

SOUTH AFRICAN ASSOCIATION FOR NUTRITIONAL THERAPY

SAANT will act as the “Professional Body” for the regulation of the profession of Nutritional Therapy and Practitioners of Nutritional Therapy in the absence of a state authorised Professional Body and as a Professional Association for the upholding of professional and ethical standards, in the form of a non-profit incorporated association in the Republic of South Africa, with its head quarters in Cape Town, South Africa.

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1. Title

The name of the Association shall be “South African Association for Nutritional Therapy” hereafter referred to as “the Association” and referred to by the acronym SAANT.

2. Vision, Aims and Objectives

2.1 Vision

To set standards for the education, competence and practice of Nutritional Therapy and to provide the public with access to registered Nutritional Therapists.

2.2 Aims

- 2.2.1 To uphold professional standards of competence and integrity.
- 2.2.2 To provide opportunities for personal and professional development.
- 2.2.3 To promote objective dissemination of knowledge related to nutrition.
- 2.2.4 To promote appropriate strategies for the improvement of nutrition well-being.
- 2.2.5 To stimulate the interest of Members by holding lectures, demonstrations and exhibitions.
- 2.2.6 To negotiate for and accept grants and sponsorships, aids, donations and/or any other form of benefit offered by or obtainable from the Government, municipalities, public bodies, companies, societies or persons for the purpose of enabling the Association to further its main aims and to apply such money for the use of individual Members for the purpose of furthering the aims of the Association as the Association may deem fit.

2.3 Objectives

- 2.3.1 To provide a professional body for the registration of Nutritional Therapists in South Africa.
- 2.3.2 To establish Nutritional Therapy as a recognisable therapy within Integrated Healthcare in South Africa.
- 2.3.3 To ensure Nutritional Therapists registered with the Association have met the agreed standards of education, code of practice and ethics, competence and continued professional development (CPD).
- 2.3.4 To provide the public with information about Nutritional Therapy and access to registered Nutritional Therapists.
- 2.3.5 Officially represent the profession of Nutritional Therapy and professional Nutritional Therapists to the relevant professional bodies, government and the public and to conduct communication and professional relationship with relevant professional associations, statutory bodies and medical insurance companies.

3. Nature of Association

- 3.1 The Association shall be a corporate body, having separate legal persona with perpetual succession.
- 3.2 All title deeds, transfers, mortgages and other securities or documents of title or ownership, shall be granted, made and taken in the name of the Association.

- 3.3 The Association shall be entitled to sue and to be sued in its own name.
- 3.4 The property of the Association shall be vested in the Association in trust for the Members of the Association, and no Member shall possess any personal right in such property.
- 3.5 The income and the property of the Association from whatever source derived shall be applied solely towards the promotion of the aims of the Association as herein before set forth and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever, by way of profit, to any Member or Members of the Association, provided that nothing herein shall prevent the making of awards to a Member or Members of the Association in recognition of meritorious contributions to the science of nutrition in Southern Africa or the payment in good faith or remuneration to any officer or servant of the Association or to any Member of the Association in return for any services actually rendered to the Association.
- 3.6 The Association will continue to exist notwithstanding changes in the composition of its members or office bearers.

4. Membership

4.1 Members

- 4.1.1 **Professional Member** – fully qualified Nutritional Therapist who satisfies the Professional Membership Requirements, subject to Continuing Professional Development, fully insured and on the SAANT Register of Practitioners.
- 4.1.2 **Student Member** – any student enrolled on a Nutritional Therapy course with the intent of becoming a Professional Member of the Association. Any student in clinical practice before graduation is a Licentiate of their own training provider who must take full responsibility for their students and their insurance status.
- 4.1.3 **Fellow Member** - any person associated with Nutritional Therapy that does not qualify for any of the other categories of membership and subscribes to the Aims and relevant Code of Ethics of the Association.
- 4.1.4 **Honorary Member** – a person who has made a considerable contribution to the Association as approved by the Council.

4.2 Membership Requirements and Qualifications

The Association is in the process of negotiating an affiliated status with the relevant regulatory boards as well as the accreditation status of Nutritional Therapy courses currently on offer. Once this process is complete, courses that are accredited by the Association will be listed on the official website of the Association.

