



ASSADPAM

ASSOCIATION OF SOUTHERN AFRICAN SCHOOLS AND DEPARTMENTS
OF PUBLIC ADMINISTRATION AND MANAGEMENT

<http://www.assadpam.net>

Constitution
(As amended in 2017)

*Constitution adopted at the 2017
AGM*

Contents

PART ONE: PURPOSE OF THE ASSOCIATION

- 1.1 Name
- 1.2 Vision
- 1.3 Mission
- 1.4 Objectives

PART TWO: MEMBERSHIP

- 2.1 Membership
 - 2.1.1 Institutional membership
 - 2.1.2 Affiliate membership
- 2.2 Conditions and criteria
- 2.3 Membership application
- 2.4 Register of members
- 2.5 Termination of membership
- 2.6 Conduct of members

PART THREE: GOVERNANCE

- 3.1 Executive Committee
- 3.2 Office Bearers

PART FOUR: MEETINGS

- 4.1 Notices of meetings
- 4.2 Annual General Meeting
- 4.3 Special meetings

PART FIVE: MISCELLANEOUS

- 5.1 Finances
- 5.2 Amendment to constitution
- 5.3 Indemnity
- 5.4 Winding-up

APPENDIX 1: APPLICATION FOR MEMBERSHIP OF THE ASSOCIATION

APPENDIX 2: DUTIES OF THE OFFICE BEARERS

APPENDIX 3: CODE OF CONDUCT

PART ONE: PURPOSE OF THE ASSOCIATION

1.1 Name

The name of the Association is the "Association of Southern African Schools and Departments of Public Administration and Management" (ASSADPAM), hereafter referred to as the Association. ASSADPAM was formally constituted during a meeting in Bellville on 8 February 2002.

1.2 Vision

To develop and sustain a network of institutions committed to the advancement of the discipline of public administration and public management teaching and research (hereafter, the discipline), and to build the academic capacity of its constituent members in support of this vision.

1.3 Mission (Goals)

- a) To promote the professional interests and development of members;
- b) To devise systems to advance and monitor the quality of activities of the Association based on agreed-upon international and national standards; and
- c) To act as a network for continuous capacity-building and research in the discipline.

1.4 Objectives

The objectives of the Association may include but are not limited to the following:

- a) **Teaching and learning:** To promote the development of theory and the relevance of teaching and learning content for local contexts within the discipline and to contribute to the improvement of societies.
- b) **Research:** To promote the rigour and relevance of research, theory, content and processes (both individual and collective) within the discipline.
- c) **Conference(s):** To promote the discipline by facilitating the dissemination of new knowledge and understandings through the arrangement of regular forums for scholarly discourse and capacity-building.
- d) **Communication and dissemination:** To maintain an electronic platform for sharing knowledge, values and skills relevant to the discipline. To support the dissemination of research findings through the Association's journal(s) and through other publication processes (such as research workshops, edited books, etc.).
- e) **Community engagement:** To promote scholarly activities with the community both within and beyond academia to integrate the scholarship of discovery and the scholarship of teaching in order to achieve a scholarship of engagement that will benefit the discipline and society in its broadest sense.

PART TWO: MEMBERSHIP

2.1 Membership

Membership will be granted to institutions interested in the promotion of capacity-building in the discipline and that (a) identify with the vision, mission and objectives of the Association; (b) fulfil their financial, legal and other justifiable obligations towards the Association; and (c) comply with the requirements of the application process for membership.

2.1.1 Academic institutional membership: Members of institutions interested in the promotion of capacity-building in the discipline in their teaching, research and community service activities.

2.1.2 Affiliate institutional membership: Affiliate institutions (non-academic institutions) may apply for affiliate membership if qualified and/or they have a professional interest in the discipline.

2.2 Conditions and criteria

The Executive Committee may determine the conditions and criteria for membership. Applications for membership that do not comply with such conditions and criteria may be refused by the Executive Committee.

2.3 Membership application

Applications for membership shall be in writing on the ASSADPAM application form. The Executive Committee shall have the right, from time to time, to vary, amend or alter the application form(s).

2.4 Register of members

The Executive Committee must keep a register with the names and addresses of the institutional members.

