



# EPASSA

## CONSTITUTION OF THE EDUCATIONAL PSYCHOLOGY ASSOCIATION OF SOUTH AFRICA

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## **1) NAME**

- a) The name of the association is the Educational Psychology Association of South Africa (“EPASSA”).

(In this document, “the association” shall mean the Educational Psychology Association of South Africa.)

## **2) MAIN PURPOSE**

- a) The main purpose of the association is:
- i) To promote, maintain and protect the honour and interests of Educational Psychology as a profession, and
  - ii) To facilitate the provision of quality educational psychology services to the public by members of the association.

## **3) AIMS**

- a) The association aims:
- i) To provide a forum for educational psychologists to share ideas, to promote their work and to strive for contextually appropriate service delivery;
  - ii) To address the significant challenges facing Educational Psychology and South African educational psychologists, including scope of practice issues;
  - iii) To provide a strong voice to educational psychologists;
  - iv) To respond to challenges effectively;
  - v) To establish common ground amongst educational psychologists swiftly;
  - vi) To collaborate closely with and/or to influence other organisations that may act in ways to affect educational psychology;
  - vii) To protect the profession and the public;

- viii) To promote, market and advance the interests of educational psychology and educational psychologists;
- ix) To maintain a good relationship between the association and other bodies;
- x) To inform members of conferences and events related to the area of Educational Psychology;
- xi) To debate issues in mental health practices in South Africa;
- xii) To raise and collect funds by means of donations, contributions, the holding of events or by any other lawful means as may be determined by the Committee of the association;
- xiii) To utilise and apply the funds of the association for the purpose of paying its lawful expenses; and
- xiv) To promote the general interests of members.

#### **4) BODY CORPORATE**

a) The association shall:

- i) Exist as a separate legal entity, separately from its members.
- ii) Continue to exist even when its membership changes and there are different office bearers.
- iii) Be able to own property and other possessions.
- iv) Be able to sue and be sued in its name.
- v) The members and/or office bearers will not be personally liable for any of the obligations of the association.
- vi) The members and/or office bearers will not be personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith during the performance of their functions for or on behalf of the association.

#### **5) INCOME AND PROPERTY**

a) The organisation will keep a record of all assets.

- b) The association shall only enter into contracts, undertake activities and use its income and property to promote its objectives in alignment with its aims.
- c) No portion of the income or assets of the association shall be paid to any member of the Committee, provided that nothing shall prevent the payment in good faith to any person of reasonable compensation for services rendered and/or reimbursement of costs or expenses reasonably incurred on behalf of the association.
- d) Members or office bearers of the organisation do not have rights over the organisation's property and assets.

## **6) MEMBERSHIP**

- a) Any HPCSA-registered educational psychologist or intern educational psychologist who agrees with the aims of the association is eligible for full membership.
- b) Non-psychologists and psychologists who are neither educational psychologists nor educational psychologists registered with the Health Professions Council of South Africa may apply for affiliate membership, which membership may be granted at the discretion of the committee.

## **7) MEMBERSHIP FEES**

- a) Membership fees may be imposed by the committee within reason.

## **8) MANAGEMENT AND POWERS OF THE ASSOCIATION**

- a) The general control and direction of the policy and the affairs of the Association shall be vested in the Committee of the Association.
- b) The Committee shall consist of ten or more members; including:
  - i) a chairperson;
  - ii) the immediate past-chairperson;
  - iii) a secretary;

- iv) a treasurer;
  - v) elected members; and
  - vi) no more than three co-opted members.
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- c) The members of the Committee shall have the powers to co-opt ad-hoc members.
  - d) Members of the Committee shall be elected by the full members, by e-mail voting, web-based voting or popular vote.
  - e) Should there be a membership fee, only fully paid-up members may vote.
  - f) The members of the Committee shall retire after the expiry of a period of 3 (three) years in office and a new committee shall be elected.
  - g) Past office bearers may stand for re-election, providing that no person may hold the same position for more than two consecutive terms (i.e. six years in a row). Should the Executive agree to a second three-year term of office an election will not be necessary unless a request from at least six (6) members is forwarded to the Secretary at least 10 days before the relevant Annual General Meeting. Elections may, under such circumstances, take place every six years.
  - h) The Executive Committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 2 and 3 of this constitution. Its activities must abide by the law.
    - i) The Executive Committee has the power and authority to raise funds or to invite and receive contributions.
    - ii) The Executive Committee has the power to buy, hire or exchange for any property that it needs to achieve its objectives.
    - iii) The Executive Committee has the right to make rules for proper management, including procedure for application, approval and termination of membership.
    - iv) The Executive Committee will decide on the powers and functions of office bearers, as well as the duties of staff.

