

NASDEV CONSTITUTION

National Association for Student Development Professionals



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NASDEV CONSTITUTION

PREAMBLE

We, the student development professionals who administer the provision of student development programmes in the Post School Education and Training (PSET) sector, are committed to identifying with practices that will enhance the stature of our profession. To this end, the National Association for Student Development Professionals (NASDEV) was formed as an endeavour of the PSET sector to collectively craft a student development practice agenda, capacity building and professionalization of student affairs.

We believe in the rounded, holistic and integrated development of students through context specific, theory-embedded actions and principles that produce grounded graduates and productive citizens. We are committed to the following Principles of Good Practice in student development:

- a) Engagement of students in active learning;
- b) Helping students to develop coherent values and ethical standards;
- c) Setting and communicating high expectations for student learning;
- d) Using systematic inquiry to improve student and institutional performance;
- e) Using resources effectively to achieve institutional missions and goals;
- f) Forging educational partnerships that advance student learning;
- g) Building supportive and inclusive communities.

VISION STATEMENT

NASDEV is the leading body for Student Services and Development Practice in the Post School Education and Training (PSET) sector.

MISSION STATEMENT

To provide capacity support, developmental opportunities and resources for Student Development Professionals and Administrators.

CORE VALUES

NASDEV in its entirety shall uphold, subscribe to and live by the following values and principles:

- a. Acceptance and appreciation of individual differences;
- b. Accountability and transparency;
- c. Ethical and reflective student affairs practice;
- d. Freedom of expression with civility and self-discipline;
- e. Ongoing assessment of learning and performance (students' and our own);
- f. Commitment towards excellent service and delivery;
- g. Student responsibility and education for effective citizenship; and
- h. Supporting and meeting the needs of students as individuals and in groups.

SCHEDULE A: CONSTITUTION

CHAPTER 1

NAME AND OBJECTIVES

NAME

- a) The name of the Association shall be known as the “National Association of Student Development Professionals” hereafter referred to as “NASDEV”.

OBJECTIVES

- a) To promote networking opportunities amongst NASDEV members and non-members in the PSET sector for capacity building, professional networking, techniques and methods related to their functions;
- b) To encourage and assist members and member institutions in improving their career effectiveness;
- c) To promote the role of members and member institutions as professional providers of co-curriculum/non-formal/informal, supportive education for students in the PSET sector;
- d) To promote liaison between members and persons/bodies in related positions at regional, national and international institutions;
- e) To investigate and report on matters which are relevant to the field of activities of members;
- f) Foster research, innovation and scholarship through collaboration and partnership;
- g) To establish relations with other practitioner associations and student national organisations; and
- h) To facilitate and advise on transformation of higher education and Further Education and Training sector.

CHAPTER 2

LEGAL STATUS AND POWERS OF THE ASSOCIATION LEGAL STATUS

- a) NASDEV shall be a professional body that contains an identity and existence distinct from its members or office-bearers.

- b) The Association may institute legal action against any of its members for any irregularity as determined by its policy.
- c) All legal actions or suits, proceedings or any arbitration shall be brought by or against the Association shall be in the name of the Association. The National Executive Committee/office bearers may authorise any person/s to act on behalf of the Association in such matters, as deemed appropriate.
- d) No part of the net earnings of the Association shall be to the benefit of, or be distributable to, its members, officers, or any other other private persons, except that the Association shall be authorised and empowered to pay reasonable compensation for services rendered and to make payments and distributions consistent with, and in furtherance of, its purpose.
- e) The Association shall continue to exist notwithstanding changes in the composition of its membership or office bearers.
- f) Members and office bearers of the Association have no rights to the property or other assets of the Association solely by virtue of their being members or office-bearers.

POWERS OF THE ASSOCIATION

The NEC takes its mandate from its membership through formal structures and manages the Association in between the Triennial general and business meetings.

- a) The NEC has the power and authority to raise funds and to invite and receive financial contributions.

- b) The NEC has the power to buy, hire or exchange for any property that it needs to achieve its objectives.
- c) The NEC has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.
- d) The Biennial General Meeting has the power to determine the powers and responsibilities of the NEC members and all other substructures.
- e) Unless otherwise stated in this constitution, a majority (50+1%) of members present shall take decisions in the Association.

