Constitution of the Southern African Association for Counselling and Development in Higher Education (SAACDHE)
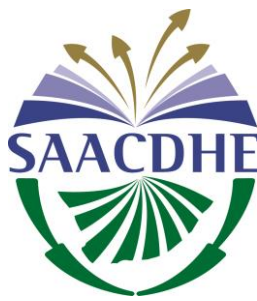
1.   Name

The name of the Association is: The Southern African Association for Counselling and Development in Higher Education (SAACDHE)

2.   Legal Personality

The Association shall be a body corporate, capable in its own name of acquiring rights, entering into legal transactions and suing and being sued.

3.   Definition of terms

3.1   "Association" - the Southern African Association for Counselling and Development in Higher Education (SAACDHE)

3.2   "Southern African - will denote the countries within the SADC region.

3.3   "Region" - denotes the geographically based groupings of the membership of the Association. Within South Africa the following regions are acknowledged: Western Cape; Eastern Cape; Free State; KwaZulu-Natal; Witwatersrand; Gaunolanga; Vaal North West. The individual member countries outside South Africa but within the SADC borders are acknowledged as separate regions namely Botswana, Swaziland and Namibia.

3.4   "Executive Management Committee (EMC)" - the Executive Management Committee of the Association.

3.5   "General Management Committee (GMC)" - the General Management Committee of the Association.

3.6   "Regional Management Committee(s) (RMC)" - the Regional Management Committee(s) of the Association.

3.7   "Regional Meeting" – a formally constituted meeting of the members from within a particular region.

3.8   "Annual General Meeting" - a formally constituted annual meeting of the members of the Association.

3.9   "Special General Meeting" - a formally constituted meeting of the members of the Association which is called by means of a properly motivated request from at least three Regional Management Committees on behalf of the majority of the members from within those regions.
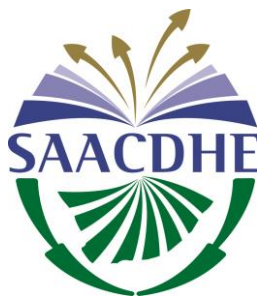
3.10   "Office Bearer" - individual members elected to office within the Association in accordance with the constitution.

3.11   "Term" - the period of time, which an individual member is expected to serve as an elected office bearer of the Association.

3.12   "Institution of higher education" - South African institutions registered as institutions of higher education with the Department of Education or, in the case of countries outside the south African borders, institutions with equivalent status.

3.13   "Counselling & Development Centre (CDC)" - those units and equivalent units at institutions of higher education in Southern Africa which render counselling and development services to prospective and registered students regarding their academic, career, personal and social well-being and development.

3.14   "Member Institution" - an institution of higher education in Southern Africa whose application for full membership on behalf of staff employed in its Counselling & Development Centre(s) has been approved by the Association and the required fees paid.

3.15   "Member" - an individual employed in a Counselling & Development Centre at an institution of higher education in Southern Africa whose application for full membership, on its behalf, has been approved by the Association and the required fees paid.

3.16   "Associate Institution" - an institution that is not an institution of higher education in terms of 3.12 whose application for associate membership on behalf of staff employed in its Counselling & Development Centre(s) has been approved by the Association and the required fees paid.

3.17   "Associate Member" –

3.17.1 An individual who is not employed within a Counselling and Development Centre at an institution of higher education in South Africa or a member country, but whose work is clearly related to Student Counselling and Development services as stipulated in 8.2.1, whose application for Associated membership has been approved by the Association and the required fees paid

3.17.2 An individual employed in a Counselling & Development Centre at an educational institution that is not an institution of higher education in Southern Africa whose application for associate membership, on their behalf, has been approved by the Association and the required fees paid.

3.18   "Affiliated Member" - an individual not employed at an educational institution in Southern Africa whose application for affiliate membership has been approved by the Association and the required fees paid.

3.19   "Honorary Member" - an individual who has been granted the status of honorary member by the Association.

3.20   "Student Member" - a registered student appointed to undertake duties directly related to the delivery of counselling & development services within a Counselling & Development Centre at an institution of higher education in Southern Africa whose application for student membership, on their behalf, has been approved by the Association and the required fees paid.

3.21   "Interest Group" - an independent body or group of individuals whose application for recognition as an interest group has been approved by the Association and the required fees paid.

3.22   None of the association's income or property (if applicable) is distributable to its members or office-bearers except for in-house training purposes or as compensation for services rendered (as in the 10% conference income kick-back to regions).

3.23   The association in its essence is not tied to specific members or office-bearers but is a separate entity.

3.24   The association will continue to exist regardless of changes in the composition of its membership or office-bearers.

3.25   Members of the association has no rights in the property or to other assets of the organisation solely by virtue of their being members or office-bearers.

3.26   Office bearers will not be held 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.

3.27   The Association may close down, if at least two-thirds of the members present and voting at a meeting convened for the purposes of considering such a matter, are in favour of closing down.

3.28   Should the organization be dissolved for whatsoever reason, the proposal to this effect should be handled as if a proposal for a constitutional change. The same procedures with regards to voting at the AGM will apply.

3.29   Should the vote fall in favour of such dissolvement, the remaining assets after all the liabilities have been met must be transferred to another non-profit organisation having similar objectives. A majority of vote will determine which other organisation will be chosen. No member shall benefit from the dissolvement of the Association.

4.   Vision

SAACDHE is a dynamic, leading voice on Student Counselling, Career and Development Services (SCCDS) and an influential role-player in an evolving Southern African Higher Education context.

5.   Mission

To promote, guide and advance best practices in Counselling, Career and Development Services at institutions of higher education in Southern Africa.

6.   Objectives

6.1   The Association represents the interests of Counselling and Development services in Southern Africa

The Association facilitates the *holistic development and professionalisation of staff in the CDC's* by providing a forum and developing structures, to foster the generation and sharing of research-based and other relevant information and skills amongst its members. Professional development activities are provided through an annual conference as well as regional activities at branch level. The major objectives of Counselling and Development Services related to the core business of the institutions are the following:

6.1.1   To promote, enable and optimise the holistic development of students. Functions include:

- Wellness promotion,
- Study, career, and life skills development
- Guidance, counselling and therapy

6.1.2   To support the effective operation of the institution as an organisation. Functions include:

- Participation in the various boards, committees and other forums of the institution
- Represent student matters and provide expert opinion
- Contribute to policy development and review

6.1.3   To maintain operational excellence. Functions include:

- Continuous professional development
- The scholarship of Counselling, Career and Development
- Quality enhancement of CCDS

7.   Strategies

7.1   We promote, guide and advance best practices in Counselling, Career and Development Services at institutions of higher education in Southern Africa, by:

7.1.1   Networking with relevant stakeholders (e.g. individual institutions, the Department of Higher Education and Training, Universities South Africa);

7.1.2   Representing the Association at regional and national forums, bodies or organisations whose functions impact on the members and the services they deliver;

7.1.3   Advocating the interests of our members and lobbying on their behalf whenever necessary;
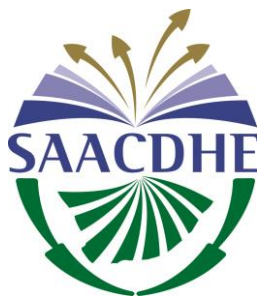
7.1.4 Facilitating the provision of ongoing training & development opportunities for our members;

7.1.5 Facilitating communication and information sharing amongst members;

7.1.6 Facilitating research to ensure relevant and effective service delivery and promote the knowledge and skills base of our members;

7.1.7 Providing a database of expertise available amongst our membership to facilitate access by fellow members, institutions for higher education and the broader community;

7.1.8 Providing leadership & direction in ensuring that counselling, career & development services are effectively aligned with higher education priorities with particular emphasis on access, retention and throughput;

7.1.9 Contributing to the academic, career, personal and social wellbeing & development of students insofar as it relates to the overall mission of access, retention and throughput;

7.1.10 Providing best practice guidelines regarding the structure, functions and staffing of Counselling, Career & Development Centres;

7.1.11 Providing best practice guidelines to promote professional and ethical practice in service delivery;

7.1.12 Providing quality enhancement guidelines to promote professional practice.

8. Guiding Principles

8.1 Respect for human dignity and respect for human rights.

8.2 The acknowledgement and celebration of human diversity.

8.3 The upholding of the ethical code of conduct of the Association.

8.4 The promotion of a spirit of goodwill and openness among members.

9. Membership

9.1 Full Membership:

9.1.1 All institutions of higher education in Southern Africa may apply for full membership of the Association on behalf of individuals employed within their Counselling & Development Centre(s) or other units/centres within the institution whose core business includes at least 1 of the following core competencies: counselling, therapy, career development, student and academic development.

9.1.2 Individuals employed within such centres will be deemed full members of the Association if the application for membership by their institution has been approved by the Association and the required fees paid.

9.1.3 Individuals who qualify for membership in terms of the above criteria will enjoy all the rights and privileges of the Association.

