

**South Africa Association of  
Public Administration and  
Management  
(SAAPAM)**

**Constitution**

**(As amended in 2006)**



## 1. PREAMBLE

The mission of the South African Association of Public Administration and Management (SAAPAM) is to encourage and promote good governance and effectual service delivery through the advancement of professionalism, scholarship and practice in public administration and management.

## 2. DEFINITIONS AND INTERPRETATIONS

In this Constitution, the following words and expressions have the stated meanings:

**Academics:** Individuals who teach or do research at institutions of higher education in the field of Public Administration and Management, or who have formerly been employed as such.

**Annual General Meeting:** A general meeting of members of SAAPAM convened annually.

**Associate Members:** Individuals who have an interest in the study and practice of public administration and management and who have enrolled as members of SAAPAM in terms of this Constitution. Associate members shall not have the right to vote at any meeting of SAAPAM or its chapters.

**Chapter:** A group of members such as academics, researchers practitioners and members of other interest groups. A Chapter can furthermore consist of a group of members who are employed in a specific geographic area, and whose request to be recognized as a chapter of SAAPAM, has been approved by the National Board of Directors.

**Corporate Members:** Institutions active in the field of public administration and management that have enrolled as corporate members of SAAPAM in terms of the provisions of this Constitution.

**Executive Director:** A person appointed by the Board of SAAPAM to be responsible for the management functions of SAAPAM.

**Honorary Member:** A person who has by performance contributed substantially to the promotion of the theory and practice of public administration and management and on whom the Annual General Meeting bestowed honorary membership, on the recommendation of the National Board of Directors.

**Institutional Members:** An institutional entity active in the field of public administration and management that have enrolled as institutional members of SAAPAM in terms of the provisions of this Constitution.

**International Member:** Individuals or institutions from foreign countries who have an interest in the study and practice of public administration and management and who enrolled as members of SAAPAM in terms of this Constitution.

**Members:** Individuals who are or were involved in the study and/or practice of public administration and management, and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.

**Office Bearers:** Members who have been elected by members of SAAPAM to serve on the National Board of Directors, as well as the President and the Vice-President of this Association.

**Provincial Chapter:** A chapter of SAAPAM constituted in accordance with the existing provincial boundaries and in terms of the provisions in this Constitution.

**Scholarship:** Studies, research and development of appropriate, world-class expertise in the field of Public Administration and Management.

**Service Delivery:** The spectrum of services, client relationships and the manner in which public services are rendered to the public.

**Student Members:** Individuals who are enrolled as full time learners at institutions of higher education in the field of Public Administration and Management, and who have enrolled as members of SAAPAM in terms of the provisions of this Constitution.

### **3. NAME**

- 3.1 The name of the Association is the South African Association of Public Administration and Management.
- 3.2 The official abbreviation of the Association is SAAPAM.
- 3.3 SAAPAM is a legal person with the capacity to sue and to be sued in its own name. Furthermore, it can acquire assets in its own name and, as such, shall be a legal person distinct from its members. SAAPAM has *locus standi* to institute and defend proceedings on behalf of its members.

### **4. OBJECTIVES**

- 4.1 The objectives of SAAPAM are to promote excellence in the theory and practice of public administration and management by:
  - 4.1.1 Promoting the basic values and principles underlying economic, efficient and effective democratic public administration and management as explained in subsection 195(1) of the *Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)*;
  - 4.1.2 Promoting the science and practice of public administration and management through research and the provision of appropriate training and development;
  - 4.1.3 Promoting ethical conduct and accountability within the profession;
  - 4.1.4 Promoting and protecting the profession and career interests of its members;
  - 4.1.5 Co-operating with other associations and institutions and promoting the objectives of SAAPAM;
  - 4.1.6 Providing a variety of services to members, such as serving as an information centre; hosting meetings, conferences and discussions for its members; publishing a journal and other publications to disseminate information and serve an educational purpose; and
  - 4.1.7 Co-operating, when necessary, with other national and international professional institutions and organizations to further the interest of SAAPAM.

