

HELTASA



The Constitution of The Higher Education Learning and Teaching Association of Southern Africa (HELTASA)

Preamble

WHEREAS WE, members of the Higher Education Learning and Teaching Association of Southern Africa (hereinafter the HELTASA), are committed to supporting learning and teaching practices and scholarship in higher education; strengthening collegial and professional relationships across the sector and building an inclusive and diverse association that prioritises the upliftment of the academic project.

1. Name of the Association

1.1 The organisation hereby constituted shall be called the Higher Education Learning and Teaching Association of Southern Africa.

1.2 Its shortened name shall be the HELTASA (Hereinafter referred to as the Association).

2. Objective and Purpose

2.1 The Association is a non-profit organisation; a voluntary association and the main objectives shall be 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 learning and teaching policy, practice, practitioner enhancement, scholarship and educational research in the Higher Education sector across the various Higher Education contexts, specialised fields and disciplines.
- Facilitate the professionalisation of higher education practitioners, particularly those pertaining to the access, success and enhancement of learning and teaching and educational research in Southern Africa.
- Promote networking and professional support among Higher Education practitioners with an interest in learning, teaching, and scholarship to enhance educational quality.
- Strengthen national, regional, continental, and global visibility, networking, partnerships, and scholarly engagement.

2.2 The Association's secondary objectives are to:

- Interact with pertinent stakeholders in the Higher Education sector on matters pertaining to learning and teaching quality, capacity-building, and professional

recognition of Higher E practitioners.

- Liaise on educational matters with relevant statutory bodies and strategic partners in the Higher Education Sector.
- Promote quality enhancement and quality assurance learning and teaching practices in the sector.
- Explore and initiate activities for the Association, including an annual main event.
- Act as a linking organisation for other professional associations and organisations in Higher Education through networking and promoting the establishment of professional networks.

3. Legal Status

The Association shall:

- Exist in its own right, separately from its office bearers and members.
- Continue to exist even when its membership changes and or different office bearers are elected.
- Be able to own property and other assets.
- Be able to sue and be sued in its own name.

4. Membership

4.1 The President and Chairperson of the Association, in consultation with the Coordinating Council, may admit any person as a member, who has a mutual interest in the objectives and purpose of the Association.

4.2 Membership shall be granted on full payment of an annual membership fee as determined by the Coordinating Council. The membership fee shall be payable on application and thereafter at the beginning of every year.

4.3 Membership is not transferable.

4.4 The Association shall maintain a membership database with relevant particulars of all the members.

4.5 Each member shall hold one vote to be exercised personally at the annual general meeting.

4.6 Termination of Membership

4.6.1 Membership shall terminate upon written resignation by the member to the Executive Administrator.

4.6.2 Membership shall be terminated if a member no longer subscribes to the spirit and ethos of the Constitution of the Association and/or if a member has not exercised due diligence regarding the payment of membership fees.

5. Governing Structure and Mechanism of Governance

The governing structure and governance mechanism comprise a three-tiered system to collaboratively advance and strengthen the mandate of the Association, consisting of The Advisory Board; The Coordinating Council; and the Project Teams.

5.1 The Advisory Board

The Advisory Board shall consist of persons and stakeholders in strategic positions in the Higher Education sector at national, regional, continental, and global levels, including members of the Coordinating Council as specified in 5.1.1

5.1.1 Composition

The Board shall consist of:

The Chairperson of the Advisory Board, who shall be the immediate past President and Chairperson of the Association

The current President and Chairperson of the Association

The Executive Administrator of the Association

One Deputy President of the Association with observer status

Representatives of Higher Education Strategic stakeholders and partners

The Advisory Board may co-opt a maximum of two additional non-voting members as it may consider appropriate from time to time. The co-opted members shall serve for such a period as the Board considers appropriate.

5.1.2 Roles and Responsibilities

The Advisory Board shall serve in an advisory capacity to strategic pathways of the Association.

The Advisory Board shall provide strategic guidance to achieve the Association's mandates, goals, and objectives.

5.1.3 Advisory Board Meetings

The Advisory Board shall convene twice a year or as deemed necessary to execute its functions.

The quorum to constitute an Advisory Board meeting shall be 50% of the total number of the composition of the Advisory Board.

The Executive Administrator shall be responsible for administering all meeting-related matters.

Minutes of meetings shall be recorded by the Executive Administrator. The minutes shall be circulated at least a calendar month before the next scheduled meeting. The minutes shall be signed by the Chairperson of the Advisory Board after confirmation at the meeting.

