

# SOUTHERN AFRICAN SOCIETY FOR CO-OPERATIVE EDUCATION

## — S A S C E —

### CONSTITUTION

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## **CHAPTER 1**

### **NAME AND OBJECTIVES OF SASCE**

#### **1. Name**

- 1.1 The name of the organisation shall be “The Southern African Society for Co-operative Education”, hereinafter referred to as “the Society” or the acronym SASCE may be used.
- 1.2 The society shall be an association not for gain.

#### **2. Head office**

The Society’s domicile and postal address shall be that of the Society’s Secretary and shall be confirmed in writing (along with par. 6.6.2 or when a change occur) to all the members, the Society’s auditors and other stake holders.

#### **3. Mission**

The mission of SASCE is to foster the practice of co-operative education and facilitate the participation therein of all stakeholders in Southern Africa through promotional and educational activities. SASCE will strive to fulfil its mission by:

- 3.1 promoting co-operative education as an effective educational philosophy;
  - 3.2 encouraging and promoting co-operative education research, development and expertise;
  - 3.3 establishing (or encouraging the establishment of) information resources on co-operative education, and publicising the availability of these resources;
  - 3.4 creating opportunities for dialogue between, and giving direction to, practitioners of co-operative education at regional, national and international levels;
  - 3.5 recognising excellence in the practice of co-operative education by organisations as well as individuals.
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## **CHAPTER 2**

### **DEFINITIONS**

#### **4. Definitions**

- 4.1. Day shall mean a working day, unless otherwise stated;
  - 4.2. He and any word indicating the masculine gender shall be construed to include the feminine gender;
  - 4.3. Member in good standing shall mean a paid-up member as defined in Chapter 5 of this constitution.
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## **CHAPTER 3**

### **Society structure**

#### **5. Three tier Society structure**

The control of the society nationally shall vest in the

- General Meeting of Members;
- Executive Committee (hereinafter referred to as the EXCO); and
- Membership Forum.

#### **6. General Meeting of Members**

- 6.1 The General Meeting of Members shall be the ultimate authority of the Society, which shall be overruled only by a national membership ballot of all members in good standing, conducted in accordance with the provisions of this constitution.

##### **6.2 Composition**

The General Meeting of Members shall consist of the following:

- 6.2.1 the members of the EXCO (President, the Vice President, Immediate Past-President (ex officio), Treasurer, Secretary and two additional members) and
- 6.2.2 the members as defined in par. 14.3. who shall be entitled to send to a meeting of the General Meeting of Members a minimum of one delegate for every voting member and who shall each have one vote in person or by written proxy, provided that corporate

members shall be entitled to five (5) votes.

### **6.3 Meetings**

- 6.3.1 The General Meeting of Members shall meet at least once every two years on a date and at a place as determined by the Executive Committee.
- 6.3.2 A General Meeting of Members of the society shall normally takes place during the Society's conference. This meeting must be held within six calendar months of the end of each alternate financial year.
- 6.3.3 A Special General Meeting of Members may be held if and when the EXCO deems it necessary in terms of paragraph 7.8.2. and upon written request by the EXCO.
- 6.3.4 The Secretary or his nominee shall in writing notify each member of the date, time and place of each meeting and such notification, accompanied by an agenda, must be despatched at least 28 (twenty eight) calendar days before the date of the meeting and at least 2 (two) weeks before the date of the meeting in the case of a special meeting.
- 6.3.5 A General Meeting of Members shall be chaired by the President or if the President is unable to be present at a meeting, he shall notify the Secretary in writing thereof and the Vice President shall chair the meeting.
- 6.3.6. If the President and the Vice President are unable to be present at a meeting of the General Meeting of Members that has been properly convened and constituted, such meeting shall elect from among the delegates present an ad hoc chairperson for the duration of the meeting.
- 6.3.7. The members of the General Meeting of Members and/or the EXCO may agree to invite any society member other than provided for in par. 6.2.3 or any other person to its meeting, but such society member or other person shall act only as an observer or in an advisory capacity and shall have no vote.