9.2   Associate Membership

9.2.1 All institutions of higher education in Southern Africa may apply for associate membership of the Association on behalf of individuals who do not comply with the stipulations in 8.1.1 above, but have an interest in the work related to core competencies.

9.2.2 All educational institutions that are not institutions of higher or further education in Southern Africa may apply for associate membership of the Association on behalf of individuals employed within their Counselling & Development Centre(s).

9.2.3 Individuals employed within such centres will be deemed associate members of the Association if the application for membership by their institution has been approved by the Association and the required fees paid.

9.2.4 Individuals who qualify for membership in terms of the above criteria will enjoy all the rights and privileges of an associate member of the Association.

9.3   Affiliated Membership

9.3.1 Individuals not employed at an educational institution in Southern Africa but whose work is directly related to the academic, career, personal and/or social well-being and development of prospective and registered students pursuing higher or further education in Southern Africa, may apply for affiliate membership of the Association.

9.3.2 Such individuals will be deemed affiliated members of the Association if their application for membership has been approved by the Association and the required fees paid.

9.3.3 Individuals who qualify for membership in terms of the above criteria will enjoy all the rights and privileges of an affiliate member of the Association.
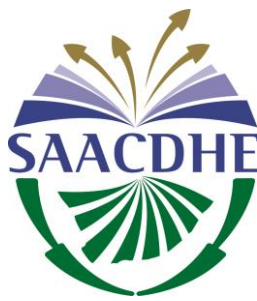
9.4   Honorary Membership

9.4.1 Honorary membership of the Association may be awarded by the General Management Committee of the Association in accordance with the relevant rules and regulations as stipulated in APPENDIX 3 of this document.

9.5   Student Membership

9.5.1 All institutions of higher or further education in Southern Africa may apply for student membership of the Association on behalf of registered students appointed within their Counselling & Development Centre(s).

9.5.2 Registered students appointed within such centres will be deemed student members of the Association if the application for membership by their institution has been approved by the Association and the required fees paid.

9.5.3 Registered students who qualify for membership in terms of the above criteria will enjoy all the rights and privileges of a student member of the Association.

9.6   Interest Group

9.6.1   An independent body or group of individuals with an area of interest or activity which is directly related to the academic, career, personal and/or social well-being and development of prospective and registered students pursuing higher or further education in Southern Africa may apply for recognition as an interest group by the Association.

9.6.2   Such a body or group will be deemed an interest group if its application for recognition as an interest group has been approved by the Association and the required fees paid.

9.6.3   Bodies or groups who qualify as interest groups in terms of the above criteria will enjoy all the rights and privileges of an interest group of the Association.

9.6.4   Individual employees or members of such independent bodies or groups who wish to acquire individual membership of the Association must submit a separate application for membership in terms of clauses 8.1, 8.2, or 8.3 of this constitution.
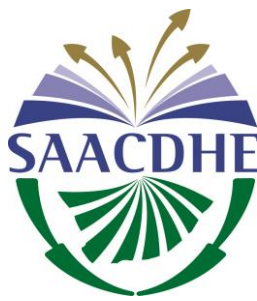
10.   Termination of Membership

10.1   Any institution, individual, body or group may terminate its membership at any time by delivering a letter of resignation to the President of the Association.

10.2   The General Management Committee may, at any time and with good reason in terms of this constitution, refuse any application for membership or terminate the membership of any institution, individual, body or group.

10.3   Membership of the Association will be forfeited if the fees due by a given party remain in arrears after having received two months' notice of monies due from the Financial Coordinator of the Association.

11.   Membership Fees

11.1   The membership fees for each year shall be determined by the General Management Committee and shall be communicated to members at the Annual General Meeting of the Association.
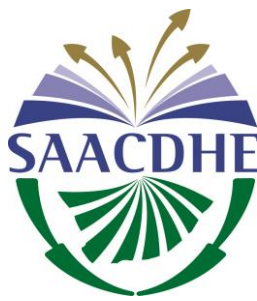
12.   Rights and Privileges

12.1   Voting Rights

12.1.1 Members of the Association (as defined in clause 3.14 and outlined in clause 8.1.1 of this constitution) have the right to vote on all matters that fall within the scope of the Regional and Annual General Meetings of the Association.

12.1.2 Election to office

12.1.3 Members of the Association (as defined in clause 3.14 and outlined in clause 8.1 of this constitution) have the right to be nominated and to be elected to office. They also have the right to nominate and elect other members as office bearers.

12.2 Only members who meet the following requirements may be elected as President and President Elect:

12.2.1 Training and experience in at least two of the four core competencies;

12.2.2 Institutionally linked to a unit that embraces at least two of the four core competencies;

12.2.3 Have management experience in a unit embracing at least two of the four core competencies;

12.2.4 Registered with a Statutory Council relevant to two of the four core competencies;

12.2.5 Have flexi-time to devote adequately to the matters of the Association

12.3 Fulfilment of Responsibilities

12.3.1 Members, associate members, affiliate members, honorary members and student members of the Association have the right, provided they have demonstrated good cause, to request the office bearers of the Association to undertake specific action (as specified in clause 6 of this constitution) in the fulfilment of the Association's mission on their behalf.

12.4 Access to information

12.4.1 Members, associate members, affiliate members, honorary members, student members and interest groups have the right to reasonable access to information related to the operations and activities of the Association. However, when the information being requested is not usually included in the regular communications of the Association, such a request must be substantiated and submitted in writing.

12.5 Reduced Attendance Fees

12.5.1 Members, associate members, affiliate members, honorary members and members of the interest groups of the Association have the privilege to attend the regional & national training & development opportunities offered by the Association at a fee that is at least 20% below that asked for attendance by non-members of the Association. Student members will qualify for a 50% reduction. Regions have the right to determine the fees charged for regional events.
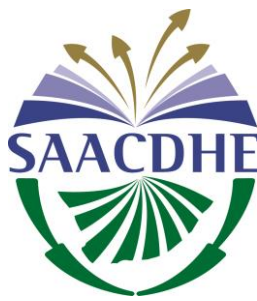
13. Decision Making and Voting

13.1 Executive and General Management Committee Meetings[GMC]

13.1.1 Unless stipulated otherwise in this constitution, all matters which fall within the scope of the Executive Management Committee[EMC] or the General Management Committee[GMC] of the Association shall be decided by the majority vote of the office bearers present at a formally

constituted and quorate meeting of the respective committees. A quorum will consist of half the number of office bearers in the Management Committee plus one [7].

13.1.2 Voting will take place by a show of hands.

13.1.3 In the case of a deadlock on any matter the President shall have the casting vote.

13.2 Annual General Meetings and Special General Meetings

13.2.1 Once every term an Annual General Meeting convened by the Executive Management Committee will take place.

13.2.2 Notice of Annual General Meetings must be given at least 30 days in advance.

13.2.3 Unless stipulated otherwise in this constitution, all matters which fall within the scope of an Annual General Meeting or Special General Meeting shall be decided by the majority vote of the individual members of the Association present at a formally constituted meeting.

13.2.4 The General Management Committee may call special meetings on receipt of a properly motivated request from at least three Regional Management Committees on behalf of the majority of the members from within those regions.

13.2.5 Notice of Special Meetings must be given at least 14 days in advance.

13.2.6 Notice of Committee meetings will be mutually agreed upon.

13.2.7 Clear minutes should be kept for all meetings held within the Association. Meetings will be chaired by the Regional Chairperson (Regional meetings) and the President (EMC & GMC meetings) or a representative appointed by the chairperson or president.

13.3 Regional Meetings

13.3.1 Unless stipulated otherwise in this constitution, all matters which fall within the scope of a Regional Meeting shall be decided by the majority vote of the individual members present at a formally constituted meeting.

13.3.2 Voting will take place by a show of hands except in the case of the election of office bearers to the Regional Management Committee, which will take place by secret ballot.

13.3.3 In the case of a deadlock on any matter the Regional Chairperson shall have the casting vote.

13.3.4 The Constitution can be changed by means of a properly motivated proposal or resolution from at least three Regional Management Committees provided that:

13.3.4.1 at least two thirds of the members of the Association, present at a properly constituted Annual General or Special General Meeting of the Association, vote in favour of the proposed changes, and

13.3.4.2 All member institutions of the Association are notified of the proposed changes to the Constitution, in writing at least 30 days in advance of such a meeting.

13.3.4.3 Voting will be by a show of voting cards except in the case of the election of office bearers to the Executive Management Committee, which will be by secret ballot.

13.3.4.4   In the case of a deadlock on any matter, the outgoing President shall have the casting vote.

14.   Election of Office Bearers

14.1   Regional Management Committees

14.1.1   In anticipation of the completion of the term of office bearers on the Regional Management Committees, the election of office bearers to succeed the current incumbents shall take place at the last Regional Meeting prior to the annual conference.