2.5 Termination of membership

Membership may be terminated by a member through a written resignation to the Secretariat or automatically through failure to settle its liabilities timeously. The liabilities of members are limited to the amount of unpaid subscriptions or other outstanding moneys owed by such members to the Association at the end of 30 April each year.

2.6 Conduct of members

Members whose application for membership has been accepted shall be bound by the constitution and the code of conduct of the Association. The Association promotes ethical conduct and accountability within the discipline and amongst its members.

PART 3: GOVERNANCE

3.1 Executive Committee

The Executive Committee shall consist of representatives of all academic institutional members of the Association. The Executive Committee shall elect five Office Bearers from its members.

- a) **Powers:** The Executive Committee shall manage the affairs of the Association in accordance with the Constitution through Office Bearers. Office Bearers should be accountable to the Executive Committee.
- b) **Co-option:** The Executive Committee may co-opt additional members as it may consider appropriate.

- c) **Resignation, disqualification and removal of Executive Committee members:** Any member of the Executive Committee absenting himself/herself without leave of the Executive Committee for more than three consecutive meetings held over a period of more than thirty days, of which due notice has been given, shall cease to be a member of the Executive Committee.
- d) **Delegation of powers:** The Executive Committee may delegate any of its powers or functions to a committee or member(s) of the Association provided that: such delegation and conditions are reflected in the minutes for that meeting, at least one Executive Committee member serves on the committee, and the Executive Committee approves all expenditure incurred by the committee or member(s) in advance. The Executive Committee may revoke the delegation or amend the conditions at any time.

3.2 Office Bearers

A minimum of five Office Bearers will be elected consisting of the Chairperson, the Deputy Chairperson, the Treasurer, the Editor of *Administratio Publica* and the Website manager.

- a) **Term of office:** The term of office for Office Bearers is three consecutive years with re-eligibility for a second term.
- b) **Vacancies:** The Executive Committee must, as soon as reasonably possible, appoint an Office Bearer to fill any vacancy that reduces the number of Office Bearers to less than five. Such an appointment must be confirmed at the next Annual General Meeting, failing which it will lapse.
- c) **Resignation, disqualification and removal of Office Bearers:** An Office Bearer wishing to resign from office must do so in writing. An Office Bearer shall be disqualified from office upon termination of his/her membership of the Association. A member can be removed from office through a two-thirds resolution of the remaining Executive Committee members, consisting of not less than four members.

3.3 Procedures at meetings

The Executive Committee may regulate its meetings and proceedings as it sees fit, subject to the following:

- a) The Chairperson shall chair all meetings of the Executive Committee. In the absence of the Chairperson, the Deputy Chairperson shall chair such meetings. In both their absence, the Executive Committee members present shall elect a chairperson for that meeting.
- b) Meetings of the Executive Committee may be conducted face-to-face or electronically.
- c) The Executive Committee shall meet at least three times in each year, and at the written request of any two members of the Executive Committee.
- d) The quorum for a meeting of the Executive Committee shall be fifty per cent plus one of the serving Executive Committee members.
- e) Each Executive Committee member present or represented through written proxy shall have one vote. Should there be an equality of votes, the Chairperson shall have a casting vote.

- f) Proper minutes and attendance records must be kept of all meetings of the Executive Committee. The Chairperson for the meeting shall sign the minutes, which shall be available for inspection by any member of the Association.
- g) A resolution signed by all members of the Executive Committee shall be as valid as if passed at a meeting of the Executive Committee.

PART 4: MEETINGS

4.1 Notices of meetings

All notices must be given to members in writing (personally, post or electronic communication) to the address provided by the members, two weeks before a meeting of the Association.

