



Pharmaceutical Care Management Association of South Africa

Company Registration Number 97/17503/08

P.O. Box 652966, Benmore, 2010

Tel / Fax: (011) 794 5677

e-mail: adiebry@iafrica.com

CONSTITUTION

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1. DEFINITION, VISION, MISSION AND GOALS:

1.1. DEFINITION

The Pharmaceutical Care Management Association (referred to as the PCMA) is a Section 21 Company without share capital. The PCMA is dedicated to the support and development of managed care pharmacists and related healthcare professionals.

1.2. VISION

The PCMA believes in the promotion of standards of excellence in managed care pharmacy, by providing a forum for continuing education in evidenced based medicine where the understanding of managed care principles as well as pharmaceutical benefits, can be improved

1.3. MISSION

Facilitating best practice in managed care and clinical outcomes

1.4 GOALS

- 1.4.1 Promotion of standards of excellence in pharmacy in a managed care environment
- 1.4.2 Provision of a forum for those stakeholders in healthcare, who have an interest in managed care pharmacy
- 1.4.3 Facilitate the provision of Continuing Education in managed care pharmacy and related healthcare topics
- 1.4.4 Improvement of the understanding by consumers of managed care pharmacy principles
- 1.4.5 Promotion of the management of pharmaceutical benefits

2. MEMBERSHIP:

2.1. TYPES OF MEMBERSHIP:

There shall be two types of membership - individual (ordinary) and corporate (special) members.

2.1.1 INDIVIDUAL MEMBERSHIP

- Pharmacists working in a managed care environment
- Other healthcare professionals such as doctors and nursing sisters working in managed care
- Academic teaching staff of medical, pharmaceutical or other scientific university faculties
- Medical and pharmaceutical research scientists

2.1.2 CORPORATE MEMBERSHIP

- Persons, partnerships or bodies corporate carrying on business as pharmaceutical benefit management companies
- Manufacturers or distributors of medicines
- Organisations or companies operating in the healthcare industry
- Medical Funds, Employer Groups that operate Medical Funds, Health Management Organisations, Department of Health and similar organisations

2.1.3. Additional types of membership may be instituted by agreement and amendment to the constitution at a General Meeting of the PCMA

2.1.4. Honorary Life Membership of the PCMA may be awarded to individuals who have contributed substantially to the existence /evolutionary process and progress of the PCMA. The Executive Committee should make this decision of appointment unanimously

2.2. ELECTION TO MEMBERSHIP:

Application for membership shall be made on a prescribed form as agreed from time to time by the Executive Committee (hereafter called ExCo)

2.3. MEMBERSHIP REGISTER:

- 2.3.1 A register of the names, contact details and qualifications and membership number of all members, shall be kept by the secretary.
- 2.3.2 The register shall reflect all types of membership as listed in point 2 of the constitution.
- 2.3.3 Members should notify the Secretary in writing of any change of address or Personal details
- 2.3.4. Register will be updated once a year
- 2.3.5. Any notice dispatched by hand or through the post to the address last registered with the PCMA shall be deemed to have been duly served on the member.

2.4. MEMBERSHIP SUBSCRIPTIONS

2.4.1 Annual subscriptions shall be in accordance with the following scale:

- 2.4.1.1. Individual Members R250 to be adjusted according to inflation
Special fee rate may be charged
- 2.4.1.2 Corporate Members First 12 applicants at the beginning of the financial year to pay R17,000.00
(adjusted according to inflation)
May pay fee in two instalments
Applicants thereafter to pay a fee to be adjusted according to ExCo agreement.
Notice of resignation from the PCMA to be made in writing 60 days before the end of the calendar year

2.4.2 Membership subscriptions shall be due on 1st March of each year in advance.

2.4.3 The privileges of any member whose subscriptions are not paid within six months of due date shall lapse automatically.

2.4.5 Where privileges or membership have lapsed in terms of 4.4 supra, ExCo may effect full reinstatement of privileges and/or membership upon payment of all subscriptions due and any penalties, which may, at the discretion of the ExCo, are levied.