### **6.4 Quorum**

- 6.4.1 The quorum for the General Meeting of Members shall be thirty (30) percent of the number of office bearers, officials and those delegates who are entitled to comprise the General Meeting of Members or twenty-five (25) members whichever is the lesser.
- 6.4.2 If a quorum is not present within 1 (one) hour of the time fixed for the meeting, the meeting shall be adjourned.
- 6.4.3 Such meeting shall be reconvened at a date not less than 14 (fourteen) days or more than 60 (sixty) days from the date on which the meeting was adjourned.

6.4.4 The Secretary shall within 14 (fourteen) days give notice of the new date, time and place of the meeting.

6.4.5 At such reconvened meeting the members present shall form a quorum.

## **6.5 Voting at meeting**

6.5.1 When voting is required at a General Meeting of Members the voting power shall be:

6.5.1.1 in the event of an equality of votes the President shall have a casting vote;

6.5.1.2 when voting for the election of office bearers and officials, each member shall have one vote except for corporate members who are entitled to five votes.

6.5.1.3. When voting on a motion, each member shall have one vote except for corporate members who are entitled to five votes.

6.5.2 When voting takes place by a show of hands or by secret ballot then it shall be done in terms of par. 7.3 and 12 of this constitution.

6.5.3 The Secretary shall cause the votes to be counted and shall record the number of votes in favour of, against and all abstentions and such result shall be minuted.

## **6.6 Minutes**

6.6.1 Minutes of the meeting shall be kept by the Secretary or his nominee.

6.6.2 A copy of such minutes shall, within 2 (two) months after the meeting, be forwarded to each member of the society.

6.6.3 Such minutes shall be subject to ratification at the next General Meeting of Members.

6.6.4 All minutes shall be retained for 3 (three) years.

## **6.7 Powers and functions of the General Meeting of Members**

6.7.1 The General Meeting of Members shall consider all matters submitted to it.

6.7.2 The General Meeting of Members shall have all powers of the EXCO and shall have the right to amend, confirm or reverse any decision of the EXCO or a forum meeting, which is or may be in conflict with the aims, objectives and principles of this constitution.

6.7.3 The General Meeting of Members shall deal with the following:

- 6.7.3.1 the report from the President;
- 6.7.3.2 the bi-annual report on the activities of the society to be presented by the Secretary on behalf of the EXCO;
- 6.7.3.3 the statement of income and expenditure, the balance sheet, any other financial information or statement and the bi-annual auditor's report,
- 6.7.3.4 the election of the President, Vice President, Secretary, Treasurer and two other members;
- 6.7.3.5 motions as detailed in 6.7.3.10. and resolutions;
- 6.7.3.6 determining policy and strategy;
- 6.7.3.7 sanction expenditure on behalf of the society;
- 6.7.3.8 suspend any member of the society for any action which contravenes the provisions of this constitution or which is contrary to the interest of the society;
- 6.7.3.9 any other matter, to which the General Meeting of Members agrees may be discussed, providing that such matters are only discussed at the end of the agenda, but no decision shall be taken at the meeting unless the majority of the delegates present agrees thereto.
- 6.7.3.10 motions to be considered at the General Meeting shall be submitted to the Secretary at least 60 (sixty) days prior to the meeting and such motions shall in turn be circulated to members by the Secretary within 14 (fourteen) days of the closing date for motions.
- 6.7.4 At other General Meetings of Members any matter included in the agenda of which due notice has been given, may be dealt with, excluding the matters mentioned in par. 6.7.3.1, 6.7.3.2, 6.7.3.3. and 6.7.3.4.

## **7. Executive Committee**

- 7.1 The management of the society shall vest in the Society's Executive Committee, subject to the directions and control of the General Meeting of Members.

