



# **CONSTITUTION OF THE SOUTH AFRICAN SOCIETY OF OCCUPATIONAL HEALTH NURSING PRACTITIONERS**

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## **NAME**

The name of the Society shall be the South African Society of Occupational Health Nursing Practitioners, hereafter referred to as SASOHN.

## **1. DEFINITIONS**

- 1.1 Constitution** - Is the Constitution of SASOHN, as amended from time to time, which shall govern the functioning and activities of the Society.
- 1.2 Rules of Procedure** – Is the standard for conducting specific actions.
- 1.3 Regional Societies** - Previously called Sub-Regional Societies, are representative units of SASOHN, established in various regions as per the Constitutional Rules of Procedure.
- 1.4 Regional Committee** – The Regional Committee shall be elected as per the Regional Society's Rules of Procedure and will include but not be limited to the following portfolios: Chairperson, Treasurer, Secretary, Regional Executive Representative, Regional Educational Representative and Regional Society PRO.
- 1.5 SASOHN Executive Committee** - The Executive Committee shall consist of one Representative from each Regional Society. The SASOHN Executive Committee shall elect from amongst its members, the Vice-President, Secretary and Treasurer.
- 1.6 SASOHN Executive Office Bearers** – President, Vice-President, Treasurer and Secretary.
- 1.7 The SASOHN Educational Representative** – is a full member who shall be nominated for his/her expertise in Education and hold the necessary qualifications in Occupational Health and Education and may be from any Regional Society.
- 1.8 Membership** – Membership categories shall be as set out in this Constitution.
- 1.9 Membership Fee** - Each SASOHN member (except retired Honorary Life Members) shall pay the annual membership fee due, as proposed by the SASOHN Executive Committee and approved by the members at the AGM.
- 1.10 Rotating Member/ Observer** – Is a SASOHN Regional Society member who attends a SASOHN Executive Committee meeting as an observer on an occasional basis.

## **2. GOAL**

- 2.1** The goal of SASOHN as set out in this Constitution is to promote the professional role and status of its members through the following objectives:
- 2.1.1 Promoting Occupational Health Nursing in South Africa.
  - 2.1.2 Developing a network of professional expertise and support.  
Promoting Occupational Health Practice within the South African legislative framework.
  - 2.1.3 Promoting public relations, liaising with national and international organisations and acting as spokesman for the Occupational Health Nursing Practitioners of South Africa.
  - 2.1.4 Promoting training and education of Occupational Health Nursing Practitioners by advising stake holders on formal and informal educational programmes, including continuing professional development and advising tertiary institutions on the requirements for training of Occupational Health Nursing Practitioners.
  - 2.1.5 Identifying, promoting and conducting Occupational Health Research.
  - 2.1.6 Setting and maintaining a high standard of professional practice and conduct.

## **3. CRITERIA FOR CATEGORIES OF MEMBERSHIP**

### **3.1 Full Member:**

Registered Professional Nurses actively participating in any field of Occupational Health (in the Republic of South Africa), who are current paid up members of SASOHN and SANC.

### **3.2 Honorary Life Member:**

Honorary Life Membership is awarded, as per the set Criteria in the SASOHN Rules of Procedure, to a member who has served with distinction in any field of Occupational Health Nursing. The right to award Honorary Life Membership resides with the SASOHN Executive Committee whose decision regarding the matter shall be final.

### **3.3 Affiliated Member:**

3.3.1. Any Health Professional other than a Registered Professional Nurse (e.g. Physiotherapist, Occupational Therapist, etc.) in any other field related to Occupational Health, or Occupational Health Nursing Practitioners registered and working in other countries, or Enrolled Nurses practising Occupational Health in South Africa.

- 3.3.2 Registered Professional Nursing Practitioners who have ceased practising as an Occupational Health Nursing Practitioner, but who remain paid up members of SASOHN (Non-practicing member).
- 3.3.3 These members shall pay annual membership fees and shall actively participate in the activities of the Society, but shall not have a vote or hold Executive Office in the Society.
- 3.3.4 Affiliated members shall not be covered by Professional Indemnity Insurance.

#### **4. TERMINATION OF MEMBERSHIP**

- 4.1 Membership shall terminate when membership fees have not been received by the default date, but will be re-activated when proof of payment is received. Professional Indemnity Insurance will lapse for any period that a member is not paid up.
- 4.2 Any person who no longer meets the criteria for membership shall cease to be a member of SASOHN.
- 4.3 The Executive Committee shall have the right to refuse/ terminate membership of any member engaging in unprofessional conduct or any action deemed as a contravention of any legislation.