2.4.6 Newly enrolled members shall pay full subscriptions for the year in which they join the association.

2.4.6.1 Pro rata fees payable by Corporate Members who join six months into the financial year.

2.4.7 There shall be no refund of subscriptions to members resigning their membership.

2.4.8 Honorary Life Members shall not pay membership fees

2.4.9 All new members will:

2.4.9.1 be informed of their acceptance and their membership number,
and,

2.4.9.2 receive a copy of the constitution and by-laws

3. CONTROL:

3.1 Subject to the constitution, the management and control of the affairs of the PCMA shall be vested in a central Executive Committee whose elected members shall hold office until their Successors have been elected.

3.2 Only individual members may be nominated and elected onto the Executive Committee

3.3 Each vote is deemed equal, both from Individual and corporate members

3.4 Voting cannot be swayed by a dominance of representation of members within one organisation

3.5 There shall be central control of the Regional Groups by the Executive Committee

3.6 The Officers of ExCo shall consist of:

3.6.1 The Chairperson

- 3.6.2 The Immediate Past Chairperson
- 3.6.3 The Vice-Chairperson
- 3.6.4 The Secretary
- 3.6.5 The Treasurer
- 3.6.6 The Communications and Membership Relations Officer
- 3.6.7 The Educational Officer
- 3.6.8 Regional Chairpersons
- 3.7 Duration of service on ExCo: -
 - All elected members of ExCo shall normally serve for a period of one year and shall be eligible for re-election.
 - All elected members of ExCo shall not serve for a period of longer than five years without a year's break.
- 3.8 Not more than one third of the ExCo should be employed by the same Employment body
- 3.9 Should an ExCo member resign or change professional status during their year of office, the Executive Committee may elect a replacement Executive Member to take up office until the next AGM
- 3.10 **Sub-committees**

ExCo may, at its discretion, approve the formation of special interest sub-committees and regional groups upon receipt of reasonable representation from members concerned.
- 3.11 **Right of Co-option**

ExCo may co-opt person(s) whose services can be regarded as beneficial to the Association.

4. MEETINGS

4.1 ExCo meetings:

- 50% of the voting members of ExCo shall constitute a quorum.

4.2 General Meetings: -

- 4.2.1 A general meeting known, as the **Annual General Meeting (AGM)**, shall be held at a date and place decided upon by ExCo, provided that it shall take place annually not later than six (6) months from the end of the financial year.
- 4.2.2 Additional meetings, other than delineated in the above sentence shall be designated **General Meetings**.
- 4.2.3 At General Meetings only such business as specified in the notices convening the meetings shall be transacted.
- 4.2.4 Should a quorum not be realised the meeting shall be adjourned for a period at the discretion of the Chairperson. When the meeting is reconvened those individual members, who are present, provided they do not number less than ten shall be regarded as a quorum.
- 4.2.5 Motions may be proposed and seconded by any member and, with exceptions of changes of the constitution and the by-laws, shall be adopted on the basis of a simple majority vote.
- 4.2.6 Voting shall normally be by a show of hands, except when a secret vote shall be permitted if requested by not less than two Individual Members, or if so ruled by the Chairperson.
- 4.2.7 The Chairperson or, in his/her absence, the Vice-Chairperson shall preside over all meetings.
- 4.2.8 In the absence of both the Chairperson and the Vice-Chairperson, the meeting shall elect its own Chairperson.
- 4.2.9 ExCo may, at any time, convene a General Meeting.
- 4.2.10 All paid up members of PCMA shall be entitled to vote at any of the PCMA general meetings. Such votes shall carry equal weight, provided that each Corporate Member is allowed to carry only one vote.
- 4.2.11 Any PCMA member may attend and speak at any meetings.
- 4.2.12 Suitably signed postal and proxy votes shall be allowed at all General Meetings

5. AMENDMENTS TO THE CONSTITUTION

- 5.1 Amendments to this Constitution, by way of addition, alteration or repeal, may be made at a General Meeting in the first year of its application. There after only at an Annual General Meeting
- 5.2 A proposed change, which is carried, becomes effective immediately.
- 5.3 Any proposed change shall be deemed carried if there is at least a two thirds vote in its favour, counted out of voting members present, valid postal and proxy votes.

