

CONSTITUTION

1. Vision

To be the recognized Professional Association for existing and potential Case Managers within Southern Africa.

2. Mission

- 2.1 To be committed to the delivery of quality case management regardless of the area of practice, through facilitation of training structures via regional meetings, seminars, short courses, university courses and an annual conference promoting best standards of practice.
- 2.2 To optimally grow membership nationally and regionally through cost effective and appropriate marketing media, networking, and PR campaigns.
- 2.3 To promote the Association internationally, nationally, and regionally, by building and developing working relationships to further enhance the promotion of Case Management.
- 2.4 To consistently secure sponsorship funding for all activities including Chapter meetings, training structures and annual conference.
- 2.5 To communicate regularly via newsletters, virtual sessions or social media.

3. Membership

- 3.1 Full membership - limited to persons actively involved in the practice and support of Case Management.
- 3.2 Corporate member - any employer body or association involved in the practice or support of Case Management.
- 3.3 Founder member - any person on the original papers for the registration of the Sec 21 company and who retained office for a period of 24 months after such registration.
- 3.4 Honorary member - any member recognised by the Board for their unique contribution to the development of Case Management in Southern Africa.

4. Management of the Association

4.1 Executive Board

Will consist of four Directors registered on CIPC and who will take full fiduciary responsibility for the legal and financial compliance of the Association.

The Directors will be previous National Operational Committee Members who have served the Association for no less than 3 consecutive terms.

The Executive Board may co-opt specialized functions as a support.

The Executive Board will form part of the National Operational Committee for the day to day running of the Association.

The Executive Board will remain active unless they choose to resign.

The Chairperson of the National Operations Committee will be a co-opted member of the Executive Board.

4.1.1 Duties and Functions of the Executive Board

4.1.2 To comply with accepted norms of corporate governance.

4.1.3 To appoint appropriate office bearers.

4.1.4 To establish provincial CMASA Chapters.

4.1.5 To control the affairs of the CMASA.

4.1.6 To maintain and advance the standard of Case Managers.

4.1.7 To co-operate with other organizations, nationally and internationally, concerned with Case Management in the attainment and furtherance of the objectives and policies of the CMASA.

4.1.8 To advise and promote higher standards in the training of Case Managers.

4.1.9 To manage the financial affairs of the CMASA.

4.1.10 To manage any assets acquired by the CMASA.

4.1.11 To manage all interaction between all stakeholders and CMASA.

4.2 National Operational Committee

Will consist of a minimum of four Members which will always include the founder Members unless they resign.

Eligibility for nomination for election as a Committee Member.

4.2.1 Paid up Member of the Association.

4.2.2 Resident of South Africa.

4.2.3 Nominees must be actively involved in their local Chapter.

5. Duties and Function of the National Operational Committee

- 5.1 To form part of an existing regional Chapter Committee.
- 5.2 To comply with accepted norms of corporate governance.
- 5.3 To appoint appropriate office bearers.
- 5.4 To represent the Members of the CMASA.
- 5.5 To maintain and advance the standard of Case Managers.
- 5.6 To plan, co-ordinate, support functions and events for the Association
- 5.7 To facilitate ongoing communication with Members via newsletters, meetings and conferences.
- 5.8 To liaise with existing sponsors to secure ongoing support.
- 5.9 To identify and recruit new sponsors and supporters of the Association.
- 5.10 To manage all social media interactions and developments.

6. Term of Office of the National Operational Committee

- 6.1 The Committee Members will be elected for a period of **three years** unless an official resignation is received.
- 6.2 The Committee Members must be elected at the AGM on expiry of the term of office.
- 6.3 Elections will take the form of nomination by fully paid-up members, to be considered at the AGM.
- 6.4 Existing Committee Members can shorten their term of office by resignation and then the nomination and election of a replacement will take place at the following AGM.
- 6.5 Committee Members whose term of office is due to expire may stand for re-election.

7. Voting for the National Operational Committee

- 7.1 Nominations for election will be called for prior to the AGM.
- 7.2 Election will be by ballot or by proxy.
- 7.3 Only fully paid-up members will be eligible to vote.

8. **The Powers of the Executive Board**

- 8.1 The Board shall have full power to act on behalf of the Association, except where limited by this Constitution.

9. **Meetings**

- 9.1 Annual General Meeting is held to elect **National Operational Committee** Members and to provide feedback to the members.

- 9.1.1 Quorum: shall be 20% of fully paid-up members, including proxies, must be present for voting at an AGM.

- 9.2 Special General Meeting – held to draw attention to serious matters for consideration, and at least 7-day notice shall be given in writing to all members.

- 9.2.1 Quorum: shall be 20% of fully paid-up members, including proxies, must be present for voting at an AGM.

9.3 **Executive Board**

- 9.3.1 Meetings: shall be held to conduct the affairs of CMASA, held regularly as deemed necessary, minimum of four annually.

- 9.3.2 Quorum shall be 75% of the **Executive Board** Members in person or virtually.

9.4 **National Operational Committee**

- 9.4.1 Meetings: shall be held to conduct the affairs of CMASA, held regularly as deemed necessary, minimum of four annually.

- 9.4.2 Quorum shall be 50% of the Committee Members in person or virtually.

- 9.4.3 The Chairperson of the National Operational Committee will be co-opted to the Executive Board.

10. **Amendments to the Constitution**

- 10.1 Proposed amendments to the Constitution must be presented in writing to the Association one meeting prior to the voting on this change. A quorum of two-thirds of fully paid-up Members must vote in favor for the proposed amendment for it to be passed.

11. Financial matters

11.1 True accounts of all income and expenditure of the Association must be kept, and a financial statement must be published 30 days prior to the holding of the AGM.

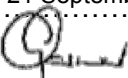
11.2 The Association will choose to charge membership fees, that will be determined by the Executive Board on an annual basis.

The income and expenditure of the Association shall be applied solely for the objective of the Association, as laid out in the Constitution, and shall not be paid by way of profit to any Members of the Association. However, any member may be reimbursed for any expense incurred on behalf of the Association.

11.3 The Executive Board will approve all expenditure related to the running of the association including local sponsorship and international invitations.

11.4 In the event that the Association shall disband all net assets shall be turned over to appropriate healthcare associations or organisations the details of which to be decided by the Executive Board at the time.

Approved on 21 September 2021

Signature: 

Name: Carol Garner