



**South African
Speech-Language-Hearing Association
(SASLHA)**

Bylaws

The Bylaws approved and adopted by Council on
26 September 2025

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President

.....
Vice-President

.....
Chief Executive Officer

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1. CATEGORIES OF MEMBERSHIP

1.1. There shall be the following categories of Membership:

- 1.1.1. **Premium, Professional and Essential Membership** of the Association with voting rights may be granted to all professionals registered and in good standing in the past year with the Professional Board for Speech, Language and Hearing Professions of the HPCSA;
- 1.1.2. **Affiliate Membership** of the Association without voting rights may be granted to persons working in the fields of Speech Therapy and/or Audiology, not registered with the HPCSA (no proof of CPD compliance required) and residing outside of the Republic of South Africa;
- 1.1.3. **International Membership** of the Association with voting rights may be granted to South African professionals, residing outside of the Republic of South Africa, who are registered and in good standing with the Professional Board for Speech, Language and Hearing Professions of the HPCSA;
- 1.1.4. **Community Service Officer Membership** without voting rights may be granted to all professionals registered and in good standing in the past year with the Professional Board for Speech, Language and Hearing Professions of the HPCSA, who are employed by a government department to provide the mandatory year of community service; Membership is free;
- 1.1.5. **Student Membership** without voting rights may be granted to registered undergraduate students studying an undergraduate degree in Speech-Language Therapy or Audiology, or any other of the categories of professionals on HPCSA SLHB register, at a recognised training institution; Membership is free;
- 1.1.6. **Honorary Membership** without voting rights may be granted to those persons who have promoted the interests of the profession, and have been invited to join the Association as honorary Members; Membership is free;
- 1.1.7. **Pensioner Membership**, with voting rights may be granted to all practicing professionals registered and in good standing with the Professional Board for Speech, Language and Hearing Professions of the HPCSA and who are existing Members, aged 60 or older, who have been SASLHA members for at least 2 years prior to age 60;
- 1.1.8. **Life Membership** without voting rights may be granted to all professionals previously registered with the Professional Board for Speech, Language and Hearing Professions of the HPCSA, who are existing Members, aged 65 and older, who have retired from professional practice and have deregistered from the HPCSA; Membership is free;
- 1.1.9. **Fellowship** of the Association, including voting rights may be granted to Members or non-Members whose work SASLHA wishes to recognise and honour by a special award for distinguished service; and who have complied with the following criteria; Membership is free.
 - 1.1.9.1. Exceptional Contributions: Nominees should have made outstanding contributions to the professions within the field of communication disorders.

- 1.1.9.2. Demonstrated Leadership and Innovation: Nominees should have demonstrated exceptional leadership and innovation in any aspect of our fields, including but not limited to research, practice, education, or advocacy.
- 1.1.9.3. Significant Impact: Nominees should have had a substantial and positive impact on the lives of individuals with communication challenges.
- 1.1.9.4. Recognition by Peers: Nominees should be widely recognized and respected by their peers and colleagues for their distinguished service.

2. APPLICATION FOR MEMBERSHIP

- 2.1. Application for Membership and acceptance thereof shall be made in the manner and form prescribed by the Council from time to time, which shall contain such information and particulars, together with such verification thereof, that must be submitted, as the Council may require.
- 2.2. The Council shall have the right from time to time to vary, amend or alter the membership application form and/or the information required in respect of members in any class, and may prescribe different forms for different classes of membership. All information required to be submitted shall be confidential.
- 2.3. Once a Member has been accepted as such, s/he shall continue to be a Member and be liable for the relevant Membership fees until her/his Membership is terminated in terms of Clause 4 or 5 of these By-Laws.
- 2.4. In the case of Honorary Members, such persons may be nominated by the Council at an Annual General Meeting or Extraordinary General Meeting and shall be elected by a simple majority of the eligible votes at the meeting.
- 2.5. All information required and/or submitted in respect of an applicant for membership or a Member, shall be used by the Association to determine such a person's eligibility or continued eligibility to be a Member of the Association.