4.2 Annual General Meeting

All Annual General Meetings (AGMs) shall be held at such time and place as the Executive Committee may determine at least once a year, while at least fourteen days' notice shall be given, which business must include:

- the Chairperson's report;
 - the Association's Annual audited Financial Statements;
 - the Editor of the Association's professional journal(s) report; and
 - other appropriate matters.
- a) **Powers of the Annual General Meetings:** The members in an AGM of the Association are the highest decision-making structure of the Association as set out in this Constitution. The members in an AGM may review, approve or amend any decision(s) taken by the Executive Committee, but no such resolution of the Association shall nullify earlier resolutions taken by the Executive Committee in accordance with the provisions of this Constitution. Participation in the deliberations of the AGM is open to all members of the constituent schools and departments in attendance, but voting is limited to the designated representative of each academic institutional member.
- b) **Procedures at meetings:** The members may regulate their meetings and proceedings as they see fit, subject to the following:
- The Chairperson shall chair all meetings of the AGM of the Association. In the absence of the Chairperson, the Deputy Chairperson shall chair such meetings.
 - Annual General Meetings of the Association may be conducted face-to-face or electronically, which would allow members to be present and participate through electronic means.
 - The members of the Association shall meet in an AGM at least once in each year.
 - The quorum for Annual General Meetings shall be one representative of each academic institutional member of at least fifty per cent plus one of paid-up institutions.
 - A resolution put to the vote shall be decided by means of a show of hands or by ballot. A vote by ballot can be demanded by not less than one-third of the members present.
 - The designated representative of each academic institutional member present shall have one vote. Should there be an equality of votes, the Chairperson shall have a casting vote.
 - Proper minutes and attendance records must be kept of all AGMs. The Chairperson for the meeting shall sign the minutes, which shall be available for inspection by any member of the Association.

4.3. Special Meetings

The Executive Committee or not less than at least one-third of its members may call a Special General Meeting of the Association. The Powers of the AGM as well as the Procedures followed at AGMs will apply.

PART 5: MISCELLANEOUS

5.1 Finances

- a) **Bank account:** The Executive Committee of the Association must open a bank account in the name of the Association with a registered bank.
- b) **Signing:** Documents requiring signatures on behalf of the Association shall be signed by at least two persons authorised by the Executive Committee.
- c) **Records:** The Executive Committee must ensure that proper records and reporting of accounts, which fairly reflect the affairs of the Association, are kept, and that within six months of its financial year, a report is compiled by an independent practising auditor registered in terms of the Auditing Profession Act. This report must state, for the preceding financial year with the auditor's report thereon, whether or not the financial statements of the Association are consistent with its accounting records, the accounting policies are appropriate and have been appropriately applied in preparing the financial statements and the Association has complied with the financial provisions of this Constitution.
- d) **Payment of subscriptions:** The Treasurer manages accounts receivable and payable through the issuing of invoices, notices and payments.
- e) **Budget:** The Office Bearers must budget for the activities and resource requirements envisaged by the Association and present the budget for approval to the Executive Committee before commencement of the following financial year.

5.2 Amendment to Constitution

The Constitution of the Association, or any part thereof, shall not be repealed or amended without approval of two-thirds of all the fully paid-up academic institutional members of the Association present at an Annual or Special General Meeting, of which due and proper notice has been given.

5.3 Indemnity

Every member of the Association shall be indemnified by the Association against all costs, losses and expenses which he/she may incur or become liable for by reason of any act or thing done by him/her as such in the discharge of his/her duties, unless the loss in question is caused by his/her own gross negligence, dishonesty or breach of trust.

5.4 Winding-up

The Association may be dissolved by a resolution passed at a Special General Meeting called for that purpose, provided that such resolution is passed by two-thirds of all the fully paid-up academic institutional members entitled to vote, and further, that such resolution is confirmed at a Special General Meeting held not less than four weeks thereafter by a majority vote of members entitled to be present and vote thereon. In the event of such resolution being passed at the second Special General Meeting, that meeting shall also have power to pass resolutions by two-thirds for the appointment of a liquidator and the disposal of the

surplus funds and assets of the Association after winding-up and after the payment of all the debts and obligations of the Association, provided that any surplus assets shall be given or transferred to some other association or institution, with objects similar to those of the Association, exempt from tax under the laws relating to income tax and donations tax.

*Constitution adopted at the 2017
AGM*

APPENDIX 1: APPLICATION FOR MEMBERSHIP OF ASSOCIATION



ASSADPAM

**ASSOCIATION OF SOUTHERN AFRICAN SCHOOLS AND DEPARTMENTS
OF PUBLIC ADMINISTRATION AND MANAGEMENT**
<http://www.assadpam.net> **SUBSCRIPTION: 20..**

Membership will be granted to institutions interested in the promotion of capacity-building in the discipline and that (a) identify with the vision, mission and objectives of the Association; (b) fulfil their financial, legal and other justifiable obligations towards the Association; and (c) comply with the requirements of the application process for membership.