#### **5. MANAGEMENT OF THE SOCIETY**

- 5.1 The management of SASOHN shall be the responsibility of the SASOHN Executive Committee (ref definitions).
- 5.2 Regional Societies may elect one Representative to the SASOHN Executive Committee and each Regional Society shall have one vote.
- 5.3 A rotating member from any Regional Society may attend a SASOHN Executive Committee meeting as an observer.
- 5.4 Part of, or all of the cost, as determined by the SASOHN Executive Committee (refer to SASOHN Rules of Procedure) from time to time, of one Regional Representative may be borne by SASOHN and expenses for the second and rotating members shall be borne by the Regional Society.

**5.5** The President shall not represent his/her Regional Society. An alternative Regional Representative shall be elected from the same Regional Society as the President. The Vice President/ Treasurer/ Secretary may represent their Regional Society or if the Regional Society members so desire, they may elect an alternative Regional Society Representative. The extra cost will be borne by the Regional Society. One vote per Region shall remain.

**5.6** The immediate Past President shall serve in an advisory capacity without voting rights for one year. All travel and accommodation costs incurred by the Past President will be paid by SASOHN.

**5.7** The SASOHN Educational Representative shall have no vote, unless he/she is also the Representative of his/her Regional Society.

**6. CRITERIA FOR ELEGIBILITY TO SERVE AS A SASOHN EXECUTIVE MEMBER/ SASOHN EXECUTIVE OFFICE BEARER/ SASOHN EDUCATIONAL REPRESENTATIVE**

**6.1** All SASOHN Executive Committee Members shall be South African citizens, OR have been resident in South Africa for a period of at least 5 years. SASOHN Executive Committee Members shall meet the criteria for full membership, be proficient in English, must have actively participated in the Occupational Health Nursing field for a period of five (5) years, of which at least two (2) years were served at Regional Society Committee level.

**6.2** SASOHN Executive Committee Members shall hold a post basic qualification in Occupational Health Nursing or have been actively involved in Occupational Health Nursing for 5 years.

**6.3** The Office Bearers of the SASOHN Executive Committee shall all be in possession of an additional qualification in Occupational Health Nursing.

**6.4** The SASOHN Educational Representative shall be in possession of a post basic qualification in Occupational Health Nursing as well as an additional qualification in Training/ Education.

**6.5** The Office Bearers of the SASOHN Executive Committee shall have served for at least one term of office (2 years) on the SASOHN Executive Committee before being eligible for election as an Office Bearer.

- 6.6** In the event of a SASOHN Executive Committee Office Bearer/Educational Representative not completing his/her term of office (2 years), the vacant position shall be filled for the remaining period by a member nominated by the SASOHN Executive Committee.
- 6.7** In the event when a SASOHN Executive Committee Office Bearer/SASOHN Educational Representative no longer meets the requirement in terms of the criteria for full member (ref Section 3.1) during their term of office, he/she may complete such term of office.
- 6.8** Any other vacancy on the SASOHN Executive Committee shall be filled as determined by the Regional Society Committee according to the Regional Society Rules of Procedure.

**7. TERM OF OFFICE OF THE SASOHN EXECUTIVE COMMITTEE, OFFICE BEARERS AND SASOHN EDUCATIONAL REPRESENTATIVE**

- 7.1** The term of office of the SASOHN Executive Committee Office Bearers (President, Vice-President, Secretary and Treasurer) and the SASOHN Educational Representative shall be two (2) years with eligibility for re-election for a further period of two (2) years (a maximum of 4 years).
- 7.2** Members may be re-elected to any previously held position, provided they have had a two (2) year period of absence from that Office.
- 7.3** The outgoing Treasurer shall serve in a mentoring capacity, with travel and accommodation costs covered by SASOHN, during the hand-over process, as approved by the SASOHN Executive Committee.

**8. FUNCTIONS AND RESPONSIBILITIES OF THE SASOHN EXECUTIVE OFFICE BEARERS AND EXECUTIVE COMMITTEE MEMBERS**

**8.1 SASOHN Executive Office Bearers**

**8.1.1 Functions of the President:**

- a) Shall preside over all meetings or when unavailable instruct the Vice-President to fulfil the required responsibilities.
- b) Shall represent SASOHN at all national and international events as per invitation or where his/her attendance is required.
- c) Shall maintain order at meetings.
- d) Shall prepare, present and submit an annual report on the activities and achievement of the goals of SASOHN.

