

**CONSTITUTION**

**OF**

**SOUTH AFRICAN TIBB ASSOCIATION**

**“S.A.T.A”**

## **ARTICLE 1:**

The Association shall be called "THE SOUTH AFRICAN TIBB ASSOCIATION: - S.A.T.A.

## **ARTICLE 2:**

The objectives of the Association shall be to:

1. Promote the development and growth of Tibb Healing Philosophy in South Africa.
2. Safeguard and protect the rights and interests of practitioner in the area of Tibb Healing.
3. Provide and establish a reference, resource and research library for Unani-Tibb Practitioners.
4. Promote Tibb philosophy nationally and internationally.
5. Liaise with existing national and international health care bodies.
6. Provide a forum for meetings and seminars for Tibb Practitioners for Continuous Professional Development.
7. Enter into reciprocal arrangements and agreements with any other association, society or group to further the objectives of the association.
8. Amalgamate, associate and establish ties with any other association, institution, society or group having the same or similar objectives to those of S.A.T.A.
9. Promote co-operation in the Tibb Holistic Health Care movement.
10. Provide Tibb training courses to maintain the highest level of professional standards amongst Tibb practitioners.
11. Promote and maintain the highest level of ethical and professional standards in the field of Unani-Tibb.
12. Promote Continuous Development among Tibb practitioners.
13. Maintain a register of all Tibb practitioners.
14. Undertake and encourage relevant scholarship, research and publication within the field of Unani-Tibb.
15. Co-ordinate the complimentary activities of special interest groups in Tibb practice within the Holistic health Care movement.
16. Do whatever is necessary including, but not limited to the acquiring of assets and the assumption of liabilities, to promote the aims and objectives of S.A.T.A in terms of this constitution.

## **ARTICLE 3:**

### **Headquarters**

The headquarters of the association shall be located at Ibn Sina Institute of Tibb, 1137 Anvil Road, Robertville, Roodepoort.

## **ARTICLE 4:**

### **Members and Membership**

Membership to the association shall be determined by the Executive Committee upon the application of any interested person and subject to the discretion afforded to the Executive Committee in admitting persons to the Association, the criteria to be used in determining the eligibility of an applicant for membership, shall be:

1. Current practice in the field of Tibb philosophy and/or
2. Training, locally or internationally in the field of Tibb Healing and/or
3. Successful completion of a written or practical examination prepared by the Executive Committee
4. Persons, students or Organisations who subscribes to the aims and objectives of the Association

## **ARTICLE 5:**

### **Termination of Membership**

A member shall cease to be a member of the Association upon occurrence of any one of the following:

1. By resignation duly stated in a letter of resignation addressed to the Secretary of the Association.
2. In the event of the member being in default as regards payment of annual dues for a period of two consecutive years. Such member may be reinstated as a member upon application to the Executive Committee and payment of all arrears to the Treasurer.
3. By decision of the Executive Committee in the event that the member:
  - 3.1 Has failed to notify the Secretary of any change in his/her address within three months after any such change.
  - 3.2 Has been found guilty of misconduct and/or guilty of any crime.
  - 3.3 Has been found guilty of contravening this constitution.

Notice of the removal by virtue of the provisions of any one of paragraphs 1 – 3 from the Executive Committee shall be given by the Secretariat to the member concerned by a registered letter addressed to him/her.

From the date on which the members name is removed from the members register:

1. Any outstanding fees owing by the member shall immediately become due and payable.

In the event that a member ceases to become a member in terms hereof:

1. Any membership certificate issued to the person shall be deemed to be cancelled
2. Such person shall cease to use the association logo and or name
3. Such persons shall cease to indicate in any manner whatsoever that they are members of this Association.