14.1.2   The Regional Committee will appoint an electoral officer who will preside over the electoral process.

14.1.3   Nominations for members to fill such positions shall be called for at least 14 days prior to such a meeting.

14.1.4   Nomination forms, available from the Regional Administrator, must be properly completed, and must contain at least two supporting signatures, the signature of the nominee, and a policy statement by the nominee, not exceeding 250 words.

14.1.5   Completed nomination forms must be submitted to the electoral officer before 12:00 on the day prior to the Regional Meeting. The electoral process will commence with the closure of nominations.

14.1.6   Members cannot accept nominations to both the Regional and the Executive Management Committees for the same term.

14.1.7   Copies of the completed nomination forms will be made available at the start of the Regional Meeting at which office bearers are to be elected.

14.1.8   All paid up members of the Region present at the meeting will be issued with ballot papers. Each eligible member will sign next to his/her name before receiving his/her ballot paper and will then vote by secret ballot at that meeting.

14.1.9   If no nominations have been received by the submission deadline then nominations for the vacancies can be made at the Regional Meeting. Such nominations must be properly proposed, seconded and accepted. Voting will then be conducted, in the absence of the nominated candidates, by a show of hands of the members present.

14.1.10 If members who have not yet completed their term as office bearers on the Regional Management Committee are nominated and elected to other positions on the Regional Management Committee, the resulting vacancies will be dealt with as per clause 13.1.9

14.1.11 Candidates receiving the highest number of votes for a position shall be deemed to be elected to office and will assume office immediately.
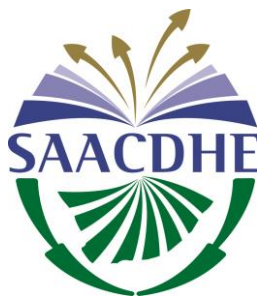
14.2   Executive Management Committee

14.2.1 The Executive Management Committee will appoint an electoral officer who will preside over the electoral process.

14.2.2 Nominations of members to fill positions on the Executive Management Committee that will become vacant at the time of the next Annual General Meeting will be called for at least 30 days prior to that meeting.

14.2.3 Nomination forms, available from the Administrative Coordinator, must be properly completed, and must contain at least two supporting signatures, the signature of the nominee, and a policy statement by the nominee, not exceeding 250 words.

14.2.4 Members cannot accept nominations to both the Regional and Executive Management Committees for the same term.

14.2.5 Completed nomination forms must be submitted to the electoral officer before 12:00 on the day prior to the Annual General Meeting. The electoral process will commence with the closure of nominations.

14.2.6 All completed nomination forms will be prominently displayed for the duration of the electoral process.

14.2.7 All paid up members of the Association present at the Annual General Meeting will be issued with ballot papers. Eligible members will sign next to their names before receiving their ballot papers and will then vote by secret ballot at that meeting.

14.2.8 If no nominations have been received by the submission deadline then nominations for such positions can be made at the Annual General Meeting. Such nominations must be properly proposed, seconded and accepted. Voting will then be conducted by a show of hands, after the nominated candidates have recused themselves,

14.2.9 If members who have not yet completed their terms as office bearers on the General Management Committee are nominated and elected to other positions on the General Management Committee, the resulting vacancies will be dealt with as per clause 13.2.8

14.2.10 Candidates receiving the highest number of votes for a position shall be deemed to be elected to office.

14.2.11 The first task of the Executive Management Committee is to officially assume office by constituting itself and calling and holding a General Management Meeting immediately after the conclusion of the Annual General Meeting of the Association.
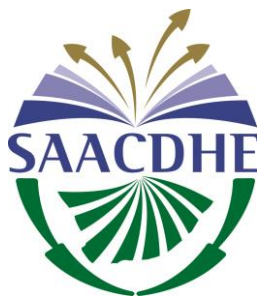
15. Resignations

15.1 General

15.1.1   Should an office bearer no longer qualify as a member of the Association (as defined in clause 3.14 and outlined in clause 8.1 of this constitution) he or she must resign with immediate effect.

15.2   Regional Management Committees

15.2.1   If a vacancy should arise on a Regional Management Committee a Regional Meeting must be called within 30 days and a new office bearer must be elected in accordance with clause 13.1.9.

15.2.2   In the period between the resignation of one office bearer and the election of a successor, the remaining office bearer shall assume full responsibility for the functions of the Regional Management Committee. He/she may however co-opt members from the region to assist in fulfilling the responsibilities assigned to the vacant position.

15.2.3   No postal and/or electronic votes will be allowed.

15.3   Executive Management Committee

15.3.1   If the President should resign during his or her term of office, the position will be filled by the President Elect. The President Elect assumes the position of President for two consecutive terms.

15.3.2   If the President Elect should resign during his or her term of office, the position will remain vacant or a member from the Association may be co-opted by the EMC to fill the position until the next election of office bearers.

15.3.3   If both the President & the President Elect should resign in the same term, the position of President will be filled by an individual nominated by the General Management Committee. This person will function as Interim President until the next Annual General Meeting of the Association where both a President and President Elect will be formally elected.

15.3.4   If any other vacancy should arise the Executive Management Committee will have the right to co-opt any member to fill the position until the next election of office bearers.

16.   Committee Structures, Functions and Governance

16.1   The structure of the organisation includes the Executive Management Committee, Supported by a General Management Committee, existing of regional chairpersons elected within the membership of their region. The Management Committee will manage the organisation. The management will be made up of not less than 12 members, of which 6 will be officers bearers of the Executive Management Committee

16.2   The powers of the organisation lie within its members, its General Management Committee and its Executive Management Committee. The Management Committee may take on the power and authority that it believes it needs to be able to achieve the objectives of the organisation.

16.3   Regional Management Committee(s)

16.3.1   Composition:

16.3.1.1   Each Regional Management Committee shall consist of a Chairperson and an Administrator.

16.3.1.2   Regions may create additional portfolios, such as Financial Coordinator, if desired.

16.3.1.3   Officer bearers will each serve a two-year term.

16.3.2   Functions & Responsibilities:

16.3.2.1   To facilitate the regional implementation of the strategies outlined in clause 6 of this constitution.

16.3.2.2   To organise and host at least two regional meetings per year, one of which must be scheduled for August/September. The agenda for this meeting should include:

16.3.2.2.1   The election of office bearers

16.3.2.2.2   The tabling of an annual report which includes a detailed financial report

16.3.2.2.3   The drafting of a year plan for the following year.

16.3.2.3   To organise at least two regional training & development activities per year. The focus of these activities should be appropriate to the needs of the members within the region.

16.3.2.4   To represent the needs and interests of the regions' members at the General Management level.

16.3.2.5   To provide feedback to members regarding the activities and decisions of the Executive and General Management Committees.

16.3.2.6   To send contributions to the newsletter concerning events, activities and news of the region.

16.3.2.7   To manage, and account for the finances of the region.

16.3.2.8   To submit an annual regional report to the Executive Management Committee ahead of the Annual General Meeting

16.4   General Management Committee

16.4.1   Composition:

16.4.1.1   The General Management Committee will comprise all the Regional Chairpersons and the office bearers on the Executive Management Committee.

16.4.1.2   The President shall act as Chair of the General Management Committee

16.4.2   Functions & Responsibilities:

16.4.2.1   To meet twice a year, once immediately after the Annual General Meeting and once before July of the following year, to:

16.4.2.1.1   Oversee the interests of the membership.

16.4.2.1.2   Oversee the finances of the Association.

16.4.2.1.3   Assist in the implementation of the strategies outlined in clause 6 of this constitution.

16.4.2.1.4   Assist in the formulation and implementation of policy.

16.4.2.1.5   Assist in overseeing the presentation of the annual conference.

16.4.2.1.6   Set the agenda, and be responsible for, the Annual General Meeting of the Association.

16.5   Executive Management Committee

16.5.1 Composition

16.5.1.1 The Executive Management Committee shall comprise the

16.5.1.1.1 President

16.5.1.1.2 President Elect

16.5.1.1.3 Administrative Coordinator

16.5.1.1.4 Financial Coordinator

16.5.1.1.5 Public & Regional Liaison Officer

16.5.1.1.6 Research, Training and Development Coordinator

16.5.2 With the exception of the President, President Elect and Financial coordinator, all other office bearers shall each serve a two-year term.

16.5.3 The President Elect will be elected on an annual basis and will serve a one-year term as President Elect and a one-year term as President.

16.5.4 The Financial coordinator's term of office will be for three years.

16.5.5 The position of Research, Training and Development Coordinator shall be filled by nomination of the Executive Management Committee. The nominee for the position of Research, Training and Development Coordinator shall serve a minimum of two years at a time. The nomination is renewable at the discretion of the Executive Management Committee upon completion of each two year term of office.

16.5.6 The Executive Management Committee may appoint support personnel where necessary and appropriate.

16.5.7 The Executive Management Committee may appoint ad hoc committees according to need.

16.5.8 The Executive Management Committee may co-opt members to perform specific tasks in the fulfilment of its functions & responsibilities.