### **7.2 Composition**

- 7.2.1 The EXCO shall consist of the President, Vice President, the Treasurer, Secretary, Immediate Past-President and two additional members;
- 7.2.2. Only members in good standing may be elected to the EXCO.

7.2.3 The EXCO may at any time co-opt any society member to assist it, but such member shall act in an advisory capacity only and shall have no vote.

### **7.3 Election**

7.3.1 The members of the EXCO shall be elected at the General Meeting of the Members from amongst those who have been duly nominated.

7.3.2 The Secretary shall call upon all members to submit nominations for the offices of the EXCO in writing and by registered mail at least 14 (fourteen days) before the commencement of the General Meeting of Members and such nominations shall be seconded and be accompanied by the acceptance of the person so nominated.

7.3.3 At the General Meeting the Secretary shall read out the nominations received and the General Meeting of Members may approve late nominations only if the valid nominations are insufficient to fill the vacant positions.

7.3.4 Whenever more than one candidate has been duly nominated for any office, voting shall take place by secret ballot, in which event the official appointed for that purpose or his nominee shall record the number of votes and disclose the name of the successful candidate who has won the vote. In the event of there being more than two candidates and on the final ballot no candidate obtains an absolute majority of the votes, then the candidate with the least number of votes shall be eliminated and successive ballots be conducted until such time as a candidate obtains an absolute majority.

7.3.5 When voting for the election of office bearers or officials the voting power shall be in accordance with the provisions of par. 6.5.1 of this constitution.

7.3.6 Ballot papers shall be retained for 3 (three) years.

### **7.4 Term of office**

The term of office of each office bearer shall be, calculated from the date of the General Meeting of Members at which he has been elected until the date of the following General Meeting of Members, but an office bearer may be re-elected for a successive term of office, and may serve for a maximum of six consecutive years.

### **7.5 Termination of Office**

7.5.1 A member of the EXCO shall vacate his office by resignation on a month's notice or immediately in any of the following circumstances:

7.5.1.1 expulsion from his office in writing;

- 7.5.1.2 on termination of his society membership, whether by resignation or by expulsion;
  - 7.5.1.3 on ceasing to be a society member in good standing;
  - 7.5.1.4 on being absent from 2 (two) consecutive meetings of the EXCO or of the General Meeting of Members without submitting a written apology which is acceptable to the EXCO;
  - 7.5.1.5 upon a majority resolution of the EXCO to vacate his office, subject to the confirmation of the General Meeting of Members;
  - 7.5.1.6 upon a membership ballot having been called for by not less than 50% (fifty per cent) of the total membership to decide the removal from office of an office bearer and a two thirds majority of votes cast in a membership national ballot has decided on his removal.
- 7.5.2. Any member of the Executive Committee may be removed from office before the expiration of the term of office if so determined by a two-thirds majority at any meeting of the General Meeting of Members following on a motion of no confidence or serious neglect of duties.
- 7.5.3 An office bearer or official of the EXCO may be expelled or his services may be suspended by a two third majority vote of the General Meeting of Members under the following circumstances:
- 7.5.3.1 if he is found guilty of gross misconduct;
  - 7.5.3.2 if he continuously fails to perform his duties or he seriously neglects to perform his duties;
  - 7.5.3.3 if he fails to abide by the provisions of this constitution;
  - 7.5.3.4 if he is convicted of a serious criminal offence.
- 7.5.4 If an office bearer is expelled or an official is dismissed or his services are suspended, he shall vacate his seat immediately, but he shall have the right to mediation or arbitration in order to address his expulsion, dismissal or suspension.
- 7.5.5 If an office bearer has vacated his office in circumstances described in par. 7.5.3.7 of this constitution he shall have a right of appeal to the General Meeting of Members.
- 7.5.4. Any member of the National Executive so removed shall have the right to mediation or arbitration.