5.1.4 Term of Office

Members of the Advisory Board shall hold office for a period of three (3) years.

Any member shall be eligible to serve a second consecutive term of office.

5.2. The Coordinating Council

The Coordinating Council shall be responsible for the strategic and operational management of the Association.

5.2.1 Composition

The Coordinating Council shall consist of:

The President and Chairperson of the Association (hereinafter the Chairperson)

The Deputy-chairperson/s of the Association

The Project Teams Coordinators

The Project Leads

The Executive Administrator of the Association

The Legal Lead
The Finance Lead

5.2.2 The Responsibilities

5.2.2.1 The Coordinating Council shall:

Determine strategic and operational direction aligned with the constitutional objectives.
Nominate and elect the President and Chairperson of the Association as well as the Deputy-chairperson/s of the Association.
Give notice and declare the elected President and Chairperson of the Association as well as the Deputy-chairperson/s of the Association at the annual general meeting.
Ensure that the mandates and objectives of the Association are actively pursued.
Deliberate and act on tasks as mandated at the annual general meeting.
Account for and manage bank accounts as well as related record keeping of said accounts.
Determine the membership fees payable by members.
Build collaboration and collegiality across various projects.
Manage the scholarship activities through the appointment of relevant experts aligned to the Association.
Encourage and support the formation of communities of practice, forums, special interest groups, special projects and associated and relevant collectives.
Undertake fundraising on behalf of the Association and oversee any fundraising activities and accounts that fall under the auspices of the Association.
Facilitate communication and media liaisons.
Formulate associated guidelines within the framework of this constitution.
Oversee and provide support to enable the organising of all associated activities and events as well as an annual main event of the Association aligned with the aims as set out in this Constitution.

5.2.2.2 The Chairperson and the Deputy-chairperson/s may determine strategic decisions aligned with the constitutional objectives, which decisions may be determined independently of the Coordinating Council.

5.2.3 Term of Office

All members of the Coordinating Council shall be members of the Association and shall hold office for a period of three (3) years.
Any member may be eligible to serve a second consecutive term of office.
The membership of the Coordinating Council shall be ratified at the annual general meeting.

5.2.4 Coordinating Council Meetings

A Coordinating Council meeting shall be held at the date, time, and place and as frequently as determined by the Coordinating Council.
The agenda of a meeting shall be circulated at least one week prior to such an ordinary meeting.
The quorum of a Coordinating Council meeting is 50% of its constituted members and regarded as present. If, within thirty minutes of the time fixed or said meeting, a quorum is not present, the meeting shall stand adjourned to a date, time, and place determined by the chairperson. The agenda shall be dealt with at the next Coordinating Council meeting where a quorum is present.
Minutes of said meetings shall be recorded by the Executive Administrator. The minutes shall be circulated within five working days after the meeting was held. The minutes shall

be signed by the Chairperson after confirmation at the next meeting. In the absence of the Executive Administrator, the Chairperson shall nominate a member of the Coordinating Council to fulfil this role.

A special meeting of the Coordinating Council may be called by the Chairperson whenever the Chairperson deems it advisable or upon a requisition by not fewer than four Coordinating Council members, provided that such requisition specifies the purpose of a special meeting.

5.3 Project Teams

Each project team shall consist of the following roles namely The Project Lead, The Scholarly Practitioner, The Scholarly Researcher, and The Strategist.

5.3.1 Roles and Responsibilities

The Project Team shall be responsible for operationalising the Coordinating Council's decisions. It shall enable the operation, management and completion of decisions and activities as determined by the Association's mandate and the specific focus of the project team. It shall:

Ensure that the objectives of the Association are actively pursued.

Execute tasks as mandated by the Coordinating Council.

Actively seek to increase HELTASA and Project Team membership.

Encourage and support the formation of special interest groups, and communities of practice within the Association.

Engage in scholarship.

Actively seek to build collaborations across project teams, disciplines, institutions, and HE networks at national, regional, continental, and global levels.

Organise specific project activities and events as well as support the annual main event of the Association aligned with the aims as set out in this constitution.

Maintain and enhance the Project Team's communication profile and visibility.

5.3.2 Term of Office

After due diligent recruitment processes, the nominations for the Project Team roles shall be confirmed and ratified by the Chairperson and Deputy-chairperson/s.

All members of the Project Teams shall be members of the Association and shall hold office for a period of three (3) years.

