



## 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. The SAACDHE trading address is:

Professional Services, Student Support Services,  
College of Health Sciences, University of KwaZulu- Natal  
Westville Campus,  
Private Bag X54001, Durban,4000  
Tel: +27-31-2607681

### 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; Gaunolanga [comprising Gauteng, Limpopo and Mpumalanga] and Vaal North West. The individual member countries outside South Africa but within the SADC borders are acknowledged as separate regions, including but not limited to Botswana, Swaziland, 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.



## SOUTHERN AFRICAN ASSOCIATION FOR COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

- 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, in 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 "Student Counselling, Career and Development Services (SCCDS)" - 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 Student Counselling, Career and Development Services/ Unit /Departments/Centres has been approved by the Association and the required fees paid.
- 3.15 "Member" - an individual employed in a Student Counselling, Career and Development Services unit 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 and training in terms of 3.12 whose application for associate membership on behalf of staff employed in its Student Counselling, Career and Development Services unit has been approved by the Association and the required fees paid.
- 3.17 "Associate Member" -



SOUTHERN AFRICAN ASSOCIATION FOR  
COUNSELLING AND DEVELOPMENT  
IN HIGHER EDUCATION

- 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 SCCD services as stipulated in 9.2, whose application for Associated membership has been approved by the Association and the required fees paid
- 3.17.2 An individual employed in a Student Counselling, Career and Development Services unit 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 Student Counselling, Career and Development Services unit 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.
- 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 have 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 dissolution, 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 dissolution of the Association.

#### 4. Vision

SAACDHE is a dynamic, leading voice on student counselling, career and development services 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 Student Counselling, Career and Development Services (SCCDS)* 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 at regional level. The major objectives of Counselling, Career and Development Services related to the core business of the institutions are the following:
- 6.1.1 To promote, enable and optimize the holistic development of students. Functions include:
- Positive Mental Health, Wellbeing and Wellness promotion,
  - Enhance retention and throughput via academic advising, support and development
  - Career development, graduate competencies and preparation for the world of work
  - Enhance and support the onboarding and transition of first-time entry students via structured first year experience interventions
  - Assessment, counselling, therapy and life skills development and psychoeducation
  - Management of psychiatric emergencies, crisis and trauma



6.1.2 To support the effective operations of the higher education institution as an organisation.

Functions include:

- Participation in the various boards, committees and other forums of the institution
- Represent and advocate on 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 student Counselling, Careers and Development
- Quality enhancement of SCCDS
- Research and Development
- Benchmarking best practices
- Innovation and technology enhanced services
- Efficient and effective resource allocation

## 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, USAf, Higher Health);

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 of higher education and the broader community;

7.1.8 Providing strategic leadership and direction in ensuring that SCCDS are effectively aligned with higher education goals and 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, core competencies and staffing of SCCDS;
- 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.
- 8.5 Promote transparency and accountability

## **9. Membership**

### **9.1 Full Membership:**

- 9.1.1 All institutions of higher education and training, in Southern Africa may apply for full membership of the Association on behalf of individuals employed within their Student Counselling, Career and Development Services or other units/centres within the institution whose core business includes at least 1 of the following core competencies: counselling and 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 9.1.1 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 Student Counselling, Career and Development Services.





- 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 /Intern 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 Student Counselling, Career and Development Services.
- 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 9.1, 9.2, or 9.3 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 9.1, 9.2 and 9.3 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 9 and outlined in clause 9.1 of this constitution) have the right to be nominated and to be elected to office, provided they meet the minimum criteria for the role. 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 meet the strategic objectives of the association and fulfil the role requirements.

### **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 is only permitted for paid up members and no proxy allowed.
- 13.1.3 Voting at in person meetings will take place by a show of hands or voting cards.



