



ASSOCIATION FOR DIETETICS IN SOUTH AFRICA

CONSTITUTION

PLEASE NOTE: In the interests of all members, this document will be updated when changes have been proposed and accepted at a BGM or Special General Meeting of the Association. Contact the Executive Committee by e-mail: info@adsa.org.za to ensure that your copy is the latest available.

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ASSOCIATION FOR DIETETICS IN SOUTH AFRICA

CONSTITUTION

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ARTICLE I: NAME

The name of the Association shall be the “**Association for Dietetics in South Africa**”, thereafter “the Association”. The acronym “ADSA” shall be used to refer to the **Association for Dietetics in South Africa**. The acronym “ADSA” shall be used in all languages.

ARTICLE II: VISION, MISSION AND AIMS

A. VISION

To represent and develop the dietetic profession to contribute towards achieving optimal nutrition for all South Africans.

B. MISSION

As professionals in the field of dietetics and nutrition, the Association supports and promotes the continued growth of the profession of dietetics in South Africa.

The primary aims of the Association are to:

- a) Serve the interests of dietitians in South Africa; and
- b) Promote the nutritional well-being of the community.

To further these primary aims, the Association shall strive to attain the following subsidiary aims to:

- a) Uphold the standards of national and international nutrition-related guidelines;
- b) Act as spokesperson in various matters affecting the dietetic profession;
- c) Provide support and guidance to dietitians on the standards of practice, including ethical standards, and create opportunities for continuing education and professional development;
- d) Formulate and publicise statements based on scientific facts regarding dietetics and nutrition;
- e) Build and maintain contact with food, nutrition and related sectors;
- f) Have input on draft legislation on food, nutrition and related matters; and
- g) Build up and maintain relationships with organisations and associations which provide nutrition information to communities and individuals in South Africa
- h) Encourage a supportive, inclusive and diverse professional community

ARTICLE III: MEMBERSHIP

A. MEMBERS

Membership of the Association shall consist of the following five (5) categories:

1. Full members
2. Associate members
3. Retired members
4. Student members
5. Honorary members

1. Full members

a) Qualifications

Any person registered as a dietitian with the Health Professions Council of South Africa (HPCSA) may apply for full membership. Registration with the HPCSA as a dietitian must be maintained at all times to allow for continued membership of the Association. Should a dietitian be deregistered from the HPCSA, their membership with the Association will be terminated.

b) Privileges

Full members of the Association shall be entitled to attend events and activities of the Association at a reduced rate and to take part in ADSA-related discussions. They are entitled to all membership benefits. They may serve at Executive level or as Regional Representatives and are eligible to vote.

- i. *Executive Committee Members*: Full members who serve on the Executive Committee are entitled to all membership benefits and are eligible to vote. They are exempted from paying an annual membership fee during their term on the committee.
- ii. *Regional Representatives*: Full members who serve as Regional Representatives are entitled to all membership benefits but at a reduced membership fee during their term of service.

2. Associate members

- a) Qualifications for consideration for this category
Any person who does not qualify for full membership, but who has a recognised qualification in nutrition or related field may apply for Associate membership of the Association. Such membership is subject to approval by the Management Committee of the Association.
- b) Privileges
Associate members of the Association shall be entitled to attend events and activities of the Association at a reduced rate, and to take part in discussions. They are entitled to selected membership benefits. They may not serve at Executive level or as Regional Representatives and are not eligible to vote.

3. Retired members

- a) Qualifications
Any member aged sixty (60) years and older, who is no longer employed professionally and who has been a member of the Association immediately prior to retirement may apply for retired membership.
- b) Privileges
Retired members shall be entitled to the rights of the category of membership to which they were entitled before retirement, at a reduced rate.

4. Student members

- a) Qualifications for consideration for this category
The following persons may apply for student membership of the Association:
 - i) Any person registered at the HPCSA as an undergraduate student in dietetics.
 - ii) Any **bona fide** student registered for a postgraduate course in dietetics who does not qualify for full membership.
The Management Committee shall approve student membership after submission of proof of appropriate registration as a student.
 - iii) If bulk student applications are received directly from a university, this is regarded as proof of student registration.
 - iv) Student membership must be renewed annually until such time as the student has graduated, at which time the individual will be eligible for full membership.
- b) Privileges
Student members shall be entitled to attend events and activities of the Association and to take part in ADSA-related discussions. They are entitled to selected membership benefits. They may serve as student representatives and are not eligible to vote.

5. Honorary members

- a) Qualifications for consideration for this category
Any person with a recognised qualification in nutrition or related field, who has made a significant contribution to dietetics or a related field in South Africa and who has upheld the current Vision, Mission and Values of the Association, may be nominated to become an Honorary member of the Association. This nomination must be proposed by a full member and seconded by two (2) other full members of the Association and include a full motivation and a **curriculum vitae** of such a person. After due consideration of the **curriculum vitae** of such a person by the Executive Committee of the Association, the motivation together with the relevant **curriculum vitae** that supports this nomination, shall be distributed to all categories of membership of the Association for voting at the next Biennial General or Special General meeting, together with the Agenda of the meeting.