3. POWERS & PRIVILEGES OF MEMBERS

- 3.1. Members of the Association shall be entitled to:
 - 3.1.1. elect the Council of the Association;
 - 3.1.2. attend, and in the case Premium, Professional, Essential, Pensioner, Fellowship and International Members of the Association, vote at the Annual General Meetings and Extraordinary General Meetings of the Association;
 - 3.1.3. serve on SASLHA committees in any capacity;
 - 3.1.4. participate in all Association events, subject to payment of any applicable attendance fees;
 - 3.1.5. attend conferences and workshops that are arranged by the Association for its Members, subject to an attendance fee being paid if required;

- 3.1.6. receive the Association's communication, newsletters and other important information online, by email and other mediums as appropriate;
- 3.1.7. make representation to Council in writing via the SASLHA office on matters relating to the aims and purposes of the Association.

4. TERMINATION OR SUSPENSION OF MEMBERSHIP OR EXPULSION FROM THE ASSOCIATION

4.1. Membership shall be terminated:

- 4.1.1. upon the written resignation of a Member addressed to the Chief Executive Officer of the Association;
- 4.1.2. if the Member fails to pay the Membership fee when due; however: a) Membership will be reinstated immediately upon full payment of all outstanding fees; and b) in cases of financial hardship, the Council may, at its sole discretion, arrange an alternative payment plan to prevent termination.
- 4.1.3. upon removal from the HPCSA or relevant professional board register, except for life members.
- 4.2. In the event that a Member's name has been removed from the Register for reasons of default in payment of HPCSA registration, membership will be suspended and the Member may, with the approval of the Council, be reinstated as a Member immediately upon proof of payment of all outstanding HPCSA fees and restoration of their HPCSA registration.
- 4.3. Any Member who has been convicted of an offence by the Professional Board for Speech, Language and Hearing Professions of the HPCSA, or relevant professional board, and for that or any other reason has been suspended or struck off the HPCSA register or register of the relevant professional board, shall upon such suspension or striking off automatically cease to be a Member of the Association. They shall be allowed to rejoin SASLHA when and if they resume their registration with HPCSA.
- 4.4. Where it is alleged that a Member has been guilty of misconduct or conduct that has brought or is likely to bring the Association or the profession into disrepute or has acted in breach of the Association's Code of Ethics, membership will be suspended, and the matter shall be investigated by the Association.
- 4.5. The Member shall be advised, in writing, of the nature of the alleged misconduct and shall be given a fair hearing by the Ethics and Standards Committee or the Council and be afforded the opportunity to respond to the reported allegations.
- 4.6. Subsequent to a hearing, the Ethics and Standards Committee (should the case not be heard by the Council) shall submit a detailed report of its findings to the Council.
- 4.7. The Council shall be entitled to issue a warning and implement measures to mentor a Member or to suspend the Member's Membership for a specified period of time or to expel the Member from Membership of the Association.
- 4.8. Any Member so expelled shall have a right of appeal against such expulsion to the Council in writing.
- 4.9. Upon ceasing to be a Member in terms of clause 4.1 or 4.2, the Member shall forfeit all rights and claims

against the Association.

- 4.10. The Member shall not be entitled to a refund of any Membership fee paid for any period beyond the date of cessation of Membership.
- 4.11. Council and committee members who are reported to the HPCSA must notify Council of this within two days of being notified of the accusations against them.
- 4.12. Should they not do so, they shall be expelled from Council or the committee for reasons of bad faith as soon as Council becomes aware of the charges against them and shall be barred from holding a position on Council or a committee for two years.
- 4.13. Should the Treasurer or any other Council member with authority over the Council's finances have been accused of fraud or any other financial impropriety, they must step aside from that position on Council and another Council member must act in their position until the HPCSA or a legal entity has made a ruling.
- 4.14. Should the accusations involve any behaviour that is public knowledge and is likely to bring the association or the profession into disrepute, the Council or committee member must step aside until the HPCSA or the SASLHA Ethics & Standards Committee has made a ruling.
- 4.15. Should none of the above apply, the member may retain their position on Council or the committee, until and if a guilty verdict is reached by the HPCSA or a legal entity, after which they will be expelled from Council or the committee for a period as recommended by SASLHA's Ethics & Standards Committee and accepted by SASLHA Council.
- 4.16. Council or committee members who are expelled from their positions will be required to refund SASLHA the discounted portion of their membership fees.