6. MEMBERSHIP DISCIPLINARY ACTION

- 6.1 Any member shall be liable to an enquiry into his/her conduct with a view to disciplinary action if -
 - 6.1.1 PCMA may from time to time develop codes of ethics and standards of practice for drug utilisation review pharmacists and allied healthcare professionals. Such codes and standards shall be approved by the AGM and shall be binding upon all members. PCMA shall have the right to institute processes, which enquire such codes and standards. The process shall be approved by the AGM.

7. DISSOLUTION

- 7.1 ExCo shall have the power to dissolve the PCMA provided that:
 - 7.1.1 A proposal for the dissolution of PCMA is:
 - 7.1.1.1 agreed by PCMA, or,
 - 7.1.1.2 submitted by a PCMA member with the supporting signatures of not less than 25% of Individual and Corporate Members, each Corporate Member being counted as one Individual Member.
 - 7.1.2 All members are circularised regarding such intention at least 8 weeks prior to the intended date of dissolution, such notification to include appropriate postal ballot forms.

- 7.1.3 All paid up members of the PCMA shall be entitled to vote. Member's votes shall carry equal weight, provided that each Corporate Member shall be allowed only one vote.
- 7.1.4 At least two thirds of those members responding to the ballot vote in favour of dissolution.

8. FINANCE

- 8.1 PCMA is authorised to levy, fix and amend annual subscriptions. Evidence supporting the necessity to make these changes will be presented at the Annual General Meeting.
- 8.2 The financial affairs of the PCMA shall be under control of PCMA through the Treasurer.
- 8.3 PCMA is authorised to open such banking accounts, as it seems suitable for the lodgement of funds belonging to or controlled by the PCMA
- 8.4 Separate accounts may be opened for the lodgement of funds acquired by the PCMA for special purposes.
- 8.5 All withdrawals from banking accounts shall require two signatures:
- 8.5.1 that of the Treasurer, and,
 - 8.5.2 that of one or two PCMA members decided upon by the ExCo
- 8.6 PCMA is authorised to invest surplus funds at its discretion.
- 8.7 PCMA is authorised, at its discretion, to disperse funds for the following purposes:
- 8.7.1 To cover expenses incurred by PCMA members/ExCo for attending PCMA meetings or for any other official business of the PCMA.
 - 8.7.2 Financing of guest speakers.
 - 8.7.3 Financing of receptions, seminars, conferences, and other meetings relevant to its business.
 - 8.7.4 To cover the expenses of official delegates of the PCMA to national and international conferences, seminars or meetings, whether in part or full.
 - 8.7.5 For the establishment of fellowship funds.

8.8 The PCMA's year-end shall be the last day of February.

8.9 A statement of the accounts of the society for the preceding financial year shall be presented for approval at each Annual General Meetings.

9. BY-LAWS OF PCMA

9.1. ELECTION OF EXECUTIVE COMMITTEE

9.1.1 Six (6) members of ExCo shall be elected from among Individual Members of the PCMA

9.1.1.2 Election Process

9.1.1.2.1 Nominations for new ExCo members shall be called for no less than 6 weeks prior to the annual general meeting.

9.1.1.2.2 Should there be no nominations forthcoming, nominations can be called for from the floor at the AGM

9.1.1.2.3 All nominations for ExCo shall be proposed and seconded by members only, such nominations to be accompanied by signed acceptance of nomination by the nominee

9.1.1.2.4 Each member may vote only once for each nominee

9.1.1.2.5 May vote for no more than the number of new members required for ExCo

9.1.1.2.6 An individual member who may also be a corporate member may not be elected chairperson

9.1.1.2.7 In conformity with point on duration of service in the constitution, elected members of the ExCo shall serve for no longer than five years, unless 60% of ExCo challenge the election.