- 13.1.4 Voting at Virtual meetings will take place via Polls or show of hands with video camera on.
- 13.1.5 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 in person or virtual meeting with paid members.
- 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, by a show of hands or of voting cards by the paid 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 14.1.1



- 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 EMC Elections take place at the AGM, be it a virtual AGM for virtual elections or face to face AGM for face to face elections.
- 14.2.3 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.
- 14.2.4 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.
- 14.2.5 Members cannot accept nominations to both the Regional and Executive Management Committees for the same term.
- 14.2.6 Completed nomination forms must be submitted to the electoral officer on or before 12:00 on the day prior to the Annual General Meeting. The electoral process will commence with the closure of nominations.
- 14.2.7 All completed nomination forms will be prominently displayed for the duration of the electoral process. The nominee will make a five-minute presentation to the AGM prior to the voting, as per the stipulated criteria.
- 14.2.8 No nominations nor voting takes place in absentia be it virtual or in person meetings. 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. No proxy is allowed for voting purposes.
- 14.2.9 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,
- 14.2.10 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 clauses 14.1.1.



- 14.2.11 Candidates receiving the highest number of votes for a position shall be deemed to be elected to office.
- 14.2.12 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 9.1 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 13.1.1
- 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 for in person voting.

### **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 office 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 GMC to meet twice a year, virtually or face to face, 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 Set the agenda 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 Relations, Communication and Marketing Coordinator
- 16.5.1.1.6 Research and Publication Coordinator by EMC co-option
- 16.5.1.1.7 Webmaster by EMC co option
- 16.5.1.1.8 Training and Development Coordinator by EMC co-option
- 16.5.2 With the exception of the President, President Elect and Financial coordinator, all other office bearers shall each serve a three-year term.
- 16.5.3 The President Elect will be elected every two years and will serve a two-year term as President Elect and a two-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 and Publication Coordinator, and Training and Development Coordinator shall be filled by co-option by the Executive Management Committee. The nominee for these positions shall serve a minimum of three years at a time. The nomination is renewable at the discretion of the Executive Management Committee upon completion of each three-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 EMC to meet at least four times a year, including virtual meetings, 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 shadowing from the inception of the role, initiating one to one meeting between the incoming and outgoing role players and attendance at and participation at the GMC November induction and orientation meeting.

## **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.
- 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, either a physical or a virtual meeting.
- 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 region to co-host the next annual conference and Annual General Meeting.
- 19.2 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



SOUTHERN AFRICAN ASSOCIATION FOR  
COUNSELLING AND DEVELOPMENT  
IN HIGHER EDUCATION

with the General and Executive Management Committees of the Association.

**20. Language Policy**

20.1 All official communication in writing and at meetings will be in English.



## 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. 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 SAACDHE, 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, assessment of the finances and signing procedures also apply. These documents must also be assessed if the income exceeds R20 000.

#### 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.

##### 3.1.1 Travel, accommodation and subsistence for:

- EMC: Minimum 3 meetings per year



- GMC: 1 meeting in November for regional chairpersons
- Conference site visit for EMC
- Where possible the cheapest form of transportation should be used.

3.1.2 Annual contribution to regional activities @ R2000 per region on provision of a programme indicating how the money will be spent. Additional funds can be requested via the Training and Development portfolio on proper motivation.

3.1.3 Other general operating expenses include running the website, publishing the newsletter, paying of service provider fees for CPD registration at HPCSA, branding, training and development and research activities, and miscellaneous expenses.

3.1.4 Conference income should be managed according to the following principles:

- All conference income to be paid to the national account within a month once conference expenses have been settled
- Conference account to be closed and bank letter confirming such to be provided to EMC
- EMC to deduct the conference loan from conference income
- 10% of the balance of conference income is returned to the Region that hosted the conference, provided all conference income has been received;
- 40% of the remaining conference income is allocated to the budget for EMC: Research Training and Development Portfolio
- 50% is allocated to the membership income and used for cross subsidizing the general EMC budget and operations.

3.1.5 EMC allocation to the region hosting the annual conference annually is R15 000, comprised of loan of R8 000 and seed money R7 000. An additional loan of R5 000 can be applied for, through EMC, this to be reviewed every 5 years. All loans need 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 R2 000 to assist regions with their operational expenses will be made by the Association in line with the criteria to receive such funds.





