall hold office until the next General Meeting.

Section F. Duties of Officers

1. The Committee:

- The Committee shall constitute the governing body of the Society. It shall have all judicial and executive functions common to a professional organization. It shall formulate bylaws, rules and regulations subject to the approval of the General Meeting.

2. The President and Deputy President:

- The President shall be responsible to the Committee and the Society and uphold and promote the aims of the Society.
- The person shall call special meetings of the Society and Committee in accordance with the Constitution and perform other duties as usually pertain to the office.
- The person shall prepare a report dealing with the activities of the Society and deliver this report at the General Meeting.
- Upon termination of office, the person shall deliver all records and documents of the Executive and the Society to the successor.
- In the absence of the president, the deputy president shall assume the role of the president

3. The Secretary:

The Secretary will be responsible for the following:

- Have a list of all members of the society and shall keep the membership lists updated;
- Keep minutes of the Committee proceedings to be read at the next meeting and keep minutes of the General Meeting;
- Minutes of all meetings will be kept safely and always be on hand for members to consult.
- notify members of meetings and handle all correspondence;
- Upon termination of office, the person shall deliver all such records and documents over to the successor

3. The Treasurer:

The Treasurer will be responsible for the following:

- Have charge of all funds and other personal property of the Society and shall submit the account of all undistributed funds to the successor;
- Subject to the provisions of this Constitution, the person shall disburse all funds upon order of the President or the Society and shall perform other duties as may be prescribed by the President of the Society.
- Shall present a financial account at each meeting and a financial report of Assets and Liabilities, together with a report at every General Meeting.
- Upon termination of office, the person shall deliver all such records and documents over to the successor.

Section G. Removal of elected Officers

In the event that an elected officer does not fulfil the role responsibilities as outlined, the Committee shall provide the officer in question with a written statement of examples in which the officer did not fulfil the role responsibilities and will assist the officer in developing a plan for improvement with timelines. If the officer is unable to complete the improvement plan, the officer will be asked to resign by the President (or by the Immediate Past President if the President is the one in question). If the officer does not choose to resign, an affirmative vote of two-thirds (2/3) of the Committee is required to remove the officer.

ARTICLE VIII. MEETINGS

Section A. Committee Meetings

1. The Committee shall meet at least twice every year.
2. Members of the Committee present shall form a quorum at a convened meeting.

Section B. General Meetings

1. The Society shall hold a General Meeting at least every two years or in conjunction with the biennial Congress.
2. At least four weeks' notice shall be given of any General Meeting of members. A copy of minutes of the previous General Meeting or special meeting and an agenda shall be published on the website and issued at such a meeting.
3. Members may introduce visitors to the General Meeting of the Society and may also arrange with the Secretary for communications and demonstrations to be given by visitors.
4. Any member may bring before a meeting in writing any matter of business which requires the attention of the Society.

5. A quorum of a General Meeting shall be one-tenth of ordinary paid up members including at least four members of the Committee. All decisions taken will take effect and be binding.

Section C. Divulging of information

The proceedings of any meeting may only be communicated to the press with the approval of the Committee.

ARTICLE IX. VOTING

Section A. Committee Meetings

The decision of the Committee shall be made by a simple majority vote.

Section B. Office Bearers

Voting for any Office Bearer may take place by ballot. Should any vacancy occur after nominations have been closed, nominations will be called for at the meeting and voting will be done by a show of hands. Voting by proxy is also allowed (See Section B, 4)

Section C. General Meetings

1. Each member has one vote. In the case of equal votes, the Chairman will have a deliberative and casting vote.
2. All resolutions must be in writing, proposed and seconded before being put to the vote. A resolution must be forwarded to the Secretary at least 48 hours before the date of the meeting.
3. Voting will always be by show of hands unless the Chairman requires a secret ballot or a motion by a member is passed and duly seconded.
4. Members may vote by proxy. Written proxies stating who is to vote on their behalf (the Appointer), to be lodged with the Secretary of the meeting not less than one (1) hour before the appointed time of the meeting. It is understood that the Appointer has to be present at the meeting and cannot transfer his/her rights and responsibilities to another person.
5. *Proposals & Counter Proposals.* In the case of a counter proposal or a number of counter proposals being put to the meeting, the members will vote on the last proposal and if that receives a majority, it is carried. If it does not receive a majority the second last proposal is voted on and so on, until one proposal receives a majority vote.

