

THE ASSOCIATION OF SOUTH AFRICAN SOCIAL WORK EDUCATION INSTITUTIONS

CONSTITUTION

1. Name

- 1.1 The association shall be called The Association of South African Social Work Education Institutions
- 1.2 Its shortened name will be ASASWEI (hereafter referred to as the Association)
- 1.3 The Association shall:
 - Exist in its own right, separately from its members
 - Continue to exist even when its membership change and there are different office bearers
 - Be able to own property and other possessions
 - Be able to sue and be sued in its own name

2. Vision and Mission

- 2.1 The vision of the Association shall be: To be the leading association in the promotion of social work education, training, research and practice in South Africa in collaboration with the international community in pursuit of enhanced psychosocial functioning of individuals, families, groups, and the development of organisations and communities, and of human rights, social justice and equality of all the people of South Africa.

The mission of the Association shall be: To maintain and support a community of social work educators who are committed to the continuing development of social work education, training, research and practice in South Africa.

- 2.2 In pursuing its mission and vision the Association aims to:
 - 2.2.1 Facilitate collaboration and exchange of information on social work education, training, research and practice amongst members with relevant networks (governmental and non-governmental) on national, regional and international levels.
 - 2.2.2 Develop strategies that enhance the recognition of social work as a profession.
 - 2.2.3 Promote recognition of the contribution of social work to social and economic development and to the transformation of South African society.
 - 2.2.4 Support the development of appropriate and locally specific research, theory and practice.
 - 2.2.5 Contribute to the development and implementation of social welfare and education policies in the South African context.
 - 2.2.6 Promote and facilitate teaching and learning, quality assurance, curriculum development, research capacity building, and community development in social work.

3. Income and property

- 3.1 The Association may not give of its money or property to its members or office bearers. The only time it may do so is when it remunerates a member or office bearer for services rendered to the Association. Any payment made should be a reasonable amount for the work carried out as determined by the Executive Committee.
- 3.2 A member of the Association may only receive money from the Association or expenses that he or she has incurred, or on behalf of the Association.
- 3.3 Members or office bearers of the Association do not have rights to the Association's assets.
- 3.4 Insofar as it may be necessary or convenient for the purpose of furthering the objects of the Association, the Association may:
 - 3.4.1 acquire by purchase, lease, exchange, gift or otherwise, property by any kind, whether movable or immovable, corporeal or incorporeal or any right or privilege: provided that in the case of the acquisition of any immovable property under this paragraph the approval of the Association in a general or special meeting shall first be had and obtained.
 - 3.4.2 sell, donate, mortgage, pledge, alienate, exchange, let, hire, partition or dispose of any property referred to in paragraph 3.4.1, or any right therein, and any other property or assets of the Association: provided that in the case of the alienation or mortgage of any immovable property under this paragraph, the consent of the Association in a general or a special meeting shall first be had and obtained.
 - 3.4.3 borrow or raise money and secure the payment thereof by mortgage, pledge, or in any other manner the Association deems fit for the purpose of furthering the objects of the Association or any of them, and for such purpose to encumber all or any of the Association's property or assets whether present, future or collateral, whether by the creation and issue of debentures or otherwise: provided that such debentures shall be issued, or such mortgage or pledges be given until the approval of the Association in a general or a special meeting shall first be had and obtained.
 - 3.4.4 draw, make, accept, endorse, discount and issue cheques, promissory notes, bills of exchange and other negotiable or transferable instruments.
 - 3.4.5 invest monies of the Association which at any time may not be immediately required for the objects of the Association in such investment or securities as may be thought expedient.
 - 3.4.6 enter into any contract whatsoever with any person, authority, institution or body whether corporate or un-incorporate
 - 3.4.7 do all other things which are incidental to or which the Association considers conducive to the attainment of its objects or any of them.
- 3.5 In clause 3.4 and its sub-clauses the approval of the Association means the approval of the majority of the members of the Association present and voting at the general or special meetings as the case may be on the issue upon which such approval is required in terms of this clause.
- 3.6 All property of the Association, whether movable or immovable or corporeal or incorporeal shall vest in and, if immovable, shall be registered in the name of the

Trustees of the Association who shall be the President and Secretary for the time being of the Association and who shall be obliged to file security with any person whatsoever for the due administration of their functions as Trustees.