Voting process at the BGM / SGM

The applicant, if present, will be asked to leave the room for the voting to take place. The motivation and a short resume of the applicant will be presented at the meeting. All current full, honorary and retired members of the Association, whose membership fees are not in arrears for the current year, shall be eligible to vote.

Proxy for honorary membership voting

Voting on behalf of a member eligible to vote may be by proxy provided that the proxy voter obtains written permission to do so from such a member. Such written permission shall be handed to the President / Chairperson before the start of the meeting.

Decision

At least 40% of the eligible members in attendance, at the meeting, must agree with the application for it to be passed. The current President will inform the honorary member of the outcome.

b) Privileges

Honorary members of the Association shall be entitled to attend events and activities of the Association and take part in discussions. They may serve at Executive level or as Regional Representatives and are eligible to vote. Honorary members are exempted from paying an annual membership fee.

B. APPLICATION FOR MEMBERSHIP

All applications for membership shall be made on the online application form of the Association. The applicant shall be notified in writing if his / her application was not successful.

C. TERMINATION OF MEMBERSHIP

Termination of membership shall be communicated to the Executive Committee of the Association. Any membership fees paid for the current membership term will not be refunded.

D. FORFEITURE OF MEMBERSHIP

1. Any member of the Association whose membership fees are not paid in time as described in D of Article IV shall forfeit membership of the Association. Application to rejoin can be made via the online application form and any joining fees may apply.
2. The membership of any member whose actions may harm the reputation of the Association may be suspended after due consideration by the Executive Committee.

E. RIGHT OF APPEAL

In the event of termination of membership as specified in D of Article III, a member may, within thirty (30) days after receipt of a written notice to that effect, appeal in writing against the decision to the Executive Committee of the Association for consideration at its next meeting. In the event of this happening, the membership shall be suspended until a decision has been taken at such a meeting.

ARTICLE IV: MEMBERSHIP FEES

A. PAYMENT OF MEMBERSHIP FEES

Membership of the Association runs annually from 1 January to 31 December.

1. Full and Associate Members

- a) Full and Associate members of ADSA pay annual membership fees to the Association before or on 31 January. A monthly payment plan for full payment by 30 April will be offered.

- b) Adjustments to membership fees shall be made annually. The fee increase shall be in line with the average annual inflation rate and shall be approved by the Executive Committee of the Association. Should the Executive Committee deem it necessary to increase the membership fee at a rate above or below 2% of the average annual inflation rate, this must be tabled at a Biennial General Meeting or a Special General Meeting.

2. Retired members and Regional Representatives

Retired members shall pay an annual membership fee of 50% of the current membership fee before or on 31 January.

3. Student members

Student members pay an annual membership fee of 25% of the current membership fee before or on 30 April.

4. Honorary members and Executive Committee

Membership fees for the above member categories shall be waived.

B. PRO RATA MEMBERSHIP

Only new / first-time members joining the Association one month or longer after the start of the financial year will be entitled to a pro rata membership.

C. MEMBERSHIP RENEWAL

Reminders for membership renewal will be sent to all members of the Association by October. Invoices for membership renewal will be issued by November for payment before 31 January of the next year.

D. MEMBERSHIP IN ARREARS

Any member of the Association who has not paid the annual membership fee before or on 28th February shall be notified by the Secretariat that the membership fees have not been received and given 14 days to pay the outstanding fee, whereafter membership will be forfeited.

E. JOINING FEE

A joining fee will be required for any new members or any member of the Association whose membership has lapsed for a year or more and wishes to join the association again.

ARTICLE V: VOTING RIGHTS

1. Members with voting rights

All full members of the Association are eligible to vote on matters presented during a Special General Meeting or Biennial General Meeting of the Association, as well as during the election of executive committee members. Honorary members and retired members of the Association are eligible to vote.

2. Voting procedures for the election of Executive Committee members and Regional Representatives

- a) Two or three candidates may be nominated per portfolio. Candidates are to send a brief CV to aid voters in their decisions.
- b) Voting for Executive Committee members shall take place by means of a secret ballot.
- c) Ballot papers shall be sent to all members eligible to vote at least three (3) weeks before a meeting.
- d) Postal, e-mail and hand-delivered completed ballot papers shall reach the Regional Representative / Chief Operating Officer before the start of the meeting.
- e) Voting during meetings shall take place as arranged by the President / Chairperson.

3. Equal number of votes

The President of the Association shall have a casting vote in the case of an equal number of votes.

4. Proxy

Voting on behalf of a member eligible to vote may be by proxy provided that the proxy voter obtains written permission to do so from such a member. Such written permission shall be handed to the President / Regional Representative before the start of the meeting.

