

POSITION OF BRANCHES
of The Oral Hygienists' Association of
South Africa

1 Structure of Branches

The Association shall consist of as many branches as deemed necessary.

1.1 Establishment of Branches

Formal application can be made to the National Executive Committee by any group of oral hygienists who wishes to establish a branch provided:

- 1.1.1 there are a minimum of ten (10) paid-up members in the group;
- 1.1.2 there have been at least three (3) formal meetings per annum, and
- 1.1.3 existing management is vested in a duly elected committee comprising a chairperson, vice-chairperson, secretary and treasurer.

1.2 Application for Branch Status

Written application for branch status must be made to the National Executive Committee. The following documentation must accompany application:

- 1.2.1 minutes of the meeting at which the decision was taken to apply for branch status, and
- 1.2.2 a list of names and signatures of paid-up members present at this meeting.

1.3 Branch Representation on the National Executive Committee

Branch representation on the National Executive Committee shall be allocated as follows:

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|-------|----------------------|---|----------------------------------|
| 1.3.1 | 10 members | = | 1 representative holding 1 vote |
| 1.3.2 | 25 members | = | 1 representative holding 2 votes |
| 1.3.3 | 50 members | = | 1 representative holding 3 votes |
| 1.3.4 | 75 members | = | 1 representative holding 4 votes |
| 1.3.5 | more than 75 members | = | 1 representative holding 5 votes |

1.4 **Clubs**

Groups of less than ten (10) paid-up members, but not less than five (5), may apply in writing to the National Executive Committee for status as a club of the Association providing:

- 1.4.1 not less than five (5) members have been meeting on a regular basis;
- 1.4.2 club management is vested in a committee duly elected at a general meeting;
- 1.4.3 at least three (3) formal meetings have been held per annum;
- 1.4.4 it is affiliated to an existing branch whose National Executive Committee member will duly represent the club;
- 1.4.5 a combined meeting between the club and its affiliated branch is held at least once per annum, and
- 1.4.6 an annual written report of club activities and its membership is submitted to the chairperson of their affiliated branch.

2 **Each Branch shall-**

- 2.1 have full control, in such manner as it deems fit, of its affairs within the area of its jurisdiction;
- 2.2 be entitled to make, alter and repeal from time to time rules for the purpose of Article 2.1, which-
 - 2.2.1 are not in conflict with the Constitution of the Association, and
 - 2.2.2 shall not become effective until approved by the National Executive Committee.

3 **The management of the affairs of each Branch-**

shall be vested in a branch committee consisting of-

- 3.1 a member representing that branch on the National Executive Committee of the Association who may or may not be one of the branch committee members, and
- 3.2 the following office bearers:
 - 3.2.1 Chairperson;
 - 3.2.2 Vice Chairperson;
 - 3.2.3 Secretary, and
 - 3.2.4 Treasurer.

4 **Election of Branch Committees**

- 4.1 Notice of election of branch committee members shall be given twenty one (21) days before the Annual Meeting of the branch.
- 4.2 Branch committees shall consist of full members of the Association.
- 4.3 Members of branch committees shall be elected by members of the relevant branch.
- 4.4 Written nominations must be submitted to the branch secretary of the

branch concerned prior to the Annual Meeting and shall be signed by the nominees themselves as well as the proposer and seconder.

4.5 Members elected to the branch committee shall be determined by the highest number of votes.

4.6 Committee members of the branch shall elect office bearers at their first meeting.

5 Functions of Branches shall be to:

5.1 meet at least three (3) times per annum of which one (1) must include a General Meeting. The other meetings may coincide with a congress, seminar or symposium;

5.2 represent members of the relevant branch locally and provincially;

5.3 compile domestic rules as provided by the Constitution of the Association, set goals and priorities to be approved by the members of the branch and ensure execution and implementation thereof;

5.4 give feedback to branch members on the progress towards the achievements of goals;

5.5 manage, control and co-ordinate the finance of the branch;

5.6 disseminate information on oral health matters through meetings, newsletters and publications so as to promote the personal and professional development of members;

5.7 co-ordinate activities and inputs on branch level;

5.8 initiate any appropriate action to achieve the aims and objectives of the Association;

5.9 promote participation of members of all categories in the activities of the Association

5.10 recruit members and market the Association and/or profession to oral hygienists and the public in the relevant region;

5.11 identify and address the needs of members;

5.12 establish and promote the functioning of local/sub-regional or provincial groups, and their participation in the activities of the Association in consultation with the National Executive Committee of the Association;

5.13 promote effective internal and external communication for the oral hygiene profession;

5.14 generate special funds for the professional development of members, and

6.15 to submit a written annual report to the National Executive Committee of the Association on or before end of February each year regarding activities of the relevant branch.

6 Duties of Branch Committees

It shall be the duty of the branch committee to execute the Associations' policies and to administer the affairs of the branch in accordance with the Constitution of the Association.

7 **Term of Office**

- 7.1 The term of office for members of branch committees is two (2) years.
- 7.2 Members may be re-elected for a consecutive term of two (2) years after which they must retire for at least one term of office;
- 7.3 After the retirement period the member is again eligible for nomination and election to serve on the branch committee.

8 **Resignation**

- 8.1 Any officer may submit his resignation in writing to the branch committee.
- 8.2 Should any portfolio of the Branch Committee become vacant, it shall be filled by a member elected by branch members of the relevant branch for the remainder of the term of office.

9 **Removal**

Any elected officer may be removed from office in the event of failure to uphold the Constitution and Bylaws of the Association or failure to fulfil prescribed duties. Removal from office must be in accordance with the established procedures of the Association.