



CONSTITUTION OF THE SOCIETY OF PRIVATE NURSE PRACTITIONERS OF SOUTH AFRICA

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1. NAME

- 1.1. The organisation hereby constituted will be called The Society of Private Nurse Practitioners of South Africa.
- 1.2. It's shortened name will be SPNP (hereinafter referred to as "the Society").

2. DEFINITIONS

- 2.3. "Private Nurse Practitioner" shall mean any self-employed registered nurse or midwife currently registered with the South African Nursing Council, operating an independent practice and practicing within the scope of practice of a registered nurse or midwife.
- 2.4. "Independent practice" shall mean the provision of nursing and related services in a setting in which the practitioner is not professionally accountable to another registered nurse or other health care practitioner registered as such with the relevant statutory council, recognising that all registered nurses and midwives remain accountable for their own acts and omissions within the scope of practice of registered nurses and/or midwives. It includes registration with the relevant regulatory bodies as required by laws promulgated in South Africa.
- 2.5. "National" shall indicate the Society on a national level
- 2.6. "Branch" shall indicate the individual branches of the Society, not necessarily based on geographical location.
- 2.7. "Regional" shall indicate a geographical affiliation
- 2.8. In this Constitution and unless the context indicates otherwise, all reference to the female gender shall include the male gender and vice versa.

3. LEGAL STATUS

- 3.1. The Society is a distinct and separate legal entity capable of performing all such acts as are necessary for, or incidental to, the performance of its function, the exercise of its powers and the attainment of its objectives.
- 3.2. The Society shall:
 - Exist in its own right, separately from its members.
 - Continue to exist even when it's membership changes and there are different office bearers.
 - Be capable of owning or hiring property and other possessions.
 - Be able to sue and be sued in it's own name.
 - The National Executive Committee (NEC) may authorize any person or persons to act on behalf of the Society and to sign such documents and take all such steps as may be necessary in connection with such proceedings.

3.3. A Non-Profit Organisation

The Society is not formed and does not exist for the purpose of carrying on any business that has for its objective the acquisition of gain by the Society or its individual members.



4. OBJECTIVES

The Society has as its objectives:

- 4.4. To promote high quality, cost effective private nursing services to the health care users in the Republic of South Africa.
- 4.5. To represent the interests of the Private Nurse Practitioner in all spheres affecting her professional practice.
- 4.6. To serve as a multidisciplinary meeting ground for Private Nurse Practitioners in South Africa.
- 4.7. To develop public awareness about the contribution Private Nurse Practitioners make in meeting some of the health care needs of the South African population.
- 4.8. To co-operate with international, national and other organisations who strive after similar objectives.
- 4.9. To promote research and continuing education in matters relating to private nurse practice.
- 4.10. To assist in the provision of continuing professional development of the individual members to ensure the maintenance of high professional nurse standards.
- 4.11. To act in an advisory capacity in the discussions around the provision of private nursing services to the bodies that are tasked with the implementation of private and public health care services in South Africa
- 4.12. To promote the various specializations of Private Nurse Practitioners and to promote awareness of the wide range of services available to the public by Private Nurse Practitioners, especially amongst the other health professions and the health care user.
- 4.13. To promote and participate in the issue of peer guidance amongst the Private Nurse Practitioners.
- 4.14. To promote and coordinate the provision of clinical nursing services according to evidence-based practice standards.

5. MEMBERSHIP

- 5.1. Membership of the Society in any of the categories of membership confers upon such members the privilege of membership subject to changes and reasonable restrictions as the National Executive Committee may from time to time impose.
- 5.2. A member whose application for membership has been accepted shall be bound by the constitution, rules and by-laws of the Society which are then in force or which may subsequently be altered or amended and be in force at any future time. No person shall be absolved from the effect and application of the constitution, rules and by-laws by reason of the fact that she may not have received a copy thereof.

5.3. Categories of membership

Membership shall be granted to registered professional nurses and interested bodies on application in accordance with the by-laws, according to the following categories:

- 5.3.1. Full membership** is open to any self-employed professional nurse practicing as a Private Nurse Practitioner who is in possession of a practice number allocated by an accredited organisation, is registered with the South African Nursing Council and practices within the scope of practice of a registered nurse.