#### **4. Legitimate expenses guidelines**

##### **4.1 National**

###### **4.1.1 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.

###### **4.1.2 Accommodation expenses for EMC and GMC meetings**

The Administrative Coordinator will secure quotes for accommodation at a hotel or guest house  
The Financial Coordinator of the EMC will facilitate the payment for accommodation.

###### **4.1.3 Subsistence**

EMC and GMC meals may be secured at a 3-star accommodation offering breakfast, lunch and dinner within the quote.

###### **4.1.4 Procedures for reimbursement**

Original statements of approved expenditures and /or receipts for payments made, must be submitted to the President for signature and then to the Financial Coordinator of the EMC within 2 weeks together with the full claim on the approved SAACDHE Claims form. The Financial Coordinator will ensure full reimbursement within two weeks of receiving such claims.

###### **4.1.5 Portfolio: Research and Publication and 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.

###### **4.1.6 Quality Enhancement Evaluations**

QE Evaluations to paid-up member institutions with paid-up individual memberships is free of charge. Any travel, accommodation expenses or honorarium for the QE panel should be covered by the institution requesting the evaluation. A fee will be charged for non-member institutions, for delivery of the services



and is payable to SAACDHE. EMC decided on the amount but R2 000 is recommended. This fee does not include /replace the honorarium payable by the institution directly to the panellists

#### **4.2 Regional Finances**

- RMC's will submit budgets for each year before the November meeting of the GMC
- All income and expenses that occurred during the course of the financial cycle and which are in accordance with the approved budget has to be submitted to the Regional Administrative Coordinator for submission to the national Finance Coordinator.
- The same procedures for regional reimbursement as outlined in 4.1.4 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 and provided that there is no outstanding debt at the point of closing the conference account.

#### **5.2 Regional**

Regional management committees are encouraged to secure their 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, Careers 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. Reminders for Membership renewal will be sent out in October of the preceding year with monthly electronic reminders by the Webmaster.



SOUTHERN AFRICAN ASSOCIATION FOR  
COUNSELLING AND DEVELOPMENT  
IN HIGHER EDUCATION

Members apply via the website by completing and submitting the application form and membership list. The webmaster in consultation with the Finance Coordinator will generate the membership invoices for payment. The Webmaster maintains the membership database. 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 based on the 2023 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:

Institutional fees are waived for Office bearers.

Individual members	Individual rate - not an option – only for clarity	Individual rate within paid-up institution	Other rates
1	500	2000	<ul style="list-style-type: none"> <li>● <b>Institutional Fee: R1500</b></li> <li>● <b>This same rate applies for</b> Associate Members, Affiliate members and Interest Group</li> <li>Honorary members pay 50% of the total cost</li> <li>Student Members pay 75% of the total cost</li> </ul>
2	495	2495	
3	490	2985	
4	485	3470	
5	480	3950	
6	475	4425	
7	470	4895	
8	465	5360	
9	460	5820	
10	455	6275	
11	450	6065	
12	445	6725	
13	440	7165	
14	435	7600	



15	430	8030
16	425	8455
17	420	8875
18	415	9290
19	410	9700
20	405	10105
21	400	10505
22	395	10900
23	390	11290
24	385	11675
25	380	12055
26	375	12430
27	370	12800
28	365	13165
29	360	13525
30	355	13880

## 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 where required at each EMC/GMC meeting
- A financial report at each formal EMC/GMC meeting
- A detailed audited financial report at the AGM
- An updated BBBEE statement must be acquired via the Auditing company annually
- An updated bank stamped letter reflecting the SAACDHE banking details must be acquired Every 3 months.
- SAACDHE -NPO status and number must be reflected on all official documents



- Change of office bearers and Constitution to be shared with DSD

## 7.2 Regional

The same procedures apply as stipulated under "Budgeting and control procedures" (under Appendix 1).

## 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 and its operations. The outgoing Financial Coordinator has to hand over the SAACDHE finance portfolio documents and the fully audited documents to the newly elected Finance Coordinator.

