



ANSA
ACADEMY OF NURSING
OF SOUTH AFRICA

CONSTITUTION

DEFINITIONS:

In this Constitution, unless the context otherwise indicates, the following terminology are defined:

Specialist areas: Areas in nursing requiring additional clinical competence including extra knowledge and skill and in which the nurse obtained registration for an Additional Qualification.

Specialty practice: Implies a level of knowledge and skill in a specific aspect of nursing which is greater than that acquired during the course of basic nursing education.

Advanced Practice Nursing:

Nurse specialist: This level requires **in-depth knowledge and expertise** in a specific practice area such as paediatric nursing. To become a nurse specialist would require a post-graduate diploma (PGD) in the specific specialisation. This qualification will yield a professional registration with the Council as a nurse specialist (e.g. nurse specialist: paediatric nursing).

Advanced Nurse Specialist: This level requires registration with the Council as nurse specialist as an entry requirement. The Advanced Nurse Specialist, in addition to in-depth clinical specialisation knowledge has to acquire **broader field dynamics** at master's level e.g. strategic leadership, health service management, research and policy making. The qualification will yield no professional registration but can be logged as an additional qualification with the Council.

Specialist Nursing Organisation: An Association/Society consisting of nurse specialists as members. This can also be referred to as specialist interest groups.

Nurse: Reference to nurse also includes midwife. These persons must be registered as a Professional Nurse or Midwife according to the Nursing Act, No33 of 2005.

Nursing practice: Reference to nursing practice also includes midwifery practice.

ARTICLE 1: TITLE

The organization shall be called the Academy of Nursing of South Africa, hereinafter referred to as ANSA.

ARTICLE 2: STATUS

The Academy is an independent, non-governmental association of members, as defined in Article 7 of this constitution. The Academy is registered as a Non-profit Organisation (Act 1997, Section 13).

ARTICLE 3: VISION

The vision of ANSA is to recognise, utilize and promote excellence in nursing and midwifery in South Africa and to enhance optimal health care for all South Africans.

ARTICLE 4: MISSION

The Mission of ANSA is to serve the people of South Africa and to contribute to the nursing profession by promoting excellence in nursing and health care through the generation, synthesis, and dissemination of nursing knowledge, particularly in specialist areas.

ARTICLE 5: OBJECTIVES

The objectives of ANSA are to:

- 5.1 Acknowledge individual nurses who have made and continue to make an outstanding contribution to nursing practice, education, management and research in South Africa;
- 5.2 Motivate and inspire the future generation of nurses and midwives in South Africa by showcasing achievement;
- 5.3 Promote national and international best practice in nursing as developed in South Africa;
- 5.4 Raise awareness in the South African, African and international community of the contribution and impact of nurses within their chosen fields of expertise;
- 5.5 Promote scholarship and scholarly activities related to nursing in South Africa;
- 5.6 Provide a community of high level advisors, thinkers and assessors on nursing matters;
- 5.7 Act as an independent and expert resource to policy makers, healthcare practitioners and providers, and to the public, on matters relating to nursing, in order to enable advances in nursing knowledge to be translated into benefits for the people of South Africa;
- 5.8 Identify, and promote debate on issues relevant to the development of nursing and its contribution to health and social care in South Africa;

- 5.9 Create a platform that will facilitate discussion and collaboration between specialist nursing organisations;
- 5.10 Work with other organisations and all relevant stakeholders to develop the discipline of nursing and to provide visionary leadership for nursing in South Africa.

ARTICLE 6: ACTIVITIES OF ANSA

The objectives of ANSA will be pursued individually and/or in partnership with other disciplines and organisations through the following activities:

- 6.1 Exchange information about research, education, and contemporary nursing practice, and making it available to nurses, policy makers, health providers, and others in the health community in South Africa;
- 6.2 Hold seminars, debates, conferences and other events, and publish their proceedings;
- 6.3 Support specialist interest groups and assist in the dissemination of their work;
- 6.4 Act as a resource to nurse researchers and clinical practice innovators in South Africa;
- 6.5 Develop associations with similar Academies and relevant professional societies to share information and, where appropriate, resources;
- 6.6 Promote debate on emerging issues and appropriate commenting on national needs and priorities in health and social care;
- 6.7 Act as a body recognising excellence in Advanced Practice Nursing.