5.3.2. Associate membership is open to any registered nurse currently registered with the South African Nursing Council, who does not qualify for a practice number allocated by an accredited organisation, but operates as an independent practitioner in the employment of an organisation or individual, and practices within the scope of practice of a registered nurse.

5.3.3. Corporate membership may be offered to any national or international organisation or corporate organisation pursuing the same or related objectives as the Society subject to approval by the National Executive Committee.

In the case where an organisation becomes a corporate member, it shall nominate a person to represent it in the Society, and such person shall be deemed to have authority to represent such organisation. The nomination of such a person shall be in writing and addressed to the Branch or National Executive Committee of the Society and signed by a responsible officer of such organisation.

5.3.4. A Corporate member with five staff members or less qualifies to be deemed a **Micro-corporate** whereby a reduced membership fee will apply.

5.3.5. Group practice membership is open to groups of Private Nurse Practitioners who practice in association or partnership with one another, or a nursing agency or organisation who employ three (3) or more professional nurses, where professional nurses do not hold individual membership of the Society. A group practice shall nominate a person to represent it in the Society, and such person shall be deemed to represent such practice. The nomination of such a person shall be in writing and addressed to the Branch or National Executive Committee of the Society and signed by a responsible officer of such organisation.

5.3.6. Honorary membership may be presented to any person who has rendered distinctive services or who has promoted the objectives of the Society in a particular manner. At any National Biennial General Meeting of the Society the National Executive Committee may propose honorary member(s) of the Society to be elected by a majority of the members eligible to vote present at such a meeting. Any honorary member shall be subject to the rules and regulations of the Society and enjoy the privilege of membership without payment of the annual subscription. Honorary membership may only be conferred at the Biennial General Meeting.

5.4. Application for membership:

5.4.1. The application to become a member of the Society shall be made in writing on the relevant forms, and shall contain such information and particulars as the National Executive Committee may require. All applications for membership are subject to final approval by the NEC after consultation with the relevant Branch Executive Committee. The NEC shall have absolute discretion regarding acceptance of membership.

5.4.2. A member who live outside the immediate geographical area of a Branch shall be allocated to a Branch by the NEC committee, according to the geographical region in which they practices.

5.5. Termination of membership:

A member shall cease membership under the following conditions:

5.5.1. A full member may resign her membership by written notice to the Branch or the National Secretary prior to the date upon which the next membership fee becomes due. No refunds of membership fees will be given.



- 5.5.2. In the case of corporate membership, resignation shall be in writing signed by a responsible officer of such organisation and addressed to the National Executive Committee.
- 5.5.3. If by a resolution passed by a General Meeting of the National or Branch Executive Committee of the Society it is resolved that the membership shall be terminated.
- 5.5.4. If membership fees are unpaid for such a period as the Society shall determine from time to time, membership automatically lapses. Any member who has not paid membership fees for the current year shall not be entitled to exercise any of the rights and privileges bestowed by these Rules until such fees are paid. Notwithstanding this provision such members shall remain bound by the duties and obligations imposed by these Rules.
- 5.5.5. Corporate members shall be deemed to have agreed to be bound by the Constitution and bylaws of the Society as may be in force at the time.

5.6. Membership fees:

- 5.6.1. Membership fees shall be payable annually to the National Secretary and the amount of the various categories shall be determined by the National Executive Committee of the Society from time to time in consultation with the Branches.
- 5.6.2. Corporate membership fees are payable to the National Secretary. A portion of these fees shall be allocated to all branches as determined by the NEC from time to time.
- 5.6.3. A portion of the membership fees shall be payable to the National Executive Committee, the amount of which shall be determined from time to time by the NEC in consultation with the Branch Executive Committees.
- 5.6.4. Membership fees shall be payable annually by the due date as determined by the NEC from time to time and corresponding to the financial year. Membership fees may be paid in three instalments by no later than three months after the end of the financial year.
- 5.6.5. A period of three months' grace shall be granted for payment of membership fees in full, failing which membership shall be terminated.
- 5.6.6. Failure to pay membership fees as stipulated shall lead to automatic removal from the membership register.

5.7. Readmission of members

The Branch or National Executive Committee may reinstate a defaulting member on payment of outstanding fees owing to the Society on such conditions as the Committee may deem fit.