## **ARTICLE 6:**

### **Restoration of Membership**

The Executive Committee may instruct the Secretary to restore the name of any person removed from the Registrar of members in the event that:

1. Such person applies in writing to the Executive Committee for the restoration of their membership and their name to the membership register.
2. Pays all outstanding fees.
3. Complies with such other requirements as the Executive Committee may determine, in its sole discretion

## **ARTICLE 7:**

### **Register of Members and Publication thereof**

1. The Secretariat shall keep a register of all practitioners and members.
2. When so instructed by the Executive Committee, the Secretary shall enter the name and relevant details of the person concerned in the Register.
3. The Register shall contain the name of each member, his/her address, membership number and any such other particulars in respect of the member as the Executive Committee may determine.
4. The Executive Committee may, at intervals determined by it, cause copies of the Register indicating additions, removals and amendments effected since the previous publication of copies of the complete register to be printed and published.

5. Copies of the Register shall be made available to members upon written request upon payment of the prescribed fee, as determined by the Executive Committee from time to time, being made to the Secretariat.

## **ARTICLE 8:**

### **Rights of Members**

1. **Eligibility to vote**

The Executive Committee in its sole discretion shall establish such rules with regard to different voting rights and privileges attached to the various classes of membership.

2. **Right to hold office**

All members shall have the right to hold office in the Association upon the terms and conditions as set out in this constitution (article 9).

3. **Right to receive a copy of this Constitution**

Every member of this association shall be furnished, upon request, with a copy of this Constitution, as soon as is reasonably possible after admission of that member to the Association.

4. **Right of Association**

Every member of the Association shall have the right to use the Association's name and logo to indicate in a manner prescribed by the Executive Committee that he/she is a member of the Association.

## **COMMITTEE OF THE ASSOCIATION**

### **ARTICLE 9:**

#### **Composition of Committee**

- A. The Committee, other than the Director shall be elected annually at the Annual General Meeting of the Association.
- B. The term of office of any member of the Committee, except the Director shall be for the period between two consecutive annual general meetings of the association. All elected members of the committee shall be eligible for re-election.
- C. The Director of the Association will chair the National Working Committee.
- D. The National Working Committee shall consist of not less than nine and not more than fifteen members and shall include:
  1. The Director, elected in terms of clause 11 hereunder.

2. The Chairperson
  3. The Vice-Chairperson (insert)
  4. The Secretariat (insert)
  5. Regional Chairpersons (insert)
- E. The National Working Committee shall work as the Council of the Association and will govern the Association. The National Working Committee will meet once a year before the National Annual General Meeting.
- F. The Executive Committee shall consist of the following and will meet quarterly:
1. The National Chairperson;
  2. The Vice-Chairperson;
  3. The Secretariat;
  4. Regional Chairpersons.
- G. The national administrative office, will serve as the Secretariat to the Executive Committee.
- H. The Executive Committee shall report to the National Working Committee.

## **ARTICLE 10:**

### **Functions of Committee**

The functions of the committee shall include but not be limited to:

1. Managing the Association during the interval between Annual General Meetings
2. Arranging the time, place and agenda of all Annual General Meetings
3. Appointing sub-committees and representatives to such committees as may be required in its sole discretion.
4. Co-opting any member of the Association at any stage as an additional member of the Committee who shall hold office as such until the next Annual General Meeting, provided that the Committee shall not at any stage consist of more than thirteen members.
5. Formulating and amending rules for the establishment, maintenance and promotion for the observance of ethical codes of conduct in respect to training and advertising by members.
6. Formulating and amending disciplinary procedures and rules to enforce the rules and terms of the association and this constitution.
7. Establishing fees, including admission and annual subscription fees, for membership to the Association.

8. Creating, determining and amending classes of membership to the association.
9. Conferring upon the different classes of membership, different voting rights and privileges.
10. Receiving, considering and deciding upon applications by any person for admission to the Association.
11. Procedure to ensure effect to this constitution and any terms embarked herein.

## **ARTICLE 11:**

### **Director of the Committee**

- A. The first Director of the Association shall be Professor Rashid Ahmed Bhikha.
- B. A director shall retain office as the Director of the Association for a period of five years unless:
  1. The Director resigns
  2. The Committee members unanimously resolves that the Director is no longer capable of functioning as Director,  
  
in which event, the successor to the Director shall be appointed by the Committee
- C. In the event that the Director retains office as a Director for the full period of five years, the Successor to the Director shall be appointed by the Committee in consultation with the outgoing Director. The Director is eligible for re-election.