### 8.2 Regional

The same basic handover principles apply to the regional structures



## APPENDIX 2 TO THE SAACDHE CONSTITUTION GUIDELINES FOR SAACDHE CONFERENCES

### 1. Procedure for Selecting and Nominating Conference Hosts

A recognized region identified on the conference co-hosting roster and qualified to host the annual conference should formally register to host the annual conference. The completed registration form must be submitted to the EMC two weeks before the annual conference of the year prior to the hosting region.

At the June meeting, the EMC will discuss the 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 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 allocated 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:

- GMC reviews the regional application to host the annual conference,
- 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:





**2.2.1** Receive and review the regional registration form to host the annual SAACDHE conference and provides written feedback to the COC.

**2.2.2** Communicate with the respective regional institutions, its acknowledgment of the support offered by the institutions in planning the annual SAACDHE conference

**2.2.3** Meet 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.)

**2.2.4** Meet with representatives of the Conference Organising Committee during June of the year in which they host the conference to select suitable abstracts and compile a provisional conference program.

**2.2.5** Guide the COC in offering a face to face, virtual or blended conference depending on the presenting circumstances.

**2.2.6** Guide the COC on the management of the Conference income and the conference budget

**2.2.7** Guide the COC on the selection of Keynote and guest presenters

### **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
- Conference branding and marketing
- Finances
- Sponsorships
- Budget
- Media and equipment
- CPD
- Product demonstrations and exhibitions, including the poster exhibition
- Transport
- Catering
- Social Functions (Welcoming function, Informal function (optional), Awards Function,



## SOUTHERN AFRICAN ASSOCIATION FOR COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

### Optional Trips)

- Accommodation
- Receipt and review of abstracts
- Posters
- Exhibitors
- Registration and invoicing processes
- 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
- Liaising with webmaster for paid up membership lists prior to releasing registration invoice
- 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
- Liaise with EMC on the official Opening Ceremony, welcome cocktail, Gala Dinner and
- Closing the conference account, a month after the conference and transferring the funds to the national account.
- Ensuring that all delegates have paid to participate in the conference
- 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 Student Counselling, Career and Development 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.

##### *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?

#### 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
  - With a left margin of at least 3 cm.
  - 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 according to the APA version
- 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 adequate income is made from all conferences in order to ensure that the Association can meet its financial obligations and continue with its operational plan without having to increase the membership fees drastically.
- 4.5.2 The income must be paid into the EMC account within a month after the conference has ended.



### **4.5.3 APPENDIX 3 TO THE SAACDHE CONSTITUTION**

#### **HONORARY MEMBERSHIP:**

#### **RELEVANT RULES AND REGULATIONS**

As stipulated in the constitution (see 9.4.1), the General Management Committee (GMC – consisting of the Executive Management and Regional Chairs) can annually consider nominations for honorary membership of the Association.

Members of the GMC can recommend 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 of the year in which the award is to be made. The written nomination should clearly specify how the candidate meets the following criteria / guidelines:

Individuals who:

- have been long standing active members of SAACDHE of 5 or more years and is still active within SCCDS;
- 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 within the governance structures [EMC, GMC] 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 (2 YEAR POSITION)**

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

- Must be a paid-up member for the current year
- Has served as an active member of the GMC for at least 3-5 years within a SAACDHE region
- Has formal qualification, training and experience in at least 3 of the 5 core competencies:
  - Assessment, Counselling / Psychotherapy
  - Career Development
  - Student Development
  - Academic Development
  - Mental Health and Wellness promotion
- Institutionally linked to a unit that embraces at least three of the five core competencies;
- Has management experience in a unit embracing at least three of the five core competencies;
- Current registration with a Professional Body;
- Has flexi-time to devote adequately to the matters of the Association and achieving the annual strategic goals of SAACDHE

**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
- Review and update the SAACDHE Strategic plan
- Annually set specific strategic priorities for the Association as a whole and report on this progress in a formative and summative manner



## SOUTHERN AFRICAN ASSOCIATION FOR COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

- Provide formative and summative feedback to all members regarding the degree to which the Association has performed against the predetermined outcomes (those of each individual member of the EMC/GMC and the specifics annually determined by the President)
- Collaborate with DHET and other national and international 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
- Promote the strategic mission, vision and objectives of SAACDHE to all relevant stakeholders and role players
- Promote SAACDHE and its role and function in guiding the establishment and development of SCCDS within the higher and further education and training sector