6. STRUCTURE OF THE SOCIETY

The Society consists of a number of Branches located throughout South Africa. Each Branch has a Branch Executive Committee responsible for the management of that particular branch. Members of the Society are allocated to Branches according to the nearest geographical branch of the member's practice. Each Branch reports to the National Executive Committee which is responsible for the overall management of the Society and the furthering of the Society's objectives. The National Executive Committee establishes policy in consultation with the Branches.

6.1. The Branches

- 6.1.1. Each Branch shall consist of such members as have paid their membership fees by the due date subject to the period of grace as stipulated under 5.6.4.



- 6.1.2. Each paid up full member is eligible to vote at the Branch Annual General Meeting and at the National Biennial General Meeting.
- 6.1.3. Each Branch shall have an Annual General Meeting at the commencement of the financial year to elect a new Branch Executive Committee and to conduct such business as may arise. At the Branch Annual General Meeting the Branch Chairperson's report and the Branch Treasurer's report shall be presented.
- 6.1.4. The Branch shall abide by all rules and bylaws of the Society.

6.2. The Branch Executive Committee

- 6.2.1. At the Branch Annual General Meeting of each branch a Branch Executive Committee shall be elected, which should consist of at least five members in good standing. Branch Executive Committee members shall be elected by ballot by those members present or by show of hands as the chairperson of the meeting may decide.
- 6.2.2. Votes can be cast by proxy with the relevant forms and following the approved procedure. Proxy holders must provide their proxies before the Branch Annual General Meeting starts. Any full or honorary member of the Society may be eligible for election and may vote.
- 6.2.3. Each elected member of the Branch Executive Committee shall hold office for one year commencing with the end of the Branch Annual General Meeting and concluding with the end of the Branch Annual General Meeting a year later. The member may be eligible for nomination and re-election to the Branch Executive Committee provided she fulfils the requirements for membership of the Society.
- 6.2.4. Nominations in writing for the office of member of the Branch Executive Committee shall be signed by one other member of the Branch and delivered to the Branch Secretary prior to the commencement of the Branch Annual General Meeting at which the election shall take place.
- 6.2.5. The Branch Executive Committee shall determine the *office bearers* at their first general meeting after the Branch Annual General Meeting. Each Branch Executive Committee should have the following office bearers:
- Chairperson
 - Vice-Chairperson
 - Branch Secretary
 - Branch Treasurer
- 6.2.6. The Chairperson of the Branch Executive Committee automatically becomes a member of the National Executive Committee by virtue of the position she holds. This right is retained in the position of the Chairperson of the Branch Executive Committee.
- 6.2.7. The Branch Treasurer is responsible for keeping financial records in accordance with requirements for auditing purposes. All financial records are to be audited and submitted annually to the National Treasurer within four months of the end of the financial year.
- 6.2.8. The Branch Secretary shall be responsible for convening meetings, maintaining minutes and recording of decisions taken at such meetings, as well as any functions which are agreed to by the members of the Branch executive. All minutes of meetings shall be circulated to the branch members as well as the National Executive members within 30 days of a meeting taking place.



6.2.9. The Branch Annual General Meeting shall elect a representative to serve on the National Executive Committee. This representative is not required to be a member of the branch executive committee. This is in addition to the position of the Chairperson.

6.2.10. The Branch Executive Committee shall conduct such business as is required to further the objectives of the Society.

6.2.11. Additional committees or sub-committees may be appointed by the Branch Executive Committee to conduct such business as may be necessary for the promotion of the Society's objectives.

6.3. The National Executive Committee

6.3.1. The National Executive Committee shall consist of all the Branch Chairpersons and one additional member per Branch, elected by the Branches at the Branch Annual General Meetings.

6.3.2. The National President and Office bearers shall be elected by all full and honorary members at the Biennial General Meeting in accordance with section 9.