## **7.6 Vacancies**

Vacancies on the EXCO shall be filled as follows:

- 7.6.1 if a vacancy occurs at the time the Bi-Annual General Meeting is held, the election of another office bearer shall be in accordance with the provisions of par. 7.3 of this constitution.
- 7.6.2 if a vacancy occurs during the term of office of an office bearer, such vacancy shall be filled within 30 (thirty) days from the date the vacancy occurred.
- 7.6.3 In the event of a vacancy described in par. 7.6.2 the provisions of par. 7.3.2 - 7.3.4 shall mutatis mutandis apply.
- 7.6.4 Upon receipt of the written nominations the National Secretary shall put same before the remaining members of the EXCO who may vote by secret ballot or who may call a Special General Meeting of Members to vote by secret ballot on the nominations.
- 7.6.5 The result of the voting in terms of par. 7.6.4 shall be made known by the Secretary to all office bearers, officials and members within 7 (seven) days from the date the voting took place.
- 7.6.6 In the event of the office of the Secretary becoming vacant the Vice President shall call for nominations and shall deal with such nominations as described in par. 7.6.3 - 7.6.5.
- 7.6.7 An office bearer elected to fill a vacancy shall hold office for the unexpired portion of the term of his predecessor.

## **7.7 Meetings**

- 7.7.1 The EXCO shall meet at least twice every year at such times, dates and places as the members may decide and a special meeting of the EXCO may be held at any time at the request of at least 3 (three) members of the EXCO.
- 7.7.2 Special General Meetings of Members may be called whenever the President deems it expedient or shall be called upon the written requisition of 10 (ten) percent of the total society membership. In either event the Secretary shall within 14 (fourteen) days of such notification issue a notice to members concerning the Special General meeting. The notice shall be accompanied by an agenda.
- 7.7.3 Notice of at least 14 (fourteen) days shall be required for a Special General meeting.
- 7.7.4 The members of the EXCO may agree to invite any member or any other person to its meeting, but such member or other person shall act only as an observer or in an advisory capacity and shall have no vote.

- 7.7.5 At a meeting of the EXCO all members shall each have one vote and the President shall have a casting vote in addition to his ordinary vote.
- 7.7.6 A meeting of the EXCO shall be chaired by the President.
- 7.7.7 If the President is unable to be present at a meeting, he shall notify the Secretary in writing thereof and the Vice President shall chair the meeting.

## **7.8 Quorum**

- 7.8.1 The quorum for a meeting of the EXCO shall be 4 (four) of the members of the EXCO.
- 7.8.2 If a quorum is not present within 1 (one) hour of the time fixed for the meeting, the meeting shall be adjourned.
- 7.8.3 Such adjourned meeting shall be reconvened at a date not less than 7 days and not later than 14 (fourteen) days from the date on which the meeting was adjourned.
- 7.8.4 The Secretary shall give notice of the new date, time and place of the meeting within 3 (three) days from the date on which the meeting was adjourned.
- 7.8.5 At such reconvened meeting the members present shall form a quorum.

## **7.9 Minutes**

- 7.9.1 Minutes of the meeting shall be kept by the Secretary or his nominee.
- 7.9.2 A copy of such minutes shall, within 1 (one) month after the meeting, be forwarded to each member.
- 7.9.3 Such minutes shall be subject to ratification at the next meeting of the EXCO.
- 7.9.4 All minutes shall be retained for at least 3 (three) years from the end of the financial year to which they relate.

## **7.10 Powers and functions of the EXCO**

The EXCO shall be empowered to

- 7.10.1 appoint and dismiss employees of the society, to fix their remuneration and other conditions of employment and to define their duties;