ARTICLE VI: OFFICIAL ADDRESS OF THE ASSOCIATION

The Association shall have a fixed address, which may be the official address of the Association's management company.

ARTICLE VII: ELECTION AND ORGANISATION OF EXECUTIVE COMMITTEE AND REGIONAL REPRESENTATIVES

The Association shall consist of members who are represented by an Executive Committee at national level and Regional Representatives. The Executive Committee is also referred to as the Core Executive Committee, while the Extended Executive Committee includes the Core Executive Committee and Regional Representatives.

A. ELECTION AND ORGANISATION OF THE EXECUTIVE COMMITTEE

For the term of office commencing on 1 July 2025, the Executive Committee of the Association shall be composed of immediate previous members of Branch and Executive Committees. Thereafter, the Executive Committee will be nominated and elected from immediate previous or current Executive Committees and Regional Representatives.

1. Office-bearers

The Core Executive Committee shall consist of the following office-bearers:

- President
- Chief Operating Officer (COO)
- Portfolio for Treasury
- Portfolio for Member Relations
- Portfolio for Communications
- Portfolio for Continuous Professional Development (CPD)
- Portfolio for ADSA Learn
- Portfolio for Professional Practice

The management of finances and payments may be outsourced to a professional person / company appointed for the task by the Executive Committee. Detailed reporting on a monthly basis to the Executive Committee will be required of the individual / company.

The outgoing President may, at the invitation of the incoming committee, remain on the committee for a period of six (6) months after the completion of her / his term of office but shall not have voting rights during this period.

An association management company may be employed for secretarial and financial management of the association through the National Office, or a consultant of the Association appointed for the task by the Executive Committee.

2. Term of office

- a) The official term of office of the Executive Committee shall be three (3) years running from July 1st to June 30th.
- b) The President of the Association may be re-elected, but not for more than three terms of office.
- c) The COO, CPD portfolio holder and ADSA Learn portfolio holder will be appointed on a contractual basis and not subject to a specific term of office.
- d) Other portfolio holders shall be elected for one term of office, but may serve for three (3) consecutive terms of office in the same or another portfolio. After the lapse of one term of office, they shall be eligible for re-election to the same or another portfolio.

- e) Each new committee member shall be orientated thoroughly by the outgoing portfolio holder via the handover process. This process is to happen timeously (roughly within a month of the change in portfolio holder) to ensure effective continuity. The outgoing portfolio holder shall make themselves available to provide support for a period of six (6) months.

3. Nominations and Election

The Executive Committee shall be elected by means of an electronic (online) vote before 31 May of each term of office. The current President of the Executive Committee of the Association is responsible for the overseeing election of the new Executive Committee.

- a) Should the current President not be eligible or available to serve another term of office, a President-Elect shall be nominated and elected from the immediate; immediate previous or present members of Executive Committee and Regional Representatives by all members of the Association with full voting rights by 30 November of the year before the current President's term ends. This will be followed by a hand-over period of six months (January to June) during which the President-Elect starts to take on some of the President's responsibilities. Should a suitable candidate not be identified during this process, nomination of candidates for the position as President will be opened to all members with voting rights.
- b) A representative of the Professional Board for Dietetics of the HPCSA can be co-opted or invited by the new Executive Committee to serve on or to attend specific meetings of the Executive Committee.
- c) The portfolio holder for each of the portfolios shall be elected from nominated candidates who are full voting members of the Association.
- d) If no new nomination for a specific portfolio is received, the current portfolio holder is eligible to remain in that portfolio for the new term if they are in agreement.
- e) The Executive Committee may co-opt any member of the Association or any suitable person to assist in the execution of specific responsibilities.
- f) Members entitled to vote for the Executive Committee shall nominate the Executive Committee members by means of a nomination form of the Association by 31st March. The nomination form shall contain inter alia:
 - i. name and signature of the nominee
 - ii. name and signature of the proposer; and
 - iii. name and signature of the second.
- g) Nominees shall have the skills / interests / experience to carry out specific functions of the office / portfolio for which the member is nominated.
- h) Nominees who would like to be considered for the Executive Committee should present a full curriculum vitae with an added letter of recommendation and motivation signed by two full members of the association. This should be submitted to the COO. Conflict of interest should be declared in the curriculum vitae.
- i) If more than one nomination is received for a portfolio, Virtual voting ballot papers shall be sent to all members with the right to vote before 10th May.
- j) Ballot papers shall be returned to the COO of the Association before 31st May by electronic means.
- k) Should a Committee member resign during their term of office, a resignation letter providing one (1) months' notice needs to be given to the President. Should a resignation happen, the portfolio holder in question is to pay the full year's ADSA membership fee.

4. Vacancies

- a) Should the office of the President become vacant during a term, the members of the Executive Committees shall elect another member of the Executive Committee as President.
- b) Should a portfolio become vacant during a term, a new portfolio holder shall be co-opted from the current Regional Representatives or past Executive Committee.

