SOUTH AFRICAN SOCIETY OF HIP ARTHROSCOPY

CONSTITUTION

(SASHA)

1. The Society will be called The South African Society of Hip Arthroscopy (SASHA).

2. The vision of the Interest Group is to be the premier Society for education and research in arthroscopic hip surgery and related reconstructive hip surgery

3. The Mission: to achieve its vision through meetings, working groups, discussion groups and publications

4. Description: The Hip Arthroscopy Interest Group is a non-profit making association which aims to stimulate research and education in hip arthroscopic surgery, related reconstructive hip surgical procedures and all other hip related non surgical specialties. Thereby expanding the network of healthcare professionals undertaking hip procedures safely

5. Membership

5.1 Ordinary Membership is open to either surgeons or physicians who have a special interest in hip arthroscopic surgery or other hip reconstructive procedures as shown by either their research or publications in the field, or by the presentation of a paper to the Society, and who have been in clinical practice for a minimum of two years following accreditation (or equivalent) in their field. Exceptions may be made following consideration by the Society. Application for Ordinary Membership should be made to the Society on the standard application form, which should be signed by a proposer and seconder, both of whom are members of the Group. The application will be inspected by the Society and membership will be granted only after consideration by the Ordinary Members.

5.2 Honorary Membership may be offered to distinguished surgeons, physicians, scientists, and other practitioners who have a special interest in hip arthroscopic or related reconstructive hip surgery. This status, which is by invitation from the Interest Group only, will be confirmed by the Executive Committee and presented to the Ordinary Membership at an AGM or EGM for their approval.

5.3 Associate Membership is open to surgeons and physicians in training. This status will be confirmed by the Executive Committee and presented to the Ordinary Membership at an AGM or EGM for their approval. Application for Associate Membership should be made to the Interest Group on the standard application form, which should be signed by a proposer and seconder, both of whom are members of the Group. The application will be inspected by the Executive Committee and membership will be granted only after consideration by the Ordinary Members at an AGM or EGM. Associate Members are not eligible to vote on matters concerning the Society.

5.4 Affiliate Membership is open to those who are not surgeons or physicians and/or who do not possess a medical qualification. Application for Affiliate Membership should be made to the Interest Group on the standard application form, which should be signed by a proposer and seconder, both of whom are members of the Group. The application will be inspected by the Executive Committee and membership will be granted only after consideration by the Ordinary Members at an AGM or EGM. Affiliate Members are not eligible to vote on matters concerning the Society. Affiliate Member can apply for Ordinary Membership through the process described in 5.1

5.5 Cessation of Membership will occur on:

i. Receipt of a Member's written resignation, or

ii. After failing to pay any subscription fee to Affiliated Society for one year, or

iii. Failing to attend a minimum of one Society annual meeting every two years (Ordinary Members only), or

iv. As a result of a decision by the Executive Committee that cessation is in the best interests of the Group. Examples might include, but not be limited to, loss of license to practice, criminal behavior, or unethical practice of any kind.

5.6 A member of the Executive Committee can be removed from their post either by a unanimous vote of all other members of the Executive Committee, or if they fail to attend more than two consecutive meetings of the Executive Committee.

6. Governance of the Society will be provided by an

Executive Committee comprising 2 individuals, as follows:

Chairman

Secretary

The Governance shall hold office for two years only and is not normally eligible for re-election.

The Executive Committee has the power to co-opt other members for specific duties from time to time.

Change of governance of the Society will be applicable if membership number exceed 25 members by expanding the Executive Committee.

An outline of tasking for each individual Officer may be found at Annex A.

6.1 Election process

The Secretary will invite nominations from the Ordinary Members not less than 60 days before an AGM or EGM. Nominees, who will give their written consent to nomination, shall be proposed by an Ordinary Member and seconded by a further Ordinary Member. Election will be by postal vote or email not less than 30 days before an AGM or EGM.

7. Meetings

The dates for meetings will be selected by the Executive Committee. The Chairman may alter any date for an Executive Committee meeting or cancel any regular meeting which has been scheduled.