ARTICLE 7: VALUES

In all its activities, ANSA is committed to:

- 7.1 Promotion of excellence in all aspects of nursing;
- 7.2 Promotion of evidence based policy and practice in healthcare;
- 7.3 Working collaboratively with other organisations and stakeholders who share this commitment.

ARTICLE 8: MEMBERSHIP (Bylaw A)

- 8.1. Criteria for Fellowship:
 - a. Registered as a Professional Nurse or Midwife according the Nursing Act, No. 33 of 2005; and
 - b. Made an extra-ordinary contribution to the field of health care in South Africa, evidenced by outcomes and impact on individuals, systems, policies and/or organizations; and
 - c. Evidence of leadership, innovation and scholarship; and

- d. Potential contribution of the person to the activities of the Academy.
- 8.2 Any person can nominate any South African nurse for membership if supported by at least two (2) existing Fellows. The nomination shall be accompanied by a nomination fee. The quantum of the fee will be determined annually by the ANSA Board.
- 8.3 A Membership Committee will be appointed by ANSA every year to manage the membership process.
- 8.4 The Membership Committee will consist of the following Assessors:
 - a. At least two ANSA members;
 - b. One international nurse or midwife who is a member of an Academy of Nursing with which ANSA has relations (See 6.5);
- 8.5 The Membership Committee will assess the nominations and complete a final report with recommendations.
- 8.6 The final recommendations will serve before the ANSA Board.
- 8.7 Once accepted as a Fellow of the Academy of Nursing in South Africa, such persons may use the acronym *f*ANSA behind their names.
- 8.8 An Induction fee as well as an Annual Membership fee is payable by Fellows. The quantum of the fee will be determined annually by the ANSA Board.

ARTICLE 9: OBLIGATIONS OF MEMBERS (Bylaw A)

- 9.1 With the membership of ANSA goes the responsibility of maintaining sustained interest in its affairs and objectives as stated in this Constitution;
- 9.2 Each member shall be responsible for paying the prescribed subscription fee to retain active membership;
- 9.3 In the event of a member not being able to be part of ANSA's affairs or activities or not being able to pay yearly membership fees, such a member could request the Secretary to change the member's membership status from active to become inactive for a maximum period of two years. If a member after two years of inactive membership should request a continuation of such a membership status, the member will be requested to terminate membership.
- 9.4 Each member shall be responsible for notifying the Secretary of changes to contact details.

ARTICLE 10: TERMINATION OF MEMBERSHIP

Membership of ANSA may be terminated by the Board in the following instances:

- 10.1 On the request of the Fellow;

- 10.2 If the member brings the Academy into disrepute;
- 10.3 If the member remains in arrears with membership fees despite two written reminders;
- 10.4 If the member is struck off the South African Nursing Council Register for improper or disgraceful conduct.

ARTICLE 11: ORGANISATION AND GOVERNANCE

11.1 Board

- 11.1.1 The governing body of ANSA is the Board;
- 11.1.2 The Board shall consist of the following persons who are Fellows of ANSA in good standing and were duly elected at a General Assembly:
 - 11.1.3 The **President** who shall be the administrative head of ANSA and act as Chairman at all meetings.
 - 11.1.4 The **Vice President** who will assist the President in her duties and who will act as Chairman at meetings in her absence;
 - 11.1.5 The **Past President** who will act in an advisory capacity to the President for one year past term;
 - 11.1.6 The **Secretary** who shall be responsible for the daily administration of ANSA and also for keeping minutes of all meetings and ensuring compliance with all legal requirements regarding ANSA;
 - 11.1.7 The **Treasurer** who shall be responsible for keeping the finances of ANSA in good order as well as meeting all legal requirements. The Treasurer shall be responsible for preparing and presenting the audited accounts to the General Assembly of ANSA;
 - 11.1.8 **Members:** Two (2) Fellows duly elected by the General Assembly of ANSA.