CHAPTER 3

MEMBERSHIP

3.1. APPLICATION FOR MEMBERSHIP

- a) The NASDEV NEC reserves a prerogative to determine annual individual, institutional or associate membership tariffs payable by ordinary members or associate members.
- b) The NASDEV NEC shall have the power to approve/disapprove application for membership.
- c) Membership of the Association is paid annually, at a rate determined by the NEC at the beginning of each year.

- d) Affiliation for membership shall be paid by the last date of the first quarter of each year, and no affiliation will be approved after this period. An affiliation fee paid after the closing date will be handled in terms of Section 5.1g of this constitution.

- e) Any person becomes a member of the Association upon submitting an application, followed by submission of membership fee proof of payment, and finally approved by the NEC.

3.2. LEVELS OF MEMBERSHIP

The Association shall have three levels of membership, categorized as follows: Active membership, Associate Membership and Emeritus Membership.

3.2.1. Full membership

- a) All persons involved and employed in the administration of student development programmes and services in any PSET institution shall become active members upon payment of the annual membership fees.

- b) The annual membership fee is payable either per individual or per institution.

- c) Members in this category receive full membership services and are eligible for election or appointment to national or regional offices, divisions, and committees.

- d) Membership may be paid by individuals or by an institution in line with the rate determined by the NEC.

3.2.2. Associate membership

- a) This is open to professionals from organisations that support the purpose of the Association and professional staff members of educationally related groups; and those engaged in professional work related to student development that pay annual membership fees.
- b) Members in this category receive full membership services, but are not eligible for election or appointment to national or regional offices, divisions, and committees.
- c) They may serve in ad hoc committees appointed by the National executive committee.

3.2.3. Emeritus membership

- a) Former active and associate members of the Association who are now officially designated as retired by their institutions and who are no longer employed full time in higher education sector.
- b) Members in this category receive full membership services but are not eligible for election or appointment to national or regional offices, divisions, and committees.
- c) They may serve in ad hoc committees appointed by the NEC

CHAPTER 4

COMPOSITION AND FUNCTIONS OF THE NATIONAL EXECUTIVE COMMITTEE (NEC)

COMPOSITION OF THE NEC

- a) The NEC shall be composed of eight office bearers comprising of:
- i. President
 - ii. Deputy President
 - iii. Secretary General
 - iv. Deputy Secretary General
 - v. Treasurer General
 - vi. Projects and Events Officer
 - vii. Research, Policy and Development Officer
 - viii. TVET Sector Coordinator

The Regional Coordinators shall become ex-officio members of the NEC.

- b. The term of office of the NEC shall be three years.
- c. In the event that an elected or ex-officio NEC member is removed from office prior to their term of office ending, the NEC may appoint a successor to serve until the next regular election. The NEC must initiate members' removal from office in its official meeting convened according to this Constitution.
- d. Regional Coordinators shall be elected from the following Regions, provided there are two or more institutions affiliated in each region:
- i. Western Cape Region
 - ii. KwaZulu Natal Region
 - iii. Eastern Cape Region
 - iv. North West Region
 - v. Gauteng Region
 - vi. Central Region (Free State and Northern Cape)
 - vii. Mpumalanga Region
 - viii. Limpopo Region

- e. The NEC, prior to elections, should determine how institutions affiliated in each region can hold Regional Committee elections for the purposes of electing a Regional Coordinator.

CHAPTER 5

ELECTIONS OF THE NATIONAL EXECUTIVE COMMITTEE (NEC) AND REGIONAL COMMITTEE/S (RCs)

Elections of the NEC

- a) The NEC will be elected in the Triennial General Meeting, at the end of the term of office.
- b) The NEC will brief and appoint electoral assistants from the IEC or establish an Electoral Body to handle the elections.
- c) In the absence of the electoral body and/or IEC, the NEC shall appoint any of its members who are not contesting elections to serve in the electoral body.
- d) All affiliated member institutions will be eligible to contest the elections subject to clause 3.2.1 (c); 3.2.2 (c) and 3.2.3 (c).
- e) Regional Committees are elected before the office bearers, in a session where majority (50% plus 1) of affiliated members in that region are available.
- f) Elections of the Regional Committee/s can also be done after the TGM in regions that meet the threshold in between the

TGMsElections shall be conducted by NEC members appointed by the NEC.