B. ELECTION AND ORGANISATION OF MANAGEMENT COMMITTEE

The President shall appoint a Management Committee at the beginning of the new term of office for the execution of the day-to-day duties of the Association.

1. Composition

The Management Committee shall include the President, the Chief Operating Officer, Treasurer and Member Relations portfolio.

2. Term of office

The same as for the Executive Committee of the Association.

3. Vacancies

The President shall co-opt a member(s) should vacancies arise.

4. Authorised activities of the Management Committee

- a) Assist the President in the daily execution of the duties of the Association.
- b) Deliberate over the short-term and long-term strategic conduct of the Association.
- c) Report through the President to the Executive Committee on its various decisions and actions at least once every six months.
- d) The Management Committee shall not take decisions that could have any policy or major financial implications (in excess of R5,000) for the Association.
- e) Liaise closely with the Association's management company or appointed Secretariat on administrative and financial aspects of the Association.
- f) Establish and promote collaborative relationships with other role-players and stakeholders in the field of health, food and nutrition.

C. ELECTION AND ORGANISATION OF REGIONAL REPRESENTATIVES

All branches and branch committees will be dissolved, and replaced with Regional Representatives. Regional Representatives of the Association will be elected by nomination and voting. The regions will be determined in line with provincial borders or according to other demographic considerations such as the number of members in an area.

1) Term of office

- a) The term of office of the Regional Representative shall be three (3) years running from July 1st to June 30th.
- b) An out-going Regional Representative may be re-elected for two consecutive terms of.

2) Nominations and election

The Executive Committee shall be responsible for managing the elections.

- a) For the first term of office (1 July 2025 to 31 June 2027), Regional Representatives shall be elected from the Branch Committees of the 2023 to 2025 term of office.
- b) Thereafter, Regional Representatives shall be elected from a database of members from each region.
- c) Regional Representatives shall be elected by means of an online ballot and voting before mid-June. Thus, the term of office shall run from July 1st to June 30th.
- d) Nomination forms shall be sent to all members with the right to vote at least forty-five (45) days before the voting deadline.
- e) Members of the Association entitled to vote shall nominate the Regional Representative by means of a nomination form of the Association.

The nomination form shall contain **inter alia**:

- i. Name and signature of the nominee;
- ii. Name and signature of the proposer; and
- iii. Name and signature of the seconder.
- iv. Region

- f) Online ballot papers shall be sent to all Branch members at least three (3) weeks before the voting deadline

3) Vacancies

Should vacancies arise within a term of office, a member of the Executive Committee will be delegated as representative for that region until the next election period.

D. GUIDELINES FOR DIETETIC INTEREST GROUPS

1. Introduction

Dietetic Interest Groups (DIGs) are established in conjunction with ADSA Executive Committee for the detailed discussion of issues of interest and concern to ADSA members. ADSA's Executive Committee can be informed by members of the need for an interest group in a particular area.

2. Difference between Dietetic Interest Groups (DIGs) and Dietetic Technical Working Groups (DTWGs)

- a) Dietetic Interest Groups are organised groups that have a common cause for which:
 - i) They advance the ADSA mission and vision,
 - ii) They enhance practice, professional roles, and research,
 - iii) They seek to influence policy or guidelines,
 - iv) They offer benefits that may include leadership opportunities, networking, mentoring, continuing education, technical expertise, specialisation within practice areas, and networks and alliances with other organisations.
- b) Dietetic Technical Working Groups are short term working groups formatted for specific tasks such as comments on legislation. These groups will be co-ordinated by the ADSA Executive Committee.

3. Membership of DIGs

All ADSA members are entitled to take part in the work of interest groups. Representatives of Observers and Corresponding Organisations (Observer status is a privilege granted to non-members to give them an ability to participate in the organisation's activities) are invited to take part in the work of relevant DIGs. They are entitled to receive all relevant documents related to the work of DIGs. Other interested parties may take part in the work of the DIGs upon the invitation of the Co-ordinator of the particular DIG. Exceptions from this rule are possible if approved by the Co-ordinator or Chairperson of the DIG. For practical reasons the Co-ordinator of the DIG can limit the participation of Observers at the meeting of DIG.

4. Co-ordinator of DIGs

- a) Only ADSA members may be elected as Co-ordinator. The Co-ordinator is elected for a period of two years and may be re-elected by the DIG. Each DIG may appoint a Secretary as an administrative support.
- b) Election of the Co-ordinator of the existing or new DIG is done among the members of the particular DIG by nomination and voting.