- e) Shall at all times promote the profile of the Occupational Health Nursing Profession.
- f) Shall not have a deliberative vote but shall have a casting vote in all decisions relating to the business of the Society to be taken by the Executive Committee.
- g) Shall on completion of term of office, advise the successor of responsibilities, role and functions and hand over all documents related to the portfolio of the President.

**8.1.2 Functions of the Vice-President:**

- a) Shall assume the office of President should the President be unable to be present or no longer able to continue as President for what-so-ever reason.
- b) Shall assist the President when and where necessary.
- c) Shall keep and maintain a register of current SASOHN Executive Committee Members with information regarding occupation, qualifications and membership of other nursing bodies, and proof of current membership of SANC and SASOHN for the year by 28 February of each year.
- d) Shall keep a record of all professional bodies/societies both national and international with which SASOHN maintains contact.
- e) Shall on completion of term of office, advise the successor of responsibilities, role and functions, and hand over all documentation related to the portfolio of the Vice-President.

**8.1.3 Functions of the Secretary:**

- a) Shall deal with correspondence, maintain records of all meetings and circulate notices convening meetings one month in advance of each meeting.
- b) Shall maintain and distribute the SASOHN Executive Member contact list and circulate to all Regional Societies via the Regional Representatives.
- c) Shall be responsible for the accommodation and venue requirements for all SASOHN Executive Committee meetings except the meeting preceding the AGM.
- d) Shall notify all SASOHN Portfolio holders to submit reports two weeks prior to the SASOHN Executive Committee meeting and collate all reports for distribution at the SASOHN Executive Committee meeting.
- e) Shall keep a record of attendance at all SASOHN Executive Committee meetings and the Annual General Meeting.
- f) Shall ensure that all meetings are conducted in accordance with the Constitution.

- g) Shall provide the SASOHN Executive Committee Members with a summary of the minutes and feedback to the Regional Societies after each SASOHN Executive Committee meeting.
- h) Shall ensure that all SASOHN Executive Committee Members are issued with a copy of the Constitution, SASOHN Rules of Procedure and all other supporting documentation.
- i) Shall circulate all documentation associated with a resolution taken at a SASOHN Executive Committee meeting to all relevant parties.
- j) Shall follow-up on all resolutions and circulate required information to all Executive Committee Members prior to the next meeting.
- k) Shall on completion of term of office, advise the successor of his/her responsibilities, role and functions and hand over all documents related to the portfolio of the Secretary.

#### **8.1.4 Functions of the Treasurer:**

- a) Shall maintain the financial matters of the Society by keeping appropriate financial records as per the SASOHN Rules of Procedure.
- b) Shall prepare and arrange for the disbursement of all monies, and shall deal with all correspondence in this regard via the National Office.
- c) Shall present a quarterly financial statement to be countersigned by the President after approval at each SASOHN Executive Committee meeting, recording all income and expenditure for that quarter.
- d) Shall obtain authorisation for all expenditure and investments from the President.
- e) Shall prepare and present a budget for the following financial year for discussion at the August SASOHN Executive Committee meeting.
- f) Shall submit all financial records and supporting documentation to the auditor annually who shall prepare a financial report for presentation at the Annual General Meeting.
- g) Shall present the auditor's financial report and the proposed budget for the following financial year at the AGM for approval by the members.
- h) Shall ensure current and updated insurance cover is in place for all SASOHN assets.

- i) Shall serve in a mentoring capacity, with travel and accommodation costs covered by SASOHN, during the hand- over period as approved by the SASOHN Executive Committee.
- j) Shall on completion of term of office, advise the successor of his/her responsibilities, role and functions and hand over all documentation related to the portfolio of Treasurer.

**8.1.5 Functions of the SASOHN Educational Representative:**

The duties of the SASOHN Educational Representative will apply as set out in the SASOHN Rules of Procedure.