- 7.10.2 establish sub-committees as it may deem fit and define the terms of reference and functions and duties of such sub-committees;
- 7.10.3 regulate the form of procedure in a sub-committee;
- 7.10.4 nominate and elect persons to represent the society at any discussions or at any body constituted in terms of any law or at any body on which it is desired that the society shall be represented;
- 7.10.5 institute and defend all legal proceedings by or against the society;
- 7.10.6 acquire, either by purchase, lease or otherwise, any movable or immovable property and also to sell or otherwise alienate or deal with any movable or immovable property belonging to the society, provided that no immovable property shall be acquired or alienated without the approval of the General Meeting of Members;
- 7.10.7 open and operate a banking account in the name of the society;
- 7.10.8 on request by a member deal with disputes arising between the society and a member or between two members and to endeavour to settle disputes by conciliatory methods, if possible;
- 7.10.9 delegate any of its powers or functions as it deems fit;
- 7.10.10 where possible, provide legal advice and at its discretion legal assistance to members on matters related to co-operative education;
- 7.10.11 take such other lawful action as in the opinion of the EXCO may appear to be in the interest of the society and/or its members and which is not inconsistent with the objectives or any matter specifically provided for in this constitution, subject to the approval of the General Meeting of Members.

## **8. Powers, duties and functions of the Office Bearers and Officials**

### **8.1 President**

The President shall:

- 8.1.1 attend all General Meetings of Members and the EXCO and preside at such meetings;
- 8.1.2 enforce observance of this constitution;
- 8.1.3 sign minutes of meetings of the General Meetings of Members and EXCO when they have been verified in terms of 6.6.3. and 7.10.3.;

- 8.1.4 exercise supervision over the work of the Secretary and generally over the affairs of the society;
- 8.1.5 perform such other duties pertaining to the office in terms of legislation, usage, practice and this constitution;
- 8.1.6 report to the General Meeting of Members and EXCO meetings.

## **8.2 Vice President**

- 8.2.1 The Vice President shall assist the President in performing his duties and shall perform such duties as are delegated to them;
- 8.2.2 The Vice President shall chair a meeting of the General Meeting of Members or the EXCO in the absence of the President.

## **8.3 Acting President**

In the event of the President and Vice President being unable, either temporarily or permanently, to perform their duties, the remaining members of the EXCO shall appoint a person who is an office bearer to act as President, who shall hold office until the President or the Vice President is able to assume his duties or until the next election, as the case may be.

## **8.4 Secretary**

- 8.4.1 Upon being duly elected the Secretary shall be a Society official.
- 8.4.2 The Secretary shall:
  - (a) in general be responsible for the proper administration of the society, for co-ordinating all organising activities of the society, for co-ordinating the negotiation of any agreement to which the society is a party and shall sign such agreement on behalf of the society;
  - (b) cause officials and members of the society to be trained as and when necessary;
  - (c) receive requests for meetings of the EXCO;
  - (d) issue notices and agendas of meetings;
  - (e) deal with all Head Office correspondence, keep the original received and copies of those despatched and at each meeting of the EXCO put correspondence received since the last meeting before it;

- (f) attend all meetings of the General Meetings of Members and the EXCO, keep minutes of the proceedings and at each succeeding meeting lay on the table the minutes of the previous meeting for approval;
- (g) report to the General Meeting of Members and the EXCO on the activities of the secretariat;
- (h) perform such other duties as are imposed by this constitution, by the EXCO or General Meeting of Members or by any law.

## **8.5 Treasurer**

The Treasurer who is a Society office bearer shall:

- 8.5.1 attend all General Meetings of Members and the EXCO;
- 8.5.2 keep proper books of account, statements of income and expenditure, balance sheets and such other documentation as is necessary to verify the true financial situation of the society;
- 8.5.3 inspect all finances of the society and shall ensure that the provisions of the constitution with regard to finances are complied with;
- 8.5.4 endorse all accounts for payment and co-sign all withdrawals from the banking account of the society;
- 8.5.5 sign together with the external auditor all financial statements;
- 8.5.6 shall cause all financial statements of the society to be audited annually;
- 8.5.7 perform such other duties as are imposed by this constitution, by the EXCO or General Meeting of Members or by any law;
- 8.5.8 issue official receipts for all monies received and obtain receipts or other documentation of all monies spent on behalf of the society.