9.1.1.2.8 Each and every vote carries the same weight

9.1.1.2.9 Retirement

ExCo shall invite an appropriate number of Individual Members to fill the remaining vacancies.

9.1.1.2.10 An ExCo member filling a vacancy shall serve until an ExCo election is held at the next Annual General Meeting.

9.1.1.2.11 The ExCo will ensure the resolution of the Regional Committees is carried out.

9.1.2 ELECTION OF OFFICERS OF EXCO

9.1.2.1 The Chairperson

9.1.2.1.1 The Chairperson shall be elected by ExCo from among its members at it's first meeting after the annual election.

9.1.2.1.2 The Chairperson shall be an Individual Member of the PCMA.

9.1.2.1.3 The Chairperson shall hold office for one year and be eligible for re-election.

9.1.2.2 The Immediate Past Chairperson

9.1.2.2.1 The Immediate Past Chairperson shall remain as an ExCo Member for the sake of continuity

9.1.2.3 The Vice-Chairperson

9.1.2.3.1 The Vice-Chairperson shall be elected by ExCo from among its members at it's first meeting after the annual election.

9.1.2.3.2 The Vice-Chairperson shall be an Individual Member of the PCMA.

9.1.2.3.3 The Vice-Chairperson shall hold office for one year and be eligible for re-election.

9.1.2.4. The Secretary

9.1.2.4.1 The Secretary shall be elected by ExCo at it's first meeting after the annual election, but not necessarily from among its members.

9.1.2.4.2 The Secretary shall be an Individual member.

9.1.2.4.3 Should the elected secretary not be an elected member of ExCo he/she shall be regarded as filling one of the co-opted member positions provided for in 1.2.1 of the By-law.

9.1.2.4.4 The Secretary shall hold office for one year and be eligible for re-election.

9.1.2.5 The Treasurer

9.1.2.5.1 The Treasurer shall be elected by ExCo at it's first meeting after the annual election, but not necessarily from among its members.

9.1.2.5.2 The Treasurer shall be an Individual Member of the PCMA.

9.1.2.5.3 Should the elected Treasurer not be an elected member of ExCo he/she shall be regarded as filling one of the co-opted member positions provided for in 1.2.1 of the By-law.

9.1.2.5.4 The Treasurer shall hold office for one year and be eligible for re-election.

9.1.2.6. The Communications and Membership Relations Officer

9.1.2.6.1 The Communications and Membership Relations Officer shall be elected by ExCo at it's first meeting after the annual election

9.1.2.6.2 The Communications and Membership Relations Officer shall hold office for one year and be eligible for re-election

9.1.2.7 The Educational Officer

9.1.2.7.1 The Educational Officer shall be elected by ExCo at it's first meeting after the annual election

9.1.2.7.2 The Educational Officer shall hold office for one year and be eligible for re-election.

9.1.2.8 Regional Chairpersons

The Regional Committee shall elect the Regional Chairperson/s at the first meeting after the Regional Committee election.

The Regional Chairperson shall hold office for one year and be eligible for re-election.

9.2 DUTIES OF THE EXECUTIVE COMMITTEE

9.2.1 ExCo shall :

9.2.1.1 Manage the Association on behalf of the members

9.2.1.2 Promote the vision, mission, and goals of the PCMA

9.2.1.3 Ensure that resolutions taken at general meetings are carried out.

9.2.1.4 Attend to the efficient and expeditious execution of the day-to-day business of the PCMA.

9.2.1.5 Promote the activities of sub-groups

9.2.1.6 Promote the activities of regional groups

9.2.1.7 Examine and either authorise, amend or reject proposals made for the organisation of conferences or meetings held under the aegis of the PCMA

9.2.1.8. Appoint full or part time salaried officials and/or employees including a Secretary which may be a corporate body, and who shall hold office for such periods and perform such duties and receive such remunerations as the ExCo may from time to time determine.