6.3.3. The office bearers of the National Executive Committee shall hold office for two years, commencing with the conclusion of the respective Biennial General Meeting and concluding with the end of the Biennial General Meeting two years later. Branch representatives ~~Members~~ shall automatically retire from office upon the expiry of their term on the Branch executive, but shall be eligible for nomination and re-election as a member of the National Executive Committee provided they fulfil the requirements as set out in 6.2.5

6.3.4. The National Executive Committee shall consist of the following office bearers elected at the National Biennial General Meeting. Office bearers shall include the following:

- National President (elected at the BGM)
- National Vice-President
- National Secretary
- National Treasurer

6.3.5. Branch Chairpersons shall relinquish their seat in the National Executive Committee to the incoming Branch Chairperson, even if the incoming Branch Chairperson is already a member of the National Executive Committee. The outgoing Branch Chairperson or another branch member may be co-opted to the National Executive Committee to meet the required representation until the next National Biennial General Meeting.

6.3.6. The National President may not hold office as National President for longer than two consecutive terms (four years). After a break of two years, during which she may still serve on the National Executive Committee as any other office bearer, she may be re-elected as National President.

6.4. Functions of the National Executive Committee

6.4.1. The National Executive Committee may conduct any business as is deemed necessary to further the objectives of the Society.

6.4.2. The National Executive Committee shall meet at least quarterly. The meetings may take place by means of electronic media. One meeting per annum should be face to face with the entire National Executive Committee if financially viable.

6.4.3. Minutes of all meetings of the National Executive Committee shall be made available to National Executive Committee members within two weeks of the meeting having taken place. The minutes



of the meeting will include any decisions made. The minutes will be confirmed at the subsequent meeting and signed by the National President.

6.4.4. The National Executive Committee may form subcommittees to manage various tasks and functions. The sub-committees shall submit all proposals and reports to the National Executive Committee for ratification.

6.4.5. All members of the Society shall abide by decisions taken by the National Executive Committee.

6.4.6. The Society, in a general meeting, may review, approve or amend any decision of the National Executive Committee, but no such decision of the Society shall invalidate any action taken by the National Executive Committee in accordance with these rules.

6.4.7. The National Executive Committee may decide on increasing or decreasing the number of Branches to further the interests of the Society as stipulated under the objectives of the Society.

6.5. Termination of office of office bearers

6.5.1. Any member of the National or Branch Executive Committees absenting herself without leave from the respective committee for more than two consecutive meetings, of which due notice has been given shall, at the discretion of the executive committee, cease to be a member of the National and/or Branch Executive Committee.

6.5.2. Any member of the National and/or Branch Executive Committee who ceases to fulfil the necessary requirements of membership shall cease to be a member of the respective Executive Committee.

6.5.3. In the event of a member ceasing her office under the described conditions the National or Branch Executive Committee shall have the power to fill such vacancy for the remainder of the period of office of such member. Any member of the Society may be co-opted to fill the position until the next respective Biennial or Annual General Meeting takes place.

7. POWERS OF THE SOCIETY

7.1. The National Executive Committee shall take on the power and authority required to achieve the objectives that are stated in section 4 of this constitution. Its activities must abide by the laws and Constitution of the Republic of South Africa.

7.2. The National and Branch Executive Committees have the power and authority to raise funds or to invite and receive contributions to the National or Branch funds respectively.

7.3. The National Executive Committee has the power to buy, hire or exchange any property that it needs to achieve its objectives.

7.4. The National Executive Committee has the right to make by-laws for the management of the Society, including procedures relating to membership, peer review and tariffs.

7.5. The National Executive Committee shall delegate such powers and duties to the Branch Committees as shall be decided upon from time to time.

7.6. The National President shall serve as the chief officer of the Society and shall have the right to vote at the National Executive Committee and shall have a casting as well as a deliberative vote in the event of the equality of votes.

7.7. The National President or her nominee shall be spokesperson of the Society.



- 7.8. The National President shall submit an annual report on the affairs of the Society at the Branch Annual General Meetings and at the National Biennial General Meeting and to any organisation to which the Society may be affiliated on request.
- 7.9. The National Vice-President shall perform the duties of the President in the event of absence or incapacity of the President.
- 7.10. The National Secretary shall be responsible for documenting the minutes of each National Executive Committee meeting and circulating the notice and agenda for forthcoming meetings.
- 7.11. The National Secretary shall also be responsible for forwarding a copy of the minutes to any organisation to which the Society may be affiliated on request of the said organisation. A list of the organisations to which the Society is affiliated shall be made available to all members of the Society on request.