16.5.9 Functions & Responsibilities:

16.5.9.1 To meet at least four times a year, once immediately after the Annual General Meeting and once in each subsequent quarter, to:

16.5.9.1.1 Implement the strategies outlined in clause 6 of this constitution.
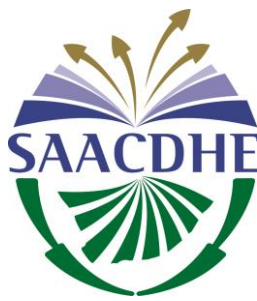
16.5.9.1.2 Formulate and implement the policies of the Association.

16.5.9.1.3 Attend to the general operational needs of the Association

16.5.9.1.4 Oversee the delivery of the annual conference.

16.5.9.1.5 Manage the finances of the Association, by means of a banking account held with a recognized South African bank.

16.5.9.1.6 Submit an annual general report and portfolio reports to the Annual General Meeting

16.5.9.1.7 Outgoing EMC members should ensure that incoming EMC members are properly inducted to the duties of the position they are to fill and official hand over of tasks occurs. This will involve attendance at and facilitation of the GMC November induction and orientation.

17. Financial Management

17.1 Financial Management of the Regions
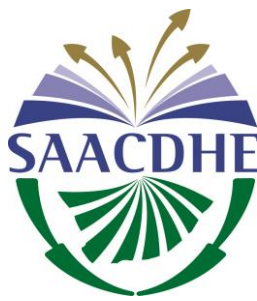
17.1.1 The financial year will coincide with the period between two consecutive Annual General Meetings.

17.1.2 All monies must be deposited in a regional account held with a recognized South African bank.

17.1.3 The name of the account will include the name of the Association and the name of the particular Region concerned.

17.1.4 Withdrawals can be made under the signature of two of the following Regional Management Committee office bearers: the Chairperson, the Administrator or, where appointed, the Financial Administrator.

17.1.5 The administration and utilization of regional funds shall be conducted in strict accordance with the policy in APPENDIX 1 of this constitution.

17.1.6 Financial statements for the Region must be submitted to the Executive Management Committee for auditing and inclusion in the documentation for the Annual General Meeting, and must be presented to the regional membership at the last Regional Meeting prior to the Annual General Meeting.

17.2 Financial Management of the Association

17.2.1 The financial year will coincide with the period between two consecutive Annual General Meetings. The financial year ends on 31 July of any given year.

17.2.2 All monies must be deposited in the name of the Association in a recognized South African bank.

17.2.3 Withdrawals can be made under the signature of two of the following Executive Management Committee members: the President, the Administrative Coordinator, the Financial Coordinator or any other member of the Association nominated by the Executive Management Committee.

17.2.4 The administration and utilisation of the funds of the Association shall be conducted in strict accordance with the policy in APPENDIX 1 of this constitution.

17.2.5 The Executive Management Committee shall appoint a person to review the financial statements and these audited statements must be presented at the Annual General Meeting.

18. Meetings

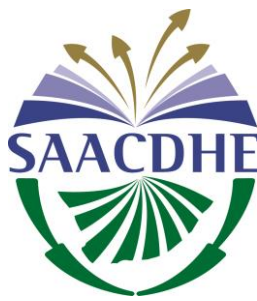18.1 Once every term an Annual General Meeting convened by the Executive Management Committee will take place.

18.2 The General Management Committee may call special meetings on receipt of a properly motivated request from at least three Regional Management Committees on behalf of the majority of the members from within those regions.

18.3 Notice of Annual General Meetings must be given at least 30 days in advance.

18.4 Notice of Special Meetings must be given at least 14 days in advance.

18.5 Notice of Committee meetings will be mutually agreed upon.

18.6 Clear minutes should be kept for all meetings held within the association. Meetings will be chaired by the Regional Chairperson (Regional meetings) and the President (EMC & GMC meetings) or a representative appointed by the chairperson or president.

19. Conference Hosting

19.1 At the Annual General Meeting, the members will select, in accordance with the policy in APPENDIX 2, a member institution or a region to host the next annual conference and Annual General Meeting.

19.2 The head of the hosting member institution or the Regional Chairperson will appoint or form a conference organising committee from his or her staff or the institutions in the region who shall organise the next annual conference in collaboration with the General and Executive Management Committees of the Association.

20. Language Policy

20.1 All official communication will be in English.

20.2 During meetings and conferences the medium of communication will be the preference of the communicant. Where necessary, translation into English will be provided for.

APPENDIX 1 TO THE SAACDHE CONSTITUTION
SAACDHE FINANCIAL PROCEDURES

Budgeting and Control Procedures

1.   *National accounting procedures*

The Financial Coordinator as a member of the EMC is responsible for managing the finances of the Association and to secure funds and sponsorships for specifically earmarked events (as decided and approved by the EMC at its meeting in November.)

The Financial Coordinator must submit a detailed budget for each year at the Annual General Meeting (with fixed allocations as outlined later under point 2). Payments may only be done within these parameters and cheques must be co-signed by the appropriate signatories (see constitution and attached requisition form). Detailed income and expenditure statements must be submitted at each meeting of the EMC. The income and expenditure statements for the year must be duly approved by the officially appointed general accountant of the SAADCDHE, currently Kruger Inc. PO Box 324, Randburg, 2125, contact person Nico Welman (011-789 1605) .Where ever in this document reference is made to "audit" this approval by a general accountant is implied.

2.   *Regional accounting procedures*

The Administrative Coordinator of each region is responsible for coordinating the finances of the region, and must submit regional income and expenditure statements to the Financial Coordinator of the EMC before the AGM. Budgeting, formal auditing and signing procedures also apply. These documents must also be audited if the income exceeds R10 000. Budgeting and signing procedures also apply.

3.   *Allocation of resources*

3.1   National

The EMC works within an annual expenditure budget that ordinarily comprises of the following items. Extraordinary expenses must be well motivated and approved by the EMC (See points 4 and 5 for income guidelines and membership fee systems).

A general principle is that members of the SAACDHE in fulfilment of officially approved business should not incur any out of pocket expenses. Expenses should however, conform to the general categories as indicated below.

- Travel, accommodation and subsistence for:
  - o EMC: 3 meetings per term of office for 6 persons
  - o GMC: 1 meeting in June for the number of regional chairpersons
  - o Conference site visit for 2 persons
  - o Where possible the cheapest form of transportation should be used.
- Annual contribution to regional activities @ R1500 per region on provision of a programme indicating how the money will be spent. Additional funds can be requested on proper motivation.
- Other general operating expenses include running the website, publishing the newsletter, paying of service provider fees for CPD registration at HPCSA, the annual report and miscellaneous expenses.
- Conference income should be managed according to the following principles:
  - o 10% kick-back to the Region that hosted the conference;
  - o 40% as budget for EMC: Training and Development Portfolio
  - o 50% added to the membership income as income to be used for cross subsidizing the general EMC budget.
- Seed money for the annual conference of the following year is R4000. An additional loan of R6000 can be applied for through EMC. This needs to be repaid to EMC before the conference income is calculated.
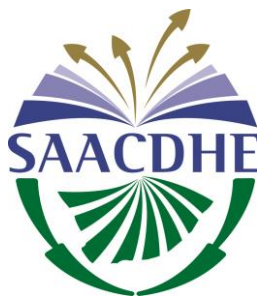
3.2   Regional

The Administrative Coordinator of each region works on an overall yearly expenditure budget as determined by each Regional Management Committee. A yearly fixed allocation of R1, 500 to assist regions with their operational expenses will be made by the Association.

4.   *Legitimate expenses guidelines*
4.1   National

Travel expenses for EMC and GMC meetings
If the distance to and from the meeting venue exceeds 400 km, a return economy class air ticket may be purchased. If in the above case, road transport must be used, a rental car (cheapest range with air conditioning) to and from the venue may be booked.

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Accommodation expenses for EMC and GMC meetings

The Financial Coordinator of the EMC will arrange for accommodation in a hotel or guest house not exceeding a three star grading (bed and breakfast).

Procedures for reimbursement

Original statements of approved expenditures must be submitted to the Financial Coordinator of the EMC within 2 weeks. The Financial Coordinator will ensure full reimbursement within one week of receiving such claims.

Portfolio: Training and Development

The budget allocated as per distribution of conference income, may be used for the Publication of Conference Proceedings; and / or regional and national training opportunities. In general, and if possible, a SAACDHE member should not have to pay for attending such opportunities, whilst non-members should be charged a fee. In the instance where the budget cannot afford to cover all costs and members are willing to pay for attendance, the fee should be lower for members and higher for non-members.

