



**The Constitution of the
South African Association of Senior Student Affairs Professionals
As Adopted at a Special Annual General Meeting held on
02 July 2021**

CONSTITUTION OF THE SOUTH AFRICAN ASSOCIATION OF SENIOR STUDENT AFFAIRS PROFESSIONALS (SAASSAP)

1. NAME OF THE ORGANISATION

The organization shall be known as the South African Association of Senior Student Affairs Professionals (SAASSAP).

2. PURPOSE AND STRATEGIC IMPERATIVES

2.1. PURPOSE

The purpose of the association is to:

- 2.1.1. Articulate, direct, and actualise holistic student development
- 2.1.2. Advocate for access and success of students within South African higher education.
- 2.1.3. Ensure the professionalisation of Student Affairs and Services in South Africa.
- 2.1.4. Be the dynamic future facing platform that grows, evolves, and involves the sub-sector in the complex and ever-changing landscape of Higher Education.
- 2.1.5. Pursue collaborative partnerships that are mutually assuring with like minded organisations nationally and internationally.

2.2. STRATEGIC DIRECTION

SAASSAP is emerging as a vibrant, dynamic and viable professional association with a strong leadership team that is highly motivated, supportive of each other and of its membership. The Association strives to increase and strengthen its membership base and participation, and to build a financially viable organization. It is forging strong partnerships and collaborations with key stakeholders locally, continentally, and internationally.

The Association will soon be boasting a happy and involved constituency that is agile and productive in the delivery of the SAASSAP mandate. The Association will develop niche areas which include advocacy, research and publication, policy development and influence, and a powerful succession plan. The Association has positioned itself as a thought leader as far as Student Affairs and Services are concerned in South African higher education.

Access and success are focal areas of strategic importance. The conceptualisation of student success in higher education is viewed by the Association as comprehensive and holistic, covering both the curricular and co-curricular development of student, preparing them to be responsible, creative and active citizens who are change agitators.

2.3. STRATEGIC THRUSTS

The organisation is committed to the following 10 interlinked areas of strategic thrusts:

- 2.3.1. Provide strategic leadership and facilitation
- 2.3.2. Develop and sustain organisational capability
- 2.3.3. Mobilise and leverage resources
- 2.3.4. Facilitate holistic student success
- 2.3.5. Influence policy development and practice
- 2.3.6. Engage and mobilise stakeholders
- 2.3.7. Enhance student governance
- 2.3.8. Develop and disseminate new knowledge
- 2.3.9. Advocate and lobby effectively
- 2.3.10. Professionalise Student Affairs in South Africa.

3. STRUCTURE OF THE ORGANISATION

3.1 The Annual General Meeting (AGM)

- 3.1.1 The AGM is the highest decision making body consisting of all member institutions in good standing and the National Executive Committee (NEC).
- 3.1.2 The AGM shall be convened during the Annual Conference.
- 3.1.3 The National Executive Committee shall convene the AGM.
- 3.1.4 Members shall receive written notice, thirty (30) days ahead of the date of the AGM.
- 3.1.5 All notices and motions are to reach the Secretary-General of the organisation no less than fifteen (15) days before the AGM.
- 3.1.6 The presence of 50% + 1 of paid up members of the Association shall constitute a quorum of the AGM.
- 3.1.7 The AGM may extend invitation for participation in its meetings to any member or structure it deems fit and it shall thereby sit as extended AGM.
- 3.1.8 The AGM shall receive and ratify annual and audited financial statements of the Association.

3.2 The National Executive Committee

- 3.2.1 The National Executive Committee (NEC) shall consist of:
 - 3.2.1.1 President
 - 3.2.1.2 Deputy President
 - 3.2.1.3 Secretary-General
 - 3.2.1.4 Deputy Secretary-General
 - 3.2.1.4 Treasurer-General

3.2.1.5 Research and Development Officer

3.2.1.6 Media and Liaison Officer and

3.2.1.7 Projects Coordinator.

3.2.2 Term of Office

3.2.2.1. The term of office of the NEC shall be for a period of three (3) years.

3.2.2.2. Members of the NEC may be eligible for election for a further term, but may not serve in the NEC for more than two (2) consecutive terms.