## **8.6 Additional EXCO members.**

The two additional members of the EXCO shall:

- 8.6.1 attend all General Meetings of Members and the EXCO
- 8.6.2 perform such duties or functions as determined by the EXCO/General Meetings of

Members.

### **8.7. Immediate Past-President.**

The Immediate Past-President of the EXCO shall:

- 8.7.1 attend all meetings of the General Meetings of Members and the EXCO
- 8.7.2 perform such duties or functions as determined by the EXCO/General Meetings of Members.
- 8.7.3. provide continuity for a period of at least two years.

## **9. Head Office Officials**

- 9.1 The EXCO may, subject to the approval of the General Meeting of Members, appoint any person as a full time or part time employee of the society to perform such duties at head office or regionally as are prescribed by the EXCO and such positions may include, but are not limited to, an administrator, assisting the Secretary, Society organisers and research officials.
- 9.2 Such persons shall be known as Society Officials and shall serve a term of office as determined by the EXCO and on conditions of employment and remuneration as prescribed by the EXCO.

## **10 Membership Forum**

- 10.1. The Membership Forum shall consist of members and/or organisations who have the common interest of co-operative education as their prime goal.
- 10.2. The Membership Forum shall meet at least once per annum or as often as necessary to further the goals of the society and co-operative education in general.
- 10.3. All members of the society shall be invited to participate in Membership Forum meetings, notice of which shall be done in accordance with par. 7.8. of this constitution.

## **11 Powers, Duties and Functions of the Membership Forum**

- 11.1. The Membership Forum shall act in an advisory capacity to the EXCO and the General Meetings of Members;
- 11.2. The Membership Forum shall consider all applications for financial assistance for

conference attendance or research;

- 11.3. The Membership Forum shall be responsible to develop policy and guidelines that further the objectives of the society;
  - 11.4. The Membership Forum shall attend to any other business as directed by the EXCO or the General Meeting of Members.
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## **CHAPTER 4**

### **PROCEDURES AT SOCIETY MEETINGS**

#### **12. Procedures at Society Meetings**

In addition to the provisions relating to meetings and elections contained in par. 6.3 to 6.6, the following shall also apply:

- 12.1 All meetings shall be conducted in accordance with the agenda.
- 12.2 No business shall be dealt with unless a motion duly seconded is before the meeting, provided that matters placed under 'General' may be discussed, but may not be voted upon unless the majority of those present at the meeting agree thereto.
- 12.3 The chairperson may prescribe a time limit for speakers on any topic.
- 12.4 The person chairing the meeting shall be entitled to make a ruling on matters of procedure, provided that such ruling may be overruled, after a motion to that effect, duly seconded and supported, by a majority of votes of those present.
- 12.5 The Secretary may at any time nominate one or more of those present to count votes or to scrutineer the taking of a ballot.
- 12.6 Voting for the election of office bearers and officials shall take place by secret ballot and the candidates shall have the right to be present when the ballots are counted.
- 12.7 If voting is required on any issue other than the election of office bearers, officials and motions duly proposed and seconded, such voting shall take place by a show of hands unless 10% (ten per cent) of the votes in accordance with par. 6.2.2 and 6.2.3 request voting by secret ballot.

#### **13 Membership Ballots**

- 13.1 If the matter arises which is of overall Society's concern or of concern to more than one

corporate member, the secret ballot must be conducted in terms of the provisions of this constitution.