5. MEMBERSHIP FEES

- 5.1. For the purpose of this clause a year shall mean the period from the first day of March to the last day of February the following year.
- 5.2. Each Premium, Professional, Essential Member, Affiliate Member, Pensioner Member or International Member shall pay:
 - 5.2.1. an annual Membership fee.
- 5.3. Each Student Member or Community Service Member:
 - 5.3.1. shall not be liable for Membership fees;
 - 5.3.2. must maintain registration details with the Office annually.
 - 5.3.3. will be liable for the registration fee to become a Full Member for the year in which they are no longer a Student or Community Service Member.
- 5.4. Life, Fellowship and Honorary Members shall not be liable for Membership fees.

- 5.5. The annual Membership fee shall be determined by the Council and may be varied from time to time at the sole discretion of the Council.
- 5.6. Council members will receive a 100% discount on annual fees and Committee chairpersons will receive a 50% discount on annual fees. Committee members will receive a 25% discount on annual fees. These discounts are conditional on signing a volunteer commitment agreement with the relevant Committee Chairperson or President/CEO and adhering to the required commitments.
- 5.7. In the event that a Council member, Committee Chair, or Committee member decides to resign from their position before the end of the current membership year, the discounted membership fees previously applicable to them will no longer be in effect. Instead, they will be responsible for settling the full membership fees, which will be calculated on a pro-rata basis.
- 5.8. The membership fee shall be payable, where applicable, on a regular basis as determined by the Council.
- 5.9. Failure to pay the Membership fee within one week of the due date for payment shall result in termination of Membership.

6. NOMINATION, ELECTION AND APPOINTMENT OF COUNCIL MEMBERS

- 6.1. Prior to the Annual General Meeting, the Council, by notice to Members, shall call for the nomination of candidates in the manner and in the form prescribed by the Council, which shall indicate the information and particulars, together with such verification thereof, that must be submitted as the Council may require. The Council shall have the right from time to time to vary, amend or alter any document related to the nomination, election and/or appointment process and/or the information required to be submitted in respect of candidates. All information required shall be confidential.
- 6.2. The Council may review and amend the nomination process from time to time.
- 6.3. A shortlist of candidates shall be decided on by the Council at its sole discretion for recommendation to Members for election at the annual General Meeting. In determining such shortlist, the Council shall follow due and fair process and consider the diversity, skills, knowledge and experience requirements of the Council.
- 6.4. The Council shall include in the notice of the Annual General Meeting the names of the short-listed candidates, together with their curricula vitae and such further information as the Council deems necessary to enable Members to exercise an informed vote.
- 6.5. The Council may co-opt and appoint Members to its number between Annual General Meetings. Any casual vacancy occurring on the Council between Annual General Meetings may be filled by the Council.
- 6.6. The Council may grant an elected member a temporary leave of absence for personal, family or health reasons for up to, but not exceeding, 6 months during the 3-year term of office. If the portfolio of the Council members includes activities that impact on operational matters, Council has the discretion to make alternative arrangements. Application for the leave of absence should be in writing to the CEO indicating the time that the member will be absent from Council activities and duties. Council may, at its

own discretion, choose to co-opt a temporary or permanent member to serve as Council member during the leave of absence.