## **ARTICLE 12:**

### **Chairperson of the Committee**

- A. The Chairperson shall preside at all ordinary and extraordinary meetings and shall be responsible for the proper conduct of members at meetings and may instruct any member who in the opinion of the chairperson, is conducting himself/herself in an improper manner to excuse himself/herself from the meeting.
- B. In such an event, the name of the member shall be recorded in the minutes of the meeting, and the committee shall hold an enquiry in relation to the conduct of the member concerned.

## **ARTICLE 13:**

### **Secretariat of the Committee**

- A. The Secretariat shall serve as secretary to the Committee and to the Association at annual general meetings.
- B. The Secretariat shall at all times discharge his or her duties as required in terms of this constitution.
- C. He/She shall be present to record the proceedings and transactions at all meetings of the committee.
- D. In the absence of the Secretariat the chairman of the meeting shall appoint a member of the committee to serve in such capacity.
- E. The Secretariat shall in addition submit a report to all members of the association at the sitting of each annual general meeting.
- F. The Secretariat shall serve as the Treasurer to the Committee and shall carry out instructions of the Committee with regard to finances.
- G. At each annual general meeting the Secretariat shall submit a report dealing with the financial status of the Association.
- H. The Secretariat shall ensure that the financial records of the association are properly maintained in accordance with generally accepted accounting principles.

## **ARTICLE 14:**

### **Voting and Quorum of the Committee and Sub-Committees**

- A. All decisions made by the committee shall be by majority vote of members present.
- B. Each member of the Committee shall be entitled to one vote.
- C. The Director shall be entitled to an additional casting vote in the event a stalemate occurs.
- D. A quorum of the Committee or sub-Committee shall be constituted by no less than two thirds of the members of the Committee or sub-Committee.
- E. If no quorum is present after the expiry of fifteen minutes from the time schedules for the committee or sub-committee meeting, the chairperson of the meeting concerned shall declare the meeting postponed to a date and time determined by him/her in consultation with members present at the meeting.
- F. The Committee may formulate and amend any rules relating to the conduct of committee meetings.



## **ARTICLE 15:**

### **Procedure at Committee Meetings**

- A. Every member of the Committee shall be required to attend all committee meetings, ordinary or extraordinary.
- B. Should any member absent himself/herself for more than two consecutive meetings the Committee shall require such member to resign, unless he/she furnishes the Committee with reasons for his absence which the committee deems valid.
- C. The Secretary shall confirm the dates, times and venue of all meetings and extraordinary meetings by notice signed by himself/herself, which notice shall be accompanied by an agenda for the meeting.
- D. In the case of an ordinary meeting such notification shall be sent by post or by hand to each member of the Committee at least five days before the date and time scheduled for such a meeting.
- E. In the case of an extraordinary meeting such notice shall be given in a manner deemed sufficient and reasonable by the chairperson and if necessary may be given by telephone, facsimile transmission and electronic-mail, provided that the purpose for such extraordinary meeting shall be conveyed to each Committee member in the notice.
- F. The Committee shall confine itself at all meetings to the agenda duly furnished provided that matters deemed urgent by the Committee shall also be canvassed.
- G. The names of all Committee members attending a Committee meeting or Sub-Committee members attending a Sub-Committee meeting shall be recorded in the minutes or report of such meeting as the case may be.
- H. The proceedings of Committee meetings shall be recorded in the form of typed minutes confirmed at the next meeting by the signature of the chairperson.
- I. The proceedings of Sub-committee groups shall be recorded in the form of a concise typed report, unless the committee rules otherwise, and such report shall be compiled by the chairperson of each Sub-Committee at the conclusion of each meeting.
- J. Minutes of the meeting shall contain a concise resume of subjects dealt with and of motions and amendments to motions as have been proposed and adopted or rejected, and it shall contain further the names of the proposers and secondors, and comments, remarks, or discussions by the members or committee members.
- K. The Secretary shall forward copies of such minutes and reports to all members, or each Committee member or Sub-Committee member as the case may be.
- L. The proceedings at a disciplinary enquiry shall be recorded ad verbatim after which they shall be typed and after the chairperson at such an enquiry, or in his/her absence the secretary has certified them as correct, be circulated to all Committee members and all members present at the enquiry.