### **Executive Management Committee Support**

- Provide dynamic leadership, oversight, 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 mentorship and assistance to other EMC members with specific tasks, as required
- Provide training and mentorship to the President Elect in preparation for transitioning into the role of President
- Assist the Public Relations, Communication and Marketing Coordinator in positioning the Association as a strong and united lobbying force
- Manage the performance of the EMC/GMC
- Correspond with EMC line management to advise on members leadership role within SAACDHE

### **EMC / GMC Meetings**

- Chair all EMC/GMC/AGM meetings
- Meet with the respective office bearers

### **Communication**

- Ensure continuous communication/dialogue with all members
- Enhance the visibility of SAACDHE as a professional association



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

- Must be a paid-up member for the current year
- Has served as an active member of the GMC for at least 3-5 years within a SAACDHE region
- Has formal qualification, training and experience in at least 3 of the 5 core competencies:
  - Assessment, Counselling / Psychotherapy
  - Career Development
  - Student Development
  - Academic Development
  - Mental Health and Wellness promotion
- Institutionally linked to a unit that embraces at least three of the five core competencies;
- Has management experience in a unit embracing at least three of the five core competencies;
- Current registration with a Professional Body,
- Has flexi-time to devote adequately to the matters of the Association and achieving the annual strategic goals of SAACDHE

### 2.1 Key Performance Areas:

#### Executive Management Committee Support

- Provide general and strategic support to the President
- Attend to delegated tasks from the President and supporting the President in the management of regional structures
- Provide support to other EMC members with specific tasks as required
- Collaborate with DHET and other national and international 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 and other Meetings

- Participate in and contribute to the agenda and reports at all GMC/EMC meetings
- Represent President at stakeholder meetings



### Conference

- Attend to conference related matters (assisted by the Administrative Coordinator & PRCMC)
  - Request the hosting region to complete the conference registration form for approval by EMC
  - Provide feedback to the COC on the outcome of the conference registration form via the PRCMC
  - Receive the provisional abstract lists and conference programme from the chairperson of the Conference Organising
  - To guide the COC on preparation for the EMC site visit
  - Ensure completion of award certificates for presentation at the Gala dinner and awards event.
  - Guide COC to draw up a provisional conference program
  - Finalise the conference program, annual awards programme with the Conference Organising Committee
  - In collaboration with the Finance Coordinator guide the COC on opening the conference account, sponsorships, registration, paid member lists.

### Quality Enhancement

- Operationalise the Association's Quality Enhancement System by:
  - Inviting Student Counselling, Career and Development Services leadership to engage in a QE Review of their centre/unit
  - Receive completed applications from SCCDS requesting for a Quality Enhancement Review
  - Overseeing each Quality Enhancement Review
  - Securing panellists to serve on the QE panel
  - Overseeing QE report writing and feedback to EMC and the evaluated SCCDS
  - Facilitate and plan regional training activities with regards to quality enhancement of SCCDS



### 3. PORTFOLIO OF ADMINISTRATIVE COORDINATOR (3 YEAR POSITION)

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

- Must be a paid-up member for the current year
- Has served as an active member for at least 3-5 years within a SAACDHE region
- Good organisational abilities
- Shows attention to detail
- Competent at managing data e.g. minute-taking; membership lists, scheduling virtual meetings
- Good communication skills
- Proficient in the use and application of administrative technology and soft ware

#### 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 EMC for specific tasks as required
- Update all SAACDHE official documents and refer for branding

##### EMC / GMC Meetings

- Book meeting venues and attend to logistical [eg, meals, connectivity, relevant technology] arrangements
- Attend all meetings
- Assist in planning 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/GMC members
- Arrange for the archiving of official SAACDHE documents and minutes
- Extract decisions taken and updates from the EMC meetings and distribute to 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 in collaboration with Webmaster and Finance coordinator and share with EMC /GMC
- Assist SAACDHE members and attend to their SAACDHE related queries
- Ensure that all constitutional amendments are recorded and updated, including appendices and serve before the AGM on the “constitutional review template”
- Distribute updated documents to paid-up SAACDHE members
- Arrange for archiving of SAACDHE information and documents
- Distribute EMC’s and GMC’s “Strategic plan and priorities” for each year to GMC and members and place on the SAACDHE website