Any member shall be eligible to serve a second consecutive term of office.

During the term of office, each Project Team shall seek to rotate the roles to enable capacity building.

5.3.3 Project Team Meetings

Project team meetings shall be held at the date, time, and place and as frequently as determined by the project team.

The Project Lead shall submit progress reports and an annual report to the Executive Administrator of the Coordinating Council.

5.4 Discretionary powers

5.4.1. The Coordinating Council shall have discretionary powers in the event of *vis major* or comparable occurrences to maintain the integrity of the Association and sustain the focus and execution of all associated matters.

5.4.2 The discretionary powers shall be exercised upon due consideration of all prevailing conditions by a quorate special Coordinating Council meeting and ratified by majority vote by the said meeting.

6. Termination of Office

6.1 An Office Bearer may resign from office by giving thirty (30) days written notice to the Coordinating Council.

6.2 An Office Bearer who failed to attend three consecutive meetings of the designated role, without reason or apology to the Executive Administrator, shall automatically be deemed to have terminated office.

6.3 An Office Bearer who is derelict of the responsibilities and duties of the designated role on three consecutive occasions without a valid reason, shall automatically be deemed to have terminated office.

7. Annual General Meetings

The Association shall hold an annual general meeting each year at the annual main event. The Coordinating Council shall be responsible for preparing the agenda for annual general meetings.

At least twenty-one (21) days' written notice shall be given to all members stating the date, time, place, and business of the annual general meeting which business shall include among others the Chairperson's report; the presentation of the Association's Annual Financial Statements; and other appropriate matters.

The members present at an annual general meeting shall constitute a quorum.

7.1 Functions

The annual general meeting shall:

Take binding decisions, subject to the rules of procedure of the Association, and shall accept responsibility for said decisions.

Ratify the election of the President and Chairperson of the Association; the Deputy-Chairperson/s; the Chairperson Elect; and the Coordinating Council members to the designated roles.

Approve or disallow agreements or associations with national or international bodies.

Amend the constitution as provided in clause 10 of this constitution.

In a format determined by the Chairperson, all motions shall be approved and seconded by a majority vote of those present and voting by members who are eligible to vote.

8. Annual Main Event and Activities of the Association

The Association shall facilitate the hosting of an annual main event as well as other activities.

The Association could opt to timeously solicit potential host(s) for the annual main event. The Coordinating Council shall have the authority to identify, liaise and confirm the potential host and annual main event convenor for the annual main event and activities aligned with the objectives of the Association.

The Coordinating Council shall, after due consideration of the prevailing national and international higher education trends and landscape, determine the appropriate format of

the annual main event and related activities.

9. Finances and Reports

The Association shall establish a bank account into which all monies and funds generated shall be deposited. All funds shall be used towards the expenses of the Association, and to contribute towards achieving the aims of the Association.

9.1 The Coordinating Council shall decide the nature of the type of the Association's bank account.

9.2 The bank account and all the financial transactions of the Association shall be independently reviewed.

9.3 Funds may be raised from external sources to fulfil the objectives and purpose of the Association.

9.4 The financial statements shall be presented at the annual general meeting.

9.5 The Association shall not distribute any of the profits or gains to any person and shall be required to use its funds solely to achieve the objectives and purpose for which it has been established.

9.6 The Coordinating Council shall determine related payment processes.

10. Changes and amendments to the Constitution

10.1 The Constitution shall be changed by a resolution that is voted upon and passed by not less than two-thirds of the members with voting rights who are present at the annual general meeting or a special general meeting.

10.2 Written notice of the proposed changes and amendments to the Constitution shall be circulated by the Executive Administrator to members twenty-one (21) days prior to the meeting where the proposed changes or amendments shall be voted upon.

10.3 No amendments shall be made which would have the effect of making the Association cease to exist.

11. Dissolution of the Association

11.1 The Association shall be dissolved at a special general meeting called specifically for this purpose.

11.2 The members present shall form a quorum and the Association shall be dissolved by a three-quarters majority of the members present with voting rights, voting in favour thereof at said meeting.

11.3 Upon the dissolution of the Association, its assets shall be donated or transferred by the outgoing Advisory Board to another organisation with objectives and purpose aligned with those of the Association.

Signed on this day 05th Day month October year 2023

at this place Johannesburg

NAME and SURNAME Logandree Ganas

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to be 'Logandree Ganas'.

SIGNATURE

HELTASA President and Chairperson