There will be two types of meeting of the Society - Scientific and Business. These may take place concurrently.

Scientific Meetings

The Society will normally hold a Scientific Meeting once a year at a time and place recommended by the Executive Committee.

Scientific Meetings of the Society shall be open to all categories of Membership, including those persons in the process of applying for Membership, and non-Members. Members may bring guests but should notify the Conference Secretary of this intention in advance of the Meeting. An attendance fee may be charged to Members and guests at each Scientific Meeting.

Business Meetings

The Society will meet at least once each year with other members of the Society until the number of members exceed 25, a quorum for voting being 30% of the members

An Annual Business Meeting for the membership only will take place during the AGM of the Society.

At the AGM the result of any elections will be announced and an Annual Report from the Secretary will be received.

An Extraordinary General Meeting (EGM) of the Ordinary Membership may be held either at the request of the Executive Committee or if requested by 30% of the Ordinary Membership.

Chairmanship

The Chairman shall take the Chair at all Business Meetings.

In the absence of the President, or if he/she declines to take the Chair, the Secretary shall take the Chair.

If all Members of the Executive Committee are absent, or if all of them decline to take the Chair, the members present will choose one of their number to preside.

Order of Business.

Unless the Chair directs otherwise, the order of business at Executive Committee meetings shall be:

a. the Chair shall be taken

b. apologies for absence will be read and introductions made, as appropriate

c. the Minutes of the preceding meeting shall be taken as read and, subject to any correction, confirmed

d. matters arising from the Minutes will then be discussed

e. individual reports from Executive Committee Members will be taken

f. any other business shall be taken in the order directed by the Chair

g. the date and location of the next meeting will be decided

Motions.

Motions may be proposed at Executive Committee meetings by:

a. the Chair

b. individual Executive Committee members

Motions shall be included in the agenda for the meeting if notice has been received not less than 21 clear working days before the meeting and, in the opinion of the Chair, the motion relates to the affairs of the Interest Group. An Executive Committee Member's motion which has not been received within 21 clear working days before an Executive Committee meeting shall be taken only in case of urgency, as determined by the Chair.

Voting.

Decisions taken at an Executive Committee meeting may be confirmed by a simple majority vote, which may include the Chair. In the event of a voting tie, the Chair of the meeting will have a further casting vote.

If deemed appropriate by the Executive Committee, a decision at the Annual Business Meeting of Members shall require a majority of votes of the Ordinary Members and Honorary Members present. In the event of a voting tie, the Chair of the meeting will have a further casting vote.

8. Finance

There shall be NO annual subscription for the Society. However, the membership to Affiliated Association must be maintained with the regular membership fee. The membership year will be from the 1st January. The Society may also receive grant support from external sources including, but not limited to, grant-giving bodies and orthopaedic manufacturers.

9. Amendments to the Constitution

No change in the Constitution of the Interest Group will be confirmed except at an AGM or EGM, and after a minimum of 30 days' notice has been given to the Ordinary Members, and then approved by a majority of the Ordinary Members present at the AGM.

Annex A - outline of tasks for Executive Committee Members

It must be emphasized that Membership of the Executive Committee reflects a leadership position and the outlined tasks do not necessarily mean that the individual must perform the tasks unassisted. Subcommittees may be formed under the supervision of the Executive Committee Member. The list of responsibilities for each Member is not exhaustive.

Chairman is responsible for governance; chairing of Executive Committee Meetings, Annual Business Meetings and EGMs (in accordance with the Constitution); agenda preparation for Executive Committee Meetings, Annual Business Meeting and EGMs; spokespersons for the Society if required; manufacturer liaison; insurer liaison

Secretary is responsible for preparation of Minutes, logistic arrangements for Executive Committee Meetings, Annual Business Meeting and EGMs ; focal point for all external approaches to the Society; arranging for adequate insurance for Executive Committee activities; certification of Ordinary Members (if required); web site creation and management (if applicable); appointment of administrative support staff