Quality Assurance Evaluations

QA Evaluations to paid-up member institutions with paid-up individual memberships is free of charge. Any travelling or accommodation expenses should be covered by the institution requesting the evaluation. A fee will be charged where only institutional fees or no membership fees have been paid. The fee is only for the delivering of the services and is payable to SAACDHE. EMC to decide on the amount but R1000 is recommended. This fee does not include /replace the honorarium payable by the institution directly to the panellists

4.2   Regional

- RMC's will submit budgets for each year before the meeting of the EMC at the conference.
- All expenses that occurred during the course of the term which are in accordance with the budget have to be submitted to the Regional Administrative Coordinator.
- The same procedures for reimbursement as outlined above, will apply.

5.   *Fundraising and income generation guidelines*

5.1   National

The Financial Coordinator has overall responsibility for fundraising and sponsorships, for specific activities/projects and where training and development is concerned, in conjunction with the EMC portfolio holder. Fundraising reports must be submitted at each EMC/GMC meeting. All fundraising proposals must be approved by the President before approaching a prospective donor. Special attempts must be made to ensure income from the annual conferences. The region hosting the conference will receive a 10% conference income rebate after payment of the full conference income into the SAACDHE bank account.
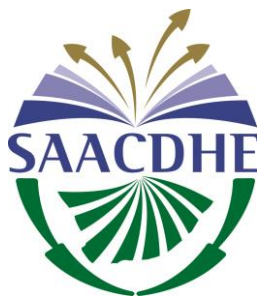
5.2   Regional

Regional management committees are encouraged to secure own funds from registration fees for training and development workshops (including CPD-activities in consultation with the EMC portfolio holder). If regions want to approach donors for additional funding, all formal proposals must be approved by the President (as applies for the national level)

6.   *Memberships fee systems and deadlines*

6.1   National

Membership fees are paid annually in advance (see categories listed in the constitution). Members of acknowledged Centres for Student Counselling and Development cannot register as individuals but as individuals within centres. Membership fees must be paid by 31 July although member institutions are encouraged to pay their membership fees as early as possible. Membership renewal forms will be sent out in October of the preceding year with monthly electronic reminders. If payment is made after 31 July a penalty of 20% of the existing individual membership fee will be levied. After 31 July members who have not paid will forfeit all rights and privileges of the Association until outstanding fees have been paid. The SAACDHE financial year is from 1 August to 31 July of the following year. This is to facilitate the auditing of the financial accounts for the AGM in September.
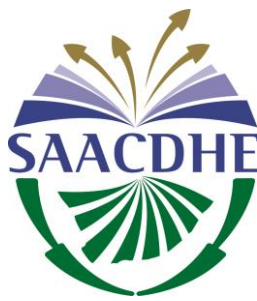
A membership sliding scale applies and the following is only an example based on the 2010 membership fees. A 5% increase in membership fees applies yearly and the financial coordinator must adjust the sliding scale with effect 1 August of the new financial year. The new fees should be presented at the AGM:

Individual members	Individual rate - not an option – only for clarity	Individual rate within paid-up institution	Other rates
20	345	9350	• **Institutional Fee: R1500**
19	350	9005	• Associate Members: 75% of left scale
18	355	8655	• Affiliated member: 75% of Rate 1
17	360	8300	• Interest Group: 75% of Rate 1
16	365	7940	• Student Member: Rate 1 less R100
15	370	7575	
14	375	7205	
13	380	6830	
12	385	6450	
11	390	6065	
10	395	5675	
9	400	5280	
8	405	4880	
7	410	4475	
6	415	4065	
5	420	3650	
4	425	3230	
3	430	2805	
2	435	2375	
1	440	1940	

6.2   Regional

No membership fees apply at regional level

7. *Reporting procedures (also see "Budgeting and control procedures")*

7.1   National

The Financial Coordinator must submit detailed written reports as follows:

- A detailed budget for the new financial year at the Annual General Meeting
- Fundraising report at each EMC/GMC meeting
- A detailed financial report at each formal EMC/GMC meeting
- A detailed audited financial report at the AGM.

7.2   Regional

The same procedures apply as stipulated under "Budgeting and control procedures" (point 1.2).
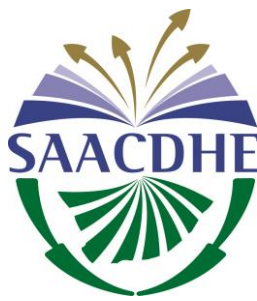
8. *Handover procedures*

8.1   National

The financial year of the SAACDHE extends from 1 August to 31 July of the following year. This implies that an incumbent EMC is responsible for ensuring that adequate budgeting is done for the incoming committee. It further implies that the outgoing Financial Coordinator has to hand over all and fully audited documents to the newly elected person.

8.2   Regional

The same basic principles apply to the regional structures

APPENDIX 2 TO THE SAACDHE CONSTITUTION
GUIDELINES FOR SAACDHE CONFERENCES

1.   Procedure for Selecting and Nominating Conference Hosts

Any Counselling and Development Centre (CDC)/member institution with at least 4 members or a recognized region interested in hosting the annual conference, should formally apply and motivate its intention to the Executive Management Committee (EMC), via the President, by completing an application form, two years prior to the year in which it intends to host the conference. This is to ensure that all the organisational and practical arrangements can be realized in good time. The completed application form should be forwarded to the EMC before their June meeting of that year.

At their June meeting, the EMC will discuss each application and appoint the host for the next conference. At the Annual General Meeting, the host of the subsequent year's annual conference will be announced.
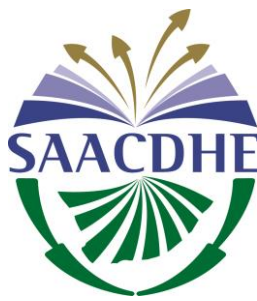
The head of the selected hosting CDC or the Regional Chairperson will appoint a Conference Organizing Committee from his/her staff or the institutions in the region who will organize the conference. The COC must provide correspondence from their institutional Line Manager confirming support for their employee serving on the COC and time to complete the conference planning tasks with no additional cost to SAACDHE. One or two members of the selected Conference Organizing Committee will attend a meeting with the EMC during June of the following year to finalise conference matters. The Conference Organising Committee will report back to the EMC at the annual conference, prior to the year in which they host and again at the June meeting of the EMC of the year in which they host the conference.

2.   Expectations and Responsibilities: EMC, GMC, Conference Organising Committee

2.1   General Management Committee (GMC)

The GMC will assist the EMC in overseeing the delivery of the Association's annual conference in the following way:

- Receives applications from CDC's/member institutions or regions at their June meeting where each application will be discussed and the host for the subsequent conference will be appointed.
- The GMC representative from the region in which the conference will be hosted, is to play a supportive and consulting role to the conference organisers on behalf of the GMC by attending at least two meetings of the Conference Organising Committee.

2.2   Executive Management Committee (EMC)

The EMC will oversee the delivery of the annual conference through direct liaison and communication with the conference host in the following way:

- Meets with representatives of the Conference Organizing Committee at the annual conference of the year preceding their hosting of the conference. (Attendance of the conference, and therefore this meeting, is at their own expense.)
- Meets with representatives of the Conference Organising Committee of the next conference during June of the year in which they host the conference to select suitable abstracts and compile a provisional conference program.

2.3   Conference Organising Committee

The head of the selected hosting member institution or the Regional Chairperson will appoint a Conference Organizing Committee from his/her staff or the institutions in the region.

The Chairperson of the Conference Organising Committee is to ensure that all deadlines, as outlined in section 3, are met.

The Conference Organising Committee is amongst others responsible for:

- Conference venues
- Finances
- Sponsorships
- Budget
- Media and equipment
- Product demonstrations and exhibitions, including the poster exhibition
- Transport
- Catering
- Social Functions (Welcoming function, Informal function (optional), Awards Function, Optional Trips)
- Accommodation
- Receipt of abstracts
- Posters
- Registration
- Conference bags, or other gifts
- Correspondence with delegates – e.g. Conference Announcement and Call for Abstracts, Registration Form, notification to presenters of approval of paper, workshops and posters

- Compiling and duplication of conference material, e.g.
  - Proceedings Document with conference programme and abstracts
  - Session Evaluation Forms
  - Conference Evaluation Form
- Certification
- Administrative Support / Registration Desk during the conference
- Other staffing, e.g. technical assistants, student assistants during the conference

- Appointment of Session Chairs
- Guest Speakers, e.g. keynote speaker
- Official Opening Ceremony
- All other conference related matters

3.   Related Time Frames

Meeting – EMC with Conference Organising Committee: At the conference, two years prior to and at the June meeting of the EMC of the year in which the conference will be hosted.

Conference Announcement and First Call for Abstracts to members: November prior to the year in which the conference will be hosted.

Abstracts for papers, workshops and posters: 31 March of the year in which the conference will be hosted.

Meeting: EMC with Conference Host, June of the year in which the conference will be hosted.

EMC approval of abstracts and compiling conference program: June of the year in which the conference will be hosted.