## **5. POWERS AND FUNCTIONS**

Subject to the provisions of any legislation and the Articles of Association, SAAPAM is empowered to perform the following functions:

- 5.1 Obtain income by:
  - 5.1.1 Prescribing membership fees for each category of its members;
  - 5.1.2 Selling its documents and publications;
  - 5.1.3 Charging interest on loans granted for educational and development purposes as and when necessary;
  - 5.1.4 Investing money;
  - 5.1.5 Providing advisory services;
  - 5.1.6 Fundraising;
  - 5.1.7 Imposing attendance fees for lectures, symposia and other events arranged by its National Board of Directors, the National Executive Committee, or the Board of Directors of its regional and other chapters; and
  - 5.1.8 Obtaining voluntary contributions or gifts from individuals and institutions.
- 5.2 Appoint and remunerate persons and/ or institutions for specific services required for the achievement of the objectives of SAAPAM.
- 5.3 Acquire by purchase or lease or any other means, movable or fixed property for the attainment of the objectives of SAAPAM and to sell, let or dispose of such property in an appropriate manner. The Association may not give any of its money or property to its members or office bearers, unless it is in remuneration of work done for the Association. Members or office-bearers have no rights over the movable or fixed property belonging to the Association.
- 5.4 In general, to perform all acts considered expedient for the management of SAAPAM and the attainment of its objectives.
- 5.5 SAAPAM shall co-operate with international and national institutions for the attainment of its objectives.

## **6. MEMBERSHIP**

- 6.1 Any institutions or persons who qualify in terms of this Constitution shall be eligible for membership of the Association.
- 6.2 Categories of membership include:
  - 6.2.1 Member;
  - 6.2.2 Student member;

- 6.2.3 Corporate member;
- 6.2.4 Institutional member
- 6.2.5 Associate member;
- 6.2.6 International member; and
- 6.2.7 Honorary member
- 6.3 The National Board of Directors shall prescribe rules to regulate the conduct of members and the steps to be taken against members who violate the rules.
- 6.4 Every member shall have the right to attend annual and other general meetings of members of the Association and paid up members shall have the right to vote on issues put before such a meeting.
- 6.5 Every member shall be obliged:
  - 6.5.1 Upon admission and subsequently annually before 30 April to pay the membership fees prescribed by the National Board of Directors, and
  - 6.5.2 Inform his/ her Chapter promptly of any change of address.
- 6.6 Institutions may become corporate members of SAAPAM on terms and conditions as determined by the National Board of Directors.

## **7. MANAGEMENT**

### **7.1 The National Board of Directors**

- 7.1.1 SAAPAM shall be governed by the National Board of Directors consisting of:
  - 7.1.1.1 A President;
  - 7.1.1.2 A Vice-President;
  - 7.1.1.3 Executive Director (ex officio); and
  - 7.1.1.4 One member nominated by the Board of Directors of each provincial chapter of SAAPAM.
- 7.1.2 The President and Vice-President shall be elected by secret ballot at the Annual General Meetings of the members of SAAPAM. The term of office for the President and Vice-President is two years.
- 7.1.3 If an interim vacancy occurs in the presidency or vice-presidency, the remaining one of the two office bearers shall immediately take steps for the election of a new incumbent by members of the National Board of Directors to serve for the duration of the remaining term.
- 7.1.4 All office bearers shall serve their terms until their successors are elected. The National Board of Directors shall fill vacancies by appointment until the next regularly scheduled elections if any vacancy occurs in the National Board of Directors.

- 7.1.5 The National Board of Directors shall direct the affairs of SAAPAM in terms of such rules and regulations as may be appropriate for the governance and management of SAAPAM and which are approved by a quorum of members at an Annual General Meeting.
- 7.1.6 The National Board of Directors shall have the power to contract services for the management of SAAPAM, establish committees, delegate powers and duties to its office bearers, committees and employees, publish and distribute a journal and other publications, and perform further functions to attain the goals of the Association.
- 7.1.7 The President shall represent SAAPAM
- 7.1.8 An ordinary majority of the members shall constitute a quorum of the National Board of Directors and its committees. Resolutions shall be by majority vote of members present except where the majority is required by the rules and regulations.
- 7.1.9 With the consent of a majority of the National Board of Directors, the President may call a referendum of all members of SAAPAM by mail or any other means whenever it is in his or her judgment that the best interests of SAAPAM will be served by obtaining a vote of the entire membership concerning an issue or issues.
- 7.1.10 After two consecutive absences without a valid apology by a member from a meeting of the National Board of Directors, such a member shall forfeit his or her position on the National Board of Directors
- 7.1.11 The Executive Director of SAAPAM shall implement the policies and resolutions of the National Board of Directors, and he or she shall be directly accountable to the National Board of Directors as prescribed in the Constitution and bylaws.
- 7.1.12 The National Board of Directors shall determine the place where the head office of SAAPAM shall be located.