- 6.7. A Member who has been appointed by the Council in terms of 6.6 (SASLHA's Constitution November 2021), must stand down at the next Annual General Meeting and may, subject to recommendation by the Council, stand for re-election.
- 6.8. The election by Members at the Annual General Meeting shall be decided by a poll.
- 6.9. Council members will retire from office at Annual General Meetings in accordance with a Council approved rotation schedule.
- 6.10. Retiring Members may, subject to recommendation by the Council, stand for re-election.
- 6.11. All information required and/or submitted in respect of a Council member during the election process and his/her term of office, shall be used by the Association to determine such a person's eligibility or continued eligibility to serve as a member of the Council.

7. REDACTION OR AMENDMENT OF COUNCIL MEETING MINUTES

- 7.1. SASLHA Council reserves the right to redact or amend meeting minutes before sharing them with committees or other stakeholders within the association to ensure the confidentiality of sensitive information or discussions that are not relevant to the committee's or stakeholder's work. The original, unredacted or unamended minutes shall remain the official minutes of any meeting, and the redacted/amended minutes shall be clearly indicated as such.
- 7.2. Redaction or amendment of meeting minutes shall be conducted in a transparent and accountable manner, with the intention of balancing the need for confidentiality with the principles of transparency and accountability.
- 7.3. Any redactions or amendments made to meeting minutes shall be documented, along with the rationale for such actions, and shall be retained in the association's records for reference.
- 7.4. When redaction of minutes is necessary the CEO shall consult the President or at least one Council member on the wording to be redacted and report the changes to the Council before circulating the Minutes of meetings to Committee Chairs. This procedure governing the redaction or amendment of meeting minutes, will be managed in a way that ensures that edits are consistent with the principles outlined in this section and that they are communicated to relevant stakeholders.
- 7.5. This section shall not be construed to limit the access of Committee members to unredacted meeting minutes or to prevent the disclosure of information required by law or regulation.

8. DUTIES OF THE TREASURER

- 8.1. The Treasurer shall be responsible for monitoring and oversight of the Association's financial management, including:
 - 8.1.1. ensure that appropriate accounting records are kept, and that statutory returns and taxes are

submitted on time;

- 8.1.2. ensure that an annual budget is produced and approved, and that expenditure is kept within the limits of the approved budget;
- 8.1.3. preparation of statements of accounts for the Annual General Meeting or otherwise as required by the Council;
- 8.1.4. safekeeping of the funds and monies of the Association.

9. COMMITTEES

- 9.1. The Council may appoint committees and delegate any of its powers and duties to such committees and prescribe rules for regulating their proceedings.
- 9.2. Such committees will be comprised of Members.
- 9.3. Council may dissolve a Committee if the activities are no longer relevant to SASLHA's objectives or if an alternative format of activities is required and is agreed to by Council.
- 9.4. Council has, at the time of approving these By-laws (12 April 2025), designated and appointed nine committees which serve to further the aims and purposes of the Association:
 - 9.4.1. Finance and Administration Committee;
 - 9.4.2. Member Engagement Committee;
 - 9.4.3. Accreditation Committee;
 - 9.4.4. CPD Committee;
 - 9.4.5. Research and Education Committee;
 - 9.4.6. Ethics and Standards Committee;
 - 9.4.7. Mentorship Committee;
 - 9.4.8. Public Sector Committee.
 - 9.4.9. Private Sector Committee: Audiology & Speech Therapy
 - 9.4.10. DEI Committee
 - 9.4.11. Formal Terms of Reference, which may be revised periodically depending on changes in the requirements for the committee, are established and approved by Council for each committee outlining:
 - 9.4.12. Committee composition;
 - 9.4.13. Eligibility requirements;
 - 9.4.14. Purpose, role and responsibilities;
 - 9.4.15. Delegated authority;

9.4.16. Term of office of committee members;

9.4.17. Meeting requirements;

9.4.18. Reporting requirements to Council.

- 9.5. All information required and/or submitted by or in respect of a Committee member during the appointment process and/or his/her membership of a Committee, shall be used by the Council to determine such a person's eligibility or continued eligibility to serve as a member of the Committee.