Notification of acceptance of papers, workshops, posters: Before mid-July of the year in which the conference will be hosted.
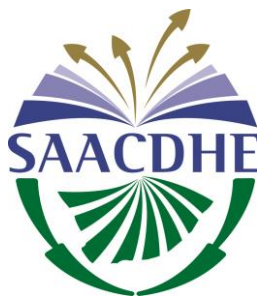
Return of Conference Registration Forms to Conference Organising Committee: 31 July of the year in which the conference will be hosted or 3 months prior to conference date.

Closing date for late registrations (including a 20% penalty fee): 1 month prior to conference date.

4.   Other

4.1   Conference Dates

The SAACDHE conference should, as far as possible, be scheduled to avoid clashes with other mainstream conferences that members may want to attend for example the PsySSA conference.

4.2 Conference Presentations

All submissions for conference presentations must:

- be directly related to the development of CDC services at tertiary training institutions
- conform to the conference theme

4.3 Presentation Guidelines

Conference presentations should demonstrate relevance in respect of the conference theme and the experience of the presenters. Presentations will fit into one of the following six categories:

1. Research papers
2. Descriptive / conceptual papers
3. Training workshops
4. Discussion workshops / focus groups
5. Papers presented as posters
6. Conceptual posters

The following guidelines should be adhered to with respect to each type of presentation:

4.3.1 Research papers

These are formal presentations which are based on rigorous research that has been conducted and presented in accordance with recognised academic standards. The quality of the research and presentation should be such that it would easily qualify for publication in a recognised journal.

Criteria for assessing the best research paper

- Relevance to the conference theme: Was the paper closely related to the conference theme?
- Quality of research: Was the paper based on rigorous research conducted in accordance with recognised academic standards?
- Content originality and innovation: Did the paper break new ground OR significantly expand your knowledge and understanding?
- Style and quality of presentation: Was the style of presentation and quality of aids of a high standard?
- Audience participation and response: Did the presentation generate enthusiastic participation and lively discussion from the audience?

4.3.2 Descriptive / conceptual papers

These are less formal presentations, which, while they may contain data from surveys and other research, are largely conceptual or descriptive in nature and are primarily intended to convey new insights, perspectives and/or experiences.

Criteria for assessing the best descriptive / conceptual paper

- Relevance to the conference theme: Was the paper closely related to the conference theme?
- Content originality and innovation: Did the paper break new ground OR significantly expand your knowledge and understanding?
- Style and quality of presentation: Was the style of presentation and quality of aids of a high standard?
- Audience participation and response: Did the presentation generate enthusiastic participation and lively discussion from the audience?
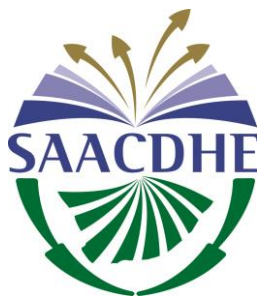
4.3.3 Training Workshops

These are facilitated activity-based group interactions primarily intended to demonstrate process issues and/or impart new skills or insights.

Criteria for assessing the best training workshops

- Relevance to the conference theme: Was the workshop closely related to the conference theme?
- Content originality and innovation: Did the workshop break new ground OR significantly expand your understanding and/or skills?
- Appropriateness of structure and process: Was the structure and process of the workshop effective in achieving its goals/aims?
- Facilitation skills: Was the facilitator engaging and effective in managing the interactions of the group?

4.3.4 Discussion / focus groups

These are facilitated discussion groups the primary intention of which is for participants to share thoughts, ideas and experiences in relation to a specific issue or topic.

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Criteria for assessing the best discussion / focus group

- Relevance to the conference theme: Was the discussion topic closely related to the conference theme?
- Content originality and innovation: Did the discussion break new ground OR significantly expand your understanding and/or skills?
- Diversity and significance of discussion: Did the discussion involve a meaningful exchange of diverse ideas, perspectives or experiences?
- Facilitation skills: Was the facilitator engaging and effective in managing the interactions of the group?

4.3.5 Papers presented as posters

These are poster presentations, which visually represent, in summary form, the methods, results and findings of formal academic research.

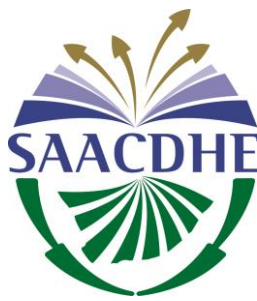*Criteria for assessing the best paper presented as a poster*

- Relevance to the conference theme: Was the poster topic closely related to the conference theme?
- Quality of research: Was the poster based on rigorous research conducted in accordance with recognised academic standards?
- Content originality and innovation: Did the poster break new ground OR significantly expand your knowledge and understanding?
- Visual presentation: Was the poster well organised, creative and visually stimulating?

4.3.6 Conceptual posters

These are poster presentations, which are conceptual in nature and primarily intended to visually represent ideas and/or processes in creative and innovative ways.

Criteria for assessing the best conceptual poster

- Relevance to the conference theme: Was the poster topic closely related to the conference theme?
- Content originality and innovation: Did the poster break new ground OR significantly expand your knowledge and understanding?
- Visual presentation: Was the poster well organised, creative and visually stimulating?
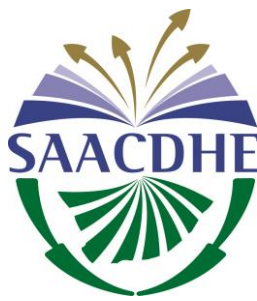
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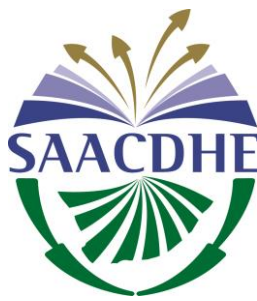**4.4 SAACDHE Publication: Journal of Counselling and Development in Higher Education Southern Africa**

SAACDHE has developed a publication (The Journal of Counselling and Development in Higher Education Southern Africa (JCDHESA). Authors wishing to have their papers considered for the SAACDHE Publication must adhere to the specific requirements indicated under section 4.4.1.

4.4.1 Specified requirements for paper submissions for the SAACDHE Journal of Counselling and Development in Higher Education Southern Africa (JCDHESA):

- The original typewritten paper, plus three copies of the paper should be submitted (for refereeing purposes).
- It should be typed with double spacing / 12 font size (MS Word Arial is the preferred font) and
  o With a left margin of at least 3 cm.
  o On one side of the paper only.
- Papers may not exceed 5 000 words in length, including the references, summary and any graphic material.
- The title must be short, but sufficiently informative of use in title lists.
- Each paper must be preceded by an abstract (200 - 400 words). The abstract should give the content of the paper factually and concisely and should be suitable for separate publication and adequate for indexing. The abstract should describe the purpose, overview, (results) and conclusion. The abstract should be on a separate page.
- Where possible a computer diskette should also be submitted, once the paper has been accepted for publication, and in its final form. The computer program (MS Word for Windows, or Word Perfect) and the file name should be specified on the diskette.
- The first page(s) should contain the title of the paper, the author(s) name(s) and address(es) and the name and address of the author to whom correspondence should be addressed.
- The text of the paper should be started on a new page.
- Your paper submission should be accompanied by a declaration that it has been properly edited for language usage, together with the name and address of the person who undertook the language editing.
- Headings must be placed in capitals and sub-headings underlined.
- Any submission containing footnotes or end notes will not be considered for publication.

- Quotations, of up to 100 words, should form part of the normal flow of the text and must be enclosed in double inverted commas. A quotation within a quotation should be indicated by means of single inverted commas. Quotations of more than 100 words must be blocked and indented one space. No italics or quotation marks are to be used unless the piece quoted contains quotation marks or italics.

- Tables, illustrations, figures and other graphic material must each be placed on a separate sheet and must not be included in the text. They should be numbered consecutively and typed on separate A4 pages attached to the manuscript. Their appropriate positions in the text should be indicated. Tables and other graphic material will not be redrawn and should therefore be presented as a set of artwork in finished form. The editors reserve the right to refuse publication of any submission in which the artwork is not of an acceptable standard.

- References should be listed alphabetically at the end of the paper, using the following standard form:
    - *Books*

      Smith, R.J. & Van der Merwe, N.J. 1998. Themes in Counselling Psychology. London: Benton.

      Towards a philosophy of higher education. 1985. Edited by R.J. Smit. London: Benton.

    - *Chapters in Books*

      Smith, R.J. 1999. Comparative themes in higher education, in Trends in Higher Education, edited by J.N. Green, London: Benton.

    - *Journal Articles*

      Smith, R.J. 1998. Policy studies in higher education. The South African Journal of Higher Education, 3(2):51-59

    - *Theses and dissertations*

      Smith, R.J. 2000. Critical theory and university transformation. DPhil. thesis, University of South Africa, Pretoria.

    - *Newspaper articles*

      Rand Daily Mail. 2001. 25 June: 7.

- Papers that do not conform to the above requirements will not be considered for publication in the JCDHESA.

4.5   Income

4.5.1   It is important that income is made from all conferences in order to ensure that the Association can meet its financial obligations without having to increase the membership fees drastically.