8. MEETINGS

8.1. National Executive Committee Meetings

- 8.1.1. The National Executive Committee shall hold at least four ordinary meetings each year. These may be by, but are not restricted to, electronic means. Any meeting shall be called with fourteen days notice together with an agenda of issues to be discussed.
- 8.1.2. The National Executive Committee has the right to establish such sub-committees and co-opt additional persons to assist with the work of the committee or sub-committees.
- 8.1.3. A quorum for a meeting of the National Executive Committee shall be five members present at the commencement of and throughout the meeting.

8.2. National Meetings of the Society (Special and General meetings)

- 8.2.1. The National Executive Committee may at any time, through the National Secretary, call a *general or special meeting* of members by giving not less than twenty-one days notice to members specifying the object or objects of the meeting.
- 8.2.2. The National Secretary shall convene a *special meeting* of members of the Society upon receiving a requisition to that effect signed by not less than six members of the Society, specifying any resolution(s) proposed to be moved or other business to be discussed. Twenty-one days notice must be given of the proposed meeting with an agenda of issues to be discussed.
- 8.2.3. Three members of the National Executive Committee can call a *special meeting* of the Society. Twenty-one days notice must be given of the proposed meeting with an agenda of the issues to be discussed. If one of the matters to be discussed is to appoint a new National Executive Committee, not less than thirty days notice shall be given.
- 8.2.4. In the absence of the National President and National Vice-President, a member of the National Executive Committee who is present shall be chosen to chair the meeting.
- 8.2.5. A quorum for a *special or general meeting* of the Society shall be ten percent of members entitled to vote present at the commencement of and throughout the meeting.
- 8.2.6. If no quorum is present within 15 (fifteen) minutes after the time fixed for the meeting, it shall, in the case of a general or special meeting called by the National Executive Committee, the meeting shall stand adjourned for one hour to enable proxies to be obtained.



- 8.2.7. If after one hour those members present, in person or by proxy, do not constitute a quorum, the meeting will be postponed to the same day and hour in the following week and at such adjourned meeting the members present shall be deemed to be a quorum for the transaction of the business of the meeting.
- 8.2.8. In the case of a *special meeting* by requisition of members, as defined in 8.2.2, if no quorum is present upon the date fixed and within 15 (fifteen) minutes after the time fixed for the meeting it shall be dissolved.
- 8.2.9. Voting may either be by show of hands or by ballot as decided by the residing Chairperson. Where the outcome is equal the Chairperson shall have a second or deciding vote.
- 8.2.10. All items discussed and any decisions made at any meeting shall be noted in the minutes of the meeting and these shall be made available within two weeks (14 days) of the meeting having taken place.

8.3. Branch Executive Committee Meetings

- 8.3.1. The Branch Executive Committee shall hold at least four ordinary meetings per annum.
- 8.3.2. Fourteen (14) days notice of such meeting must be given together with the proposed business to be transacted at such a meeting
- 8.3.3. A quorum will consist of at least 60% (sixty) of Branch Executive Committee members present at the commencement of and throughout the meeting.
- 8.3.4. Each Branch Committee member is eligible to vote.
- 8.3.5. The Branch Chairperson has a vote and a casting vote where the vote is equal.
- 8.3.6. A copy of all minutes shall be sent to the National Secretary for circulation to the National Executive Committee members.

9. NATIONAL BIENNIAL GENERAL MEETING

- 9.1. The National Biennial General Meeting shall be held every second year, within five months of the financial year end.
- 9.2. Members shall be given thirty days written notice of the time, date and place of the proposed meeting, and shall be provided with an agenda as well as any business to be conducted. The ordinary business of the Biennial General Meeting shall include:
- Confirmation of the minutes of the previous Biennial General Meeting and any special meeting(s) held since then;
 - The National President's report;
 - The National Treasurer's report with the auditor's report thereon;
 - Election of auditors;
 - Election of the National President and office bearers as per nominations received from the members;
 - Consideration and passing of any resolutions concerning the affairs of the Society of which due and proper notice has been given and any other business concerning the affairs of the Society.