- 13.2 In addition to matters in respect of which voting by secret ballot is compulsory in terms of this constitution, a secret ballot shall be taken on any issue, including the removal from or reinstatement to office of an office bearer or official if:
  - 13.2.1 the EXCO so decides;
  - 13.2.2 the EXCO is requested to do so by a sitting General Meeting of Members or is requested in writing by corporate members representing at least 25% (twenty five per cent) of the total membership
  - 13.2.3 A ballot decided upon or requested in terms of par. 13.2.1 of this constitution shall be held within 30 (thirty) days from the date of such decision or request, provided that if some urgency exists to have a ballot taken, the EXCO may determine a shorter period for the taking of the ballot.
  - 13.2.4 The EXCO shall, when a membership ballot is conducted, give notice in writing to all members who are entitled to vote at least 3 (three) days before the ballot is to be taken, but if a ballot is requested in terms of par. 13.2.2 such ballot shall be taken immediately.
  - 13.2.5 No ballot shall be invalidated merely by the non-receipt of such notice by any member.
  - 13.2.6 Each voter shall be issued with a ballot paper, which he shall complete, fold and deposit in a sealed container provided for the purpose.
  - 13.2.7 Ballot papers may not bear any mark or sign other than the mark made by the voter. Papers bearing any other marks shall be regarded as spoilt.
  - 13.2.8 Ballot boxes shall be inspected by the secretary and his nominee(s) and sealed in their presence. Voters shall have the right to inspect the ballot boxes to ensure that they are properly sealed.
  - 13.2.9 Voters shall also be required to sign an attendance register at which they must produce their membership cards.
  - 13.2.10 As soon as possible after completion of the ballot the secretary shall ascertain the results of the ballot and shall make such results known to the voters and the relevant committees.
  - 13.2.11 All ballot papers together with the attendance register shall be placed in a sealed container and shall be retained for 3 (three) years.
  - 13.2.12 The body responsible for conducting the ballot shall be bound to take action according to the decision of the majority of the members voting in any ballot, provided that such

body shall not be so bound where less than 30% (thirty per cent) of the members who are entitled to vote, have voted.

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## **CHAPTER 5**

### **MEMBERSHIP**

#### **14. Membership**

Any individual or organisation that participates in, or has an interest in, co-operative education may apply for membership of SASCE.

#### **15. Application for Membership**

15.1 Application for membership of the society shall be made in writing on the form prescribed by the society and submitted to the Secretary.

15.2 Such application shall be accompanied by the appropriate membership fee.

15.3 Four categories of membership shall be recognised, namely, individual, student, corporate, and Patron members.

##### **15.3.1. Individual members.**

Any person involved with or interested in co-operative education may apply for membership.

##### **15.3.2. Student members (non-voting)**

Any student registered at a tertiary educational institution who practices co-operative education may apply for membership

##### **15.3.3. Corporate members**

The following may apply for corporate membership:-

- (a) Any employer, employer body, council or professional body;
- (b) Any educational or training institution.

### **15.3.3. Patron members**

Patron membership shall be awarded to a person only if he has made a significant contribution to SASCE in general and specifically in achieving the aims and objectives of SASCE.

- (a) Any person may in writing apply to the General Meeting of Members for patron membership or any SASCE member may nominate a person for such membership and such application or nomination shall be accompanied by a motivation and proof of the applicant's or nominee's contribution to SASCE.
- (b) The General Meeting of Members shall consider such application or nomination and may approve or reject the application or nomination.
- (c) If the General Meeting of Members approves patron membership it shall determine the period for which such membership is granted and any conditions which may be attached to such membership.
- (d) A person who has been awarded patron membership shall ex officio be a member of the General Meeting of Members, and shall have the right to vote at any meeting of the General Meeting of Members.
- (e) A patron member shall be exempted from paying membership subscription fees.
- (f) A patron member shall forfeit his patron membership if he makes himself guilty of a serious crime or if he undermines SASCE or bring its name in disrepute.

## **16. Indemnification**

The Society office bearers, officials and committee members of the society shall be indemnified by the society against all proceeding, costs and expenses incurred by reason of any commission, omission, negligence or other act done in performance of their duties on behalf of the society and they shall not be personally liable for any liabilities of the society, provided that they have not acted in a manner which would constitute a serious criminal offence, serious neglect of duties or acted ultra vires.