## **7.2 Chapters**

- 7.2.1 The National Board of Directors shall encourage the establishment of chapters by regional and specialist groups of members provided that:
  - 7.2.1.1 At least 25 members of a region or specialist group must support a proposal to establish a chapter in writing;
  - 7.2.1.2 Each chapter shall have its own Constitution, subject to the provisions of the Constitution of SAAPAM;
  - 7.2.1.3 The assets and accounts of chapters shall be part of SAAPAM, but the National Board of Directors can approve another arrangement for specialized affiliated organisations;
  - 7.2.1.4 Each chapter shall have a bank account in the name of the particular chapter; and
  - 7.2.1.5 The Executive Director shall be informed of the intentions of each regional chapter to arrange seminars, colloquia, conferences or any such events, including activities to raise funds.
- 7.2.2 Each chapter shall have its own Board of Directors consisting of a Chairperson, Vice-Chairperson, and at least three but not more than ten (10) other members. Office bearers of chapters shall be elected individually by a majority vote of members of SAAPAM who belong to the particular chapter, provided that each candidate shall have his/her residence or principal

place of employment within the geographical area of the region.

## **8. ADMINISTRATIVE PROVISIONS**

- 8.1 The National Board of Directors shall direct the administrative affairs of SAAPAM and, in this regard, must:
- 8.1.1 Appoint an Executive Director;
  - 8.1.2 Obtain office accommodation;
  - 8.1.3 Adopt directives for the performance of the activities of SAAPAM, to be approved by the Annual General Meeting;
  - 8.1.4 Contract services required to manage and execute the affairs of SAAPAM;
  - 8.1.5 Establish and delegate powers to committees, and prescribe duties for committees, office bearers and employees; and
  - 8.1.6 Publish a journal and other documents essential for the attainment of the goals of SAAPAM.
- 8.2 The Executive Director shall be responsible for:
- 8.2.1 Compiling agendas for Annual General Meetings and any other meetings of the National Board of Directors and its committees;
  - 8.2.2 Keeping minutes of Annual General Meetings and any other meetings of members convened by the National Board of Directors;
  - 8.2.3 Keeping and updating a register of members;
  - 8.2.4 Safeguarding of records and registers of SAAPAM;
  - 8.2.5 Managing the official journal of SAAPAM and any other publications which may result from its activities; and
  - 8.2.6 Performing further duties prescribed by this Constitution and National Board of Directors.
- 8.3 In accordance with standard accounting and auditing practices, the Executive Director shall ensure that the head office of SAAPAM and Chapters keep appropriate financial records. The internal auditor (whether appointed on contract or otherwise) and the auditors of SAAPAM shall audit the activities of SAAPAM and its chapters and may at any time inspect the books of account and records of SAAPAM and of chapters established in terms of this Constitution. The Association's financial transactions shall be conducted by means of a banking account and the financial year of the Association commences 1 May and ends 30 April of each year.
- 8.4 The Executive Director of SAAPAM shall implement the policies and resolutions of the National Board of Directors, and he or she shall be directly accountable to the National Board of Directors as prescribed in the Constitution and other decisions by the Board.

## **9. MEETINGS OF SAAPAM**

- 9.1 The National Board of Directors shall arrange Annual General Meetings of members within twelve months after the last day of the financial year of SAAPAM. The financial year extends from 1 May - 30 April annually.
- 9.2 At the request of the members of the National Board at a formal meeting of the National Board of Directors, at least two Directors and/or fifty (50) members of SAAPAM, the National Board of Directors shall convene an extraordinary general meeting of members.
- 9.3 The National Board of Directors shall determine the time and place of an Annual General Meeting and the annual conference of SAAPAM.
- 9.4 Every Annual General Meeting of members shall deal with, consider, amend, approve or reject:
  - 9.4.1 The accounts and general financial statements of SAAPAM;
  - 9.4.2 The report of the auditor;
  - 9.4.3 The report of the President;
  - 9.4.4 The appointment of an auditor and his/her remuneration;
  - 9.4.5 All matters required by this Constitution; and
  - 9.4.6 Any other matters officially submitted to the meeting.
- 9.5 The National Board of Directors shall approve the agenda, which shall be part of the notice of every Annual General Meeting to be forwarded to members at least forty-five (45) days before the date of the meeting.
- 9.6 A quorum for the Annual General Meeting shall be a simple majority of paid-up members (50%+1). In the absence of a quorum the meeting may be recalled when a quorum will not be necessary.
- 9.7 Provision is made for members to vote by proxy, should they be unable to attend the Annual General Meeting. All proxy votes have to be sent to the Executive Director at least seven (7) days before the Annual General Meeting.