4. Membership

- 4.1 'Full members' of the Association shall be defined as social work departments in a South African education institution offering any accredited social work qualification.
- 4.2 Full membership is confirmed on an annual basis contingent on the payment of the published annual fee.
- 4.3 All full-time, academic staff, who are SACSSP-registered social workers and permanent or fixed-term (at least a three-year appointment) employees of the full member, may benefit from membership of the Association.
- 4.4 Each paid-up full member shall have two votes.
- 4.5 'Affiliate members' of the Association shall be defined as any recognised social work departments / discipline units in an African educational institution.
- 4.6 Affiliate membership is confirmed on an annual basis contingent on the payment of 50% of the full membership annual fee.
- 4.7 All full-time, academic staff, who are registered social workers in their country and permanent or fixed-term (at least a three-year appointment) employees of the affiliate member, may benefit from membership of the Association.
- 4.8 Each paid-up affiliate member shall have one vote.
- 4.9 Representatives of affiliate members shall not be eligible for election as Association office bearers.
- 4.10 By virtue of its important role in the mission and vision of the Association, the Professional Board for Social Work (PBSW) shall be defined as a 'friend' of ASASWEI. PBSW members may attend and participate in meetings but may not vote.
- 4.11 A member is entitled to end its membership of the Association by giving notice to the Association, if need be, without specifying reasons. If a University, which has an associated college, ends its membership of the Association, the associated college will automatically lose its membership with the Association.

5. Management

- 5.1 The Association will be managed by an Executive Committee which shall comprise a President, Vice-president, Secretary, Treasurer and a person elected to represent the Association on the International Association of Schools of Social Work (IASSW) elected from amongst the full membership at an annual general meeting called for this purpose. These persons will be the office bearers of the Association.
- 5.2 In the event of a position becoming vacant during an office bearer's term of office, the vacancy may be filled by holding an electronic election during which the candidate must receive the majority of votes.
- 5.3 Office bearers will serve for two years, except for the treasurer and the IASSW representative who may serve for four years.
- 5.4 The President and office-bearers shall be eligible for re-election but in the case of the President the office may only be retained for a further two years.

- 5.5 Any member of the Executive Committee who does not attend three consecutive Executive Committee meetings without having applied for and obtaining leave of absence from the Committee, will cease to be a member and be replaced in accordance with the provisions of Clause 5.2.
- 5.6 The Executive Committee must meet twice per year. In view of the distances between the universities, these meetings may be in the form of telephone or video conferences. More than half the members are required to be present at a meeting of the Executive Committee to form a quorum, in order to take decisions which may be carried forward.
- 5.7 At each meeting of the Executive Committee, minutes will be taken to record decisions made. Each member of the Executive Committee will be furnished with a copy of the minutes prior to the next meeting. The minutes shall be confirmed as a true record of proceedings at the next meeting of the Executive Committee and shall thereafter be signed by the President.
- 5.8 The Association has the right to form sub-committees. The decision that sub-committees take must be submitted to the Executive Committee, which will ratify or reject them at its next meeting, which should take place as soon as possible thereafter.
- 5.9 All members of the Association are required to abide by decisions that are taken by the Executive Committee.

6. Powers of the Association

- 6.1 The Executive Committee may take on the power and the authority that it believes it needs to be able to achieve the objectives stated in Clause 2 above of this constitution.
- 6.2 The Executive Committee shall have powers of co-option.
- 6.3 The Executive Committee has the power and authority to raise funds or to invite and receive contributions.
- 6.4 The Executive Committee has the right to make rules for proper management, including procedures for application, approval and termination of members.