5. Responsibilities of the Co-ordinator of DIGs

- a) Take care that the composition of the DIG is well balanced to ensure that all necessary representatives are involved in the work of DIG if applicable,
- b) Identify the issues which are relevant to several DIGs and have a collaboration with them,
- c) Prioritise the tasks of the DIG,
- d) Invite experts on a case-by-case basis if there are no objections from DIG members,
- e) Document minutes of the meetings, including recording of all decisions. The minutes and presentations given in the DIG should be sent to the ADSA Professional Practice portfolio holder,
- f) Encourage all members to attend and participate actively in meetings,
- g) Set up a clear agenda of the meeting and take care that its content is within the terms of reference of the DIG,
- h) Compile an annual report on the activities of the working group

6. Meetings of DIGs

Management of the meetings:

DIGs arrange their own programmes according to their terms of reference and will hold meetings as and when necessary, as well as conducting business by correspondence. Invitations with all the meeting documents and the reports of meetings of each DIG are sent to members of the Group and to the ADSA Professional Practice portfolio holder.

The meetings of DIGs should not take place within 3 weeks before the ADSA Executive Committee meeting in order to be able to provide the ADSA Executive Committee with all the information related to the work of DIGs on time. Minutes of meetings are to be distributed to all ADSA members via the weekly mailers within six (6) weeks of the meeting.

7. Annual Reports of DIGs

The DIGs are required to prepare yearly reports for the ADSA Executive Committee. These reports should be sent to the ADSA Professional Practice portfolio holder at least four (4) weeks before the ADSA Executive Committee midyear (June/July) meeting.

Each report should include:

- a) Details of the membership of the DIG;
- b) Progress and activities since the last DIG meeting;
- c) Report on funding received;
- d) A proposed programme for further work;
- e) Recommendations for approval by the ADSA Executive Committee;
- f) Proposals for solutions

8. Sponsorship of DIGs

Sponsorship of all DIGs should be obtained through the ADSA Executive Committee, or a budget for DIG activities should be allocated in the annual operational budget of the Association.

9. Terms of reference of DIGs

The ADSA Executive Committee will review and set up the terms of reference of all the DIGs.

ARTICLE VIII: MEETINGS

A. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet bimonthly and as often as deemed necessary by the President or at the request of one or more members of the Executive Committee. The Executive Committee and Regional Representatives shall meet at least twice per year and as often as deemed necessary by the President or at the request of one or more members of the Executive Committee.

- a) A quorum of the Core Executive Committee shall consist of the President and four (4) other Executive Committee members. A quorum of the Extended Executive Committee shall consist of the President and eight (8) other Executive Committee members of which at least three shall be Regional Representatives.
- b) Should the President be notified in advance that an inadequate number of members would be present at the meeting, such a meeting shall be postponed until a convenient time and place within thirty days (30) of the date of the postponed meeting.

B. BIENNIAL GENERAL MEETINGS

- a) The General Meeting of the Association shall be held biennially.
- b) Executive Portfolio Holders' reports will be sent to all members annually.
- c) Decisions taken at the Biennial General Meeting of the Association are binding even without a quorum.

C. SPECIAL GENERAL MEETINGS

A Special General Meeting can be held at the request of the Executive Committee to handle urgent matters that require immediate attention before the next Biennial General Meeting. An urgent matter would be defined as a matter where the Executive Committee is not in agreement, and less than two thirds vote in favour on the matter. Decisions taken during a Special General Meeting shall be binding on the Executive Committee and Regional Representatives.

ARTICLE IX: POWERS OF THE EXECUTIVE COMMITTEE

In addition to the specific powers and duties of the Executive Committee of the Association laid down elsewhere in the Constitution, the Executive Committee of the Association shall also have the following powers:

- a) All powers necessary to achieve the aims of the Association at national and international level.
- b) The approval of the policy of the Association which includes the Sponsorship and Financial Policies.
- c) The award and control of suitable academic and other achievement awards.
- d) The Executive Committee reserves the right to call to attention any committee member that appears to be using their position on the ADSA committee to further their own agenda instead of serving the profession.

ARTICLE X: RESPONSIBILITIES OF OFFICE BEARERS

A. EXECUTIVE COMMITTEE

Responsibilities of the different Portfolio Holders at Executive level, the Core and Extended Executive Committee, are described in detail in the Terms of Reference Document (available on request).

* The latter document is considered dynamic, and will be revised on a continuous basis, in order to serve the changing needs of the different Portfolios and Committees.

The Extended Executive Committee and Core Executive Committee carry out the functions of the Executive Committee.

The Core Executive Committee comprises the following Executive Portfolios:

1. President

- a) Directing and managing the Association in striving to reach its vision and mission and in the application of its objectives in accordance with the Constitution.
- b) Liaising closely with all other Executive portfolio holders.
- c) Liaising closely with the appointed Association's management company or appointed Secretariat.
- d) Guiding, refereeing and co-ordination of the Association and its activities.
- e) Convening and chairing all official meetings of the Core and Extended Executive Committee, Management Committee and full meetings of the Association.
- f) Annual reports of the President shall be submitted to the Biennial General Meeting of the Association

2. Communication

- a) Liaising closely with the following other Executive Portfolio Holders: President, COO and media partner, as well as the Association's Management Committee and other stakeholders.
- b) Handling of all aspects related to communication to the members and the public.
- c) Acting as a partner in planning, managing and implementing all aspects relating to the Department of Health's official Nutrition Awareness Campaign, "National Nutrition Week", together with other relevant and prioritised nutrition and health-related awareness days in line with the South Africa Department of Health Awareness Days Calendar.
- d) Monitoring at national level nutritional information communicated to the public.
- e) Work to create a positive profile of the dietetics profession and ADSA in the public domain and/or media space.
- f) Assisting ADSA's media partner as the Association's official contact person for the lay press media to get expert comment / input for articles.

