



South African Animal Physical
Rehab Association

Constitution

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Constitution

1. Name of the Association

- The name of the Association shall be the South African Animal Physical Rehab Association (SAAPRA), hereafter referred to as “the Association”.

2. Mission statement

- To promote, develop and facilitate the practice of Veterinary Physiotherapy Canine Hydrotherapists and Massage therapists by registered and regulated professionals under the South African Veterinary Council (SAVC).

3. Aims and Objectives

- To be the coordinating and organizing body for the maintenance of contact between all animal professionals.
- To achieve the recognition and acceptance of Veterinary Physiotherapy, Canine Hydrotherapists and Massage therapists by professional bodies and the public and to foster open communication between these bodies.
- To assist the SAVC to update the SAVC Code of Conduct and Veterinary and Para-veterinary Act to accurately depict the role of Veterinary Physiotherapy within Veterinary Medicine.
- To assist the SAVC to set the standard for training as a Veterinary Physiotherapy practitioner in South Africa.
- To promote equality and remove discrimination within the Veterinary Physiotherapy profession.
- To promote mutually beneficial relationships between practitioners within the animal healthcare team e.g. farrier, dentist, and veterinarian.
- To encourage and facilitate properly designed scientific research documenting the benefits of Veterinary Physiotherapy and to ensure these current research findings are integrated into practice.
- To provide sources of training and CPD to all practitioners of the Veterinary Physiotherapy profession as well as practitioners affiliated with the Association.
- To encourage members to volunteer their services to non-profit organizations and charities such as South African Riding for the Disabled, Guide Dogs for the Blind and Cart Horse Protection.
- To provide a code of professional and ethical conduct for members of the Association and to ensure that the required standards are maintained.
- To maintain a register of qualified Veterinary Physiotherapists, Canine Hydrotherapists and Massage therapists practitioners who are members of the Association and registered or authorised by the SAVC.
- To provide a professional forum and support structure for members of the association

4. Committee

- Office bearers will be:
 - President
 - President elect
 - Secretary
 - Treasurer
 - Education
 - Marketing
- All committee members must be current paid up members of SAAPRA and registered or authorized members of the SAVC.
- The committee should not consist of more than 50% of people working for the same company.
- An Annual General Meeting of members must be held each year.
- Committee members will remain in office for a term of two years. Re-election must take place at the end of this period.
- All new committee membership nominations must be received no less than one month prior to the AGM by the secretary in writing.
- New committee members will be elected by ballot prior to the AGM.
- Newly elected committee members will be announced at the AGM
- The purpose of the AGM includes
 - informing members and potential members with up to date information concerning the organization
 - providing a forum for general discussion on activities.
- A full Financial Statement will be provided by the Treasurer for each AGM.

- ❖ Provisional representatives can be included in the committee at such a time when the need arises.

Committee members are responsible:

- To be the representative to all Veterinary Physiotherapists, Canine Hydrotherapists and Massage therapists.
- To be the representative group for Veterinary Physiotherapists, Canine Hydrotherapists and Massage Therapists in South Africa and international affiliations.
- To represent members of the association at SAVC, and advise SAVC on all matters pertaining to Veterinary Physiotherapy, Canine Hydrotherapy and Massage Therapy.
- To inform SAVC of meetings held, making minutes available to SAVC.
- To appoint Honorary Life Members.
- To levy entrance and membership fees.
- To keep book of the finances of the association and present members with a full report at the AGM.

5. Membership

Four membership categories represent the authorisation and registration procedure of the SAVC under the Grandfather clause. These membership categories aim to be inclusive, whilst maintaining a high standard of education and professionalism among members.

All memberships are subject to application and approval by the SAAPRA Committee. Membership categories are subject to review by the Committee, if the need should arise.

Registered Veterinary Physiotherapist

- This person will be currently registered as a Veterinary Physiotherapist with the SAVC, either as a full scope or species specific therapist, and be actively working in the field.

Authorised Veterinary Physiotherapist

- This person will be authorized with the SAVC as a full scope or Species Specific Veterinary Physiotherapist, and be actively working in the field. They intend to become Registered Veterinary Physiotherapists on completion of the entrance examinations as specified by the SAVC.

Authorised Canine Hydrotherapists

- This person is Authorised by the SAVC to perform Canine Hydrotherapy, and is actively working in the field.

Authorised Massage Therapist

- This person will be authorized with the SAVC to perform Massage Therapy, either in a full scope or species specific capacity, and will be actively working in the field.

Affiliated Membership

- The committee members may establish an affiliated membership category for corporations, businesses, or other organizations that support the purpose and objectives of the Organization. Affiliate members shall not be entitled to vote or hold office but shall receive other rights and privileges as determined by the committee members. The committee members may establish different levels of affiliate membership and may establish different membership fees for each level of affiliate membership.

- Membership Subscriptions

All membership applications are subject to a non-refundable application fee. All members are subject to an annual membership fee as set by the committee and reviewed each year. The annual membership fee is due annually on 1st of March and due before 1st of July of that same year to avoid cessation of membership.