7. Meetings and procedures

- 7.1 The President shall act as the chairperson of the Executive Committee. If the President does not attend a meeting, the Vice-President shall chair the meeting. If neither is present, the meeting shall elect a person to serve as chairperson.
- 7.2. At all meetings of the Association or the Executive Committee there shall be a quorum, which is more than half the members. When necessary, the decisions will be put to the vote. Where the voting is equally divided on an issue, the President has a deciding vote.
- 7.3 Minutes of all meetings must be safely stored and always be available for members to consult.
- 7.4 A Special Meeting may be called by the President, by two members of the Executive Committee, or upon written application by not less than half the universities. Notice of a Special Meeting and of the purpose for which the meeting has been convened shall be sent to each university not less than three weeks prior to the date of the meeting. However, should one of the matters to be discussed be the appointment

of a new Executive Committee member, then those calling the meeting must give the other committee members not less than 30 days notice. No other business than that stated on the Notice shall be dealt with at a Special Meeting.

8. Annual general meetings

- 8.1 An annual general meeting must be held once a year within six months of the end of the financial year. The notice of the meeting shall be sent out three months before the meeting.
- 8.2 The Annual General Meeting shall usually (but not exclusively) be held directly after an annual Association conference. This conference can be hosted by any of the Association's full or affiliate members on behalf of the Association. However, there should be extensive consultation between the conference hosts and the Association office bearers on all aspects of the conference arrangements.
- 8.3 Amongst other matters, the Association shall deal with the following business at its annual general meeting:
 - Agree to the items to be discussed on the agenda
 - Take an attendance register and record apologies for persons who have informed the meetings that they are unable to attend.
 - Confirm the minutes of the previous annual general meeting and discuss matters arising from these minutes
 - Table a President's report
 - Table a Treasurer's report
 - Deal with changes to the constitution where appropriate
 - Elect office bearers for the new year
 - Deal with items of a general nature where necessary
 - Declare the meeting closed at the termination of proceedings
- 8.4. Resolutions are taken by the majority vote.

9. Finance

- 9.1 An accounting officer shall be appointed whose duty will be to audit and check on the finances of the Association.
- 9.2 The Treasurer is required to control the day to day finances of the Association. The treasurer shall arrange for all funds to be deposited into a bank account in the name of the Association. The Treasurer must keep proper records of all the finances.
- 9.3 Cheques drawn on the Association shall be signed by not less than two persons duly authorised by the Executive Committee.
- 9.4 The financial year of the Association will end on 31st March.
- 9.5 The Association's accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within six months after the financial year end.
- 9.6 No contribution shall be raised by the Association for any purpose not set forth in the constitution.

10. Amendment to the constitution

- 10.1 This constitution may be amended with the approval of not less than two-thirds of the members of the Association present and voting at an Annual General Meeting

or Special Meeting of which at least 14 days notice has been given. Such notice shall include the text of the proposed alterations (s).

- 10.2 No amendments may be made which would have the effect of making the Association cease to exist.

11. Dissolution

- 11.1 The Association may be dissolved if at least two-thirds of the members present and voting at a general meeting of members convened for the purpose of considering such matter are in favour of the dissolution. Not less than twenty-one days written notice shall be given of such meeting and the notice conveying the meeting shall clearly state that the question of dissolution of the Association and disposal of its assets will be considered. If there is no quorum at such a general meeting, the meeting shall stand adjourned for not less than one week and the members attending such adjourned meeting shall constitute a quorum.
- 11.2 If upon dissolution of the Association there remain any assets whatsoever, after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed amongst its members, but shall be given to such other organisation(s) preferably having similar objectives and which is/are authorised in terms of the Nonprofit Organisations Act, Act No 71 of 1997, as may be decided either by the members at the general meeting at which it was decided to dissolve the Association, in default of such decision as may be decided by the Director of Non-profit Organisations.

12. Adoption of the constitution

This constitution was approved and accepted by members of the Association of South African Social Work Educational Institutions at an Annual General Meeting held in Drakensberg on 16 October 2009.