## **ARTICLE 16:**

### **Acts or omissions in respect of which the committee may take disciplinary action.**

- A. Any act or omission by any member which has the effect of bringing the Association into disrepute or which has the effect of undermining the Association in pursuance of its aims and objectives as set out in this constitution shall constitute an act or omission which the committee may at its discretion deal with in terms of the disciplinary procedure decided upon by the Committee

## **ARTICLE 17:**

### **Funds of the Association**

- A. The funds of the association shall be entrusted to the committee who may utilise such funds or part thereof to ensure the existence and continued functioning of the Association.
- B. No portion shall be paid or transferred directly or indirectly, (whether by way of salary, dividend, bonus or otherwise) to any member of the Association provided that nothing herein contained shall preclude the payment in good faith to a member, or any other person, of:
1. Reasonable remuneration for services actually rendered or on behalf of the Association, including but not limited to a reasonable remuneration payable to the secretary.
  2. Reimbursement of actual costs, expenses and commitment incurred on behalf of the Association.
  3. Payment of a gratuity to any member or person at their retirement, if such person is employed at the Association.
- C. A banking account in the name of the Association shall be opened at a registered commercial bank and all monies received by the Treasurer on behalf of the Association shall deposit to the credit of such account.
- D. All banking transactions conducted on behalf of the Association, including but not limited to the signing of cheques shall require the signature of any two of the following persons:
1. The Director
  2. The Chairperson
  3. The Secretariat
  4. An Additional Executive Committee Member
- E. An amount not exceeding an amount determined by the Committee may at the request of the Secretariat be advanced to the Secretariat from time to time as required to defray day to day expenses incurred by the Association.

## **ARTICLE 18:**

### **Law Suits**

The Committee of the Association is authorised in terms hereof to pursue any law suit in the name of the Association either as Plaintiff or Defendant.

Should the Association become involved in any law suit, the Director shall at the sitting of the next annual general meeting provide a detailed report to members in this regard.

# **AMENDMENTS TO THE CONSTITUTION AND DISSOLUTION OF THE SOCIETY**

## **ARTICLE 19:**

### **Proposed amendments**

- A. Any amendments to this constitution may be proposed by:
  - 1. Any member who presents his proposal in writing to the Secretary
  - 2. By decision of the committee
- B. Such proposed amendments, must be received by the Secretariat of the Association at least two calendar months prior to the sitting of the next Annual General Meeting or Special General Meeting of the Association and the Secretariat is required, in terms hereof, to ensure circulation of these proposed amendments not less than twenty one calendar days before such annual or special general meeting.

## **ARTICLE 20:**

### **Voting on the amendments**

- A. All members present at the annual general meeting or special general meeting, shall be entitled to cast a vote on the proposed amendments.
- B. For the proposed amendments to be approved, a quorum majority of those votes cast shall be required.
- C. The result of the voting shall be presented to the Committee by the Secretary and the Committee shall do all things necessary to give effect to the amendment.
- D. The committee shall in addition, furnish each member with a copy of the amendments so agreed upon.

## **ARTICLE 21:**

### **Dissolution**

- A. Any decision to dissolve the association shall be made in accordance with the provisions of article 21 and article 22.
- B. Should the quorum majority required to dissolve the Association in fact be achieved, the Committee at the time, shall be authorised to decide on the disposition of assets of the Association to Associations locally and internationally of a similar nature.

Constitution adopted at our AGM 13 October 2009.

A handwritten signature in black ink, appearing to read 'Pinky Mphahlele', written in a cursive style.

Chairperson  
Dr Pinky Mphahlele

A handwritten signature in black ink, appearing to read 'Caroline Davids', written in a cursive style.

Secretariat  
Ms Caroline Davids