Academic institutional membership: Members of institutions interested in the promotion of capacity-building in the discipline in their teaching, research and community service activities.

Affiliate institutional membership: Affiliate institutions (non-academic institutions) may apply for affiliate membership if qualified and/or they have professional interest in the discipline.

Please enter the number of members in the relevant cell and provide the details of each member (page 2).

Number of members	Amount / annum, payable before 1 April	
Institutions with up to 5	R3 195	<input type="text"/>
Institutions with up to 10	R6 390	<input type="text"/>
Institutions with up to 15	R9 585	<input type="text"/>
Institutions with up to 20	R12 780	<input type="text"/>
Institutions with up to 25	R15 975	<input type="text"/>
Institutions with more than 25	R19 170	<input type="text"/>
Affiliate members	R	<input type="text"/>

Please complete the following details about the institution applying for membership and the person responsible for receiving the journals:

Title	
Surname	
First name	
Institution	
Postal address	
	Code <input type="text"/>
Telephone	
Cellular	
Fax	
E-mail	
Employer	

No.	Title	Initials	Surname	Email	Speciality field	Contact number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Complete the application and email it along with a list of the members providing their title, names, telephone numbers and email addresses to at@..... Please use the department/school name as reference. Once membership is confirmed, you will be provided with an invoice.

SIGNATURE

DATE

CAPACITY

APPENDIX 2: DUTIES OF THE OFFICE BEARERS

CHAIRPERSON

- Promote the vision, mission and objectives of the ASSADPAM;
- Provide leadership and guidance;
- Manage relationships and work progress;
- Authorise expenditure together with the treasurer;
- Chair all meetings of the Executive Committee;
- Chair the Annual General Meeting of the Association;
- Promote the professional interests and development of members;
- Ensure that the Association acts as a network for continuous capacity-building and research in the discipline; and
- Promote scholarly activities with the community both within and beyond academia to integrate the scholarship of discovery and the scholarship of teaching in order to achieve a scholarship of engagement that will benefit the discipline and society in its broadest sense.

DEPUTY CHAIRPERSON

- Promote the vision, mission and objectives of the ASSADPAM;
- Support the chairperson in the management of the Association;
- Chair meetings of the Executive Committee in the absence of the Chairperson;
- Chair the Annual General Meeting of the Association in the absence of the Chairperson;
- Promote the professional interests and development of members;
- Ensure that the Association acts as a network for continuous capacity-building and research in the discipline; and
- Promote scholarly activities with the community both within and beyond academia to integrate the scholarship of discovery and the scholarship of teaching in order to achieve a scholarship of engagement that will benefit the discipline and society in its broadest sense.

ADMINISTRATOR

- Promote the vision, mission and objectives of the ASSADPAM;
- Attend all meetings of the Executive Committee;
- Serve as a communications liaison between the Executive Committee and the members of the Association through written communication and electronic mail, as appropriate;
- Assist the Office Bearers by facilitating the distribution of written information about the Association through email as well as the Association website;
- Maintain an electronic (and hard copy) database and membership directory of the Association, based upon communication with the Treasurer regarding current dues receipts;
- Provide correspondence to acknowledge new and renewed membership within two weeks of communications from the Treasurer regarding current dues receipts;
- Work alongside the Treasurer to mail/email yearly membership renewals/dues;
- Manage the organising of the Executive Committee meetings (notice, venue, catering, agenda and minutes);
- Assist with the organising of the AGM (notice, venue, catering, agenda and minutes);
- In consultation with the Chairperson, prepare agendas for the Executive Committee meetings. These agendas, along with any supporting documentation, are distributed by the Secretariat to members in advance of the meetings;

- Take minutes of the Executive Committee meetings and distribute these to the members; and
- Assist with the updating of the Association's website.