4.5.2   The income must be paid into the EMC account. Conference hosts must budget for the 5% fee to be paid to the Professional Board of Psychology re income generated from those psychologists who attend the CPD conference activities.

APPENDIX 3 TO THE SAACDHE CONSTITUTION
HONORARY MEMBERSHIP:
RELEVANT RULES AND REGULATIONS

As stipulated in the constitution (see 8.4.1), the General Management Committee (GMC – consisting of the Executive Management and Regional Coordinators) can annually consider nominations for honorary membership of the Association.
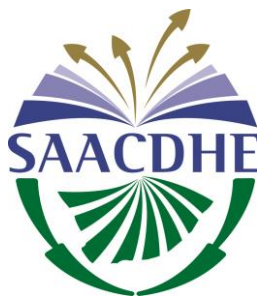
Members of the GMC can award honorary membership to nominated individuals at the annual mid-year meeting of the GMC. Written nominations must be submitted to the GMC before 31 May. The written nomination should clearly specify how the candidate meets the following criteria / guidelines:

Individuals who:

- have been longstanding members of SAACDHE;
- are widely respected in their particular professional capacities;
- have brought value to the Association, and demonstrated a positive attitude, continuous interest and involvement within the Association;
- have been active members of the Association (for example at GMC level) and/or;
- have served as President of the Association.

The status of honorary membership will only be granted if the decision of the GMC is unanimous in each case.

Successful nominees will receive their award at the subsequent conference.

APPENDIX 4 TO THE SAACDHE CONSTITUTION
EXECUTIVE MANAGEMENT COMMITTEE (EMC) GENERIC FUNCTIONS

1.   PORTFOLIO OF PRESIDENT (1 YEAR POSITION)

Only a member who meets the following minimum requirements may be elected as President and President-Elect. Please complete the following checklist:

- Has served as an active member within a SAACDHE region
- Training and experience in at least two of the four core competencies:
  - ☐   Counselling / Psychotherapy
  - ☐   Career Development
  - ☐   Student Development
  - ☐   Academic Development
- Institutionally linked to a unit that embraces at least two of the four core competencies;
- Has management experience in a unit embracing at least two of the four core competencies;
- Registered with a Statutory Council relevant to two of the four core competencies;
- Has flexi-time to devote adequately to the matters of the Association

1.1   Key Performance Areas:

Management of Association
- Provide dynamic leadership towards, and be ultimately responsible for ensuring that the ethos, principles and requirements of the constitution of SAACDHE are promoted and strictly applied
- Annually set specific strategic priorities for the Association as a whole and report on this progress in a formative and summative manner
- Provide formative and summative feedback to all members regarding the degree to which the Association has performed against the pre-determined outcomes (those of each individual member of the EMC/GMC and the specifics annually determined by the President)
- Liaise with DHET and other national associations aligned to the core business of SAACDHE and co-represent (with the President-Elect) the Association at Management Committee meetings in the form of an annual, bi-annual or semester presentations to the meeting

Executive Management Committee Support

- Provide dynamic leadership towards, and be ultimately responsible for ensuring the realisation of all the functions and responsibilities of the EMC/GMC/AGM, as stipulated in the constitution
- Provide assistance to other EMC members with specific tasks, as required
- Assist the Public and Regional Liaison officer in positioning the Association as a strong and united lobbying force

EMC / GMC Meetings

- Chair all EMC/GMC/AGM meetings

Membership

- Ensure continuous communication/dialogue with all members

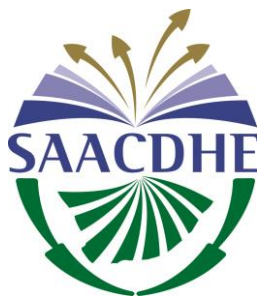## 2.   PORTFOLIO OF PRESIDENT ELECT (1 YEAR POSITION)

Only a member who meets the following minimum requirements may be elected as President and President-Elect. Please complete the following checklist:

- Has served as an active member within a SAACDHE region
- Training and experience in at least two of the four core competencies:
    - ☐ Counselling / Psychotherapy
    - ☐ Career Development
    - ☐ Student Development
    - ☐ Academic Development
- Institutionally linked to a unit that embraces at least two of the four core competencies;
- Has management experience in a unit embracing at least two of the four core competencies;
- Registered with a Statutory Council relevant to two of the four core competencies;
- Has flexi-time to devote adequately to the matters of the Association

2.1   Key Performance Areas:

Executive Management Committee Support

- Provide general and strategic support to the President
- Attend to delegated tasks from the President

- Provide assistance to other EMC members with specific tasks as required
- Liaise with DHET and other national associations aligned to the core business of SAACDHE and co-represent (with the President) the Association at Management Committee meetings in the form of an annual, bi-annual or semester presentations to the meeting
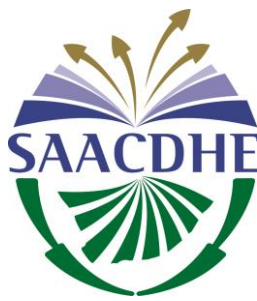
EMC / GMC Meetings
- Attend all meetings

Conference
- Attend to conference related matters (assisted by the Administrative Coordinator & PRLO)
  - Ensure completion of award certificates and delivery thereof to winners
  - Receive abstracts, for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee
  - Guide EMC members re approval of conference abstracts
  - Guide EMC to draw up a provisional conference program
  - See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters
  - Finalise the conference program with the Conference Organising Committee
- Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures
- Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by:
  - Reminding them to apply
  - Receiving completed application forms
  - Present completed application forms to EMC / GMC for approval (June meeting)
  - Notify successful SCDC / member institution of EMC / GMC decision

Quality Assurance
- Operationalise the Association's Quality Assurance System by:
  - Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit
  - Receiving applications from SCDC's for a Quality Assurance Review
  - Overseeing each Quality Assurance Review
  - Overseeing QA report writing and feedback to EMC and evaluated SCDC
  - Facilitate and plan regional training activities with regards to quality assurance

3. PORTFOLIO OF ADMINISTRATIVE COORDINATOR (2 YEAR POSITION)

Only a member who meets the following minimum requirements may be elected as Administrative Coordinator:

- Has served as an active member within a SAACDHE region
- Good organisational abilities
- Shows attention to detail
- Competent at managing data eg. minute-taking; membership lists
- Good communication skills
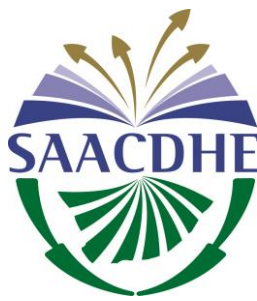- Skilled/experienced in administrative technology

3.1   Key Performance Areas:

Executive Management Committee Support
- Provide administrative and general support to the EMC
- Attend to delegated tasks from the President and President-Elect
- Provide assistance to other EMC members for specific tasks as required

EMC / GMC Meetings
- Obtain quotations for meeting venues and accommodation
- Book meeting venue and attend to logistical arrangements
- Attend all meetings
- Assist in making arrangements for the regional chairpersons to attend the joint meetings with the EMC
- Set the agenda of the EMC and GMC meetings (in conjunction with the President)
- Send out notices of meetings to all concerned
- Accurately record minutes of all meetings
- Distribute relevant minutes, action plans and timelines to all EMC and GMC members

- Extract decisions taken and updates from the EMC meetings and distribute to HOD's and GMC
- Follow up on requests or decisions arising from the EMC and GMC meetings
- Correspond with individual members or organizations, based on decisions taken at these meetings

Travel and Accommodation: EMC / GMC Meetings
- Attend to accommodation requirements of the EMC and GMC
- Coordinate travel arrangements and requirements of the EMC and GMC
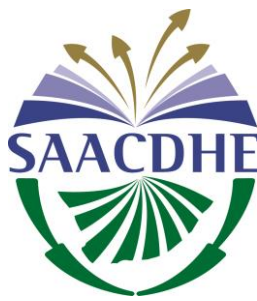
Membership and Documentation
- Update and maintain the membership list
- Request from each institution updated information regarding all SAACDHE members
- Assist SAACDHE members and attend to their queries
- Ensure that all constitutional amendments are recorded and updated, including appendices
- Distribute updated documents to paid-up SAACDHE members
- Arrange for archiving of SAACDHE information and documents
- Liaise with webmaster and ensure that relevant information is placed on the SAACDHE website
- Distribute EMC's and GMC's "Broad tasks and Action Plans" for each year to GMC and place on the SAACDHE website

Conference Planning
- Participate in the selection of abstracts for the conferences
- Participate in the approval of conference venue including venues used for the evening functions of the conference
- Participate in the approval of conference accommodation for delegates
- Participate in the approval of the conference programme
- Assist the President-Elect with any other conference matters including distribution of "Application forms to host a SAACDHE conference" to interested institutions