ARTICLE X. FINANCE

1. The financial year of the Society shall end on 30th June of every year.
2. The Treasurer will be required to prepare a set of financial records to be presented to the members at the General Meeting.
3. The Committee may open or close banking accounts at such banks or financial institutions as they see fit. All cheques and orders for payment of money shall be signed by not less than two (2) members of the Committee – one to be the Treasurer.
4. Surplus funds of the society may only be deposited in registered financial institutions as defined in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984.

5. The Committee must, in a savings account, retain at least 10% of the surplus funds as indicated in the financial statement presented to the General Meeting.
6. Any member engaged in any profession shall be entitled to charge and be paid a fair market related charges for work done by him/her or their firm in connection with the execution of his office. All this on condition that there was prior unanimous agreement in Committee.
7. Members may be reimbursed for any reasonable and legitimate expenses, including any travelling or other expenses, incurred by him/her in carrying out his/her duties as a member or Committee Member. All this on condition that such expenses were approved by the Committee prior to incurring them and claimed on an Official Expenses Claim Form.
8. No profits or gains will be distributed to members but will be retained for the sole purpose of pursuing the objectives of the Society.
9. Members or office bearers of the society do not have rights over assets that belong to the society.
10. RCSSA shall be at full liberty to employ and remunerate accordingly, any person or agent to perform specific tasks or to transact such business as the Executive Committee may deem necessary to pursue the aims and objectives of the Society.

ARTICLE XI. AFFILIATION

At the discretion of the Committee, affiliation to other professional Societies and Associations may be sought.

ARTICLE XII. GRANTS, BURSARIES AND AWARDS

Linking onto the objectives of the Society, the Committee may introduce grant and bursary opportunities to any paid up member, and may specify specific awards to promote participation in the activities of the Society. The guidelines pertaining to these opportunities and awards shall be outlined in a Society Bylaw document.

ARTICLE XIII. AMENDMENT OF THE CONSTITUTION

Proposed amendments to the Constitution may be submitted in writing to the Secretary of the Committee and circulated to the members of the Society at least four weeks before the General Meeting, or special meeting, and placed on the agenda of the meeting. The Constitution of the Society can be amended by two-thirds majority of members present at a General Meeting. The amendments shall be fully discussed at such a meeting before voting takes place.

ARTICLE XIV. DISSOLUTION OF THE SOCIETY

1. The Society may be dissolved for the following reasons and upon fulfilment of the following conditions:
 - 1.1 As a result of a resolution passed by two-thirds majority of the members present at a duly constituted General Meeting of members;
 - 1.2 If, as a result of the Society becoming dormant and not able to fulfil its aims and objectives any longer, a motion is passed by two-thirds majority of the members present at a duly constituted General Meeting of members.
2. In the event of the dissolution of the Society, after repaying all loans or other legally due amounts to all creditors, being members or otherwise, the balance of the Society's

assets shall be placed in trust with a suitable entity to be held in safe custody pending a decision by the members.

3. When the society closes down it has to pay all its debts. After doing this, if there is property of money left over it should not be paid or given to members of the society. It should be given to another non-profit organisation that has similar objectives. The society's general meeting can decide what organisation this should be.
4. The transfer of the balance of the funds may also be decided upon at the meeting where the dissolution of the Society was agreed upon. The decision to be agreed by a two-thirds majority of members present;
5. In the case where agreement cannot be reached, the decision will revert to an Interim Committee of a minimum of five persons, to be appointed by the members present through a show of hands and a simple majority.

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PRESIDENT

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SECRETARY

DATE: 26 November 2016

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Approved by the General Meeting on 26 November 2016**

BYLAW 1

GRANTS, BURSARIES AND AWARDS

1. GRANTS

- 1.1 Any paid up member may apply in writing to the Secretary/Treasurer for grants. Only members of two years standing will be eligible for grants.
- 1.2 Grants will include:
 - 1.2.1 Expenses to attend congress or symposia, either locally or internationally.
 - 1.2.2 Expenses incurred by any ordinary member on Society business.
- 1.3 All applications for financial assistance for congress/symposia must be handed to the Secretary/Treasurer three months prior to such events.
- 1.4 All applications shall be reviewed by the Executive committee and at their discretion shall accept or reject such applications.

