



South African Animal Physical
Rehab Association

Constitution

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Constitution

1. Name of the Association

- The name of the Association shall be the South African Animal Physical Rehab Association (SAAPRA), hereafter referred to as “the Association”.

2. Mission statement

- To promote, develop and facilitate the practice of Veterinary Physiotherapy by registered and regulated professionals under SAVC

3. Aims and Objectives

- To be the coordinating and organizing body for the maintenance of contact between all animal professionals
- To achieve the recognition and acceptance of animal rehab practitioners by professional bodies and the public and to foster open communication between these bodies.
- To achieve recognition as a para-veterinary profession under the auspices of the South African Veterinary Council (SAVC)
- To assist the SAVC to update the SAVC Code of Conduct and Veterinary and Para-veterinary Act to accurately depict the role of animal physical rehab within Veterinary Medicine.
- To assist the SAVC to set the standard for training as an animal physical rehab practitioner in South Africa.
- To promote equality and remove discrimination within the animal rehab profession
- To promote mutually beneficial relationships between practitioners within the animal healthcare team e.g. farrier, dentist, and veterinarian.
- To encourage and facilitate properly designed scientific research documenting the benefits of animal physical rehab and to ensure these current research findings are integrated into practice.
- To provide sources of training and CPD to all practitioners of the animal rehab profession as well as rehab practitioners affiliated with the Association.
- To encourage members to volunteer their services to non-profit organizations and charities such as South African Riding for the Disabled, Guide Dogs for the Blind and Cart Horse Protection .
- To provide a code of professional and ethical conduct for members of the Association and to ensure that the required standards are maintained.
- To maintain a register of qualified animal rehab practitioners who are members of the Association.
- To provide a professional forum and support structure for members of the association

4. Committee

- Office bearers will be:
 - President
 - President elect
 - Secretary
 - Treasurer
 - Education
 - Marketing
- All committee members must be current paid up members of SAAPRA and registered members with SAVC (when the profession is promulgated).
- An Annual General Meeting of members must be held each year.
- Committee members will remain in office for a term of two years. Re-election must take place at the end of this period.
- All new committee membership nominations must be received no less than one month prior to the AGM by the secretary in writing.
- New committee members will be elected by ballot prior to the AGM.
- Newly elected committee members will be announced at the AGM
- The purpose of the AGM includes
 - informing members and potential members with up to date information concerning the organization
 - providing a forum for general discussion on activities.
- A full Financial Statement will be provided by the Treasurer for each AGM.

- ❖ Provincial representatives can be included in the committee at such a time when the need arises.

Committee members are responsible:

- To be the representative to all Veterinary Physiotherapists
- To be the representative group for Veterinary physiotherapy in South Africa and international affiliations.
- To represent members of the association at SAVC, and advise SAVC on all matters pertaining to Veterinary Physiotherapy.
- To inform SAVC of meetings held, making minutes available to SAVC.
- To appoint Honorary Life Members.
- To levy entrance and membership fees.
- To keep book of the finances of the association and present members with a full report at the AGM.

5. Membership

Until such time as the field of animal physical rehab is recognised as a para-veterinary field by the SAVC, there will be only one membership category –“Inaugural Membership”. The committee of the Association will review the membership categories once the goal of recognition of the field has been obtained. All memberships are subject to application and approval by the SAAPRA Committee.

- Inaugural members
 - Any person interested in or working in the field, that attend the inaugural meeting of the Association, or wanting to register with the SAVC, may submit an approved application form to the SAAPRA committee, at which time said person will become an inaugural member of the Association. This is subject to the payment of the registration and membership fee within one month of the inaugural meeting.
- Full members
 - This person will be currently registered as a Veterinary Physiotherapist with the SAVC and be actively working in the field. They will have voting rights.
- Honorary life members
 - This person may be conferred on a past or present member of the Association for outstanding services to the Association or SAVC. This person will be elected by a two-thirds majority vote at a General Meeting of the association. SAVC must approve the decision.
- Members abroad
 - This is a person registered with SAVC as a Veterinary Physiotherapist, but currently residing abroad.
- Student member
 - This person will be a student who is currently undertaking the prescribed qualification.

• Membership Subscriptions

All membership application is subject to a non-refundable application fee. All members (except Honorary Life members) are subject to an annual membership fee as set by the committee and reviewed each year. The annual membership fee is due annually on 1st of May and due before 1st of July of that same year to avoid cessation of membership. Thereafter, another application fee will be due.