- g) Each member institution shall submit one nomination per portfolio to the office bearers, provided a member was in good standing for an uninterrupted period of three consecutive years.
- h) Each institution shall submit a single nomination per electoral portfolio. In the case of two nominations from a single institution that contain different names for the same portfolio, the nomination from that institution will be disqualified. If, however, two nominations are submitted with a similar name, the nominations will be processed in accordance with 5g.
- i) The call for nomination will be made five (5) days before the TGM.
- j) The electoral assistants will count the number of nominations received per portfolio and announce the candidates with the highest nominations as duly elected.
- k) In the case of a tie, the rerun shall be done until an outcome is reached and the duly elected member is announced.
- l) Elected members have the right to withdraw in case of a tie to resolve the tie in the elective portfolio concerned.

5.1. Elections of Regional Committee/s (RCs)

- a) The NEC shall convene regional meetings to elect Regional Committees, preferably at the Triennial General Meeting.
- b) In regional meetings, the members shall elect the Regional Coordinator, the Secretary and the Projects Officer.

- c) The Regional Committee shall be elected from the NASDEV affiliated member institution/s in that Region.

CHAPTER 6

FUNCTIONS AND RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COMMITTEE (NEC):

6.1. President shall:

- a) Serve as the chief executive officer of, and spokesperson for, the Association.
- b) Serve as the presiding officer at all meetings of the Association and the NEC.
- c) Together with the Secretary General and the Treasurer General, be authorised to enter into contractual obligations on behalf of NASDEV.
- d) Together with the Secretary General, convene all meetings of the Association.
- e) Represent NASDEV in meetings and associations of strategic importance.
- f) Present an Annual Executive Report at the AGM.
- g) Together with the Treasurer General and the Secretary General, be a signatory to the bank account of the Association.
- h) In collaboration with the Treasurer General and/or the Secretary General, approve any payments on behalf of the Association.

6.2. Deputy President shall:

- a) In the absence of the President, perform the duties of the President.

- b) Perform duties as assigned by the President or as assigned by the NEC.
- c) Coordinate regional activities of the Association and be the chairperson of the committee of Regional Coordinators.
- d) At the direction and after consultation with the NEC, constitute and chair disciplinary proceedings of the Association.

6.3. Secretary General shall:

- a) Record minutes and decisions of all strategic meetings of the Association, including the Triennial General meeting and the meetings of the NEC.
- b) Develop and distribute reports of all the activities of NASDEV.
- c) At the direction of the NEC shall distribute notices and reports regarding the TGM of the Association.
- d) Be responsible for monitoring the implementation of the Resolutions taken at strategic levels of the Association.
- e) Together with the President, shall convene all the strategic meetings of the Association.
- f) Present a Secretariat Report at the TGM.
- g) Together with the President and the Treasurer General, be authorised to enter into contractual obligations on behalf of NASDEV.
- h) Together with the President and the Treasurer General be a signatory in the bank account of the Association.

6.4. Deputy Secretary General shall:

- a) In the absence of the Secretary General, perform the duties of the Secretary General.
- b) Perform duties as assigned by the Secretary General.
- c) In liaison with the Events and Projects Officer, be responsible for all staff and volunteers during events and programmes of the Association

- d) Coordinate all media liaison activities in consultation with the President General and the Secretary General.

6.5. Treasurer General shall:

- a) Present Annual Financial Report at the AGM.
- b) Manage the finances and assist in the development of the annual operating budget for the Association.
- c) Co-ordinate fundraising.
- d) Shall serve as a liaison to the Finance Committee; and together with the Secretary General and President, is authorised to enter into contractual obligations for NASDEV.
- e) Keep records of membership fees and other income generated by NASDEV.
- f) Be responsible, in conjunction with the President and the Associations Accounting Officer, for preparing and presenting a written annual financial report to the Association membership;
- g) Together with the President and Secretary General, be authorized to sign in the Association's banking account.
- h) Have custody of all funds, securities and assets of the Association.
- i) Secure the keeping of full and accurate account of the Association's receipts and disbursements, and ensure that all monies and other assets are deposited in the name of the Association in such depositories as the NEC may from time to time prescribe.

