



CONSTITUTION
of the
SOUTH AFRICAN SOCIETY OF CLINICAL PHARMACY

1. PREAMBLE

The South African Society of Clinical Pharmacy (SASOCP) is a, non-profit organisation established by pharmacists with an interest in clinical pharmacy to promote the rational and appropriate use of medicines and pharmaceutical care for the interest of health and well-being for the people of South Africa All activities of the Society must be considered, directly or indirectly, as patient-oriented.

2. DEFINITION OF CLINICAL PHARMACY

Clinical pharmacy is an area of pharmacy involved with the science, practice, activity and service to develop and promote the rational and appropriate use of medicines and pharmaceutical care, in the interest of the patient and the community.

3. NAME

The name of the organisation shall be the **South African Society of Clinical Pharmacy (SASOCP)**.

4. DOMICILE

4.1 Physical address

SASOCP
N310 BMS Building
Sefako Makgatho Health Sciences University

4.2 Postal address

SASOCP
PO Box 218
MEDUNSA
0204

5. VISION

Unify, empower and promote clinical pharmacy in South Africa

6. MISSION

Provide leadership, education, advocacy, and resources enabling pharmacists to achieve excellence in clinical pharmacy practice and research

7. OBJECTIVES:

- 7.1 To promote the practice of clinical pharmacy
- 7.2 To promote the interests of clinical pharmacists
- 7.3 To provide a platform for clinical pharmacists' viewpoints and networking
- 7.4 To develop and provide clinical pharmacy practice guidelines
- 7.5 To provide clinical pharmacy continuing professional development and education
- 7.6 To promote research in clinical pharmacy
- 7.7 To enable clinical pharmacy capacity building in teaching and practice institutions

8. MEMBERSHIP

- 8.1 Application for membership will be in writing.
- 8.2 The following membership options are available:
 - a. Full member
 - b. Associate member
 - c. Intern member
- 8.3 Full membership is on application only to pharmacists and on approval by the Executive Committee (EXCO) and payment of the membership fees. Full members are able to vote at Society-wide activities. Full members are eligible for election to Society-wide office.
- 8.4 Associate membership is on application to non-pharmacists who subscribe to the aim and objectives of SASOCP and adhere to the constitution on approval by EXCO and payment of the associate membership fees. Associate members may serve on Society-wide subcommittees.
- 8.5 Intern members
Open to pharmacist interns. Intern members may serve on Society-wide subcommittees.
- 8.6 Membership may be extended to any other group only after consultation and approval by EXCO.
- 8.7 Membership fees will be as determined by the EXCO and confirmed at the Annual General Meeting on an annual basis.

9. MEMBERS DATABASE

- 9.1 The name and address of every member shall be recorded and this shall constitute the Data Base of Members, this database may never be used for commercial purposes.
- 9.2 Upon approval of the membership application, every member shall receive an Certificate or Record of Membership
- 9.3 Acceptance of such Certificate or Record of Membership shall constitute an unqualified undertaking by the member to abide by the Constitution of the Society (as it may be amended from time to time), and any Code of Practice as adopted by the Society at an annual general or special general meeting of the Society.
- 9.4 Furthermore, such Certificate or Record of Membership shall at all times remain the property of the Society and shall be required to be returned to the Society by the member upon the termination, for any reason whatsoever, of his/her membership.
- 9.5 It shall be incumbent upon a member to notify the secretariat of any change of address.