- 4.2.1 Professional and Student Members of the Association are to use the title Nutritional Therapist.

4.3 Application for Membership

- 4.3.1 All applications for membership shall be made on the prescribed application form of the Association. Completed application forms shall be lodged with the Membership Office Bearer of the Association.
- 4.3.2 Members' personal information to be protected at all times and, except as agreed on the application form, only released with the Member's permission.
- 4.3.3 A non-refundable application fee, as stated on the application form, is payable on submission of the application form.
- 4.3.4 Professional Membership applications are to be submitted annually by 31 May and a Professional Member shall be admitted as a Member of the Association annually by 30 June on approval by a Committee consisting of the Chair or Vice Chair and at least two other persons, elected by Council from the membership of the Association.
- 4.3.5 Student and Fellow Members shall be admitted as a Member of the Association on approval by the Council or its representatives consisting of the Membership Office Bearer and at least one other Executive Council Member who shall have full discretion as to the admission of any person.
- 4.3.6 Honorary Members to be approved by at least 4 members of Council.
- 4.3.7 When a candidate has been accepted, the Membership Office Bearer shall as soon as possible inform the candidate of such fact in writing and request payment of his / her first annual membership fee.
- 4.3.8 Upon payment of such first annual membership fee, an elected candidate shall become a Member of the Association, provided nevertheless that if payment is not made within two (2) calendar months after date of election, the Council may cancel such election.

4.4 Termination of Membership

- 4.4.1 Termination of membership may be by death or written cancellation by resignation or by order of the Council.
- 4.4.2 Resignation from the Association shall be made in writing to the Council of the Association and such resignation shall be acknowledged in writing by the Membership Office Bearer.
- 4.4.1 Membership of the Association is dependent upon the timely payment of fees. Any existing Member, who fails to pay membership fees before 31 March and after one written reminder to do so, shall forfeit membership of the Association.
- 4.4.2 Any Member who, after the prescribed procedure of the Council, is deemed to have acted in a way that harms the reputation of the Association or contradicts the aims and objectives of the Association may be suspended from the Association. In the event of suspension, the Member may appeal against the decision in writing to the Council. Such appeal will be considered at the next meeting of the Council. Until the appeal is considered, the Member will remain suspended.
- 4.4.3 Resignation from the Association must be in the hands of the Membership Office Bearer not later than 1 November of any year if it is to take effect from the following 1 January.
- 4.4.4 All original SAANT membership Certificates have to be returned to the Membership Office Bearer upon termination of membership.

4.5 Payment of Membership Fees

- 4.5.1 Membership fees will be due for the year commencing 1 January and ending 31 December.
- 4.5.2 Fees are due no later than 31 March of the year.
- 4.5.3 An initial application fee will be payable upon submission of the application form.
- 4.5.4 The initial annual membership fee will be due upon acceptance.
- 4.5.5 Membership and application fees will be reviewed annually and will be expected to increase at least in line with inflation rates.
- 4.5.6 Current membership fees will be available on request from the Membership Office Bearer and published on the official website of the Association.
- 4.5.7 Any Member who has forfeited their membership due to late payment of fees may request to re-join the Association but will be liable for payment of the initial application fee as well as the full annual membership fee.

5. Voting

All Members of the Association, whose membership fees are not in arrears for the current year, shall be eligible to vote.

5.1 Voting Procedure

- 5.1.1 Voting for the Council shall take place by means of a secret ballot at the Bi-annual General Meeting (BGM).
- 5.1.2 Voting for any other motions brought before the BGM shall be by a show of hands at that meeting.
- 5.1.3 Voting for any motions brought before a Special General Meeting (SGM) shall be by a show of hands at that meeting or by a verbal indication if present by audio communication.
- 5.1.4 Voting on behalf of a Member eligible to vote may be by proxy provided that the proxy voter obtains written permission to do so from such Member. Such written permission to be received by the Chairperson before start of the meeting.
- 5.1.5 In the case of an equal number of votes, the Chairperson shall have the casting vote.

