



# SA-ACAPAP CONSTITUTION

CONSTITUTION OF THE SOUTH AFRICAN ASSOCIATION  
FOR CHILD AND ADOLESCENT PSYCHIATRY AND ALLIED  
PROFESSIONS

(REVISED ON 17 NOVEMBER 2021)

## ARTICLE I: NAME AND REGISTRATION

The name of the Association shall be 'The South African Association for Child and Adolescent Psychiatry and Allied Professions', hereafter referred to as the 'Association' or 'SA-ACAPAP'.

The Association is registered in South Africa.

The duration of the Association is unlimited.

## ARTICLE II: DEFINITION, PURPOSE AND OBJECTIVES

1. The Association shall be an incorporated body managed by an elected Executive Committee within a Constitution accepted by the membership. This Constitution may only be amended at an Extraordinary General Meeting of the Association, called for that purpose.

2. The purpose of the Association is to advocate the promotion of mental health and development of children and adolescents through policy, practice and research. It promotes the study, treatment, care and prevention of mental and emotional disorders and disabilities involving children, adolescents and their families through collaboration among the professions of child and adolescent psychiatry, psychology, occupational therapy, speech and language therapy, social work, paediatrics, public health, nursing, education, social sciences and other relevant disciplines.

3. The objectives of the Association shall be met through the medium of meetings, seminars and/or other suitable means to support the purpose of the Association. The Association may, in addition, undertake other non-profitable activities as may be conducive to the attainment of these objects.

## ARTICLE III: MEMBERSHIP

1. The Association shall consist of full members, honorary members, life members and student members.

2. Full membership: Full membership shall be open to individuals whose professional qualifications and interests meet the aims and objectives of the Association and whose work promises to further the objectives of the Association. Full members shall be entitled to vote on all matters presented for decision at any General Meeting of the Association.

3. Honorary Membership: Honorary membership shall be bestowed on individuals who may not be eligible for full membership but who are deemed to be contributing significantly to furthering the objects of the Association. Honorary members shall pay no subscriptions to the Association, but shall retain the rights of membership, including the right to vote. Honorary members shall not be eligible for office.

4. Life Membership: Life membership shall be open to all members of the Association aged 55 years or older who have retired from active professional life and who have been full members for at least ten years. Life membership is awarded at the discretion of the Executive Committee, who has the power under special circumstances to elect a Life Member who does not fulfil the above conditions. Life Members shall pay no subscriptions to the Association for their membership but shall retain the rights of membership, including the right to vote.

5. Student Membership: Students not otherwise eligible for full membership and in training as workers in child and adolescent mental health and/or neurodevelopment at recognised training institutions shall have the right to apply for Student Membership of the Association. Student Members shall have the right to vote.

6. Any member or student member in good standing may resign at any time and the resignation shall be accepted without question. Notice of resignation must be sent in writing to the Secretary before it comes into force.

7. Membership of the Association does not confer professional status on any individual.

## ARTICLE IV: MEMBERSHIP ELECTION

1. Candidates should submit a written application for membership to the Secretary and their application will be reviewed by the Executive Committee.

2. Such election shall be by majority vote of the Executive Committee.

3. In the event of a candidate being rejected, s/he shall have the right to request that his/her candidature be reconsidered.

4. Election of Honorary Members: Any member of the Association may nominate to the Secretary in writing, candidates for onorary membership. Election shall rest with the Executive Committee.

5. Election of Life Members: Any member of the Association who fulfils the conditions for such membership may apply for election in writing to the Secretary. Election shall rest with the Executive Committee.

6. Candidates for Student Membership shall be elected by the Executive Committee, whose decision shall be final. Rejected candidates may reapply for Student Membership one calendar year after rejection if they can demonstrate that they still meet criteria for Student Membership.

## ARTICLE V: MEETINGS

1. There shall be a General Meeting of the Association at least every second year, which shall be held on a date to be fixed by the retiring Executive Committee at a time during two specified months in the year. The retiring Executive Committee remains in office until the end of the General Meeting. The business of the General Meeting shall be:
  - (a) To elect a new Executive Committee.
  - (b) To receive and discuss the report of the retiring Executive Committee and the accounts.
  - (c) To discuss questions of management and the future programme of the activities of the Association.
2. No General Meeting shall take place unless a quorum is present.
3. A quorum shall consist of fifteen full, honorary, life or student members.
4. At a General Meeting the President or failing him/her the President-Elect shall take the Chair. Should neither of these be present, the meeting should elect another member of the Executive Committee as Chairperson.
5. Questions of business shall be decided by the majority of votes of those present. The Chairperson shall have a casting vote.
6. The Secretary shall give eight weeks' notice of a General Meeting to members. With the notice convening the General Meeting the Secretary shall invite nominations for the Executive Committee.
7. If more than the minimum required number of nominations for the Executive Committee are received, an election shall take place by postal or electronic ballot. Members shall receive balloting papers not less than a week before the General Meeting. Members may either send or hand in their balloting papers.
8. An Extraordinary General Meeting shall be convened by the Executive Committee on written request of ten members. Alternatively, the Executive Committee itself may convene an Extraordinary General Meeting. Notice must be given by the Secretary at least four weeks in advance.
9. The Constitution may only be amended at an Extraordinary General Meeting of the Association by vote of two-thirds of those present. The quorum for an Extraordinary General Meeting shall be fifteen members.
10. The Association shall aim to hold regular meetings, and at the General Meeting an address shall be given by the President of the Association. This meeting shall be open to members and guests. All other meetings of the Association shall be called Scientific Meetings and shall be open to members in all categories at a reduced rate.
11. The Executive Committee has the right to organise such other meetings, working parties, etc., as may further the objectives of the Association as set out above. All meetings of the Association shall be private and only be reported by written permission of the Executive Committee.