## **9) ELECTION PROCEDURES**

- a) Notification of elections shall be given by the secretary at least ten days before the election.
- b) Nominations shall be duly proposed and seconded by two members of the association and accepted in writing by the nominee.
- c) Only Full Members of the association may be nominated as candidates, and the proposer as well as the seconder must be Full Members of the Division.
- d) Nomination forms must be lodged with the Secretary of the association at least five calendar days before the date of the election.
- e) Nominated candidates will be given the opportunity by the secretary to present an introductory document or a policy statement, which the committee may in its discretion withhold should the policy statement contradict the terms of this Constitution.
- f) A member of the Committee shall be disqualified from holding office in any of the following circumstances:
  - i) If he or she absents himself from 4 (four) consecutive meetings of the Committee without apology or good cause;
  - ii) If he or she commits any act, which in the opinion of the Committee brings the association into discredit or disrepute.
  - iii) If he or she becomes of unsound mind, or is no longer able to fulfil his or her functions on the Committee for whatever reason.
- g) The Chairperson and/or the Committee shall be obliged to resign from office if the association at a general meeting passes a resolution of no confidence in the Chairperson or Committee, as the case may be, which is voted for by 75% (seventy five percent) of those members of the association present at such meeting.

## **10) ANNUAL GENERAL MEETINGS**

- a) The annual general meeting must be held once every year, towards the end of the organisation's financial year. The organisation should deal with the following business, amongst others, at its annual general meeting:

- i) Agree to the items to be discussed on the agenda;
- ii) Record the names of those present and any apologies;
- iii) Read and confirm the previous meeting's minutes with matters arising;
- iv) Take the Chairperson's report;
- v) Take the Secretary's report, which will include a financial report by the Treasurer;
- vi) Consider any proposed changes to the constitution;
- vii) Elect new office bearers;
- viii) Consider general issues.

## **11) MEETINGS**

- a) The Chairperson shall co-ordinate all meetings. In the absence of the Chairperson, the Committee will elect one of its members to co-ordinate the meeting.
- b) The secretary will take minutes of meetings of the committee, although e-mail correspondences may also serve as a record.
- c) A copy of the minutes shall be submitted to the Committee within thirty days of the date of the meeting.
- d) The Chairperson, unless overruled by a majority of the elected committee members, may whenever he or she deems it necessary convene a meeting of the Committee upon giving such notice to the members of the Committee as may be practical in the circumstances.
- e) Each member of the Committee shall be entitled to one vote. In the event of a tie, the chairperson may exercise an additional, decisive vote.
- f) The Chairperson may adjourn any meeting on such terms as he or she considers necessary and may thereafter reconvene any such meeting again on such terms as he or she may consider necessary.

## **12) SUB-COMMITTEES**

- a) The Committee of the association shall have the power to form such sub-committees as may be necessary to achieve the aims and objects of the association.
- b) Each sub-committee shall include a member of the Committee.
- c) Minutes shall be kept of each sub-committee meeting and shall be made available to the Committee within seven days following the sub-committee meeting.

### **13) ETHICS**

- a) The Association shall adhere to a professional code of ethics which includes confidentiality of case material.
- b) The Association shall refer all ethical matters to the Ethics Sub-Committee.

### **14) FINANCES**

- a) An annual subscription shall be payable by all members of the Association to provide funds for the carrying out of work of the Association. Increases may be determined by the Executive Committee and members will be informed in writing of such a decision.
- b) The Treasurer shall receive all moneys due and shall make all disbursements authorised by the Executive Committee.
- c) Books of account shall be kept by the Treasurer. The accounts shall be available for audit.
- d) The Treasurer shall be entitled to open a bank account in the name of the Educational Psychology Association of South Africa (EPASSA). All disbursements need to be either co-signed or authorised by at least 2 members of the Executive Committee.
- e) The financial year of the organisation runs from 1 May to 30 April.

### **15) INDEMNITY**



- a) No Committee member appointed shall be answerable or liable to make good any losses occasioned to or sustained by the association for any cause, save for any loss which arises from the dishonesty of the Committee member involved.
- b) No Committee member shall be liable for any act of dishonesty committed by any other Committee members unless he/she was a party thereto.
- c) Each Committee member shall, at all times, be deemed to have been indemnified out of the association assets against all claims and demands of any nature arising out of the exercise or purported exercise of any powers conferred upon him or her under this Constitution.

## **16) AMENDMENTS TO THE CONSITUTION**

- a) The Constitution can only be changed by a two-thirds majority vote made by fully paid-up members at a general meeting, or a special meeting, or two-thirds majority electronic vote by members, and only if the proposed changes have been fully discussed. The proposed changes to the constitution must be in writing, signed and seconded by two members of the association, at least a month before the meeting, and the changes must appear on the agenda of the said meeting.

## **17) DISSOLUTION OF THE ASSOCIATION**

- a) The organisation may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such a matter, are in favour of closing down.
- b) When the organisation closes down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given to another non-profit organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be: concerned with promoting, maintaining and protecting the honour and interests of Educational Psychology as a profession.

This constitution was approved and accepted by members of Educational Psychology Association of South Africa.

Name	Qualification	Date	Signature
Vanessa Gaydon			
Martin Strous			
Safiya Bobat			
Tiaan Kirsten			
Jessie-Anne Bird			
Farryn Schneiderman			
Linda Bresgi			
Vanessa Barnes			
Chris Uitzinger			