6. Management of the Association

The Members of the Association shall be represented by a National Executive Council consisting of no fewer than 5 Voting Members but may consist of any additional number of Members fulfilling an Office Bearer position or a role on defined committees in order to carry out the functions of the Association. A single Council Member may carry one or more of the other portfolios as long as the minimum number of Council Members is adhered to.

6.1 Role of the National Executive Council

The role of the Council is to manage and represent the Association on behalf of the Members and the Constitution, as interpreted by the BGM and as necessary to achieve the aims and objectives of the Association.

6.2 Office Bearers

Chairperson	<ul style="list-style-type: none"> • Oversees all activities related to the Association • Chairs meetings, oversees agenda and ensures correct procedures are followed at meetings • Oversees the BGM including administration and the Council nomination and election procedures • Manages the Grievance Procedure
Vice Chairperson	<ul style="list-style-type: none"> • Acts as chairperson during periods of absence of chairperson
Membership	<ul style="list-style-type: none"> • Maintains database of Members • Manages Member applications • Manages annual membership renewals • Manages Potential Members • Supplies website manager with Member's contact details for the Register of Practitioners and distribution lists
Treasurer	<ul style="list-style-type: none"> • Oversees bank account and ensures strict financial records are kept • Prepares and presents financial reports including proposed Budget for the coming year, at the BGM • Appoints Account Manager, if necessary, to: <ul style="list-style-type: none"> ○ Collect Member's fees ○ Make approved payments on behalf of the Association ○ Manage the Association cash book
Legal	<ul style="list-style-type: none"> • Government Liaison and Legal issues related to the Association • Stays up to date with any legislation that relates to the Association including dispensing of supplements • Prepares quarterly Plan of Action and provides feedback to Chairperson
Public Relations & Marketing	<ul style="list-style-type: none"> • Sources and manages National events, marketing and advertising • Prepares or approves notice of events to go on the website and for website manager to send to Members, in a format stipulated by website manager • Prepares quarterly Plan of Action and provides feedback to Chairperson • Appoints and supervises Regional PR & M Co-ordinators to: <ul style="list-style-type: none"> ○ Organise regional public events ○ Inform members of upcoming regional events of interest ○ Promote the Association through regional marketing and advertising
Training	<ul style="list-style-type: none"> • Sets Professional Standards for education, clinical practice and CPD • Evaluates courses for accreditation by the Association • Communicates with other training bodies • Assists with clinical practice mentoring • Responds to enquiries regarding training

	<ul style="list-style-type: none"> • Advises Membership Secretary of Potential Members • Prepares quarterly Plan of Action and provides feedback to Chairperson
CPD	<ul style="list-style-type: none"> • Assigns and manages CPD points • Appoints and supervises regional CPD co-ordinators • Organises CPD events • Sources events, publications and other activities for Members to gain CPD points • Prepares or approves notice of events to go on the website and for website manager to send to Members, in a format stipulated by web designer • Prepares quarterly Plan of Action and provides feedback to Chairperson

6.3 Term of Office

- 6.3.1 The term of office shall be for two years running from 1 November to 31 October. All Members of the Council may be re-elected.
- 6.3.2 To ensure continuation, at least two Council Members should stand for re-election to the new Council.
- 6.3.3 Any Council Member unable to fulfil their functions during their Term of Office, is required to advise the Chairperson in writing and make arrangements for their functions to be taken over by a Member acceptable to the Council.

6.4 Termination of Office during term of Office

- 6.4.1 Termination of Office may be by death or written cancellation by resignation or by order of the Chairperson.
- 6.4.2 Resignation from the Council of the Association shall be made in writing to the Chairperson of the Association and the Chairperson shall acknowledge such resignation in writing.
- 6.4.3 Any Member of the Council who, after the prescribed procedure of the Council, is deemed to have acted in a way that harms the reputation of the Association or contradicts the aims of the Council of the Association with sufficient severity may be asked to step down from position of office on the Council. In the event of suspension, the Member may appeal against the decision in writing to the Council. Such appeal will be considered at the next meeting. Until the appeal is considered, the Member will remain suspended.
- 6.4.4 Any Member, who is unable to fulfil their functions for more than three (3) months, may be asked to resign.