#### **Conference Planning**

- 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 “Registration form to host a SAACDHE conference” to the identified regions
- Update and circulate the conference hosting roster

#### **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 all relevant documents for the AGM
- Release the agenda and minutes 14 days prior to the AGM
- Take minutes at the AGM
- Circulate nomination forms for new positions within the EMC, via the RMC and for completed nomination forms to be submitted to the Finance Coordinator by 31<sup>st</sup> August.



- Ensure the completion of the change of office bearers' template after the AGM
- Schedule the 1<sup>st</sup> GMC after the AGM

#### **Honorary and other awards**

- Receive and manage submitted written nominations for honorary membership
- Present the submitted nominations at the June GMC meeting
- Develop and maintain a register of Honorary Members,
- Maintain and update the Past Presidents, Distinguished Service Award recipients, Best Region awards list, Recognition of Service awards
- Ensure the list of awardees for each conference complete the SAACDHE annual award claims form

#### **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:

- Must be a paid-up member for the current year
- Has served as an active member of at least 3 to 5 years within a SAACDHE region
- A keen understanding of financial management and good governance practices
- Some experience and/or knowledge of financial processes, income and expense statements, investments, financial assessment and audit requirements
- Experienced in working with Excel spreadsheets
- Accuracy and attention to detail
- Ability to meet deadlines
- Accountable and 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 and participate in all EMC/GMC meetings
- Attend to payments for travel, accommodation and subsistence of the EMC and GMC meetings

### **Membership and Documentation**

- Report on the membership base
- Invite applications to renew membership
- 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 before close of financial year
- Update the EMC about paid-up and outstanding membership fees
- Update the database of paid members in collaboration with the Webmaster
- Review the institutional membership invoices for accuracy
- Ensure the payment matches the invoice amount
- Receive the proof of payment for the respective institutions
- Update institutional and membership list
- Share with PRMC for posting member institutions to the website
- Review invoices to factor the 20% penalty for payment after close of financial year
- Ensure confirmation of bank details are updated every 3 months
- Secure a current BBBEE certificate from the auditors annually

### **Financial Management**

- Maintain an income and expense statement of all transactions
- Keep proper financial records and files
- Maintain invoices or all payments due to SAACDHE and receipts for all payment made
- Pay Seed money to regions based on an updated strategic plan and bank stamped income and expense statement
- Identify investment opportunities
- Provide financial statements at each meeting
- Receive investment statements[Stanlib], timeously to prepare the SAACDHE Financials for assessment
- Prepare the SAACDHE books at the end of financial year for assessment by the external Auditors



- Ensure compliance with all banking requirements
- Update the change of signatories on the SAACDHE accounts
- Update the change of office bearers via the “incoming and outgoing office bearer template”
- Prepare the financial report and investment statements /evidence for the annual external financial assessment/ 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
- Complete vendor forms for respective institutions
- Ensure Bank stamped letter confirming SAACDHE banking details is acquired for each financial year
- Update the Department of Social Development (DSD) regards NPO status, on change in office bearers and provide updated Constitution
- Ensure that all monies received in the name of SAACDHE are banked accordingly
- Liaise with Business banker for all updates required for FICA purposes
- Liaise with Business Banker regards receipt of international transfers
- Ensure that all claims pertaining to the business of SAACDHE are honoured
- Guard and guide against wasteful expenditure of SAACDHE funds at regional and national level