9.2.1.8 Examine and either authorise, amend or reject constitutions of proposed PCMA sub-groups and regional groups

9.2.1.9 Lay down any annual subscriptions and define the monetary value tabulated in member's subscriptions

9.2.2 Officers of PCMA in accordance with the constitution are authorised in case of urgency where there is insufficient time to constitute a full Exco meeting and where immediate action on behalf of the PCMA is called for, to take decisions and such actions as are deemed necessary, provided that;

9.2.2.1 Of the ExCo officers shall constitute a quorum:

9.2.2.2 Decisions and any actions taken shall be reported to the full ExCo as soon as possible

9.2.3 The Chairperson or, in his or her absence, the vice-chairperson, or any other member of ExCo nominated by the ExCo, shall be ex-officio a member of all sub-groups and regional groups, and of the committees of such groups, and of any other committees or sub-committees that may be formed under the auspices of the PCMA.

9.2.3 The Secretary shall:

9.2.4.1 Conduct all correspondence in consultation with the Chairperson or, if he/she be absent, the vice-chairperson.

9.2.4.2 Call all meetings of the PCMA

9.2.4.3 Attend to the formalities of general meetings and elections.

9.2.4.4 Call for motions or nominations for ExCo from members, on such prescribed forms as agreed from time to time by the ExCo, not less than 6 weeks prior to the annual general meeting.

9.2.4.5 Circularise to members notices convening meetings, proxy votes, statements of motions, and names of nominees for ExCo, not less than 4 weeks prior to the date decided upon for the meeting.

- 9.2.4.6 Circularise to members the final agenda for general meetings not less than 2 weeks prior to the date decided upon for the meeting.
- 9.2.4.7 Call all ExCo meetings
- 9.2.4.8 Circularise to all ExCo members' proxy votes and the final agenda for ExCo meetings not less than 2 weeks prior to the date decided upon for the meeting.
- 9.2.4.9 In accordance with 1.4 supra, following the election of the officers of Exco, notify all members within 2 weeks of the election of the officers of ExCo.
- 9.2.4.10 Ensure the maintenance of suitable records of all meetings of:
 - 9.2.4.12.1 The PCMA
 - 9.2.4.12.2 The ExCo

9.2.5 The Treasurer shall:

- 9.2.5.1 Request, receive, bank and arrange for the disbursement of all monies pertaining to the PCMA, and maintain the financial affairs in order by keeping appropriate books in accordance with the constitution.
- 9.2.5.2 Prepare an annual financial report for presentation to the annual general meeting.
- 9.2.5.3 Take over the duties of the secretary should the secretary be precluded from carrying out such duties.
- 9.2.5.4 Dispatch to all members accounts pertaining to annual subscriptions due, in good time (31st January)

9.3 MEETINGS OF THE COMMITTEE

- 9.3.1. ExCo shall meet not less than 3 times a year, one meeting to be approximately half way between annual general meetings.
- 9.3.2. The Chairperson or, in his/her absence, the vice-chairperson shall preside over all meetings.
- 9.3.3. In the absence of both the chairperson and the vice-chairperson, the meeting shall elect its own chairperson.

- 9.3.4. Resolutions taken at ExCo meetings shall be deemed carried by simple majority vote in their favour.
- 9.3.6. Voting shall normally be by a show of hands, except that a secret vote shall be permitted if requested by not less than two voting members, or if so ruled by the chairperson.

9.4. DISSOLUTION

- 9.4.1. Should ExCo decide upon dissolution of the constitution, all outstanding debts of the PCMA shall be settled forthwith from existing funds, and assets shall be applied as determined by a simple majority vote of all individual members according to one or more of the following;
 - 9.4.1.1. To all members in good standing on the basis to be determined by ExCo on type and years of membership.
 - 9.4.1.2. To any sub-groups or regional groups of the PCMA should any of these continue functioning as independent bodies.
 - 9.4.1.3. To charitable institutions proposed and voted for by all members.
 - 9.4.1.4. Any other process proposed by ExCo or by individual members and agreed upon by ExCo.