Conference
- Release the 'Notice of AGM' three months prior to the meeting
- Compile agenda for the AGM (in consultation with the EMC & GMC)
- Collect, collate, compile and bind all relevant documents for the AGM
- Distribute these prior to the AGM meeting
- Documentation of the AGM minutes

- Distribution of the AGM minutes
- Have available and circulate nomination forms for new positions within the EMC

Honorary Membership
- Receive and manage submitted written nominations for honorary membership
- Present the submitted nominations at the mid-year GMC meeting
- Develop and maintain a register of Honorary Members, Honorary Presidents and Distinguished Service Award recipients

4. PORTFOLIO OF FINANCIAL COORDINATOR (3 YEAR POSITION)

Only a member who meets the following minimum requirements, attributes, knowledge and experience may be elected as Financial Coordinator:

- Has served as an active member within a SAACDHE region
- A keen interest in financial management and good governance practices
- Some experience and/or knowledge of financial processes, income and expense statements, investments, audit requirements
- Experienced in working with Excel spreadsheets
- Accuracy and attention to detail
- Ability to meet deadlines
- Ethical practice

4.1 Key Performance Areas:

Executive Management Committee Support
- Provide general and strategic support to the EMC especially to matters pertaining to finances
- Attend to delegated tasks from the EMC

EMC / GMC Meetings
- Attend all EMC/GMC meetings
- Attend to payments for travel, accommodation and subsistence of the EMC and GMC meetings
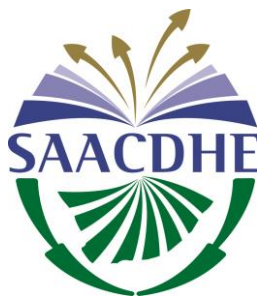
Membership and Documentation

- Increase the membership base

- Attend to financial related enquiries from general and prospective members.

- Ensure that reminders are sent and follow-ups are made regarding payment of membership fees

- Update the EMC about paid-up and outstanding membership fees

- Update the database of members

Financial Management

- Maintain an income and expense statement of all transactions

- Keep proper financial records and files

- Maintain invoices for all payments due to SAACDHE

- Pay Seed money to regions based on an updated strategic plan and income and expense statement

- Identify investment opportunities

- Provide financial statements at each meeting

- Ensure compliance with all banking requirements

- Update the change of signatories

- Prepare the financial report and investment statements /evidence for the annual external audit

- Prepare budget for each financial cycle for presentation at AGM

- Motivate for deviations from the budget

- Allocate funds to RTD and make payments to regions on approved application for RTD funds

- Ensure BBBEE certificate updated annually

- Update the Department of Social Development (DSD) on change in office bearers and provide updated Constitution

- Ensure that all monies received in the name of SAACDHE are banked accordingly

- Ensure that all claims pertaining to the business of SAACDHE are honoured

Annual General Meeting

- Ensure nominations are received timeously for the vacant office bearer posts on EMC

- Ensure the preparation and completion of the voter's roll (based on paid-up membership fees)

- Ensure the preparation and completion of ballot papers for election of new members into the EMC

- Identify an electoral officer for the voting process

- Ensure all Constitutional amendments are motivated for and ratified at the AGM

- Provide fully audited financial statements at the AGM

- Present the income and expense statement and provisional budget projections at the AGM

Annual Conference Planning

- Advise COC on financial management processes (banking, invoicing, local and foreign payments)
- Conduct site visit and assess feasibility in terms of cost
- Ensure the availability of cheques for the conference awards

5. PORTFOLIO OF PUBLIC AND REGIONAL LIAISON OFFICER (2 YEAR POSITION)

Only a member who meets the following minimum requirements may be elected as Public and Regional Liaison Officer:

- Has served as an active member within a SAACDHE region
- Skilled / experienced within branding & marketing
- Technologically savvy

5.1 Key Performance Areas:

Executive Management Committee Support

- In consultation with the Research, Training and Development Coordinator, compile a CPD register of the regional and national activities and post these on the SAACDHE website
- Provide assistance to other EMC members for specific tasks, as required

EMC / GMC Meetings

- Attend all meetings

Membership and Documentation

- Edit/Publish the SAACDHE Newsletters – Three annually
- Compile/Publish the Annual Report
- Liaise with Regional Chairpersons and ensure the effective functioning of the Regions
- Liaise with the webmaster to ensure that information on the website is updated on a regular basis
- Ensure continuous communication/dialogue with all members

Marketing

- Raise public and institutional awareness
- Co-ordinate marketing of the Association to its members and to the public

Conference

- Assist hosting region with CPD accreditation application process
- Organise and prepare all conference awards, special awards and certificates

6. PORTFOLIO OF RESEARCH, TRAINING AND DEVELOPMENT COORDINATOR (2 YEAR POSITION)

Only a member who meets the following minimum requirements may be elected as Research, Training & Development (RTD) Coordinator:

- Has served as an active member within the SAACDHE region and actively contributed to the SAACDHE newsletter and CPD activities
- Experienced in research-related activities. Research-related experience includes, but is not limited to, publication of research articles in scientific journals; presentation of papers, posters and workshops at academic conferences with a specific emphasis on the SAACDHE conference; and peer review of articles submitted to academic journals for publication

6.1 Key Performance Areas:
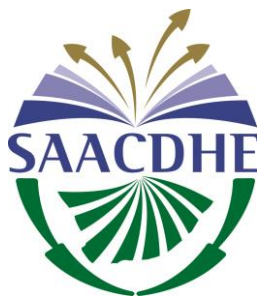
Training & Development

- Ensure EMC/GMC training and inductions
- Address special training needs of members on a regional level (e.g. writer's forum; research and publication training)

EMC / GMC Meetings

- Attend all meetings

Research

- Be responsible for the SAACDHE publication, entitled the Journal for Counselling and Development in Higher Education Southern Africa:
  - o Find referees to review conference papers / articles for this publication
  - o Get EMC to approve of selected referees
  - o Notify referees of their appointment by the EMC
  - o Forward papers to be refereed to referees with guidelines and the Referee Feedback Form

- Contact presenters of winning papers at the last SAACDHE Conference to submit their papers to be refereed
- Get referees to return the refereed papers and comments
- Get EMC to discuss the returned papers and comments and to approve the papers to go into the Journal for Counselling and Development in Higher Education Southern Africa
- Ensure ISBN number for the Journal for Counselling and Development in Higher Education Southern Africa
- Mail papers with referees' comments to authors with request to upgrade before publication
- Oversee the finalisation of the Journal for Counselling and Development in Higher Education Southern Africa (compiling and printing)
- Oversee the distribution of the Journal for Counselling and Development in Higher Education Southern Africa (preferably at the annual SAACDHE Conference
- Ensure that important stakeholders get a copy (e.g. HESA, PsySSA, SAASSAP)

Conference

- Ensure that all conference attendees get a CD/ electronic copy of all papers/workshops presented at the conference
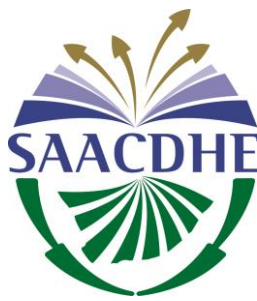
7.   PORTFOLIO OF REGIONAL CHAIRPERSON (2 YEAR POSITION)

7.1   Overall objectives:
- To facilitate regional implementation of the strategies outlined in clause 6 of the constitution
- To co-ordinate regional activities
- To present, promote and protect the needs and interests of the members within the specific region at the General Management Committee (GMC).

7.2   Key Performance Areas:
- The Regional Chairperson should raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC
- Contribute toward the SAACDHE Newsletters – regional news
- Contribute toward the Annual Report – regional reports
- Organise training and developmental activities within the region

- Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities

- To represent the needs and the interests of the regional members at GMC level

- Ensure continuous communication/dialogue with all members of the region

- Manage and account for the finances of the region (may be co-opted to a treasurer)

- Provide assistance to other GMC members for specific tasks, as required

- Prepare and submit required regional reports and financial statements (before set deadlines) for:
  o GMC meetings (programme for the year and progress report)
  o Regional Annual General Meeting (AGM) prior to the Association's AGM
  o Annual Report
  o Others as require

8.   PORTFOLIO OF REGIONAL ADMINISTRATIVE CO-ORDINATOR (2 YEAR POSITION)

8.1   Key Performance Areas:

- Provide general and administrative support to the Regional Chairperson

- Arrange regional workshops and meetings as per the Strategic Plan

- Accurately record minutes of meetings

- Send out notices and other related items from the EMC and Chairperson to all paid-up members

- Extract decisions taken by the EMC and relay these to all HOD's of Counselling/Student Support Service Centres in the Region

- Request from regional membership and compile articles/items for Newsletters and Annual Report.

- Ensure effective communication with the membership on behalf of the Chairperson

This constitution was approved and accepted by members of SAACDHE at a special (general) meeting held on 13TH September 2017.

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Chairperson   Secretary

SAACDHE CONSTITUTION | November 2017

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