Benefits of Membership

Type of Membership	Voting rights	Representation at SAVC	Reduced SAAPRA Conference Fees	Membership Listing	Malpractice insurance
Registered Veterinary Physiotherapist	√	√	√	√	Future
Authorised Veterinary Physiotherapist	√	√	√	√	Future
Authorised Canine Hydrotherapist	√	√	√	√	Future

Authorised Massage Therapist	√	√	√	√	Future
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Election and Resignation of Members

- Application for membership shall be online and shall contain such information as required by the committee. The applicant shall accept the terms and conditions.
- Membership applications are subject to the Committee's approval.
- Membership will be subject to an annual membership fee. Each category of membership will attract its own annual fee and benefits.
- Membership shall begin once proof of payment of annual membership fees has been received and the members name will then be placed on the members directory.
- Resignation of members may be done at any time, in writing. No refund of annual fees will be due by the Association. At time of resignation, the member may remove their name from the members directory.

Code of Conduct

Should any member, in the opinion of the Committee, be guilty of any of the following offenses:

- Commit any willful breach of the constitution of the Association.
- Be guilty of any improper or dishonest conduct or conduct unworthy of the profession.
- Be guilty of conduct unbecoming or prejudicial to the interests of the Association.
- Fail to make payments due to the Association after due notice.
- Or any other transgressions of the Code of Conduct

The Committee shall have the power to

- Call upon such member, in writing, by the president or vice-president to resign, and if they fail to resign, within 14 days of such request, expel them.
- Expel or deprive such member of any or all of the rights and advantages of their membership during such period as the Committee, at its absolute discretion may deem fit or advisable.
- Call upon such member to appear before the committee to explain their conduct. If they fail to appear when called upon to do so, to expel or otherwise deal with such member as provided in the constitution.

6. Funding of the Association

- Money may be collected and such funds and property of the Association, however obtained, may be applied to further the objectives of the Association.
- Subject to the provisions of the Constitution, the Association shall be empowered to own loose or fixed assets through buying, hiring or otherwise.
- To lease, mortgage or sell such property or assets.
- To borrow or lend money.
- To invest funds of the Association and to change the investment thereof, from time to time.
- To do all such other things as may be done legally and may be deemed necessary for the attainment of the objectives of the Association.
- Funding will be derived predominantly through membership fees.

7. Meetings

- Members will be notified electronically two weeks prior to a general meeting of the content of any motions for discussion and will be given an opportunity to vote on such motions.
- Voting can occur by ballot, proxy, or electronic voting, as will be indicated by the Committee.
- Proxies must be registered before the commencement of a meeting.
- The president will preside over all meetings. In the absence of the president, the vice-president or another committee member will be elected to preside.
- The conduct of all business transacted shall be under the control of the president. All remarks must be addressed to the president, whose ruling on a point of order or the admissibility of an explanation shall be final and shall not be open to discussion at the meeting at which it was delivered.
- This rule shall not preclude any member from raising any question upon the ruling of the president by notice of motion.
- The president will cast a deciding vote in the event of an equal division of votes.

Annual general meeting

- An AGM will be held annually to discuss and review the activities and progress of the previous year.
- All members will receive electronic notification at least 30 days prior to the set date.
- A quorum will be comprised of 10 members.
- If a quorum is not present 30 minutes after the starting time of the meeting, the AGM will be postponed by no less than 14 days. All members will receive written notification of the new date. The AGM will be held on the new date regardless of the number of members in attendance.
- Any motions for discussion need to be seconded by a member and sent to the secretary or treasurer at least 20 days prior to the meeting. Members will be notified of motions for discussion at least 14 days prior to the meeting. Exceptions to this rule may only be granted at the AGM if at least two thirds of the members present are in favor.
- A proposed change to the constitution that has been seconded by a member can be submitted to the secretary or treasurer at least 20 days prior to the meeting. All members will be notified of the proposed changes at least 14 days prior to the meeting.
- Changes can be made to the constitution at an AGM by a majority vote.

Special general meeting

- A written request for a special general meeting by a minimum of five members can be submitted to the secretary or treasurer, who will then convene a meeting within 30 days of receiving the request.
- The motions or motion for discussion needs to be submitted with the request for a special general meeting.
- All members will be electronically notified of the motions for discussion at least 14 days prior to the special general meeting.
- These motions will comprise the entire agenda for the special general meeting.

8. CPD – continuous professional development

- All members are responsible for gaining their own CPD points in accordance with the requirements of the SAVC. This can be achieved by:
 - Attending CPD accredited courses
 - Further studies within the field
 - Other CPD accredited activities offered by the association or other associations.

9. Insurance

- Members are responsible to seek their own malpractice insurance until such a time that the Association has set up mal practice insurance included in the association fees.

10. Financial Records:

- The Executive Committee shall cause proper financial records and books of account to be kept in accordance with International Financial Reporting Standards for Small and Medium-Sized Entities (IFRS for SME's).
- The financial records and books of accounts of the Association shall be available for inspection by Executive members at the registered address of the Association during normal business hours.
- The Annual Financial Statements will be prepared yearly at the end of February in accordance with IFRS for SME'.

11. Dissolution:

- The Association may be dissolved by a resolution adopted by a majority of two-thirds of the members present at an Annual or Special General Meeting of Members.
- In the event of dissolution of the Association any funds or assets remaining after payment of all debts shall be disposed of by way of a donation to an organization having similar objectives to those of the Association.

THIS CONSTITUTION WAS ADOPTED BY THE ASSOCIATION ON THIS
.....^{25th} DAY OF^{May}..... 2023.

.....
CHAIRPERSON

.....
TREASURER

.....
SECRETARY

.....^{Johnston}
VICE CHAIRPERSON