6.5 Nominations and Elections

- 6.5.1 All Members of the Council shall be nominated and elected from the existing Voting Members of the Association.
- 6.5.2 Members entitled to vote for the Council shall nominate the Council Members by means of a nomination form. The nomination form shall contain inter alia: the name and signature of the nominee; name and signature of proposer; and name and signature of a seconder.

- 6.5.3 Nominees shall have the skills/interests/experience to carry out specific functions of the office/portfolio for which the Member is nominated.
- 6.5.4 Nomination forms shall be sent to all Members with the right to vote, with notification of the BGM.
- 6.5.5 Completed nomination forms shall be returned to reach the Chairperson of the Association 10 days before the BGM.
- 6.5.6 Council Members shall be elected by secret ballot by voting at the BGM, or voting by proxy or by post.
- 6.5.7 Ballot papers shall be presented to all Voting Members at the BGM.
- 6.5.8 Whenever the Council considers it to be in the best interests of the Association to co-opt additional Members to the Council, it shall be entitled to do so and such decisions shall be confirmed at the next BGM by vote, or by proxy or by post.
- 6.5.9 Upon resignation of a Council Member during his or her term of office, a replacement is to be elected at the following BGM. If the resignation takes place during the period between BGMs, and the number of Council Members falls below 5, the Council shall request nominations from the membership, and postal voting will confirm one of them in simple majority of returning votes. It is the Council's responsibility to follow procedures to fill vacancies between BGMs.

6.6 Powers of the National Executive Council

- 6.6.1 To pay costs, charges and expenses incidental to the promotion of the aims and objectives of the Association.
- 6.6.2 To appoint, and at its discretion, remove or suspend such clerks, agents and servants for permanent, temporary or special services as it may from time to time think fit, and to determine their powers and duties and fix their emoluments as it may think fit.
- 6.6.3 To appoint Committees as it may deem fit and to delegate any of the powers of the Council to such Committees. A Committee must consist of at least three (3) people and report back regularly to the appropriate Office Bearer and Council on its activities.
- 6.6.4 To purchase or otherwise acquire for the Association in the name of the Association any property, rights, privileges, which the Association is authorised to acquire at such price and generally on such terms as it may think necessary and fit.
- 6.6.5 To secure the fulfilment of any contracts or agreements entered into by the Association by mortgage or charge of any or all of the property of the Association for the time being as it may think fit.
- 6.6.6 To institute, conduct, defend, compound or abandon any legal proceedings by or against the Association in the name of the Association.
- 6.6.7 To make and give receipts, releases and other discharges for monies payable to the Association and for claims and demands of the Association.
- 6.6.8 To determine who shall be entitled to sign on the Association's behalf bills, notes, receipts, endorsements, cheques and releases.
- 6.6.9 To invest and deal with any of the monies of the Association not immediately required for the purposes thereof in such a manner as it may deem fit and from time to time to vary or realise such investments.
- 6.6.10 From time to time at its discretion to raise or borrow or secure payment of any sums or sum of money for the purpose of the Association.

- 6.6.11 To enter into such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things on behalf of the Association as it may consider expedient for and in relation to any of the matters aforesaid, or otherwise for the purposes of the Association.
- 6.6.12 To take such further steps as the Council may from time to time deem necessary to achieve the aims of the Association.

6.7 Finances

- 6.7.1 The financial transactions of the Association are to be approved by the Treasurer on the Council.
- 6.7.2 The financial transactions of the Association are to be conducted by means of a banking account held in the name of the Association. All payments to be made by the appointed account manager with the approval of the Treasurer and at least one other Member of the Council.
- 6.7.3 The financial year end to be 30 September.
- 6.7.4 All the funds of the Association shall be invested or held in the name of the Association.
- 6.7.5 The funds shall be administered and controlled by the Council.
- 6.7.6 The funds of the Association shall be utilised solely for the purpose of achieving the aims and objectives of the Association.
- 6.7.7 Funds not immediately required for this purpose may be invested in the name of the Association.
- 6.7.8 The Association shall not carry on any profit making activities; or participate in any business, profession or occupation carried on by any of its Members; or provide any financial assistance, premises, continuous services, or facilities to its Members for the purpose of carrying on any business, profession or occupation by them.
- 6.7.9 No amendment to the provisions of this previous paragraph may be made without the prior approval of the Commissioner for Inland Revenue.
- 6.7.10 Upon dissolution of the Association, the current Council, or the last elected Council, shall pay over or transfer the remaining assets to another organisation with objectives similar to those of the Association.