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## **CHAPTER 6**

### **FINANCE**

#### **17. Subscriptions**

- 17.1. The last Membership Forum held each year shall determine the annual subscription payable by members for the following year.

17.2 Subscriptions payable by each member for the credit of SASCE shall take place in accordance with the provisions of paragraph 19 of this constitution.

## **18. Income**

18.1 The funds of the society shall be made up of all monies received by means of subscriptions, levies, donations, from functions and other funds received by any lawful manner.

18.2 All funds of the Society shall be deposited in a banking account of the Society.

18.3 The EXCO may decide to invest any reserve funds in a fixed deposit or any other form of investment, which appears to be in the interest of the society.

## **19. Expenditure**

19.1 The Head Office may apply the funds in the SASCE national banking account to the payment of such expenses, the acquisition of such property and such other purposes as may be decided upon or approved by the EXCO. This paragraph shall be read with par. 7.10.6 of this constitution.

19.2 The EXCO shall determine the amount of funds for petty cash that may be available during any one month and shall further determine the manner in which such money may be spent and should be accounted for. No sundry expenses may be paid directly out of funds received.

19.3 The Treasurer shall prepare a statement of income and expenditure of the national EXCO account and submit it to the EXCO in respect of each meeting.

19.4 All accounts of the Society shall be audited annually by an auditor appointed by the EXCO.

19.5 True copies of the audited accounts together with the auditor's report shall be made available to all members of the society.

19.6 The auditor's report shall be in accordance with generally accepted auditing practice and shall state whether the auditor:

19.6.1 has satisfied himself of the existence of the securities and has examined the books of account and records of the society;

19.6.2 is satisfied that proper books have been kept;

19.6.3 has obtained all information and explanations required;

19.6.4 is satisfied that the statement of income and expenditure and the balance sheet audited by him have been properly drawn up so as to exhibit a true and correct reflection of the state of affairs of the society according to the best of his knowledge and according to the explanations given to him and as shown in the books of the society as at the date of the balance sheet;

19.6.5 is satisfied that the provisions of this constitution in so far as they relate to financial affairs have been complied with.

## **20. Membership Subscriptions**

A member shall within 60 (sixty) days of the close of a financial year forward to the Secretary the total membership fee as determined by the Membership Forum, or deposit the said membership fee into the banking account of the society.

## **21 Financial Year**

The financial year of the society shall be calculated from the 1 January to the 31 December.

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## **CHAPTER 7**

### **DISPUTES**

#### **22. Disputes**

In the event of a dispute arising between the society and any other party, the Secretary shall have the right to take appropriate action on behalf of the society and take all steps necessary on behalf of the society in respect thereof.

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## **CHAPTER 8**

### **DISSOLUTION**

#### **23. Dissolution of the Society**

##### **23.1 Reasons to Dissolve**

The society shall be dissolved when:

A resolution to this effect has been adopted by a two thirds majority of the General Meeting of Members, provided that no such resolution shall be adopted unless 60% (sixty per cent) of the total society membership in good standing and in a membership ballot have voted for the dissolution of the society.

23.2. After the settlement of debts the remaining funds, if any, shall be disposed of in accordance with a decision of a membership ballot of society members in the following way:

23.2.1. by transfer of such funds to any organisation named by the majority of members of the society, who has aims similar to those of the society and which is also exempt from paying income tax.

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## CHAPTER 9

### AMENDMENTS

#### 24. Amendments to Constitution

24.1 Any of the provisions of this constitution may be repealed, amended or added to in any manner by a resolution of the General Meeting of Members, provided that at least 14 (fourteen) days' notice shall first have been given to each member.

24.2 The provisions of this constitution relating to General Meetings of Members, its quorum and the taking of resolutions by the General Meeting of Members shall apply in this instance, provided that a two third majority of the General Meeting of Members shall be required for any such amendment or addition.

SIGNED AT ..... ON THIS ..... DAY OF .....20....

.....  
PRESIDENT

.....  
SECRETARY