3.2.3 Functions of the National Executive Committee

3.2.3.1 The President shall be responsible for:

3.2.3.1.1 the general leadership of SAASSAP.

3.2.3.1.2 presiding over all meetings of SAASSAP, inclusive of the general meetings.

3.2.3.1.3 representing SAASSAP at all national and international, as well as other special meetings.

3.2.3.1.4 approval of all payments.

3.2.3.1.5 after consultation with the National Executive Committee, replacement of any member of the executive who fails to honour SAASSAP NEC meetings and commitments; and

3.2.3.1.6 all external communication and liaison.

3.2.3.2 The Deputy President shall:

3.2.3.2.1 assume the responsibility of the President when the President is incapacitated or not available.

3.2.3.2.2 perform such duties as delegated to him/her/them by the President.

3.2.3.2.3 coordinate all projects which the NEC may, from time to time initiate.

3.2.3.2.4 ensure presentation of reports by delegated persons on initiated projects.

3.2.3.2.5 keep records of all projects from the time of their initiation until completion.

3.2.3.3 The Secretary-General shall:

3.2.3.3.1 keep proper records of all SAASSAP assets.

3.2.3.3.2 keep minutes of all SAASSAP meetings, including the National Executive Committee, general meetings and special meetings.

3.2.3.3.3 distribute minutes of meetings to all members within seven (7) days of the meeting being held.

3.2.3.3.4 convene all meetings within the stipulated timeframe as stipulated in the SAASSAP Constitution.

3.2.3.3.5 be responsible for the day-to-day operations of SAASSAP;

3.2.3.3.6 prepare agenda for all meetings.

3.2.3.3.7 present reports at all SAASSAP meetings.

3.2.3.3.8 circulate information to all members of the Association.

3.2.3.4 Deputy Secretary-General shall:

3.2.3.4.1 assume the responsibility of the Secretary-General when the Secretary-General is incapacitated or not available.

3.2.3.4.2 be responsible for all internal communication.

3.2.3.4.3 service the SAASSAP website.

3.2.3.4.4 inform members of national and international conferences.

3.2.3.5 The Treasurer-General shall:

3.2.3.5.1 keep financial records of SAASSAP.

3.2.3.5.2 keep records of all assets of SAASSAP.

3.2.3.5.3 present at the Annual General Meeting [AGM] an audited financial statement.

3.2.3.5.4 ensure approval of all payments.

3.2.3.5.5 keep membership audit and update SAASSAP membership database on a quarterly basis;

3.2.3.5.6 draw up budgets for SAASSAP projects.

3.2.3.5.7 constantly inform the National Executive Committee about the financial standing of SAASSAP.

3.2.3.6 The Research and Development Officer shall:

3.2.3.6.1 in consultation with members, identify research focus areas for the Student Affairs and Services profession.

3.2.3.6.2 be responsible for SAASSAP publications.

3.2.3.6.3 be responsible for monitoring the qu of papers submitted for presentation in conferences.

3.2.3.7 The Media and Liaison Officer shall:

3.2.3.7.1 be responsible for the profiling of the Association.

3.2.3.7.2 be responsible for the development and management of the website.

3.2.3.7.3 be responsible for the development and execution of the media strategy of the Association.

3.2.3.8 The Projects Coordinator shall:

3.2.3.8.1 coordinate the integrated implementation of all SAASSAP projects.

3.2.3.8.2 assist with stakeholder engagement managements.

3.2.3.8.3 assist with the evaluation and review of SAASSAP programmes, projects and policies.

4. MEMBERSHIP

4.1 Full membership is open to senior student affairs and service professionals from all accredited Institutions of Higher Learning in South Africa.

4.2 Honorary membership shall be open to any member who served in the National Executive Committee of SAASSAP, as well as Vice-Chancellors of member institutions.

4.3 Associate membership may be accorded to any accredited Institution of Higher Learning in the Southern African Development Community (SADC) and other international organizations, with the similar objectives, values and principles.

5. APPLICATION FOR MEMBERSHIP

Any institution desiring to become a member shall complete the relevant application form and pay an annual membership fee as determined from time to time by the Annual General Meeting, before or on the 31st of March of each year.