6.8 Liability of Office Bearers

Office bearers shall not be personally liable for any loss suffered by any person as a result of an act or omission, which occurs in good faith while the office-bearer is performing functions for or on behalf of the Association.

7. Meetings

7.1 Council Meetings

- 7.1.1 The Council shall meet at least twice a year and as often as deemed necessary by the Chairperson or at the request of one or more Members of the Council.

7.1.2 A quorum of the Council shall consist of the Chairperson or Vice Chairperson and four (4) other Members of the Council.

7.1.3 A Member of the Council is considered present using audio communication.

7.2 Bi-annual General Meeting (BGM)

7.2.1 The Bi-annual General Meeting of the Association shall be held every two years at such place, date and time determined by the Council.

7.2.2 Notice of the BGM shall be given to Members not less than twelve (12) weeks prior to the date of the BGM except in exceptional circumstances when a minimum of twenty one (21) days will be given.

7.2.3 The Council shall notify all Members of the Association of the date of the BGM and invite them to submit by a suitable date, items for its agenda.

7.2.4 The Council shall send to all Members of the Association the agenda for the Bi-annual General Meeting, the report of the Council on the past years' activities and an account of the finances of the Association not less than one (1) week prior to the date of the BGM.

7.2.5 Voting Members are required to attend the BGM. Apologies to be sent to the Council one (1) week after notice of the BGM is received.

7.2.6 A quorum for the BGM shall consist of the Chairperson or Vice Chairperson and four (4) other Members of the Council.

The business to be transacted at the Bi-annual General Meeting (BGM) shall be:

7.2.7 To read the Notice convening the meeting.

7.2.8 To confirm the Minutes of the previous Bi-annual General Meeting and any other Special General Meeting.

7.2.9 To receive and consider the report/s of the Council and Committees.

7.2.10 To receive and consider the financial statements and a proposed budget for the forthcoming year.

7.2.11 To propose and adopt, by a show of hands, subscriptions for the forthcoming year.

7.2.12 To elect and approve Council.

7.2.13 To consider and decide upon motions upon which notice has been given.

7.2.14 To consider any other business.

7.3 Special General Meetings (SGM)

7.3.1 A Special General Meeting can be called at the request of 6 Members with a specific agenda, presented to the Council in writing.

7.3.2 A SGM is to be held within 30 days of the request.

7.3.3 Voting Members are required to attend a SGM. Apologies to be sent to Council one (1) week after notice of the SGM are received.

7.3.4 A Member is considered present using audio communication.

7.3.5 A quorum for a SGM shall consist of the Chairperson or Vice Chairperson and four (4) other Members of the Council.

8. Minutes and Reports

8.1 Minutes of Council meetings shall be sent to Members of the Council within two (2) weeks after a meeting.

- 8.2 Minutes of the Bi-annual General Meeting or any Special General Meeting of the Association shall be sent to all Members within eight (8) weeks of the Meeting.
- 8.3 Reports prepared by Committees to be presented to the Council by an agreed date.
- 8.4 Minutes are to be kept on file by the Chairperson and are to be available to all members on request.

9. Amendments to the Constitution

- 9.1 A proposed amendment to the Constitution of the Association shall be submitted in writing together with a motivation. Proposed amendments should reach the Chairperson of the Association ten (10) days before the Bi-annual General Meeting or a Special General Meeting of the Association and should be circulated to all Members five (5) days before the BGM or SGM.
- 9.2 The Constitution may be amended upon a two-thirds majority of those Members voting either present at the BGM or SGM or by proxy or by postal vote.
- 9.3 Amendments to the Constitution of the Association shall be binding on the Council of the Association.
- 9.4 Grammatical and spelling errors can be corrected with approval at a Council Meeting provided they are minuted and do not change the context.

