



HITSA – Constitution

1. NAME

- 1.1. The name of the society shall be “Healthcare Improvement Team South Africa” (HITSA), hereinafter referred to as HITSA.
- 1.2. HITSA will be affiliated to the South African Society of Anaesthesiologists (SASA) and registered as one of its Special Interest Groups (SIGs)
- 1.3. As an affiliated SIG, HITSA will have access to the SASA Secretariat for administrative, financial and other support.

2. OBJECTIVES

The objectives of HITSA will be:

- 2.1. To form a community of healthcare managers who provide management and leadership in operating theatres across South Africa in the academic, public and private sectors.
- 2.2. To improve the standard of operating theatre management nationally
- 2.3. To improve the quality of procedural care across South Africa.
- 2.4. To support operating theatre managers (both new and established) in the management of operating theatres, both in rural and urban hospitals and in all sectors (academic, public and private).
- 2.5. To provide teaching and training in operating theatre management nationally.
- 2.6. To generate national guidelines relevant to operating theatre management and healthcare improvement.
- 2.7. To facilitate the creation and maintenance of a standardised glossary of terms governing procedural care as required by providers and funders in all components of South African healthcare.
- 2.8. To create a national network for research in operating theatre management.
- 2.9. To develop operating theatre managers in South Africa to meet the needs of the emerging speciality of operating theatre management.
- 2.10. To promote a culture of wellness amongst all clinicians and non-clinicians in the operating theatre environment.
- 2.11. To complement the aims of SASA.

3. MEMBERSHIP

3.1. Full members

- 3.1.1. Any clinician registered with the Health Professions Council of South Africa or the South African Nursing Council (and who is a SASA member) shall be eligible for full membership.
- 3.1.2. Application for membership can be made electronically or in writing.
- 3.1.3. By applying for membership of HITSA, any applicant agrees that he / she will abide by HITSA's constitution, rules and regulations.
- 3.1.4. The HITSA committee shall provide the Annual General Meeting (AGM) with a list of current members.

3.2. Associate members

- 3.2.1. Any clinician registered with the Health Professions Council of South Africa or the South African Nursing Council, but who is not a member of SASA, shall be eligible for associate membership.
- 3.2.2. Any non-clinician officially employed in a senior management position, or with a direct interest in theatre management in the South African healthcare sector, but who is not a member of SASA, shall be eligible for associate membership.
- 3.2.3. An associate member will be entitled to the same benefits as a full member but will not be eligible to vote.

3.3. Honorary members

- 3.3.1. The committee shall be empowered to extend honorary membership to any person who is interested in the practice, teaching and advancement of operating theatre management.
- 3.3.2. The committee shall be empowered to bestow Honorary Life Membership upon any person whose pursuit of HITSA's aims and objectives has been exceptional.
- 3.3.3. When a member retires from practice, the committee may, at its discretion, continue said person's membership but waive their future subscriptions.

3.4. Minimum membership

HITSA's activities shall be suspended if at any time its membership is less than the number of committee members plus one.

3.5. Subscriptions

- 3.5.1. Each member shall pay a membership levy, to be determined at the first AGM and reviewed annually at the AGM. The financial year shall be from the first day of March to the last day of February of the next year. The committee may increase fees annually by the consumer price index (CPI), without approval of the AGM.

3.6. Termination of membership

- 3.6.1.** Any member may resign from membership of HITSA by written resignation sent to the Secretary. Any such resignation will be effective immediately and any member fees paid in advance would not be refundable.
- 3.6.2.** Any member shall cease to be a member of the association if he does not meet the membership criteria set out above in 3.1 and 3.2.
- 3.6.3.** Any membership shall be suspended if subscription levies are not paid by the end of the financial year for which the levies are due. Reinstatement of such a member shall be made on payment of arrear subscriptions. During the period of suspension, a member shall neither vote nor hold office within HITSA.

4. HITSA COMMITTEE

- 4.1.** Unless determined otherwise by a meeting of members, the number of members of the committee shall be not less than five.
- 4.2.** The committee shall consist of, at a minimum:
- a chair
 - a vice-chair
 - a secretary
 - a treasurer
 - one other member
- 4.3.** Only HITSA members are eligible to serve on the committee.
- 4.4.** The committee will be elected, by paper, show of hands or electronic ballot, by full members of the society at the AGM. Members not attending the AGM may submit their votes via email.
- 4.5.** Nominations for the committee shall be called for at least one month prior to the AGM.
- 4.6.** Committee members are eligible to offer themselves for re-election.
- 4.7.** The chair will be elected for a two-year period after serving as a vice chair for 2 years. All other committee members will be elected for a two-year period.
- 4.8.** The initial committee shall be eligible to serve for four years, as HITSA is established.