- g) Work with media partners in order to plan and execute communications to the public and to dietitians / ADSA members.
- h) Co-ordination and managing the approval process and publication of media releases etc.
- i) Share content on social media platforms.
- j) Managing the Association's website: <http://www.adsa.org.za> with tasks relating to the portfolio.
- k) A media partner may be appointed to support the communications portfolio.

3. Member Relations

- a) Serve as a member of the Management Committee.
- b) Liaising with the Association's management company or appointed Secretariat to support the management of Association's membership database.
- c) Handling membership correspondence together with the Association's management company or appointed Secretariat.
- d) Revising and updating the membership documents.
- e) Assessing applications for eligibility of membership with the Association.
- f) Coordination of the Association's Student Bursary application process and the administration related to the bursary recipients.
- g) Liaison with third parties on verification of membership and eligibility for membership benefit discounts, such as professional indemnity, PEN access and ADSA congress discount.
- h) Act as the communication link between Regional Representatives and the Executive Committee.
- i) Provide support and guidance regarding queries and challenges experienced by Regional Representatives.

4. Treasury

- a) Serve as a member of the Management Committee.
- b) Act as a signatory on the bank account and authorise invoices and payments.
- c) Assist the Executive Committee in the formation, maintenance and administration of the financial policy and financial rules of ADSA.
- d) Oversee all aspects of treasury for the orderly and effective administration of the finances of the Association.
- e) With input from the rest of the Executive Committee, draw up the annual ADSA proposed budget and manage incomes and expenses throughout the year.
- f) Identify and recruit sponsors in accordance with the Associations Sponsorship Guideline.
- g) Manage the contractual agreements with sponsors and facilitate the payment process.

5. Professional Practice

- a) Managing all professional issues relating to Private Practicing Dietitians (PPDs).
- b) Liaison with the Board of Healthcare Funders and medical aids.
- c) Managing the review of and negotiating the prescribed fee structure for PPDs.
- d) Communicating with PPDs regarding issues relating to the practice of PPDs.
- e) Establish a line of communication between dietitians in the public sector and ADSA.
- f) Keep dietitians in the public sector informed on relevant development in this sector; including information on relevant employer / labour negotiations.
- g) Participate in processes towards establishment of National Health Insurance.
- h) Support the Executive Committee with a review of literature or international standards, as required.

6. Continuous Professional Development

- a) Liaising with the Professional Board of Dietetics and Nutrition of the Health Professions Council of South Africa (HPCSA) regarding:
 - i) Continuous Professional Development (CPD) for dietitians.
 - ii) The functioning of the ADSA CPD Accreditor.
- b) Managing the ADSA CPD Accreditor function.
- c) Representing the Association on the National Accreditor Forum of the HPCSA.
- d) Leading the organisation of CPD activities by the Association, with support from the rest of the Executive Committee and Regional Representatives.

- e) Distributing information of planned CPD opportunities to all members, in consultation with the Chief Operating Officer and the Association's management company.
- f) CPD submission to the HPCSA, excluding ADSA Learn activities.
- g) Identifying training needs and requirements of members in collaboration with the ADSA Learn portfolio holder.

7. ADSA Learn

- a) Coordinating content for the ADSA Learn platform.
- b) Identifying training needs and requirements of members in collaboration with the CPD portfolio holder.
- c) Developing content and applying learning design (including media elements) for ADSA Learn activities. Facilitate training sessions or activities where needed.
- d) Implementing all activities on the learner management system.
- e) Manage and respond to support queries on the ADSA Learn platform.
- f) Identifying and liaising with collaborators and other stakeholders.
- g) Approving CPD point allocation and submission to the HPCSA, for ADSA Learn activities.
- h) Internal and external marketing and dissemination of the platform and ADSA Learn activities.