- 9.3. Notice of any resolution to be proposed at the Biennial General Meeting, other than concerning ordinary and general business, shall be lodged with the National Secretary at least thirty days before the date fixed for such meeting and put on the agenda for the meeting.
- 9.4. The time and place of the meetings will be determined by the National Executive Committee on a rotational basis between the Branches of the Society.
- 9.5. A quorum for the Biennial General Meeting shall consist of 25% (twenty five percent) of the full and honorary members present in person or by proxy.
- 9.6. If a quorum is not present 30 (thirty) minutes after the time specified in the notice calling the meeting, the meeting shall stand adjourned for one hour to enable proxies to be obtained. After one hour those members present, in person or by proxy, shall constitute a quorum, irrespective of their number and may transact the business of the meeting.
- 9.7. The President or her nominee will chair the Biennial General Meeting

9.8. Voting

- 9.8.1. Full and honorary members shall be eligible and entitled to vote at the Biennial General Meeting in person or by proxy and each member shall have one vote. Associate and corporate members have no voting rights.
- 9.8.2. Save as otherwise provided in this constitution, any business, resolution or question submitted to the Biennial General Meeting for a decision shall be decided by majority vote. Voting may be by show of hands or secret ballot as decided by the presiding Chairperson.
- 9.8.3. The President shall have a casting as well as a deliberative vote.

10. FINANCE

- 10.1. An accounting officer shall be appointed at the Biennial General Meeting for the purposes of auditing the finances of the Society. All required documents from all Branches shall be submitted to the auditors timeously to facilitate the auditing process.
- 10.2. The National and Branch Treasurers respectively shall be responsible for the day to day management of the finances of the Society, and for the proper recording of all finances.
- 10.3. The National and Branch Treasurers respectively shall arrange for all funds to be held in bank accounts opened in the name of the Society for that purpose.
- 10.4. The National Treasurer and three members shall be designated as signatories on the Society's bank accounts. Two signatories shall be required to sign for the withdrawal of funds or closure of any accounts.
- 10.5. The financial year of the Society shall end on 31 December.
- 10.6. The society's accounting records and report shall be submitted to the Director of Non-Profit Organisations within six months of the financial year end.
- 10.7. Funds which are to be invested on behalf of the Society may only be invested in registered financial institutions.

10.8. Disbursements



- 10.8.1. Annual subscriptions shall be collected by the National Office and the proportion of the fees due to each Branch, as determined by the National Executive Committee from time to time, and will be paid on a quarterly basis according to the number of paid up members of the Branch.
- 10.8.2. Corporate membership fees are to be paid to the National account and a proportion thereof shall be allocated to each branch as decided from time to time.
- 10.8.3. Additional funds may be paid to Branches to support any National function which has been delegated to that Branch.
- 10.9. No member of the Society shall be entitled to gain personally by being a member of the Society.
- 10.10. Any funds raised by the Branches to further the objectives of the Society on a branch level shall be retained for use by the Branch.
- 10.11. The National and Branch Executive Committees shall be empowered to reimburse any National or Branch Executive Committee member for expenses incurred during Society business.
- 10.12. The income and property are not distributable to members or office-bearers of the Society, except as reasonable compensation for services rendered. The approval of such compensation shall be recorded in the minutes of the National and / or Branch Executive committee respectively.
- 10.13. Members of the society and office-bearers have no rights to the property or other assets of the organization solely by virtue of their being members or office-bearers.
- 10.14. All financial transactions shall be approved and recorded by the National and/or Branch Executive Committee respectively.

11. COPYRIGHT, CONFIDENTIALITY & NON-DISCLOSURE

- 11.1. The Society shall own the copyright and all other intellectual property rights in all documents, whether electronic or otherwise, systems and products prepared or devised by The Society.
- 11.2. The use of intellectual property, including the logo, materials, documents, systems and products prepared or provided by the Society is not permitted without the written consent of the National President or duly authorized representative.
- 11.3. The intellectual property referred to in this section may not be disclosed to any third party without the consent of the National President or duly authorized representative. This confidentiality includes all materials, projects, membership and provider information, whether electronic or otherwise, which a member may have access to.
- 11.4. Any materials which are developed for or on behalf of The Society remains the intellectual property of The Society.

12. MISCONDUCT OF MEMBERS

- 12.1. A member shall be guilty of misconduct should she, in the opinion of the Branch or National Executive Committee:
 - 12.1.1. Commit any breach of this constitution of the Society
 - 12.1.2. Be guilty of improper professional conduct
 - 12.1.3. Fail to make payment of any money due to the Society after due notice



12.1.4. Be guilty of conduct in any way offensive to other members of the Society

12.1.5. Be guilty of behaving in a manner unbecoming a member of the Society or prejudicial to the interests and reputation of the Society.