Benefits of Membership

Type of Membership	Voting rights	Quarterly Newsletter	Representation at SAVC	Reduced SAAPRA initiated Course Fees	Membership Listing	Malpractise insurance
Inaugural		√				
Full member	√	√	√	√	√	Future
Honorary Life	√	√	√	√	√	Future
Student		√	√	√	√	Future
Abroad	√	√	√	√	√	n/a

Election and Resignation of Members

- Application for membership shall be in writing on a form prescribed by the committee and which shall contain such information as required by the committee. It shall be signed by the applicant
- Membership of each category is subject to the Committee's approval
- Membership will be subject to a non -refundable application fee and an annual membership fee. Each category of membership will attract its own annual fee and benefits.
- Membership shall begin once proof of payment of annual membership fees has been received and the members name will then be placed on the membership list. If payment is not received within 3 weeks of approval of membership, the membership will lapse.
- Resignation of members may be done at any time, in writing. No refund of annual fees will be due by the Association. At time of resignation, the members name will be removed from the member's list.

Code of Conduct

Should any member, in the opinion of the Committee, be guilty of any of the following offenses:

- Commit any wilful breach of the constitution of the Association
- Be guilty of any improper or dishonest conduct or conduct unworthy of the profession
- Be guilty of conduct unbecoming or prejudicial to the interests of the Association
- Fail to make payments due to the Association after due notice
- Or any other transgressions of the Code of Conduct

The Committee shall have the power to

- Call upon such member, in writing, by the president or vice-president to resign, and if they fail to resign, within 14 days of such request, expel them.
- Expel or deprive such member of any or all of the rights and advantages of their membership during such period as the Committee, at its absolute discretion may deem fit or advisable
- Call upon such member to appear before the committee to explain their conduct. If they fail to appear when called upon to do so, to expel or otherwise deal with such member as provided in the constitution.

6. Funding of the Association

- Money may be collected and such funds and property of the Association, however obtained, may be applied to further the objectives of the Association.
- Subject to the provisions of the Constitution, the Association shall be empowered to own loose or fixed assets through buying, hiring or otherwise.
- To lease, mortgage or sell such property or assets
- To borrow or lend money
- To invest funds of the Association and to change the investment thereof, from time to time
- To do all such other things as may be done legally and may be deemed necessary for the attainment of the objectives of the Association

7. Meetings

- Members will be notified electronically two weeks prior to a general meeting of the content of any motions for discussion, and will be given an opportunity to vote on such motions.
- Voting can occur by ballot, proxy, or electronic voting, as will be indicated by the Committee.
- Proxies must be registered before the commencement of a meeting.
- The president will preside over all meetings. In the absence of the president, the vice-president or another committee member will be elected to preside.
- The conduct of all business transacted shall be under the control of the president. All remarks must be addressed to the president, whose ruling on a point of order or the admissibility of an explanation shall be final and shall not be open to discussion at the meeting at which it was delivered.
- This rule shall not preclude any member from raising any question upon the ruling of the president by notice of motion.
- The president will cast a deciding vote in the event of an equal division of votes.

Annual general meeting

- An AGM will be held yearly to discuss and review the activities and progress of the previous year.
- All members will receive electronic notification at least 30 days prior to the set date.
- A quorum will be comprised of 10 members.
- If a quorum is not present 30 minutes after the starting time of the meeting, the AGM will be postponed by no less than 14 days. All members will receive written notification of the new date. The AGM will be held on the new date regardless of the number of members in attendance.
- Any motions for discussion need to be seconded by a member and sent to the secretary or treasurer at least 20 days prior to the meeting. Members will be notified of motions for discussion at least 14 days prior to the meeting. Exceptions to this rule may only be granted at the AGM if at least two thirds of the members present are in favor.
- A proposed change to the constitution that has been seconded by a member can be submitted to the secretary or treasurer at least 20 days prior to the meeting. All members will be notified of the proposed changes at least 14 days prior to the meeting.
- Changes can be made to the constitution at an AGM by a majority vote.

Special general meeting

- A written request for a special general meeting by a minimum of five members can be submitted to the secretary or treasurer, who will then convene a meeting within 30 days of receiving the request.
- The motions or motion for discussion needs to be submitted with the request for a special general meeting.

- All members will be electronically notified of the motions for discussion at least 14 days prior to the special general meeting.
- These motions will comprise the entire agenda for the special general meeting.

8. CPD – continuous professional development

- All members are responsible for gaining their own CPD points. This can be achieved by:
 - Attending CPD accredited courses
 - Further studies within the field
 - Other CPD accredited activities offered by the association or other associations.

9. Insurance

- Members are responsible to seek their own malpractice insurance until such a time that the Association has set up mal practice insurance included in the association fees.