



The HELTASA constitution

1. NAME

The name of the society shall be "Higher Education Learning and Teaching Association of Southern Africa" (HELTASA) and shall be referred to in this [constitution](#) as "The Association".

2. AIMS

1. To create, support and sustain an enabling and synergistic network of higher education practitioners in Southern Africa, facilitating and encouraging collaborative conversations and ventures concerning policy, developmental practice and educational research in HET across the various specialised fields. Such specialisation shall include teaching in formal and non-formal programmes and engaging in trans-institutional practices such as organizational/institutional, staff, student, curriculum or technological development.)
2. The activities of the association will include an annual conference.
3. To facilitate the professionalisation of higher education practitioners in their educator roles, particularly those pertaining to the improvement of tertiary-level teaching and learning and educational research in South Africa.
4. To act as a linking organization for other professional associations and organisations in higher education (e.g. SAARDHE, The Society of Law Teachers of Southern Africa, Tourism Educators of South Africa).
5. To interact with the Department of Education, Council on Higher Education (CHE) and the Higher Education Quality Committee (HEQC) on matters pertaining to quality, capacity-building and professional recognition of educators and trainers (in their roles as educators and trainers) in HET.
6. To interact on educational matters with relevant statutory bodies in HET such as the Engineering Council of South Africa and the South African Nursing Council.
7. To promote peer review as a means of recognising quality in HE practice.

3. [MEMBERSHIP](#)

3.1 **Categories of [membership](#).**

There shall be the following categories of [membership](#):

3.1.1 Ordinary [membership](#). This shall be granted by the [Executive Committee](#) to educators in higher education who are actively involved in education, training and development activities.

3.1.2 Institutional [membership](#). This may be granted by the [Executive Committee](#) to institutions of higher and further education and training, to research institutions concerned with tertiary educational development, or to organisations, centres or institutes concerned with tertiary educational development.

3.1.3 Foreign [membership](#). Persons outside the SADC region may be admitted as associate members by the [Executive Committee](#). Associate members will not be entitled to voting rights at Association meetings.

3.1.4 Student [membership](#). This is open to members of national or institutional higher education student organisations. They shall have the same rights as ordinary individual members.

3.1.5 Honorary [membership](#). This shall be conferred by the Executive, in consultation with relevant stakeholders, on persons who have made an outstanding contribution to tertiary educational development but are no longer active in the field.

3.2 Ordinary, student and honorary members shall have the right to vote at meetings of the members of the Association when personally present.

3.3 An institution that is a paid-up member of the Association may send two representatives to meetings of the Association. The institution shall nominate in writing the two persons who will represent the institution and vote on its behalf.

3.4 The [membership](#) of an ordinary, student, institutional or foreign member of the Association shall be terminated if the stipulated [membership](#) fees are not paid within 90 days of the new financial term of the Association.

4. ORGANISATION

4.1 General meetings

4.1.1 The Association will hold a general meeting each year at its annual conference.

4.1.2 The [Executive Committee](#) shall be responsible for preparing for and reporting on general meetings.

4.1.3 The members present at a general meeting shall constitute a quorum.

4.2 Functions of a general meeting

A general meeting may take binding decisions, subject to the rules of procedure of the Association, and shall accept responsibility for them. It shall elect from amongst the Association's members the [Executive Committee](#) to the roles designated in 4.3.1 and evaluate the work of the [Executive Committee](#). The general meeting may approve or disallow agreements or association with national or international bodies and may in accordance with the [constitution](#) of the Association amend the [constitution](#).

4.3 The Executive

4.3.1 Management of the Association shall be vested in the Executive which consists of elected members of the Association in the following capacities: Chairperson, Vice-chairperson; Secretary, Treasurer and up to three additional elected members and up to three co-opted members of the Association, one of whom is/are representative of the annual conference committee.

4.3.2 The Executive shall be elected at a general meeting of the Association, and members shall hold office for two years.

4.3.3 Retiring members shall be eligible for re-election.

4.3.4 The Chairperson is eligible for two successive terms of office, and can again become available for election after another two terms have lapsed.

4.3.5 The quorum of a properly constituted Executive meeting shall be 50% of the total number of Executive members.

4.3.6 The Executive shall have the power to delegate its work to Task Groups appointed from amongst the members of the Association.

4.3.7 The executive may co-opt members to the Executive in the event of a vacancy occurring during its term of office.

4.3.8 The responsibilities of the Executive shall be:

4.3.8.1 To see that the aims of the Association are actively pursued.

4.3.8.2 To execute tasks as mandated at the Annual General Meeting

4.3.8.3 To be accountable for and to manage opening of such bank accounts as shall be considered necessary, the keeping of proper books of accounts, and the presentation of independently audited accounts.

4.3.8.4 To determine the fees payable by members.

4.3.8.5 To supervise the publishing activities of the Association and for that purpose to appoint the editorial staff.

4.3.8.6 To encourage and support the formation of branches, interest groups or other organs of the association.

4.3.8.7 To undertake fund-raising on behalf of the Association and to oversee any fund-raising activities and accounts that fall under the auspices of the Association.

4.3.8.8 To commission research or consultancy services on behalf of the Association.

4.3.8.9 To facilitate liaison with the media.

4.3.8.10 To formulate any necessary regulations within the framework of this [constitution](#).

4.3.8.11 To oversee and provide support for the organising of the annual conference of the Association in line with the aims as set out in this [constitution](#).

4.3.9 Any complaint against a member of the Executive shall be investigated by the other members.

The latter shall take action with regard to the complaint as it may consider appropriate.