## **10. NOMINATIONS AND ELECTIONS**

### **10.1 Board of Directors**

- 10.1.1 Six months before the term of office of a member of the National Board of Directors expires, the Executive Director shall notify the Chairperson of the Board of Directors of the chapter, which elected the retiring member, to arrange for the election of a candidate to fill the forthcoming vacancy.
- 10.1.2 A candidate nominated by a chapter shall have his/her residence or principal place of employment within the area of jurisdiction of the chapter.



## **10.2 Nomination of President and Vice-President**

- 10.2.1 Written nominations on the prescribed form for the positions of President and Vice-President shall be submitted to the Executive Director at least twenty-eight (28) days prior to the Annual General Meeting under the following conditions:
- 10.2.1.1 Each nomination shall be supported by at least five paid up members of SAAPAM and shall be accompanied by the full names, membership number and signature of each nominator.
- 10.2.1.2 The nominee shall sign acceptance of such nomination on the nomination form.
- 10.2.1.3 Names of nominees, with abridged CVs shall be available to all SAAPAM members on arrival at the Annual General Meeting
- 10.3 Twenty days after the term of office of the members of the National Board of Directors and the Board of Directors of a chapter commenced, the Executive Director shall notify all chapters of: The date of the annual meeting during which the election of the President and the Vice-President shall take place, and
- 10.4 To be eligible for the position of President or Vice-President of SAAPAM, a candidate must be a South African citizen and must be of good standing in the field of public administration and management.
- 10.5 To be nominated for the position of President or Vice-President, a person shall be a member of SAAPAM and must have been a member for at least two years prior to his/her nomination. In the case of the first election after the establishment of SAAPAM, this qualification shall not be applicable.
- 10.6 Elections shall be done by secret ballot and every candidate must be present during the election process.
- 10.7 The candidate receiving the highest number of votes for each office shall be declared duly elected by the Executive Director. In the event of a tie, voting shall continue until one candidate is elected.
- 10.8 The Executive Director shall announce the election results for members of the National Board of Directors no later than three (3) working days after the day of the election.
- 10.9 In the event of a written appeal signed by at least ten (10) members, describing irregularities during the election process, the Executive Director shall appoint an Election Appeal Board of three (3) members, none of whom shall be nominees or National Board members. A majority decision of the Appeal Board shall be final.

## **11. AMENDMENTS**

Amendments to this Constitution must be approved by the Annual General Meeting and may be tabled at an Annual General Meeting for consideration if it is supported by at least one-third of the members each of at least (2) chapters, counted separately, provided that notification of such amendment shall be included in the agenda for that meeting.

## **12. DISSOLUTION**

- 12.1 SAAPAM shall not be dissolved except by a resolution passed by a majority of two-thirds of the members present at an extraordinary meeting called for such a purpose. At least six (6) weeks written notice shall be given to all members of such an extraordinary meeting.
- 12.2 Upon dissolution of SAAPAM, its remaining assets, after meeting all the demands made on it, shall be donated to one or more institutions selected by the extraordinary meeting of its members after considering the merits of the proposed institutions with regard to their contribution towards promoting the administration and management of the Republic of South Africa.
- 12.3 When the Association closes down it has to pay off all its debts, After doing this, of there is property or money left over it should not be paid or given to members of the Association, unless paid in terms of Section 5.3 of the Constitution. It should be given to another non-profit organisation that has similar objectives. The Association's Annual General Meeting will decide what non-profit organisation should be benefited.

## **13. TRANSITIONAL ARRANGEMENTS**

- 13.1 South African individuals, who are interested in the establishment of SAAPAM and have paid to attend the inaugural conference, may participate in the election of the first and interim President and Vice-President of the Association.
- 13.2 At the inaugural conference of SAAPAM, delegates from each province shall nominate one director to the National Board of Directors from that province to represent the province on the National Board of Directors until one or more regional chapters for the province are recognized by the National Board of Directors
- 13.3 If no representatives from a province are present at the inaugural conference, the National Board of Directors shall co-opt a representative from such a province to its ranks.
- 13.4 The term of office of the first interim President and Vice-President of SAAPAM shall be one year only, where after the provisions of this Constitution shall apply.