10. TASK TEAMS AND SPECIAL INTEREST GROUPS

- 10.1. The Council may appoint Special Interest Groups (SIGS) and Task Teams and delegate any of its powers and duties to such SIGS or Task Teams and prescribe rules for regulating their proceedings.

- 10.2. Task Teams relating to a specific topic will be proposed by a SASLHA member or a committee or by Council and

10.2.1. will be comprised of only SASLHA members;

10.2.2. will have a duration of not more than 6 months;

10.2.3. will develop ToR which are presented to and approved by Council;

10.2.4. will meet at least once a month for the duration of the term as per the ToR;

10.2.5. will elect a chairperson;

10.2.6. will have the purpose of investigating a topic relating to practice or products used by our members to treat patients or to support parents/care givers, with the view to making recommendations to Council on the best way to approach the specific topic that will provide the most benefit to our members and patients and professions;

10.2.7. the outcome of a Task Team will be a recommendation to Council of either guidelines, a CPD event, the forming of a SIG, or raising awareness amongst policy makers and stakeholders. Council may approve or decline the recommendations based on strategic goals and in line with Objectives.

10.2.7.1. **Note:** The NMES Task Team's formal term has concluded. However, its recommendations and initiatives have been referred to the Health Professions Council of South Africa (HPCSA), with ongoing consultation provided by designated former Task Team members as needed.

10.2.8. Where necessary, Task Teams may, with Council approval, invite non-SASLHA stakeholders (including but not limited to representatives of other professional associations, government, industry partners, or community organisations to participate in discussions, provide expert input, or collaborate on specific matters. External stakeholders invited under 10.2. shall not have voting rights within the Task Team, but their contributions may inform the deliberations and recommendations of the Task Team. Council shall retain ultimate decision-making authority

regarding the adoption of any recommendations arising from such engagements.

10.3. Special Interest Group (SIG)

10.3.1. A SIG is proposed by a Task Team that has investigated in depth the best way forward for SASLHA. Council approves and appoints the SIG.

10.3.2. A SIG may be made up of both SASLHA members and non-members and

10.3.2.1. will have an ongoing life span until the members feel there is no longer a need for the SIG, when it will be formally dissolved by Council;

10.3.2.2. will develop ToR based on strategic goals and in line with SASLHA objectives and present these to Council for approval;

10.3.2.3. the purpose of a SIG is to develop appropriate activities relating to the practice or products used by our members to treat patients or to support parents/care givers with the view to making recommendations to Council on the best way to approach the specific topic that will benefit members and patients and our professions the best.

10.3.2.4. The outcome of a SIG is potentially smaller groupings on specific topics relating to the topic.

10.3.2.5. A SIG will meet regularly according to the ToRs.

10.3.2.6. A SIG will elect a chairperson who will reports to Council regularly.

10.3.2.7. Council has, at the time of approving these By-laws (12 April 2025), designated and appointed two SIGS which serve to further the aims and purposes of the Association:

10.3.2.7.1. African Connections Project SIG

10.3.2.7.2. Autism SIG

11. FINANCIAL YEAR

11.1. The financial year of the Association shall coincide with the annual tax year of the South African Revenue Services, from first day of March to the last day of February the following year.

12. PUBLICITY

12.1. The Council may arrange publicity relating to the Association and its affairs as they consider necessary.

12.2. No Member of the Council or Members of the Association, shall, without the consent of the Council, cause any letter or other announcement to appear in the press or to be published in any other way which purports to convey the policy or any other matter of the Association.

12.3. All media and public communications must be directed through the office of the SASLHA Chief Executive Officer.

13. VOLUNTEER COMMITMENT EVALUATION

- 13.1. Council Members' and Committee Members' adherence to the Volunteer Commitment Agreement, will be evaluated annually.
- 13.2. The evaluation process will be determined by the Council from time to time