10. Dissolution and Allocation of Assets

- 10.1 The Association may be dissolved by means of a resolution of new fewer than 80% of the Members present and voting at an BGM or SGM or voting by proxy or by post.
- 10.2 Notification to do so must be submitted to all Members of the Association in writing, to reach Members at least sixty (60) days before the BGM or SGM.
- 10.3 In the event of dissolution, its funds and assets shall be distributed to an association or trust having similar aims and objectives, as resolved by the outgoing Council.
- 10.4 No portion of the assets shall be used for the benefit of office-bearers or Members of the Association or any individual or private organisation.

11. Grievance Procedure

Any Member of the Association or member of the public may submit an original, signed complaint against a Member of the Association, in writing, with full supporting evidence of the contravention, directly to the Council of the Association. A grievance procedure, as laid out in Appendix 3, will be followed by the Members of the Council.

12. Signing the Constitution

Constitution is to be signed by the Chairperson.

Appendix 1

CODE OF ETHICS and PRACTICE

In order to uphold the dignity, standing and reputation of their profession, Members of SAANT are required to adhere to the following Code of Ethics and Practice:

ALL MEMBERS:

1. Members should not make any statement or claim about themselves, their qualifications or experience, their ability to diagnose or treat or the benefit of treatment unless they know positively that such statement is true and are able to prove such statement.
2. The law makes it a criminal offence for anyone who does not hold the relevant qualifications to use any of the titles specified hereunder or to use any other title or description which suggests or implies that he is on the statutory register of the persons who hold these qualifications: Chemist, Chiropractor, Dental Practitioner, Dental Surgeon, Dentist, Dietician, Doctor, General Practitioner, Medical Laboratory Technician, Midwife, Nurse, Occupational Therapist, Optician, Orthotist, Osteopath, Pharmacist, Physiotherapist, Radiographer, Surgeon, Veterinary Practitioner, Veterinary Surgeon.
3. Any Member who is also a member of any other professional organisation shall be entitled to use any title or qualification conferred by that other organisation, provided that the title or those qualifications are not in any way used to mislead the patient into believing that they are related to his qualifications for SAANT.
4. Members shall at all times conduct themselves in a honourable and courteous manner and with due diligence in their relations with patients, the public and other Members of SAANT.
5. Members shall at all times conduct themselves in a professional manner and be aware of their responsibilities.
6. Members shall not maliciously or recklessly injure, either directly or indirectly, the professional reputation, prospects or business of any other Nutritional Therapist or Health Care Practitioner. If legal proceedings are commenced against a Member, it is the responsibility of the Member to inform the ethics committee of the full facts of the case in writing.

PRACTICING MEMBERS:

7. Members are bound to act with all reasonable skill, care and diligence towards their patients in the capacity of professional Nutritional Therapist.
8. Members shall demonstrate a commitment to ensure an ongoing professional development, which maximises the quality of their services.
9. A Member must never promise cure or recovery, rather he may suggest that the advice, if put into practice, may facilitate the body's natural ability to resist disease.
10. Members shall be aware of the trust that is placed in their care by the patient and to honour and respect this trust at all times.
11. Members shall offer services that are free from any racial, ethical or sexual discrimination.
12. Members shall not continue work with any patient unless they are convinced that a reasonable opportunity exists for the patient to benefit from the work.
13. Members shall work within their limits and make referrals outside of their area of expertise.
14. Members shall not advertise their professional services in a self-laudatory manner or one that will demean the profession.
15. Members shall not engage in any sexual act with or in the presence of patients or invite patients to participate in any such act. They shall not seduce or deliberately sexually arouse patients. Sexual relationship between patient and practitioner is not permitted at any time.

