SOUTHERN AFRICAN ASSOCIATION FOR COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

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 "National Executive Committee (NEC)" - the National Executive Committee of the Association.

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

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

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

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

3.9 "Special General Meeting" - a formally constituted meeting of the members of the Association which is called by means of a properly motivated request from at least three Regional Management Committees on behalf of the majority of the members from within those regions.

3.10 "Office Bearer" - individual members elected to office within the Association in accordance with the constitution.

3.11 "Term" - the period of time, 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 SCCDS / Units /Departments/Centres has been approved by the Association and the required fees paid.

3.15 ”Member" - an individual employed in a SCCDS 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" -

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 SCCDS 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 SCCDS 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 dissolvement, the remaining assets after all the liabilities have been met must be transferred to another non-profit organisation having similar objectives. A

majority of vote will determine which other organisation will be chosen. No member shall benefit from the dissolution of the Association.

4. Vision

SAACDHE is a leading advocate in higher education, advancing holistic student wellbeing and success by empowering institutions and practitioners through a dynamic, collaborative network across Southern Africa.

5. Mission

SAACDHE exists to empower and advance student counselling and development services within higher education by fostering a dynamic network of practitioners and institutions. Through capacity building, advocacy, and the promotion of ethical and evidence-based best practices, position holistic student wellbeing and development at the heart of the academic mission, contributing to student success, institutional transformation, and inclusive excellence across 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;

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 SCCDS 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 SCCDS.

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 SCCDS.

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 No proxies are allowed during voting and decision-making processes for both Regional and National Executive. Only paid-up members will engage in voting processes.

12.1.3 **Election to office**

12.1.4 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.

12.1.5 Only members from paid-up institutions shall be nominated to hold office.

12.1.6 Members must have cleared all debt owed to SAACDHE to hold office.

12.1.7 Members must not owe funds to either the conference registration or membership fees.

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 flexitime 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 National Executive Committee [NEC] 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 National Executive 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 (NEC & 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 National Executive 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 National Executive 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 their name before receiving their 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 Executive 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 **National Executive Committee**

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

14.2.2 NEC 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 National Executive 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 via the Regional Chairs.

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 National Executive 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 a Special General Meeting will be called by the incoming NEC to elect members to the vacant positions Such nominations must be properly proposed, seconded and accepted.

14.2.10 GMC must complete their term of office before being eligible for nomination to the NEC.

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 National Executive 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) they 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. They 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 **National Executive Committee**

15.3.1 If the President should resign during their 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 their term of office, the position will remain vacant or a member from the Association may be co-opted by the NEC 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 National Executive 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 National Executive 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 National Executive Committee

16.2 The powers of the organisation lie within its members, its General Management Committee and its National Executive 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 National Executive 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 National Executive 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, face-to-face, once immediately after the Annual General Meeting and once before July of the following year and virtually on a monthly basis, 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 **National Executive Committee**

16.5.1 Composition

16.5.1.1 The National Executive 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 NEC co-option

16.5.1.1.7 Webmaster by NEC co option

16.5.1.1.8 Training and Development Coordinator by NEC co-option

16.5.2 With the exception of the President, President Elect, 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 position of Research and Publication Coordinator, and Training and Development Coordinator shall be filled by co-option by the National Executive 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 National Executive Committee upon completion of each three-year term of office.

16.5.5 The National Executive Committee may appoint support personnel where necessary and appropriate.

16.5.6 The National Executive Committee may appoint ad hoc committees according to need.

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

16.5.8 Functions & Responsibilities:

16.5.8.1 ENC 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:

16.5.8.1.1 Implement the strategies outlined in clause 6 of this constitution.

16.5.8.1.2 Formulate and implement the policies of the Association.

16.5.8.1.3 Attend to the general operational needs of the Association

16.5.8.1.4 Oversee the delivery of the annual conference.

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

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

16.5.8.1.7 Outgoing NEC members should ensure that incoming NEC 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 meetings 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 National Executive 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 National Executive Committee members: The President, the President Elect, 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 National Executive 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 National Executive 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 (NEC & GMC meetings) or a representative appointed by the chairperson or president.

19. Conference Hosting

19.1 At the Annual General Meeting, the NEC presents the conference roster, highlighting the region to co-host the next annual conference.

19.2 The Regional Chairperson will appoint or form a conference organising committee from regional membership. who shall organise the next annual conference in collaboration with the National Executive Committee of the Association.

20. Language Policy

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

This constitution was approved and accepted by members of SAACDHE at the AGM of the 17th September 2025.



Chairperson



Finance Coordinator