11.2 Powers and responsibilities of the Board:

- 11.2.1 The members of the Board shall ensure that the objectives of ANSA are pursued vigorously and are never compromised;
- 11.2.2 No member of the Board may have a direct or indirect interest in or benefit from any contract or agreement concluded by the Board unless it is unanimously approved by the full Board and ratified at the General Assembly;
- 11.2.3 The Board is empowered to make any policies or form Committees considered necessary however they may not be inconsistent with the Constitution. These could relate to the day to day running of ANSA as well as the conduct of full-time or part-time employees or members;

11.2.4 Paid officials of ANSA may serve on the Board in an advisory capacity but will have no voting rights;

11.2.5 The Board may appoint staff to carry on the purposes for which ANSA was formed and to warn, suspend or dismiss the same;

11.2.6 Upon and by virtue of having elected the Board, ANSA shall be deemed to have indemnified and held harmless each of the members of the Board in her personal capacity and the Board as a whole, against any loss which ANSA or its members may suffer by reason of the actions of the Board or any member thereof, save where such action has been taken in breach of good faith.

11.3 Executive Committee (EXCO)

11.3.1 The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer;

11.3.2 The EXCO may invite any person to attend specific meetings of this Committee should they require some expertise in order to make a decision or form an opinion.

11.4 Powers and responsibilities of the EXCO

11.4.1 The EXCO shall be responsible for attending to urgent matters and to make decisions necessary for the smooth and effective running of ANSA between meetings of the Board;

11.4.2 All decisions by the EXCO should be in line with the Constitution and must be ratified at the next Board meeting;

11.4.3 Should the EXCO have any doubt about a specific decision, the advice of members of the Board should be sought.

11.5 Term of office

The term of office of members of the Board shall be two years. Members of the Board shall be eligible to stand for election for a second term of office, but after serving for two terms shall not be eligible to stand again until a period of two years has elapsed. Such members will be eligible for election to another Board position.

11.6 Election of Office Bearers

11.6.1 Invitations for nominations will reach members at least six (6) weeks before the General Assembly date;

11.6.2 Nominations must reach the Secretary at least four (4) weeks before the General Assembly after which voting forms will be distributed to members;

11.6.3 Voting shall take place by post, electronic post or on voting forms prior to the General Assembly;

11.6.4 The results shall be announced at the General Assembly.

11.7 **Vacancy**

11.7.1 If the position of President, Secretary or Treasurer becomes vacant, the members of the Board 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 Assembly at which time the person shall vacate this position. This member may be nominated and duly elected in the proper manner to fill the position in which the vacancy has occurred;

11.7.2 Any other vacancy on the Board shall be filled by a nomination and election of another member at the first General Assembly, after which such a vacancy occurs. The member so elected shall hold office until the next General Assembly.

11.8 **Meetings**

11.8.1 **Board Meetings**

The Board shall meet at least twice every year. Four (4) and more members of the Board present shall form a quorum at a convened meeting.

11.8.2 **General Assembly**

- a. The General Assembly, which consists of all the members of ANSA, shall meet at least once in each year. The Board shall present to the General Assembly each year, a report of its activities, audited accounts, and a plan for the forthcoming year. The Assembly shall provide a forum for discussion of all issues relating to ANSA, advise the Board, and approve the accounts;
- b. At least six (6) weeks written notice shall be given of any General Assembly of members which will also include an invitation to submit points for discussion. Such point for discussion must reach the Secretary four (4) weeks before the meeting. The Agenda of the meeting must reach members at least three (3) weeks before the meeting;
- c. Members may introduce visitors to the General Assembly and may also arrange with the Secretary for communications and demonstrations to be given by visitors;
- d. A quorum of a General Assembly shall be one-tenth of paid up members including at least four (4) members of the Committee. In the case of a quorum not being present at a General Assembly 30 minutes after the appointed time, the President may re-convene the meeting

within 60 minutes after the appointed time and the number of members present will then constitute a quorum. All decisions taken will take effect and be binding.