## ARTICLE VI: THE EXECUTIVE COMMITTEE

1. The Association shall be managed by those members who are elected to represent the whole body on an Executive Committee. This Committee shall consist of a President, and a President-Elect, a Secretary, a Treasurer, and five to nine regional representatives.
2. The Executive Committee shall aim to have a balanced representation across South African provinces, and across all disciplines of relevance to child and adolescent psychiatry, mental health and neurodevelopment, including all branches of psychology, child & adolescent psychiatry, social work, education, speech & language therapy, occupational therapy, and mental health nursing.
3. All members shall be entitled to nominate and vote in elections for any Executive Committee member.
4. A quorum for the transaction of business by the Executive Committee shall be one more than 50% of the full Executive Committee.
5. The Executive Committee may appoint subcommittees as may best carry out the objectives of the Association.
6. No person shall be eligible to serve on the Executive Committee for more than six consecutive years.
7. Any two members may nominate any eligible member for election to the Executive Committee provided that they have the candidate's consent in writing.
8. The Executive Committee may co-opt up to two members of the Association onto the Executive Committee to ensure a balanced profile of geographical, professional or skills, and/or to fill casual vacancies.
9. The minutes of the Executive Committee shall be available for inspection by any member upon written request to the Secretary.

## ARTICLE VII: DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall be responsible for the finances of the Association and the expenditure of funds in accordance with the provisions of this Constitution.
2. The Executive Committee may, under special circumstances, pay out of the funds of the Association reasonable travelling and subsistence expenses incurred by members attending meetings of the Executive Committee.
3. The Executive Committee shall have the power to require members, student members and visitors, to pay a fee for attendance at any conference organised by the Association.
4. No members of the Association may receive any financial reward for activities carried out in connection with the Association.
5. In furtherance of the aims and objectives of the Association, the Executive Committee may accept the affiliation of or cooperation with any other body with similar or related aims. Any such arrangement shall remain in force until the next General Meeting, when it may be confirmed, amended or annulled.

## ARTICLE VIII: FINANCES

1. The subscription for all members shall be a sum paid annually to be determined by the Executive Committee.
2. All members shall be entitled to receive any communications, publications or newsletters of the Association.
3. Membership fees shall be payable on the 1st January. If subscriptions are not paid by three months after that date, a reminder in due form shall be sent to the member by the Treasurer. If subscriptions have not been paid after six months, the member will be deemed to have resigned. Non paid-up members will not be eligible to vote at General Meetings or Extraordinary General Meetings. Members who have resigned in this way may reapply for membership, but will not qualify for any discounted rates or member-only activities during the period of non-membership.
4. The accounts of the Association shall be presented by the Treasurer at the General Meeting, having been duly reviewed by an accountant, and approved by the Executive Committee.

## ARTICLE IX: NATIONAL SECRETARIAT

Tasks of the National Secretariat (Administrative Team) shall be the responsibility of the Treasurer, and shall include:

1. Keeping of a permanent address for the Association.
2. Acting as a permanent place to keep Association archives.
3. Maintaining the bank account(s) and finances of the Association.
4. Managing membership subscriptions.
5. Maintaining an updated, complete address list of members in compliance with all relevant privacy laws.
6. Ensuring that the Association remains compliant with all relevant national and international laws, regulations and requirements as a not-for-profit Association.
7. To act as link between the Association and the International Association for Child & Adolescent Psychiatry and Allied Professions, of which the Association is a Full Member Organisation with all rights and responsibilities associated with such membership.

## ARTICLE X: EXPULSION OF MEMBERS

The Executive Committee shall have the right to expel members for cause. No member may be expelled from the Association except by a majority vote of two-thirds of the Executive Committee. Any member expelled in this way shall have the right of appeal to an Appeals Committee, which shall consist of three members of the Association elected at a General Meeting from the membership at large and not members of the Executive Committee, and shall have the right to be present and heard when the Appeals Committee hears the appeal. The decision of the Appeals Committee in such a case will be final and binding on all parties.



## CONTACT US

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