16. Members have a responsibility to maintain their own efficacy, integrity and well being. They shall not use patients to listen to their personal problems, which they should address in the appropriate arena.
17. Members shall make the terms of practice, including charges, as clear as possible at the outset prior to patients incurring any form of commitment or obligation to financial liability. Revisions of these terms shall be agreed in advance of any changes.
18. Where a Member considers that a patient should seek medical advice for diagnosis or treatment, he should recommend this to the patient. If the patient agrees, a detailed report should be sent to the relevant Medical Practitioner. If the patient does not wish to consult a medical practitioner this should be reported in the clinical notes.
19. Members must not countermand instructions or prescriptions for medications given by a Registered Medical Practitioner.
20. If a patient advises that he is going to discontinue any prescribed medication, the Member must advise that the patient consult the prescribing medical practitioner.
21. The Member must endeavour to ensure that the patient take only those supplements as specified by the Member for the duration of the programme. Members should emphasise, to the patient, the potential risk of the patient obtaining and using 'repeat prescriptions' without the Member's recommendation.
22. The Member shall not have any financial dealings with patients except in respect of professional fees paid directly for the service.
23. Members must disclose to their patients any interest they may have in particular brands of nutritional supplements, laboratory tests, or any other products related to Nutritional Therapy, which may result in rewards by money, goods or favour, when such sale forms an integral part of the consultation or any part of a Member's recommendations. For example, a Member must disclose whether he is a Shareholder, Director, Owner, Employee in, or Consultant to, or any other similar interest in companies or associations that supply such products. Such disclosure may be effectively achieved, in writing, by a notice clearly displayed in the consulting room, by statements in leaflets describing the practice, on invoice/receipt forms, or practice stationery as appropriate.
24. It is permissible for a Member to act as a retailer for supplies of nutritional supplements, laboratory tests, or any other products related to Nutritional Therapy provided that the retailing interest is disclosed (as described in 23) to the patient where such sale forms an integral part of the consultation or any part of a Member's recommendations. Trade discounts may be retained or passed on to the patient. The patient must have freedom of choice as to whether, where and which brand they purchase of the prescribed supplements, laboratory tests or any other product related to Nutritional Therapy.
25. It is not permissible to accept commission, as defined by rewards by money, goods or favour when coming directly from suppliers of such products and when the Member is not acting as a retailer. It is not allowed for a Member to accept perverse incentives or to financially benefit, apart from acceptable trade discounts when acting as a retailer, from any multilevel (network) marketing scheme, which supplies nutritional products.
26. A practitioner shall not use, in the name of his or her private practice, the expression "hospital", "clinic" or "institute" or any other expression which may give the impression that such private practice forms part of, or is in association with, a hospital, clinic or institute.
27. Premises
- 27.1 Premises shall be clean, tidy and presentable, counter, table tops and chairs must have smooth surfaces, be in good repair and kept clean with suitable cleaner and disinfectant.

- 27.1 Adequate lighting and ventilation should be provided and maintained.
- 27.2 All passages and stairs shall be free of obstruction and from any substance that may cause people to slip.
- 27.3 Stairs to have adequate hand railings.
- 27.4 All equipment to be checked regularly for electrical dysfunction.

28. Personal Health and Hygiene

- 28.1 All Members to ensure their own health in no way endangers the health of the patient.
- 28.2 A high level of personal hygiene is essential.
- 28.3 Hands to be washed regularly.

29. Diagnostic Tests and Injection Treatment

- 29.1 All Members to update themselves regularly to the legislation regarding diagnostic tests and Injection treatment.

30. Safe use of Supplements

- 30.1 It is imperative for all Members to update themselves regularly through continued professional development on the safe and toxic levels of nutritional supplements, nutrient-drug interactions and nutrient-nutrient interactions.
- 30.2 It is imperative that all Members adhere to the legislation regarding the prescribing of nutritional supplements and hormones.

31. Note Taking and Patient Register

- 31.1 Names and contact details of all patients and dates of attendance should be recorded in a suitable register.
- 31.2 Thorough and comprehensive patient history and notes should be kept for each consultation.
- 31.3 Notes to include any dietary or supplement recommendations and any referrals.
- 31.4 Patient records to be kept in a non-public place where confidentiality can be maintained.