6.6. Research, Policy and Development Coordinator shall:

- a) Co-ordinate the research and development function of the Association.
- b) Co-ordinate the publication of the NASDEV Triennial Journal and Quarterly Newsletters.

- c) Be responsible for initiatives aimed at professionalizing the Student Affairs Sector.
- d) Be responsible for setting of NASDEV standards, NASDEV initiatives in research and publications, peer networking, and member education.
- e) Coordinate all marketing initiatives of the Association,
- f) Keep the website and social media accounts of the Association.

6.7. Projects and Event Coordinator shall:

- a) Develop and implement the Association's events strategy, which must increase participation and improve the presentation of all NASDEV events and programmes each year.
- a) Be responsible for the production of events from conception through to completion, and for management and organization of all NASDEV events.
- b) Collate, package and distribute conference presentations of the Association.
- c) Facilitate and support the planning, coordination, administration, monitoring and evaluation of a coordinated programmes and events strategy of the Association, in collaboration with Research, Policy and Development Officer.
- d) Support the delivery of the targets as determined in the strategic plan of the Association.
- e) Together with the Secretary General and Treasurer General, oversee the maintenance and analysis of the central database, including the registration and processing of all events, pre- and post-event administration and collection of appropriate registration fees payments.
- f) In conjunction with the Treasurer General, will be responsible for selling space to potential exhibitors/partners.
- g) In liaison with the Deputy Secretary General, be responsible for all staff and volunteers during events and programmes of the Association.

6.8. TVET Coordinator shall:

- a) Co-ordinate the affairs of the TVET sector of the Association.
- b) Convene the TVET Sector Forum of the Association.
- c) Be responsible for initiatives aimed at mobilising for the Association in the sector.
- d) Present a report about the TVET sector in the NEC meeting.
- e) Ensure that the Association is recognised in the TVET sector as a credible organisation, and bodies.
- f) Distribute information about NASDEV activities in the TVET sector.
- g) Be the chairperson of the TVET sub-committee.

6.9. Regional Coordinators shall be structured as follows:

- a) Western Cape Region
- b) KwaZulu Natal Region
- c) Eastern Cape Region
- d) North West Region
- e) Gauteng Region
- f) Central Region (Free State and Northern Cape)
- g) Mpumalanga Region
- h) Limpopo Region

CHAPTER 7

FUNCTIONS OF THE REGIONAL COMMITTEE (RC)

7.1. DUTIES AND RESPONSIBILITIES OF THE REGIONAL COMMITTEE:

7.1.1. Regional Coordinator shall:

- a) Preside as chairperson of the NASDEV Regional Committee.
- b) Convene at least two (2) NASDEV Regional Meetings.
- c) Recruit membership at a regional level.
- d) Distribute information on NASDEV activities in their respective Region
- e) Initiate regional activities in consultation with the NEC for staff and student development.
- f) Present a regional report at the AGM.

7.1.2. Regional Secretary shall:

- a) Convene at least two (2) NASDEV Regional meetings.
- b) Record minutes and decisions of the NASDEV Regional meetings.
- c) Present the Secretary Report at the Regional AGM.

7.1.3. Regional Projects Officer shall:

- a) Manage the Regional Projects and Finances of the Region.
- b) Keep records of income generated by NASDEV Region.
- c) Co-ordinate fundraising and marketing initiatives.
- d) Present a Regional Financial Report at the Regional AGM.
- e) Co-ordinate regional events.

CHAPTER 8

MEETINGS OF THE ASSOCIATION

8.1. Triennial General Meeting (TGM)

- a) The Association shall hold a Triennial General Meeting (TGM) to:
- b) Discuss and adopt the Association's Financial Report and Secretariat Report.
- c) Elect the new members of the NEC.
- d) Amend the Constitution, if there are any necessary amendments.
- e) Discuss and adopt strategic resolutions.

8.2. General Meetings

- a) The Association shall hold at least one General meeting every year.