**8.2 The responsibilities of the SASOHN Executive Committee shall be as follows:**

- 8.2.1 Take all steps and perform all activities as may be necessary to implement the goal and objectives of SASOHN.
- 8.2.2 Determine annual membership fees payable by members.
- 8.2.3 All finances (current accounts, money market accounts, bursaries, etc.) of the Society (National and Regional) shall be managed according to the proposed budgets in such a manner as may be decided upon by the SASOHN Executive Committee acting on behalf of its members or by the members at the AGM.
- 8.2.4 Two (2) Executive Office Bearers (the President and Treasurer) of the SASOHN Executive Committee shall have signing power on the bank accounts. The President and Treasurer shall agree to all transactions.
- 8.2.5 In the event of non-agreement or any irregularities detected, the SASOHN Executive Committee must be informed immediately.
- 8.2.6 Acquire, hire, hold or dispose of property and equipment as per inventory list/record and administer any trust, donation or bursary as decided by the SASOHN Executive Committee.
- 8.2.7 Approve membership fees to affiliated organisations as may be necessary.
- 8.2.8 Have the authority to co-opt members to the Executive Committee on an ad-hoc basis. Such co-opted members shall have no vote.
- 8.2.9 Establish, maintain and update the SASOHN Constitution, Rules of Procedure and Criteria as required.
- 8.2.10 Consider and approve applications from SASOHN members/ Executive Committee Members when applying for SASOHN sponsorship/financial assistance with regard to study, attendance of national and international seminars, travel and accommodation. The criteria as set out in the SASOHN Rules of Procedure will apply.

## **9. NOMINATIONS AND ELECTIONS**

Nominations and elections shall be conducted according to the procedure as prescribed in this Constitution.

### **9.1 Nominations and election of the President:**

9.1.1 Nominations for President can be submitted by any Regional Society in accordance with the requirements stipulated in section 6 of this Constitution. The following procedure for nomination and election shall be as follows:

- a) Nominations shall be presented at the August Executive Committee meeting and shall include a current CV and motivation signed by a majority of the nominating Regional Society's Committee.
- b) At the August Executive Committee meeting, the nominees meeting the Criteria will be announced.
- c) The Secretary shall forward the names, CV's and motivations of nominees before the 1<sup>st</sup> September to all the Regional Society Representatives.
- d) The Regional Representatives shall present the information related to the nominees to the members for voting at the Regional Annual General Meeting.
- e) Each region shall hold elections by closed ballot at the Regional AGM. The ballot papers will be counted and the number of votes for each candidate will be submitted on a letter signed by the majority of the Regional Society Committee, in a sealed envelope to the November SASOHN Executive Committee meeting.
- g) The sealed envelope must display the region's name clearly written on the outside and shall be handed to the current President at the SASOHN Executive Committee meeting which precedes the AGM.
- h) The votes will be counted by the President and at least two (2) Honorary Life members who are not SASOHN Executive Committee Members.
- i) The new elected President shall be announced at the Gala Dinner the evening preceding the AGM and will assume office after the AGM.

## **9.2 Nomination and election of SASOHN Executive Committee Office Bearers:**

At the end of each term of office of the SASOHN Executive Committee, the new Executive Committee Members shall elect from amongst themselves, immediately after the AGM, the Vice President, Treasurer and Secretary.

## **9.3 Nominations and election of the SASOHN Educational Representative:**

9.3.1 Nominations for the SASOHN Educational Representative can be submitted by any Regional Society in accordance with the requirements stipulated in Section 6. The following procedure for nomination and election shall be followed:

- a) Nominations shall be presented at the August Executive Committee meeting and shall include a current CV and motivation signed by the majority of the nominating Regional Society's Committee.
- b) At the August Executive Committee meeting, the nominees meeting the Criteria will be announced.
- c) The Secretary shall forward the names, CV's and motivations of nominees before the 1<sup>st</sup> September to all the Regional Society Representatives.
- d) The Regional Representatives shall present the information related to the nominees to the members for voting at the Regional Annual General Meeting.
- e) Each region shall hold elections by closed ballot at the Regional AGM. The ballot papers will be counted and the number of votes for each candidate will be submitted on a letter signed by the majority of the Regional Society Committee, in a sealed envelope to the November SASOHN Executive Committee meeting.
- f) The sealed envelope must display the region's name clearly written on the outside and shall be handed to the current President at the SASOHN Executive Committee meeting which precedes the AGM.
- g) The votes will be counted by the President and at least two (2) Honorary Life members who are not SASOHN Executive Committee Members.
- h) The newly elected SASOHN Educational Representative shall be announced at the AGM and will assume office after the AGM.

## **10. TERMINATION OF TERM OF OFFICE OF SASOHN EXECUTIVE MEMBERS/ SASOHN EDUCATIONAL REPRESENTATIVE**

- 10.1** The Member resigns from the SASOHN Executive Committee.
- 10.2** The Member's membership is terminated in terms of this Constitution (ref Section 4).
- 10.3** If an Executive Committee Member fails to attend or send another Regional Society Representative to two (2) consecutive SASOHN Executive Committee meetings without timeous notification in writing, to the President and the Secretary.
- 10.4** When the term of office expires.
- 10.5** On death of a member.