11.8.3 Special Meetings

Special meetings may be called by the Board or by a notice signed by not less than one fourth of the membership of ANSA. Such notice shall contain the proposed agenda, venue and time of the meeting and be posted at least four weeks before the date of the proposed meeting.

11.8.4 Divulging of information

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

11.8.3 Voting

11.8.4 Board meetings

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

11.9.2 Office Bearers

Voting for any Office Bearer may take place by ballot at the meeting. Voting by post or electronic post prior to the General Assembly shall also be accommodated. 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.

11.9.3 General Assembly and Special Meetings

- a. Each member has one vote. In the case of equal votes, the Chairman will have a deliberative and casting vote;
- b. 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 forty-eight (48) hours before the date of the meeting;
- c. Voting will be by show of hands unless the Chairman requires a secret ballot or a motion by a member is passed and duly seconded;
- d. 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 her rights and responsibilities to another person.

ARTICLE 12: FINANCE

- 12.1 The financial year of ANSA shall end on the 31st March of every year;
- 12.2 The Treasurer will be required to prepare a set of audited accounts to be presented to the members at the General Assembly;
- 12.3 The Board may open or close banking accounts at such banks or financial institutions as they see fit;
- 12.4 All financial expenditure shall be approved by the Board based on a budget approved by the General Assembly;
- 12.5 Every individual expenditure will be authorised and approved by 2 persons appointed by the Board;
- 12.6 Surplus funds of ANSA may only be deposited in registered financial institutions as defined in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984;
- 12.7 Members may be reimbursed for any reasonable and legitimate expenses, incurred by participating in the activities of ANSA. All this will be on condition that such expenses were approved by the Board prior to incurring them and claimed on an Official Expenses Claim Form;
- 12.8 No profits or gains will be distributed to members but will be retained for the sole purpose of pursuing the objectives of ANSA;
- 12.9 ANSA 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 Board may deem necessary to pursue the aims and objectives of ANSA.

ARTICLE 13: AMENDMENT OF THE CONSTITUTION

Amendment to this constitution shall require a two thirds majority of those present and voting at a meeting of the General Assembly.

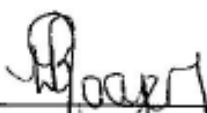
ARTICLE 14: DISSOLUTION OF ANSA

- 14.1 ANSA may be dissolved for the following reasons and upon fulfilment of the following conditions:
 - 14.1.1 As a result of a resolution passed by two-thirds majority of the members present at a duly constituted General Assembly of members;

- 14.1.2 If, as a result of ANSA becoming dormant and not being able to fulfil its aims and objectives any longer. In such an event the majority of the last elective Board will make such a decision.
- 14.2 In the event of the dissolution of ANSA, after repaying all loans or other legally due amounts to all creditors, being members or otherwise, the balance of the ANSA's assets shall be transferred to an entity who has the same or similar objectives as ANSA;
- 14.3 The transfer of the balance of the funds must be decided upon by the same body who decided about the dissolution of ANSA.

We, the undersigned, being Board members of ANSA, hereby accept this Constitution on behalf of the present and future members of ANSA, after its acceptance at a Meeting of ANSA held

on 25 August 2016 at Birchwood, Boksburg



 PRESIDENT



 VICE PRESIDENT




 SECRETARY



 TREASURER



 MEMBER 1



 MEMBER 2

25 August 2016

 DATE