5. CONFERENCES OF THE ASSOCIATION

Conferences of the Association shall be rotated, where possible, amongst different geographical regions in Southern Africa. A proposal regarding the future hosting of a conference should be put forward at the AGM of the Association on the understanding that

the Association will not be liable for any of the costs of hosting or running the conference. The hosting institution/s will be entitled to charge an attendance fee to cover the costs. Any surplus generated by the conference should be used to further the aims of the Association, on the understanding that the hosting institution is entitled to charge a reasonable administration fee for the running of the conference account.

The conference account shall be presented at the first Executive meeting after the conference.

6. FUNDS

6.1 The Association shall establish a fund to meet the expenses of the Association, and to contribute towards achieving the aims of the organisation.

6.2 The Association is not permitted to distribute any of the profits or gains to any person and is required to use its funds solely to achieve the aims for which it has been established.

6.3 Funds may be raised from external sources to further the aims of the association.

6.4 The treasurer will present the audited financial statement for the previous financial year at the AGM.

6.5 The Executive will decide where the Association's account will be held.

7. CHANGE OR AMENDMENT OF THE [CONSTITUTION](#)

7.1 Any proposal to change or amend the [constitution](#) shall be in writing, be signed by the proposer, who shall be a member or institutional representative, and be seconded and signed by another member in advance of the meeting. Full notice of proposed amendments shall be provided by the Secretary of the Association to all members at least one month before the meeting where the proposed amendments will be discussed.

7.2 This [constitution](#) may be changed or amended by a majority of at least two-thirds of the members present at an AGM.

8. DISSOLUTION OF THE ASSOCIATION

8.1 The Association may be dissolved by a three-quarters majority of the members present at a meeting especially called to consider dissolution.

8.2 Upon the dissolution of the Association, any net assets will be given or transferred by the outgoing Executive to another organisation with aims similar to those of the Association.

Approved at a meeting of the SAADA Executive on 16 August 2005.

Note: this constitution is currently under revision.

Acknowledgements: We wish to acknowledge that we have selectively used and adapted ideas and wording in these documents:

The [Constitution](#) of the Southern African Applied Linguistics Association.

The [Constitution](#) of the South African Association for Research and Development in Higher Education.

The [Constitution](#) of the Southern African Network of Educational Technology and e-Learning.

Note: We were unable to trace a copy of the SAAAD [constitution](#).

ANNEXURE A

RULES OF PROCEDURE OF THE HIGHER EDUCATION LEARNING AND TEACHING ASSOCIATION OF SOUTHERN AFRICA (HELTASA)

These rules give effect to article 4.3.7.10 of the [Constitution](#) (2004) of the Higher Education Learning and Teaching Association of Southern Africa (HELTASA).

1. NAME OF THE ASSOCIATION

1.1. The name of the Association is the property of the "Association" and it shall therefore not be used for fund-raising or commercial purposes without the express permission of the [executive committee](#).

2. MEMBERSHIP

2.1. To give effect to article 3.1.1 ordinary HELTASA [membership](#) will be granted on completion of a prescribed [membership](#) application form.

2.2. To give effect to article 3.1.2 the [Executive Committee](#) of HELTASA will prescribe the guidelines for peer review recommendations and appointment of an ad hoc peer review committee.

2.3. To give effect to articles 3.1.3 to 3.1.6., [membership](#) may be granted at the discretion of the HELTASA [Executive Committee](#).

3. RIGHTS OF MEMBERS

3.1. Members stipulated in 3.1.1, 3.1.2, 3.1.4 and 3.1.5. shall have the right to nominate a candidate for election to the [Executive Committee](#) and cast one vote for a candidate either by show of hands or through secret voting, as the case may be.

3.2. The [Executive Committee](#) will advise on procedures for nomination of institutional delegates to the Association's meetings.

4. MEETINGS OF THE ASSOCIATION

4.1. Common Law Rules of Procedure shall be observed at HELTASA general meetings.

4.2. With exception to voting for the Chairpersons' position, an incumbent Chairperson will have a casting vote in the event of a tie during voting for various other positions as envisaged in article 4.2.

4.3 The Chairperson and Secretary will prepare the annual general meeting (AGM) agenda, have it endorsed by the [Executive Committee](#) prior to the AGM and circulate it to members on the first day of the annual conference.

5. THE EXECUTIVE

5.1. Both the Chairperson and the treasurer have co-powers of attorney with regards to the affairs of the Association provided for in terms of article 4.3.7.

5.2. Structures formed in terms of article 4.3.7.6 shall observe the provisions of the [Constitution](#) and rules of procedure.

6. DISCIPLINARY PROCEDURES

6.1. In event of a breach of these Rules, it shall be the [Executive Committee](#)'s prerogative to appoint a disciplinary investigation team from among its members. Such a team will be given specific guidelines on investigating and hearing any matter other than the breaches committed in relation to 4.3.7.3.

6.1.1. Any breaches pertaining to the conduct of affairs in terms of 4.3.7.3, 4.3.7.4, 4.3.7.7 and 4.3.7.8 will have to be reflected in audited financial statements which the general members, at a general meeting, can use as a basis for calling for appropriate investigation and adjudication of subsequent disputes.

7. FUNDS

7.1. To give effect to articles 6.1 and 6.3, the Executive Treasurer will compile bi-annual interim cash flow statements reconciling expenses with bank balance.

8. DISSOLUTION

8.1. A special meeting requiring an advance notice of 2 months will have to be called to give effect to articles 8.1 and 8.2. Such a meeting may be called via the Executive by any member of the Association, subject to that member setting out clearly the purpose of such a meeting.