6. MEETINGS

6.1 Quorum at Meetings

6.1.1 Quorum at the AGM, special AGMs, general meetings and National Executive Committee meetings shall be 50% + 1, unless otherwise stated in a specific clause of this Constitution.

6.1.2 In the event of the quorum not being met, the members present will deliberate on matters in the agenda and the resolutions made will be ratified in the ensuing meeting or via round robin, and ultimately by the AGM.

6.2 Special AGMs and General Meetings

6.2.1 The National Executive Committee or any member of the Association may call for a special meeting, subject to the approval of the National Executive Committee.

6.2.2 At least 50% of the National Executive Committee members shall be present and at least 30% of the general membership.

6.2.3 All notices of meetings shall be sent to members fifteen (15) days before the date of the meeting.

6.2.4 A request for a special meeting shall be well motivated and submitted in a written form to the Secretary General of the Association.

7. PROCEDURES AT GENERAL MEETINGS

The following procedures shall be followed at all meetings depending on the purpose for the convening of such meetings:

7.1 Constitution of the meeting.

7.2 Reading of the notice of the meeting;

7.3 The Presidential address.

7.4 Minutes of previous general meetings.

7.5 The Secretary General's Report.

7.6 Treasurer General's Report.

7.7 Motions.

7.8 Amendments to the Constitution.

7.9 Elections.

7.10 Matters for next meeting.

7.11 Announcements.

7.12 Closure.

8. VOTING AT GENERAL MEETINGS

8.1 Voting shall be done by secret ballot at the AGM and by show of hands at other general meetings.

8.2 Each Institution shall have one vote

9. ELECTION OF OFFICE BEARERS

9.1 The National Executive Committee shall be elected by the AGM. All member institutions in good standing shall be eligible to vote for the members of the National Executive Committee.

9.2 The National Executive Committee shall be constituted by the following portfolios:

9.2.1 President

9.2.2 Deputy President

9.2.3 Secretary-General

9.2.4 Deputy Secretary-General

9.2.5 Treasurer-General

9.2.6 Research and Development Officer

9.2.7 Media and Liaison Officer

9.2.8 Projects Coordinator.

9.3 Nomination Procedures

9.3.1 Call for nominations shall be sent to all members ninety (90) days before the AGM.

9.3.2 Nomination shall close thirty (30) days before the AGM.

9.3.3 The list of candidates shall be circulated to members for verification before the AGM.

9.3.4 Verification of nominations shall reach the Secretary General on the fourteenth (14th) day before the AGM.

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10. REMOVAL AND RESIGNATION OF NEC MEMBERS

10.1 Upon showing of a good cause, any member may approach the National Executive Committee with evidence of any act of incompetence, bringing the Association's name into disrepute, corruption, and crime or grievous wrongdoing by another member.

10.2 The National Executive Committee shall apply its mind to the facts in a special meeting and decide to remove such a member.

10.3 Any member shall have an opportunity to present their side on the matter.

10.4 Any member shall be removed from office if they fail to attend three (3) consecutive meetings without an apology before the meeting and fail to fulfil their assigned tasks and responsibilities.

10.5 No appeal shall serve after seven (7) days of the decision for removal.

10.6 Any member may tender his/her resignation from the National Executive Committee.

10.7 Any vacancy arising from a resignation or removal from the National Executive must be filled at a special general meeting convened for that purpose.

11. TERMINATION OF MEMBERSHIP

11.1 A member shall cease to be a member if they are found guilty of transgressing constitutional stipulations by the National Executive Committee and ratified by the AGM.

11.2 Each institution takes responsibility for the conduct and discipline of its individual personnel members.

12. AMENDMENTS

12.1 Only two-thirds majority of the members in good standing shall amend the Constitution in a properly constituted AGM or special AGM..

13. DISSOLUTION

13.1 The Association shall be dissolved by a two-thirds majority of its members in good standing.

13.2 All assets and liabilities shall be handed over to an Association with similar objectives, provided it is solvent.

13.3 Any other matter not provided for, shall be handled in accordance with the Laws of the Republic of South Africa.



SAASSAP Secretary – General

Signed on this 30 day of November 2021

SAASSAP President

Signed on this _____ day of _____ 20____