#### **Annual General Meeting**

- Ensure nominations are received timeously for the vacant office bearer posts on EMC
- Ensure KPA's for the EMC posts are available for members to view via the Admin coordinator
- 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
- Ensure preparation and completion of the voting cards for use at the AGM
- Identify an independent electoral officer and two counting officers for the EMC elections and voting process
- Ensure all Constitutional amendments are motivated for, presented to the AGM 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 funds for the conference awards
- Review the COC budget and provide feedback on the provisional budget
- Advise COC on conference bank account procedures and capturing of the information for each expense on the income and expense statement
- Ensure that all conference income generated are transferred to the national account a month after the conference ends
- Ensure the reconciliation between annual conference income and expenses

## **5. PORTFOLIO OF PUBLIC RELATIONS, COMMUNICATION AND MARKETING COORDINATOR (3 YEAR POSITION)**

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

- Current Paid up member of SAACDHE
- Has served as an active member within a SAACDHE region for at least 3 -5 years
- Sustain good interpersonal competencies
- Good verbal and written communication skills
- Knowledge of and experience with branding & marketing
- Proficient in the use of software.

### **5.1 Key Performance Areas:**

#### **Executive Management Committee Support**

- Manage the branding of and uploading of all SAACDHE documents and communication
- Provide assistance to EMC members for specific tasks, as required
- Distribute communication on behalf of EMC
- Serve as the link between the EMC and SAACDHE members
- Develop the welcome pack, membership cards for all paid up members
- Obtain consent for use and distribution of personal information and images of members



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- Publicise the work of the Association in local and national media
- Secure branded memorabilia for association
- Collaborate with the Webmaster to update and maintain the SAACDHE website
- Pre-approve all social media content and communication
- Ensure that SAACDHE complies with national legislation related to protection of personal information

### **EMC / GMC Meetings**

- Attend, participate and report on the role at all meetings

### **Membership and Documentation**

- Compile, and publish and distribute the SAACDHE Newsletters, quarterly
- Compile, distribute and publish the Annual Report for the AGM
- Liaise with Regional Chairpersons and ensure the effective marketing of the regional activities
- Liaise with the webmaster to ensure that information on the website is updated on a regular basis
- Ensure continuous communication with all members
- Release the Welcome pack to new members
- Update the past presidents list annually and upload to website
- Update the conference hosting roster annually
- Update EMC bio sketch on website annually

### **Marketing and Branding**

- Raise public and institutional awareness
- Co-ordinate marketing of the Association to its members and to the public
- Ensure all SAACDHE documents are appropriately branded

### **Conference**

- Market the conference to members
- Organise and prepare all conference awards, special awards, honorary awards, distinguished service awards and certificates
- Manage the official conference communication
- Ensure that protocol is ensured on all SAACDHE activities



## 6. PORTFOLIO OF RESEARCH AND PUBLICATION COORDINATOR (3-YEAR POSITION)

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

- Has served as an active member within the SAACDHE region and actively contributed to the SAACDHE.
- 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:

#### EMC / GMC Meetings

- Attend all meetings.

#### Research: The Journal for Counselling and Development in Higher Education Southern Africa (JCDHE)

- Be responsible for the SAACDHE publication entitled the Journal for Counselling and Development in Higher Education Southern Africa (JCDHE):
  - Find referees to review conference papers/articles for this publication.
  - Get EMC to approve selected referees.
  - Notify referees of their appointment by the EMC.
  - 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 requesting upgrades before publication.





## SOUTHERN AFRICAN ASSOCIATION FOR COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

- 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., USAf, PsySSA, SAASSAP)
- Work with the Training and Development Coordinator to annually organise and present at least two online research-related training activities.

### **National Research Project**

- Be responsible for initiating and coordinating a collaborative national research study within the Higher Education sector.
- The study must strongly focus on an important research area within the Higher Education sector approved by the EMC.
- Involve national stakeholders and role-players in the research study.
- Obtain ethical clearance for the study, coordinate and conduct the research study, and compile a research report with applied recommendations.
- Circulate the research report to EMC, members, and key stakeholders.

### **Publication of Conference Proceedings**

- Ensure the annual conference presentations are published and circulated among the membership, relevant role-players and stakeholders and shared on the official SAACDHE website.
- Guide, train, and capacitate conference presenters regarding the correct format and guidelines for publishing conference papers.