12.2. Hearing and investigation

12.2.1. The hearing and investigation of any complaint as to the conduct of a member, and the procedure to be adopted in connection therewith, shall be at the sole discretion of the National or Branch Committee in accordance with peer review principles. The member whose conduct is the subject of complaint and investigation shall be informed of the nature of the complaint, or the National or Branch Executive Committee shall take reasonable steps to bring to her notice the nature thereof. The member shall be afforded an opportunity for replying to any such complaint, whether in writing or in any other manner as the National or Branch Executive Committee may decide.

12.2.2. The National or Branch Executive Committee, after investigation, shall have the power in regard to a member who, in its opinion, has been guilty of misconduct:

- to caution such member, or
- To reprimand and /or censure such member, or
- To deprive the member of the rights, benefits and privileges of her membership during such time as the Committee may deem fit, or
- To call upon such member in writing, through the Branch or National Secretary, to resign, and if she fails to tender her resignation within seven days of the date of such request, to expel such member who shall then be ineligible for renewed membership, or
- Expel such member, who shall be ineligible for renewed membership.

12.2.3. The decision of the National or Branch Executive Committee under this rule shall be notified to such member by in writing and should be emailed or hand delivered to the member's domicillium address as it appears in the membership database.

13. RIGHT OF APPEAL

13.3. Any member who is expelled or called upon to resign or otherwise dealt with by the National or Branch Executive Committee in terms of section 11 above shall have the right to lodge an appeal in writing against the decision to a special meeting which shall be convened forthwith by the National or Branch Secretary upon notice of appeal.

13.4. The appeal shall be in writing within 21 (twenty-one) days after the date of electronic or physical delivery.

13.5. The appeal committee shall comprise of three members of the National Executive Committee designated by the President, and who have not participated in the initial hearing.

13.6. Subject to the outcome, the NEC may waive the right to claim costs.

14. AMENDMENTS TO THE CONSTITUTION

14.1. The constitution of the Society or any part thereof as contained in these rules shall not be amended and no new rules shall be made save by a resolution adopted by a two-thirds majority of the full and honorary members, present in person or by proxy, at the Biennial General Meeting or any special national meeting for which due and proper notice has been given.



- 14.2. Twenty-one days notice of the intention to propose and move a resolution for the adoption of a new rule or amendment of an existing rule shall be given to the National Secretary, who shall notify the members writing.

15. INDEMNITY

- 15.1. The Society indemnifies the office bearers, employees and committee members against any claims that may be made against them provided that:
- 15.2. The claim has arisen due to an act or omission as a result of the member acting in the course and scope of his employment;
- 15.3. The claim has not arisen due to dishonesty, fraud, breach of trust, willful default or willful breach of duty on the part of the member.

16. DISSOLUTION

- 16.1. The Society may be dissolved if at least two-thirds of the members present and voting at a national special meeting convened for the purpose are in favour of closing down.
- 16.2. Upon dissolution of the Society all remaining assets, after the payment of any legal debts or obligations of the Society, shall be apportioned to the Branches on a pro rata basis should these Branches convert to independent societies which have registered as Non-Profit Organisations.
- 16.3. In the event of there being no Branches wishing to convert to independent societies the remaining assets shall be donated to the South African Nurses Trust Fund or another Non-Profit Organisation that has similar objectives. The beneficiary shall be decided at the special general meeting.

This constitution was approved and accepted by members of the Society of Private Nurse Practitioners at the Biennial General Meeting held in Cape Town on 8-9th October 2004.

Amendments to the Constitution approved and accepted on 24th July 2008.

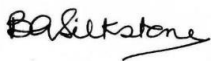
Amendments to the Constitution approved and accepted on 5th March 2011.

Amendments to the Constitution approved and accepted on 7th May 2013.

Amendments to the Constitution approved and accepted on 26th November 2020.

Amendments to the Constitution approved and accepted on 12th December 2024

Signed in Cape Town on 12th December 2024.



Beverley Silkstone
National President



Debbie Regensberg
Hon Secretary (Witness)