10. Chief Operating Officer (COO)

A dietitian part-time employed by the Association to:

- a) Serve as a member of the Management Committee.
- b) Act as a signatory to the Association's bank account, and support the treasurer in approving payments where needed.
- c) Build and strengthen relationships with sponsors, and coordinate the utilisation of sponsor benefits.
- d) Assist with the function of the Communications portfolio, including generating media releases and social media content.
- e) Respond to media-related queries and be available when spokespeople are not.
- f) Assist with regular updating and maintenance of the ADSA website.
- g) Assist the President in identifying and coordinating high-level strategic partnerships which will benefit ADSA.
- h) Provide support to ADSA Core Executive and Regional Representatives as needed on request.
- a) Management, coordination and proofreading of the weekly mailer.
- b) Creation and coordination of the Quarterly Executive Newsletter.
- c) Coordinate inputs to various external publications, such as the South African Journal of Clinical Nutrition (SAJCN), and the International Confederation of Dietetic Associations (ICDA) newsletter (Bi-Yearly).
- d) Assist with organisational tasks for the Executive Committee, such as taking meeting minutes, keeping an ongoing list of tasks for the Executive Committee, and record keeping.

12. Functions and responsibilities for the Executive Committee as a whole:

- a) Review and/or update policies as required and share with members.
- b) Coordinate and manage CPD events to be hosted in the various regions of ADSA, with the assistance of the Regional Representatives.
- c) Manage and maintain up-to-date content on ADSA's website.
- d) Represent ADSA in various meetings and platforms where necessary.

B. REGIONAL REPRESENTATIVES

At least one Regional Representative will be elected per geographical region. The main responsibilities of the Regional Representatives will be to support the executive committee by:

- a) Working together with the Executive Committee to support the planning of CPD activities in their region
- b) Communicating with members within their region
- c) Communicating with universities offering dietetics training within their region
- d) Supporting all dietitians within the different sectors, from within their region
- e) Liaising and collaborating with the Core Executive Committee
- f) Contributing content to outputs of the Association, including mailers, newsletters, social media and others as relevant

Where applicable a Regional Representative may also nominate one (1) student representative from each university offering dietetics to support the execution of their responsibilities, especially relating to university activities.

ARTICLE XI: PUBLICATIONS

- a) Publications as decided on by the Executive Committee shall be published and distributed by the Association.
- b) The COO of the Executive Committee shall be the editor of the Association's publications.
- c) All members of the Association shall receive electronic copies distributed via the weekly mailer of the publications or statements of the Association.

ARTICLE XII: MINUTES AND REPORTS

- a) Reports of the Management Committee meetings shall be circulated to the Core Executive Committee within three (3) weeks after a management committee meeting.
- b) Minutes of the Executive Committee meetings shall be sent to members of the Executive Committee and Regional Representatives within four (4) weeks after a meeting.
- c) Minutes of Biennial General Meetings of the Association shall be sent to all members within eight (8) weeks after the Biennial General Meeting.

ARTICLE XIII: AMENDMENTS TO THE CONSTITUTION

- a) A proposed amendment to the Constitution of the Association shall be submitted in writing together with a motivation. A proposal for amendment of the Constitution can be submitted to the Association by a full member and must be seconded by another full member. Such a proposal shall reach the President of the Association sixty (60) days before the following Biennial General Meeting or Special General Meeting of the Association. Proposed amendments must be sent to all members of the Association at least thirty (30) days before the Biennial General Meeting or SGM of the Association.
- b) The Constitution of the Association may be amended during the Biennial General Meeting or during a Special General Meeting of the Association by a two-thirds majority of those members present and those who voted by proxy.
- c) The Association accepts electronic proxy forms.
- d) Amendments to the Constitution of the Association at a Biennial General Meeting of the Association shall be binding on the Executive Committee of the Association.

ARTICLE XIV: FINANCES

A. ADMINISTRATION OF FINANCES

The Executive Committee shall be responsible for the orderly and effective administration of finances of the Association, following policies, Standard Operating Procedures and contracts drawn up by the Executive Committee.

1. Financial year

The financial year of the Association shall be from 1 January to 31 December.

2. Membership fees

The Association's management company or appointed Secretary, on behalf of the Executive Committee, shall be responsible for the administration of membership fees. Membership fees shall be paid directly to the bank account of the Association.

3. Accounts

All monies of the Association shall be paid into an account at a recognised financial institution opened in the name of the Association.

All withdrawals shall be authorised by the bank account administrator and one (1) of the following office bearers:

- Treasurer
- COO
- President

Signatories:

The Treasurer, President and COO will be authorised signatories to the Association's internet banking facilities and investments, along with the bank account administrator, who may be an official of the Association's management company, or the appointed Secretary of the Association. Two (2) signatories will be required to authorise transactions by means of secure online authorisation.

B. EXPENDITURE**1. Running Costs**

- a) The Executive Committee and Regional Representatives shall be responsible for the keeping of a true account of receipts and expenses undertaken by the Executive Committee and Regional Representatives respectively.
- b) The Executive Committee shall have the power to incur all expenses within their financial means necessary for the proper management of the affairs of the Association.