## 7. PORTFOLIO OF TRAINING AND DEVELOPMENT COORDINATOR (3-YEAR POSITION)

Only a member who meets the following minimum requirements may be elected as Training & Development Coordinator:

- Has served as an active member within the SAACDHE region.
- Has actively contributed to the regional or national SAACDHE training, development, and CPD activities.

### 7.1 Key Performance Areas:

#### Training & Development

- Ensure EMC/GMC training and inductions.
- Address special training needs of members on a regional level.
- Identify members' training needs and develop a database of training service providers.

#### EMC / GMC Meetings

- Attend all meetings.

#### MindCare: National Training and Development Programme

- Coordinate the national implementation of MindCare.
- Liaise with GMC members to facilitate the organisation, regional scheduling, implementation, and evaluation of MindCare sessions by each region, excluding the conference organising region.
- Create and manage the MindCare budget and expenses with the Financial Coordinator.
- Ensure Regional chairs have access to a suitable online registration, webinar platform, evaluation system, and graphic designer.
- Coordinate between Regional Chairs and the PRLO to ensure broad marketing and communication of MindCare sessions.
- Conduct training with relevant GMC members in using specific applications, processes, and procedures for successfully implementing MindCare sessions (e.g., Zoom, financial processes related to presenters, CPD applications).



## QUALITY ASSURANCE

### Operationalise the Association's Quality Assurance System by:

- Sending invitations to HODs of SCDCs to invite the EMC for a QA Review of their centre/unit.
- Receiving applications from SCDCs 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 concerning quality assurance.

## 8. PORTFOLIO OF REGIONAL CHAIRPERSON (2 YEAR POSITION)

The regional chair must be a bona fide paid up member for the current cycle and must have flexible time and institutional support to conduct the work of the association

### 7.1 Overall objectives:

- To facilitate regional implementation of the SAACDHE strategic plan, including MindCare as outlined in clause 6 of the constitution
- To co-ordinate regional meetings, Mindcare sessions and CPD activities
- To identify development needs of regional members
- To present, promote and protect the needs and interests of the members within the specific region at the General Management Committee (GMC).
- To raise regional concerns at EMC

### 7.2 Key Performance Areas:

- The Regional Chairperson should raise regional awareness and ; promote SAACDHE within region;
- Canvas new members and facilitate communication and networking amongst regional members;
- Contribute to the research goals of the association as directed by the EMC
- Liaise with the PRCMC to share regional news and or contribute to the newsletter
- Submit the regional annual report by 31<sup>st</sup> August for the EMC Annual Report via regional reports
- Organise training and developmental activities within the region



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- 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)
- Ensure compliance with good financial practice and guard against wasteful expenditure
- Provide assistance to other GMC members for specific tasks, as required
- Prepare and submit required regional reports and financial statements (before set deadlines) for:
  - GMC meetings (programme for the year and progress report)
  - Regional Annual General Meeting (AGM) prior to the Association's AGM
  - Annual Report
  - Others as require

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

The Admin coordinator must be a bona fide paid up member for the current cycle and must have flexible time and institutional support to assist with SAACDHE regional work.

#### 8.1 Key Performance Areas:

- Ensure that all regional members are fully paid up for the current cycle
- Maintain a membership database for the region
- Ensure that the members participating in the regional elections are paid up members
- Bank all income generated in the region
- 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 the members
- Request from regional membership and compile articles/items for Newsletters and Annual Report.
- Ensure effective communication with the membership on behalf of the Chairperson



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This constitution was approved and accepted by members of SAACDHE at the AGM of the 13<sup>th</sup> September 2023.

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Chairperson

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Finance Coordinator

### Annexures

- 1) Proposed changes to constitution 2021



Proposed Changes to  
Constitution 2021.doc

- 2) Proposed changes to constitution 2022



SAACDHE  
CONSTITUTION Ame



3) Proposed changes to constitution 2023



SAACDHE  
CONSTITUTION Propo

4) Conference registration form



Application to host  
the annual SAACDHE c

5) Constitutional review template



Proposed changes to  
SAACDHE Constitutor

6) Change of office bearers template



Change in Office  
Bearers Register tem



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