Appendix 2

MEMBERSHIP BENEFITS and RESPONSIBILITIES

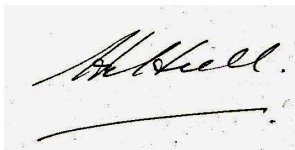
Level of Membership	Benefits and Responsibilities
Professional Membership	<ul style="list-style-type: none"> • Eligible for Professional Practitioner listing on the Register of Practitioners of the Association • If listed, required to provide a personal page to be posted on the official website of the Association • Access to the Members-only closed user area of the Association website • Eligible to mention the Association and membership level on stationary • Eligible for affiliation with other professional associations through the affiliation of the Association with these associations • Receiving Association Newsletter • Receiving notification of Events • Receiving reductions on all Association activities • Required to attend BGM and any SGM • Required to assist with and support SAANT activities
Fellow Membership	<ul style="list-style-type: none"> • Access to the Members-only closed user area of the Association website • Receiving Association Newsletter • Receiving notification of Events • Receiving reductions on all Association activities • Required to attend BGM and any SGM • Required to assist with and support SAANT activities
Student Membership	<ul style="list-style-type: none"> • Access to the Members-only closed user area of the Association website • Receiving Association Newsletter • Receiving notification of Events • Receiving reductions on all Association activities • Required to attend BGM and any SGM • Required to assist with and support SAANT activities
Honorary Membership	<ul style="list-style-type: none"> • Access to the Members-only closed user area of the Association website • Receiving Association Newsletter • Receiving notification of Events • Receiving reductions on all Association activities

Appendix 3

GRIEVANCE PROCEDURE

1. The complainant shall lodge a written and signed complaint, charge or allegation of improper or disgraceful conduct against a Member with the Chairperson or specifically designated Member of the Association.
2. On receipt of the complaint, charge or allegation the Chairperson may:
 - 2.1 ask for further information from the complainant
 - 2.2 inform the practitioner of the complaint, charge or allegation and request a written explanation within 14 days of the date of the informing letter, stating that such explanation may be used in evidence against him/her
 - 2.3 refer the matter to a Grievance Committee composed of the Chairperson and two other Council Members of the Association.
3. The Grievance Committee shall then decide whether there are any grounds for a professional inquiry to be held or not.
 - 3.1 If the Grievance Committee decides there are no grounds, the Chairperson will make his or her recommendations on the matter which will be finalised, reasons furnished and the relevant parties will be informed accordingly.
 - 3.2 If the Grievance Committee, on the strength of the information submitted, resolves that a disciplinary inquiry should be held, it shall arrange for a disciplinary inquiry to be held.
4. The procedure at a disciplinary inquiry shall be as follows:
 - 4.1 A notice informing the complainant, respondent and witness/es of the date, time and venue of such inquiry shall be forwarded to each person thirty (30) days before the inquiry takes place.
 - 4.2 If the notice has been forwarded to the respondent as prescribed, the Grievance Committee may proceed with the inquiry even if the respondent is not present.
 - 4.3 The Chairperson shall read out the nature of the complaint, charge or allegation as contained in the notice addressed to the respondent.
 - 4.4 The complainant or pro-forma complainant, the respondent and witnesses for and against the respondent shall all be afforded an opportunity of making representation to the Grievance Committee.
 - 4.5 The Grievance Committee shall deliberate on the case and if found guilty an appropriate action will be taken.
 - 4.6 An appeal against any decision or penalty imposed by the Grievance Committee shall be lodged in writing by the appellant within fourteen (14) days of the date of decision.
5. Once convicted of unprofessional conduct the following actions can be taken:
 - 5.1 A caution OR a reprimand OR both.
 - 5.2 Suspension from practicing for a specified period.
 - 5.3 Removal of practitioner from the register.
 - 5.4 To undergo additional training.
 - 5.5 Payment of reasonable costs of the proceedings.
6. The decision of the Grievance Committee, unless appealed against, is final and comes into effect immediately.

I, Helen E Hull, the elected Chairperson of the South African Association for Nutritional Therapy (SAANT) declare this document to be the Constitution of the said Association, approved by the elected Council of the Association.

A handwritten signature in black ink, appearing to read "H. Hull", is written on a light-colored rectangular background. Below the signature is a horizontal line.

Date: November 2011

../SAANT Constitution November 2011