## **11. MEETINGS OF THE SASOHN EXECUTIVE COMMITTEE**

- 11.1** The SASOHN Executive Committee shall hold at least two (2) meetings each year and may in addition hold such further meetings as deemed necessary.
- 11.2** The President may at any time convene a special meeting of the SASOHN Executive Committee and determine date, time, purpose and venue of such a meeting.
- 11.3** The President shall upon written request, signed by at least half of the members of the SASOHN Executive Committee Members, convene a special meeting to be held within 30 days after receipt of request, and shall determine date, time and venue of such a meeting. Such written request shall state clearly, the purpose for which the meeting is to be convened.
- 11.4** A quorum at any meeting of the SASOHN Executive Committee shall be one more than half the members of the SASOHN Executive Committee excluding the President.
- 11.5** The decision of the majority of members present at any duly constituted meeting shall constitute a decision of the SASOHN Executive Committee provided that all motions carried, must have a two third majority in favour of the motion.

- 11.6** If a quorum is not present within half an hour of the scheduled time for which the meeting is called, the President shall declare the meeting to stand adjourned for a further thirty minutes. Those members present shall constitute a quorum and may transact the business of the meeting provided that at least two (2) SASOHN Executive Office Bearers are amongst those present.

## **12. MEETINGS OF SASOHN**

### **12.1 Annual General Meeting:**

12.1.1 The Annual General Meeting of SASOHN shall be held in November to transact the following business (notice of which shall be submitted to all Regional Societies no later than 60 days before the meeting is scheduled to take place):

- a) Receive from the President, an Annual Report which will be sent to the Statutory National Nursing Body.
- b) Receive from the Treasurer, the annual audited statement and the proposed budget for the following year.
- c) Vote on any proposed changes to the Constitution.
- d) Announce the venue and date for the next Annual General Meeting.
- e) Discuss any further business and table reports from SASOHN portfolio holders and other stake holders.
- f) Introduce new Executive Committee members.

### **12.2 Special Meetings:**

12.2.1 The President may at any time convene a special meeting of SASOHN.

12.2.2 The SASOHN Executive Committee shall, upon written request, signed by at least 30 members of SASOHN, convene a special meeting of the Society, to be held within 30 days after receipt of request, and shall determine date, time and venue of such a meeting. Such written request shall state clearly the purpose for which the meeting is to be convened.

### **12.3 Quorum requirements at SASOHN meetings:**

12.3.1 At the Annual General Meeting and any other special meeting, ten members from the first one hundred and then five for every hundred members thereafter shall constitute a quorum.

12.3.2 If a quorum is not present within half an hour of time for which the meeting is called, the President shall declare the meeting to stand adjourned for a further 30 minutes and those members present at such a postponed meeting shall constitute a quorum irrespective of numbers present and may transact the business of the meeting provided that at least two (2) SASOHN Executive Office Bearers and 5 other SASOHN Executive members are amongst those present.

### **13. HOSTING OF THE AGM AND CONFERENCE**

**13.1** Regions wishing to host a future Annual Conference and AGM shall present a full proposal signed by the majority of the Regional Society's Committee at the August Executive Committee meeting. The Criteria as in the SASOHN Rules of Procedure will apply.

**13.2** In the event of more than one Regional Society proposing to host the event, a vote shall be taken by the SASOHN Executive Committee.

### **14. VOTING**

**14.1** Full members (ref Section 3.1) and Honorary Life Members (ref Section 3.2) shall have voting power.

**14.2** Affiliate members do not have any voting rights.

**14.3** The President shall have a casting vote.

### **15. VOTING PROCEDURE**

**15.1** One vote per individual member, present or by proxy, at Regional Society meeting level.

**15.2** A proxy vote is a vote cast by a nominated person on behalf of a member who is unable to be present to cast his/her vote in person.

**15.3** Proxy vote authorisation must be written and carry the signature and ID number of the absent member, the date, the motion being voted upon, and the name of the nominated to cast the vote. The person nominated to exercise the proxy vote(s) must submit this proof of authorisation to the Regional Chairperson before the commencement of proceedings.

- 15.4** The motion carried, except in the voting of the President and Educational Representative (refer to 9.1 and 9.3) must be signed by the majority of the Regional Society Committee and handed to the President at the November Executive Committee meeting by the Regional Representative.