8.3. Special General Meetings

- a) A Special General Meeting (SGM) may be held if requested by the National Executive Committee or by two thirds of the Associations' members.

8.4. NEC Meetings

- b) The NEC shall meet at least four (4) times a year.
- c) The NEC may convene special NEC meetings when it deems it necessary.
- d) When necessary, the NEC will vote on issues. If the votes are equal on an issue, then the Chairperson shall have a deciding vote.

8.5. RC Meetings

- a) The RC shall meet at least two (2) times a year.
- b) The RC may convene special NEC meetings when it deems it necessary, and the Deputy President and Secretary General must approve such meetings.
- c) Decisions shall be taken through consensus and if not, the Chairperson shall have a deciding vote.

8.6. Business meeting

- a) Only members in good standing are invited to the business meeting.
- b) Business meetings are organised half yearly in between the AGM's/ BGM to update members on the state and status of the organisation. At the direction of the NEC, the business meetings maybe organized in between sessions.

8.7. QUORUM AT MEETINGS OF THE ASSOCIATION

- a) 50% plus 1 of paid up member institutions, associate members and emeritus represented in the meetings shall constitute a quorum.
- b) Quorum at meetings of the NEC shall be made up of 50 +1 % of the Executive Committee Members.

CHAPTER 9

FINANCES OF THE ASSOCIATION

9.1. GENERAL FINANCIAL PRINCIPLES

- a) An accounting officer shall be appointed by the NEC. Their duty shall be to audit and check on the finances of the Association.
- b) The Treasurer General has a responsibility to control the day-to-day finances of the Association in consultation with the President.
- c) The Treasurer General shall arrange for all funds to be transferred into a bank account of the Association and must keep proper records of all the finances of the Association.
- d) The financial year of the Association ends on last day of December each year.
- e) Payments of the Association's obligation/s shall be made directly from the Association's Bank Account.
- f) The NEC shall in its meetings prepare a financial update and deliver an audited financial report in its BGM.
- g) The Association shall have the power to raise money for specific projects and to fund its own administration.

9.2. CONFLICT OF INTEREST

- a) No NEC member or any leader of the Association shall be financially interested in any contract or any other transaction entered into by the Association. Therefore, any contract or transaction entered into in violation of this article is void.
- b) No NEC member or any of the leaders of the Association may utilise information obtained by reason of their position in the Association for personal gain, and any such gain realised shall be deemed a corporate opportunity and returned to the Association.

CHAPTER 10

AMENDMENTS OF THE CONSTITUTION

10.1. AMENDMENTS

- a) A two-thirds majority of affiliated member Institutions at a Triennial General Meeting may only make amendments to the Constitution.
- b) Notice of proposed amendment must be sent by the Secretary General at least 30 days before such meeting of the intention to amend the Constitution.
- c) Details of such amendments shall be included in the notice of the Triennial General Meeting at least seven days (7) before it is held.

CHAPTER 11

DISSOLUTION OF THE NEC AND THE ASSOCIATION

11.1. DISSOLUTION OF THE NEC

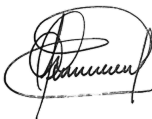
- a) The NEC shall be dissolved by two-thirds of its total membership at a meeting called for that purpose.
- b) Members have a right to submit a petition signed by 2/3 of the members in good standing to the Secretary General to request such meeting to be organised.
- c) Such a meeting can be arranged within sixty (60) days before it seats.

d) The NEC shall dissolve if two-thirds of the NEC resigns.

11.2. DISSOLUTION OF THE ASSOCIATION

- a) The Association may only be dissolved by two-thirds affirmative vote of its total membership in a meeting convened for such a purpose.
- b) When the Association closes down, it has to pay off all its debts.
- c) After doing this, if there is property or money left over it should not be paid or given to members of the Association.
- d) It should be given in some way to another non-profit organisation that has similar objectives. The Association's general meeting can decide what association this should be.

Signed by:



.....
Mr Muzomuhle Mhlongo
Secretary-General- NASDEV
Date: 20th August 2021

Approved by



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Dr Bernard Sebake
President-NASDEV
Date: 20th August 2021