CONFERENCE ORGANISER

- Promote the discipline by facilitating the dissemination of research findings;
- Formulate the theme for the conference;
- Send out the call for papers;
- Draft a conference budget and submit to the Executive Committee;
- Draft a preliminary as well as a final programme;
- Manage the submission of abstracts and final papers and provide feedback to authors;
- Manage registration fees and keep the Treasurer informed;
- Facilitate accommodation and the conference venue;
- Manage the registration process;
- Use the website to share the information; and
- Facilitate the emerging research workshop.

WEBSITE MANAGER

- Maintain an electronic platform for sharing knowledge, values and skills relevant to the discipline;
- Oversee site development, set up a separate CMS, customise the CMS, populate the website with client information, set up payment registration, set up site for submitting of conference papers, set up site for future re-use for conferences; and
- Oversee site maintenance, CMS security updates, software updates, security monitoring, hosting, all of which is done once per month.

EDITOR OF *ADMINISTRATIO PUBLICA*

- Support the dissemination of research findings through the Association's journal(s) and through other publication processes (such as research workshops, edited books, etc.);
- Comply fully with the policies and requirements of the Department of Higher Education and Training (DoHET) and the Academy of Science of South Africa (ASSAf) regarding accreditation and procedures to maintain accreditation status;
- The Deputy and Technical Editors and Editorial Committee appoint a Chief Editor for a period of five years. The re-appointment of the Chief Editor is subject to the decision of the Deputy and Technical Editors and Editorial Committee;
- Act as the executive manager, and assume overall responsibility for the effective management and administration of the affairs of the journal in consultation with the Deputy and Technical Editors and Editorial Committee, including the responsibility for managing the operating budget of the journal;
- Compile and submit an annual report on the status of articles received during the year, the envisaged budget for the following year and the financial statements of the journal for ratification by the EXCO of ASSADPAM and the AGM of the Editorial Committee for a specific year;
- In consultation with the Deputy and Technical Editors, determine and approve the editorial policy and the procedures to be followed in reviewing manuscripts for publication as well as the instructions to reviewers and the criteria for assessment of manuscripts;
- In consultation with the Editors, identify a list of the most suitable alternative reviewers for manuscripts;
- Take the final decision on which reviewers to use and which manuscripts to publish in the journal;

- Provide written reasons to the authors for rejected manuscripts and advise them about what should be done in order to improve those manuscripts for another round of consideration;
- Keep written and electronic minutes of Editorial Committee meetings, to be approved by the Editorial Committee at its next annual meeting;
- Decide whether a proposed contribution falls within the ambit of the scholarly material and research that supports the objectives of ASSADPAM;
- Submit manuscripts for evaluation to reviewers who are either members of the Editorial Committee or the Editorial Board, or to potential external reviewers, after considering the following selection criteria for a reviewer: his/her area(s) of specialisation, impartiality, potential conflict of interest, quality of previous review/referee outputs, availability and frequency of previous review/referee inputs; and
- Compile an annual report on the journal, with recommendations for journal improvement, for consideration by the Editorial Committee, the Editorial Council and the ASSADPAM EXCO.

TREASURER

- Present the Association's annual audited Financial Statements at the AGM;
- Oversee the management of a bank account in the name of the Association with a registered bank;
- Keep proper records of and report on the account in a way that fairly reflects the affairs of the Association, and within six months of its financial year, ensure that a report is compiled by an independent practising auditor registered in terms of the Auditing Profession Act. This report must state, for the preceding financial year with the auditor's report thereon, whether or not the financial statements of the Association are consistent with its accounting records, the accounting policies are appropriate and have been appropriately applied in preparing the financial statements and the Association has complied with the financial provisions of this constitution; and
- Manage accounts receivable and payable through the issuing of invoices, notices and payments.
- Authorise expenditure together with the Chairperson.
- Invoice annual subscription for membership;
- Maintain an electronic database and membership directory of the Association regarding current dues receipts.
- Provide correspondence to and acknowledge new and renewed membership.
- Mail/email yearly membership renewals/dues.
- Manage accounts receivable and payable through the issuing of invoices (end February), notices (1 April) and payments.

APPENDIX 3: CODE OF CONDUCT

Conduct of members: Members whose application for membership has been accepted shall be bound by the constitution and the code of conduct of the Association. The Association promotes ethical conduct and accountability within the profession and amongst its members.