## **16. AMENDMENTS TO THE CONSTITUTION**

- 16.1** Proposed amendments to the Constitution with a motivation, signed by the majority of the Committee of the Regional Society proposing the amendment, and shall be presented at the August SASOHN Executive Committee meeting.
- 16.2** The SASOHN Secretary shall forward all proposed Constitutional changes to the Regional Representatives by the 1<sup>st</sup> September.
- 16.3** The Regional Representatives shall present these proposed amendments with motivation to the members of the Regional Societies for voting.
- 16.4** The majority vote at the Regional Society meeting shall constitute that Region's vote at the AGM.
- 16.5** The written outcome of the vote, signed by the majority of the Regional Society Committee shall be handed to the President at the Executive meeting preceding the AGM.
- 16.6** The Constitution shall only be amended by majority Regional Society votes at the AGM.
- 16.7** The South African Revenue Services shall be notified of all Constitutional amendments.

## **17. INTERPRETATION OF THE CONSTITUTION**

Any dispute about interpretation of clauses or wording in this Constitution shall be resolved by majority vote at an Executive Committee meeting of SASOHN.

## **18. NEW REGIONAL PROFESSIONAL SOCIETIES**

Any new group of Occupational Health Nursing Practitioners wishing to form a Regional Society of Occupational Health Nursing Practitioners shall apply, in writing, to the SASOHN Executive Committee who will nominate a Regional Society who shall assist them with a viability study as per established criteria in the SASOHN Rules of Procedure. The application and details of this study shall be forwarded to the SASOHN Executive Committee for approval.

## **19. DISSOLUTION OF THE SOCIETY**

**19.1** Before the disbandment of SASOHN, consensus will have to be reached by all categories of members at a special meeting called for this purpose. The members present at such special meeting shall form a quorum provided that all members have received at least four (4) weeks notice of such meeting.

**19.2** All assets, once liabilities have been met, shall be liquidated and handed over to a body of choice by the SASOHN Executive Committee provided that such body has objectives similar to that of SASOHN and the Receiver of Revenue grants its approval.

**19.3** Dissolution of a Regional Professional Society of SASOHN shall be in accordance with the guideline set out in the SASOHN Rules of Procedure.

## **20. FINANCIAL MANAGEMENT**

**20.1** The financial year shall end on the 31th August each year. All assets and funds shall be in the ownership of SASOHN and administered through the Executive Committee, who will be directly accountable to the membership.

**20.2** An annual financial review shall be undertaken by an appropriately qualified auditor.

- 20.3** The income and property of SASOHN, howsoever derived, shall be applied solely towards the promotion of its main object, or be invested and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise howsoever, to the members of SASOHN or to any person, other than in the course of undertaking its public benefit activities, provided that nothing herein contained shall prevent the payment in good faith of reasonable remuneration to any officer or servant of SASOHN or to any member thereof in return of any services actually rendered to SASOHN.
- 20.4** There shall at all times be a minimum of three persons, who are not connected persons in relation to each other, to accept the fiduciary responsibility of SASOHN. For purposes of this clause “connected person in relation to a person” means any relative of that person and “relative in relation to any person”, means the spouse of such person or anybody related to him or his spouse within the third degree of consanguinity, or any spouse of anybody so related.
- 20.5** SASOHN shall not knowingly be a party to or permit itself to be used as part of any transaction, operation or scheme of which the sole or main purpose is or was the reduction, postponement or avoidance of liability for any tax, duty or levy which, but for such transaction, operation or scheme, would have been or would have become payable by any person under current legislation and/or regulation.
- 20.6** SASOHN shall comply with such reporting requirements as may be determined by current South African legislation and/or regulations.
- 20.7** Any books of account, records or other documents relating to SASOHN must, regardless of whether such documents are kept in book form or not, be retained and carefully preserved by Treasurer/ National Office for a period of five years after the date of the last entry in any book or document.
- 20.8** SASOHN is prohibited from accepting any donation which is revocable at the instance of the donor for reasons other than of a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof.
- 20.9** SASOHN shall not pay any remuneration to any employee, office bearer, member or other person, which is excessive; having regard to what is generally considered reasonable in the sector and in relation to the service rendered.

**20.10** All Regional Societies and Discussion Groups shall adhere to the Guideline to Prudent Financial Practice for the Regions of SASOHN as set out in the SASOHN Rules of Procedure.

## **21. TITLE AND OFFICIAL LOGO**

The Society's title and official logo may only be altered or reproduced with the written approval of the SASOHN Executive Committee.