2. Remuneration of Executive Committee members

- a) Core activities undertaken to ensure the day-to-day running of all other portfolios will not be remunerated.
- b) Additional project-specific functions and activities allocated to portfolio holders will be remunerated at an hourly rate, provided this has been pre-approved and budgeted for. Hours will be invoiced on completion of deliverables. The hourly remuneration rate is to be reviewed and increased annually based on inflation and budget considerations, or an amount deemed suitable by the Executive Committee.
- c) The President will receive a monthly honorarium. The Presidential honorarium is to be reviewed and increased annually based on inflation and budget considerations, or an amount deemed suitable by the Executive Committee.
- d) The Chief Operating Officer, CPD Accreditor and ADSA Learn Programme Manager will be employed part-time by the Association and will be remunerated at an hourly rate according to their respective service level agreements, up to a maximum number of hours per month. Pre-approval should be obtained from the Executive Committee to exceed the maximum hours per portfolio, dependent on project specific requirements and funding. An inflation-related annual increase will be offered, and the service level agreements will be reviewed annually.

C. FINANCIAL REPORT

- a) The books and Financial Statements of the Executive Committee shall be audited by a chartered accountant at the end of each term. The Financial Statements shall be tabled at the Biennial General Meeting of the Association. The audited Financial Statements shall be available on request to every member of the Association.
- b) Provisional Financial Statements shall be drawn up by the Branch Committee and tabled at the Annual General Meeting of the Branch. The Executive Committee or any member has the right to request an audit of the branch finances by a chartered accountant.

D. DISSOLUTION AND ALLOCATION OF ASSETS

- a) In the event of the Association being dissolved, the Executive Committee shall make provision firstly for the payment of financial commitments and debts incurred by the Association after which the Executive Committee shall decide on the allocation of assets.
- b) In the event of dissolution of the Association, assets shall be allocated to:
 - i) A nutrition-related scientific Association; or to
 - ii) A bursary fund for student dietitians.
- c) No portion of the assets shall be used for the benefit of office-bearers or ordinary members of the Association or of any individual or private organisation.

ARTICLE XV: DONATIONS TO/SPONSORSHIP OF THE ASSOCIATION

- a) Advertisers or sponsors for ADSA events shall be obtained in collaboration with the Management Committee of the Association and in line with the Association's Sponsorship Guideline.
- b) Donations to the Association shall be handed to and administered by the Executive Committee.
- c) All donations shall be acknowledged in writing and shall appear in the Treasurer's annual report and/or branch annual report.

- d) Donations shall be utilised in accordance with the financial rules of the Constitution of the Association.
- e) The acceptance of a donation shall not automatically imply approval or support for products / objectives of the donor Company or Association.
- f) The sponsor or donor will be bound by the terms of the ADSA sponsorship guideline document.
- g) The Association shall not be obliged to report to donors on the use of donations, unless there is prior agreement to this effect with the Executive Committee of the Association.
- h) All donations and sponsorships will be dealt with in accordance with the Sponsorship guidelines of the Association.

ARTICLE XVII: NOTICES

- a) Committees of the Association shall send notices electronically (e-mail), telephonically (via bulk SMS or other electronic format) or any appropriate method of communication to any member.
- b) Notice of Biennial or Special General Meetings shall be sent by one of the above means. Individuals who are not members of the Association may not receive notices of the meetings of the Association directly from the Association.
- c) Members shall notify the Association's management company or appointed Secretary regarding change of address in writing via e-mail within two (2) weeks of such a change of address.
- d) ADSA is committed to compliance with the Protection of Personal Information Act, Act No. 4 of 2013. ADSA keeps personal information of members on secure servers managed by the Association's secretariat. Member information is never sold or provided to third parties. Member information is only used for legitimate business of ADSA and to communicate and transact with members and past members of the Association. Any persons receiving communications from ADSA has the option to unsubscribe from electronic communication. The display of professional practice information for personal marketing purposes by individual dietitians, via ADSA's website, is optional and can be removed or edited on request. Members can at any time edit their personal information by communicating with the Association's management company or appointed Secretary.

ARTICLE XVIII: AFFILIATION

The Association may, after due consideration and agreement by the Executive Committee, affiliate with other organisations. These affiliations should be reported on at the Biennial General Meeting or at a Special General Meeting of the Association.

ARTICLE XIX: LEGAL PERSONA

- a) The Association shall be a corporate body without profit motive. The income and property of the Association obtained from whichever source shall be used exclusively to further the aims of the Association as defined in the Constitution of the Association.
- b) All assets of the Association shall be registered in the name of the Association.
- c) No part of the income of the Association shall be directly or indirectly transferred to or paid to any member or members, except in the case of **bona fide** payment to any office-bearer or member of the Association for services rendered to the Association and in the case of donations made for the Student Bursary, which will be paid into the student's university account.
- d) The Association may act in its own name as lawful plaintiff and defendant. The authorisation of legal action or defence must be signed by the President or any other appointed member of the Executive Committee who individually have the power to represent the Association in all such matters.

ARTICLE XX: LANGUAGE

Verbal communication at all meetings, congresses, symposiums, etc., of the Association shall be in English, unless otherwise negotiated before the start of a meeting.