- 4.9. An Executive Committee comprising the HITSA chair, vice-chair, and one other member shall be empowered to make any decisions on behalf of the committee in any situation where a full committee meeting is not possible.

5. POWERS AND DUTIES OF THE COMMITTEE

- 5.1. The committee shall have the power to:
- 5.1.1. deal with all matters referred to it by the HITSA AGM or by its members.
 - 5.1.2. act on HITSA's behalf, and to pass resolutions within the objectives and spirit of HITSA. Any regulations or alterations will become effective immediately but will be raised and confirmed at the next AGM.
 - 5.1.3. use HITSA funds for any of the purposes provided for in this constitution.
- 5.2. The committee may delegate or allocate to any member such powers as the committee hold, within the spirit of the organisation and its constitution, as it sees fit.
- 5.3. The chair shall represent HITSA in any forum requiring / requesting national operating theatre management of healthcare improvement input or advice (or may delegate to another person appropriately suited to the task).
- 5.4. HITSA's secretary shall be responsible for conducting the organisation's correspondence, for keeping a record of membership, for arranging the agenda for the AGM, and for taking minutes at both the AGM and at committee meetings where present. In the event that the secretary is not present at a meeting, another committee member will be appointed to take minutes.
- 5.5. The treasurer shall be responsible for recording monies paid to HITSA, and for producing an audited balance sheet at the AGM.
- 5.6. Operation of HITSA's accounts shall be by the treasurer and any other committee member appointed by the committee.
- 5.7. Members of the committee shall be reimbursed for all necessary and appropriate expenses incurred on behalf of HITSA. These shall be voted on at committee meetings and at the HITSA AGM.

6. CONGRESS / WORKSHOP ACTIVITIES

- 6.1. HITSA will promote the field of healthcare improvement and operating theatre management by presenting at congresses and courses.

7. MEETINGS

- 7.1. At least one national meeting or workshop will be held annually; the HITSA AGM will be held at this meeting or **workshop**.
- 7.2. The chair shall preside at the AGM or any meeting of the committee. If he/she is not able to do this, the vice-chair or any other member of the committee shall chair the AGM or meeting.
- 7.3. Notification of the AGM will be sent to all members at least one month prior to the meeting. A quorum at the AGM, and other meetings, will consist of 7 members.

7.4. Voting

- 7.4.1. Full members in good standing shall have the right to vote.
- 7.4.2. The chair shall be entitled to a casting vote.
- 7.4.3. Voting by proxy shall be permitted provided the proxy is lodged with the secretary prior to the commencement of the meeting.

- 7.5. The committee shall meet at least three times in a calendar year; at SASA conference, at a HITSA conference / workshop, and at one other meeting, which may be in the form of a teleconference.

7.6. Proceedings at committee meetings

- 7.6.1. A quorum at a meeting of the committee shall consist of at least 60% of the members of the committee.
- 7.6.2. Questions arising at a meeting of the committee shall be decided by a majority of votes; each member of the committee shall have one vote.
- 7.6.3. Any member of the committee may request a committee meeting.

8. AMENDMENT OF THE CONSTITUTION

- 8.1. The constitution may only be amended at the AGM.
- 8.2. Written notice of any proposed amendment should be submitted to the secretary at least one month prior to the AGM.

- 8.3. Any amendment to the constitution shall only be adopted if it receives a 60% majority of the votes cast at the meeting.

9. FINANCIAL MATTERS

- 9.1. The Committee shall be empowered to accumulate and invest funds for the furtherance of the objectives of HITSA.
- 9.2. HITSA funds may be invested in recognised financial institutions and/or securities.
- 9.3. Any financial matter must be approved by a majority of the members present at a committee meeting.
- 9.4. The budget shall be presented and approved at the AGM.

10. COMMUNICATION WITH THE NATIONAL SASA COUNCIL

- 10.1. Communication with SASA shall be via the SIG Business Unit Convenor on the SASA council.
- 10.2. HITSA shall submit reports to the SASA SIG Business Unit Convenor quarterly and at least two weeks prior to each SASA Council meeting.

11. DISSOLUTION

- 11.1. HITSA shall be dissolved if a resolution to this effect is passed by 75% of the members present at the AGM where it is considered. This resolution shall have been submitted for the AGM agenda at least one month prior to the AGM.
- 11.2. In the event of the dissolution of the society, all its assets remaining after the satisfaction of its liabilities shall be transferred to another body or bodies designated by the members present at the final general meeting.

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Dr Anthony Reed
HITSA Chairman

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Date