2. BURSARIES

- 2.1 Donations will be invited, to be used as bursaries. Should such monies materialize, they shall be administered as follows;
 - Such bursaries shall be deposited in a savings account to be used specifically for this purpose.
- 2.2 Bursaries may be granted to deserving paid up ordinary members of two years standing for the following educational purpose;
 - Research of either nursing or technical nature which shall be beneficial to all members and renal care as a whole;
 - To further the formal education of any paid up member.
- 2.3 All bursaries shall be advertised on the official website of the Society and the successful applicant will be notified personally.
- 2.4 All stipulations laid down by the benefactor shall be advertised and adhered to by the successful applicant and the Society.
- 2.5 The Committee shall have the power to select the candidate, or defer the bursary to a future date.

3. AWARDS

3.1 RCSSA ACHIEVEMENT AWARD

Purpose of this award

The Renal Care Society of South Africa (RCSSA) would like to give recognition to any person who has contributed to the field of renal care in any manner, which will lead to the improvement of renal patient care.

This Award was first presented in 1996.

Criteria

Recognition will be given for creativity to any renal care giver who by means of:

- education
- invention
- design

- research
- initiation and implementation contributes to the improvement of renal patient care.

The appointed judges will consider the following in their evaluation of entries:

- uniqueness
- cost effectiveness
- applicability
- impact on patient care
- impact on renal workers

Who may be nominated?

- Nominees must actively practice in any area of the renal field
- The contribution must have been made within the last 4 years
- Preference will be given to paid up members
- No person may nominate themselves

Who may nominate?

- Any person involved in renal patient care
- Nominations must be seconded
- No person may nominate him/herself

Procedure for nomination

- Fill in a nomination form and post to the address as indicated
- The Award is sponsored by the RCSSA and may be awarded biennially at the SA Renal Congress
- The award will consist of a floating trophy and a cash prize, the amount of which will be determined by the Executive Committee

Accepted: March 2017

3.2 TED POPE BEST PRESENTATION AWARD

Purpose of this award

The purpose of this award is not only to acknowledge presentations of outstanding quality, but to set a standard which will ensure the continual advancement of nephrology care. This award is sponsored by the Committee or a sponsor should one be found. The award will consist of a certificate and an amount decided on by the Committee or sponsor

Guidelines

To reach this goal, the Executive Committee of the RCSSA will:

1. Elect a panel of 5 members to act as evaluators.
2. Every presentation will be judged by 3 of the 5 members.
3. All papers accepted by the Committee and appearing in the congress programme, will be taken into account.

4. Judgement will take place on the prescribed form as compiled and approved by the Committee.
5. The mean percentage of a speaker (from 3 judges) is computed at the end of each session.
6. At the end of the congress only the winning percentage as well as the average of all congress papers will be announced and the award presented. Individual Percentages will be made available on request.
7. The final result rests with the Committee after which it is valid and irrevocable.

Accepted: March 2017

3.3 BEST ABSTRACT AWARD

Purpose of this award

The purpose of this award is to set a standard in abstract presentation that will reflect research methodological structure and through that improve congress/symposium presentations.

This award is sponsored by the Committee or a sponsor should one be found. The award will consist of a certificate and an amount decided on by the Committee or sponsor

Guidelines

To reach this goal, the Executive Committee of the RCSSA will:

1. Elect a panel of 5 members to act as evaluators.
2. Every presentation will be judged by 3 of the 5 members.
3. All abstracts accepted by the Committee and appearing in the congress programme, will be taken into account.
4. Judgement will take place on the prescribed form as compiled and approved by the Committee.
5. The mean percentage of an abstract (from 3 judges) is computed.
6. At the end of the congress only the winning percentage as well as the average of all abstracts will be announced and the award presented. Individual percentages will be made available on request.
7. The final result rests with the Committee after which it is valid and irrevocable.

Accepted: March 2017

3.3 HEILIE UYS RESEARCHER AWARD

Purpose of this award

The purpose of this award is to recognise an outstanding nephrology nurse or clinical technologist researcher.

This award is sponsored by the Committee or a sponsor should one be found. The award will consist of a certificate and an amount decided on by the Committee or sponsor.

Criteria

1. Candidates for the award will be nominated.
2. Current full member of RCSSA, having been a member for a minimum of the last 2 years.
3. Actively involved in renal care or related health care services.
4. Active participant in RCSSA at the local, regional, and/or national level(s).
5. Conducted outstanding research that contributes to the advancement of renal care.
6. The nominee has shared his/her research findings at a National Meeting.
7. Evaluation will be done by two Executive Committee Members based on an abstract submitted or any other documentation as requested by the evaluators.

Accepted: March 2017

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PRESIDENT

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SECRETARY

DATE: 26 November 2016

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Approved by the General Meeting on 25 March 2017**