10. NATIONAL EXECUTIVE COMMITTEE

- 10.1 The Executive Committee (EXCO) shall comprise of:
 - a) Chairperson
 - b) Vice-chairperson
 - c) Secretary
 - d) Treasurer
 - e) Immediate-past chairperson (Ex-Officio)
 - f) Branch chairpersons
 - g) Co-opted member as selected by EXCO
- 10.2 The Chairperson, Vice-chairperson, Secretary and Treasurer shall be elected by the members at the Annual General meeting by secret ballot or special meeting when required.
- 10.3 The term of office shall be two years and officers will be re-electable for a second term after which a rest period of two years should follow.
- 10.4 DUTIES OF EXECUTIVE OFFICERS OF THE SOCIETY
 - 10.4.1 Chairperson

The duties of the Chairperson shall be:

 - a) To chair all regular and special business meetings of the Society;
 - b) To convene, with the assistance of the Secretary, all regular business meetings of the Society;

- c) To sign the minutes of an Annual General Meeting and Executive Committee meetings after adoption;
- d) To initiate and manage the activities of the Society;
- e) To represent the Society at meetings and public functions;
- f) To make any public announcements on behalf of the Society

10.4.2 Vice-chairperson

The duties of the Vice-chairperson shall be:

- a) To act for the Chairperson in the performance of any duties when the Chairperson is absent or unable to act;
- b) To perform such duties as delegated by the Chairperson

10.4.3 Secretary

The duties of the secretary shall be:

- a) To attend to all correspondence of the Society;
- b) To keep minutes of the proceedings of each meeting of the Society
- c) To carry out the secretarial functions of the Society and to perform such other duties as are delegated to him/her by the Chairperson and/or National Executive.

10.4.4 Treasurer

The duties of the Treasurer shall be:

- a) To supervise the financial affairs of the Society
- b) To ensure that proper accounts of receipts and payments are kept;
- c) To ensure that the financial management of the organisation adheres to the rules of the constitution and any applicable statutes;
- d) To present an annual statement summarising the income and expenditure of the Society at the Annual General Meeting and Special Meetings

10.4.5 Branch chairpersons

The duties of the Branch chair shall be:

- a) To chair all business meetings of the branch.
- b) To represent the branch on EXCO.
- c) To initiate and manage the activities of the Society in the branch.

10.4.6 Immediate-past chairperson (Ex-Officio)

The duties of the Immediate-past chairperson shall be:

- a) Assist the Chairperson as required in SASOCP activities
- b) Assist in preparation and conduct of any special projects, seminars or meetings

10.4.7 The EXCO will meet at least once a year to discuss the activities of the Society.

11. STATUTORY AND ACCOUNTING

- 11.1 The Executive Committee is obliged to keep such records of the financial position of the Society.
- 11.2 The funds of the Society shall be derived from member subscriptions collected annual from each member as determined by the Executive Committee. Also funds may be derived from donations, grants to the Society and from income from the various scientific sessions, publications, and other sources as may be agreed upon by the Executive Committee.

12. FINANCIAL YEAR

The official year shall run from 1 April up to and including 31 March.

13. ANNUAL GENERAL MEETING

- 13.1 The Executive Committee shall deliver its annual report at an Annual General Meeting to be held within six (6) months of the end of the financial year.
- 13.2 The notice of the Annual General Meeting must be circulated to the members at least two months before the meeting, and the changes to the constitution must be circulated at least six months prior to the meeting.
- 13.3 The agenda of the Annual General Meeting of the Society shall include:
- a) To confirm the minutes of the previous Annual General Meeting
 - b) To receive, approve and adopt the report of the Chairperson on behalf of the Executive Committee, covering the activities of the Society for their period of office;
 - c) To receive, approve and adopt the financial report of the Treasurer of the Society;
 - d) To elect a Chairperson, Vice-chairperson, Secretary and Treasurer;
 - e) To deal with and dispose of any other matter laid before it by the Executive Committee or members.
 - f) To ratify any interim changes to the offices of the Executive Committee
 - g) Any other agenda items to deal with any additional matters

14. QUORUM AT GENERAL MEETINGS

A number equal to fifty present of the membership plus one member shall form a quorum. The number can be member actually present at a meeting or verified electronic votes from absent members. Should the above requirements of quorum not be met and a minimum requirement of 20% of members not present, the meeting should be reconvened to form the quorum.

15. MEETINGS

Regular meetings will be held at branch level. Frequency of meetings will be determined by the various branches.

Updated 20 July 2015