



South African Society of Archivists

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Non- Profit Organisation Reg. No. 140-955 NPO
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Constitution of the South African Society of Archivists (SASA)

1 NAME

- 1.1. The name of the Society is: South African Society of Archivists (Hereafter the Society).

2 BODY CORPORATE

- 2.1 The Society shall:

- 2.1.1 Exist in its own right, separately from its members.
- 2.1.2 Continue to exist even when its membership changes and there are different office bearers.
- 2.1.3 Be able to own property and other possessions.
- 2.1.4 Be able to sue and be sued in its own name.

3 OBJECTIVE

- 3.1 The objective of the Society is the development of Archival Science and the promotion of the Archival Profession in South Africa.
- 3.2 The activities of the Society must be exclusively directed to the furtherance of its sole principle object and not for the specific benefit of any individual member or minority group.

Committee Members: Mr Jabu Nkatingi (Chairperson); Prince Pokwana ka Menziwa (Deputy Chairperson); Dr. Adv. Mphalane Makhura (Secretary); Ms Maite Manganyi (Treasurer); Professor Ngoepe (Journal editor); Dr Ngoako Marutha (Journal Editor); Ms Khanyi Ngcobo (National Archives and Records Service of South Africa Representative); Ms Nikiwe Momoti (Past Chairperson)

4 INCOME AND PROPERTY

- 4.1 The Society will keep a record of everything it owns.
- 4.2 All property belonging to the Society shall be held in the name of the Society. It shall belong exclusively to the Society and not to members thereof.
- 4.3 Members or office bearers of the Society do not have rights over the Society's assets.
- 4.4 The Society is required to utilise substantially the whole of its funds for the sole or principal object for which it has been established.
- 4.5 No person may directly or indirectly have any personal or private interest in the Society.
- 4.6 The Society may not have a share or other interest in any business, profession or occupation which is carried on by its members.
- 4.7 The Society may not directly or indirectly distribute any of its funds or assets to any person other than in the course of furthering of its objective.
- 4.8 A member of the Society can only be reimbursed from the organisation for expenses that she or he has paid for on behalf of the organisation.
- 4.9 The Society must not pay any employee, office bearer, member or other person any remuneration, as defined in the Fourth Schedule of the Income Tax Act, No 58 of 1962 as amended, which is excessive having regard to what is generally considered reasonable in the sector and in relation to service rendered.

5 MEMBERSHIP

- 5.1 There are:
 - 5.1.1 Individual **members**, i.e. any person who subscribes to the Society
 - 5.1.3 **Institutional members**, i.e. any organisation or enterprise which subscribes to the Society.
- 5.2 Membership fees shall be payable per financial year and reduction shall be made in respect of any portion of a year that may have expired prior to taking out membership. Membership fees are payable when membership is taken out and thereafter before the end of June each year.

5.3 Members of the Society shall receive one gratis copy of all the Society's publications.

5.4 Membership may be terminated by:

5.4.1 Resignation in writing addressed to the Secretary

5.4.2 The Committee on account of non-payment of membership fees.

5.4.3 The Committee in consultation with a branch/provincial committee if circumstances demand it.

5.5 **Honorary members**

5.5.1 Any person may be elected an honorary member by the Committee on the grounds of exceptional interest in and services towards the furtherance of Archival Science.

5.5.2 The election of honorary members by the Committee can be made at most once a year then only on the strength of a substantial written suggestion by a member of the Committee or a member of a branch committee.

5.5.3 Honorary members must be elected unanimously by the Committee.

5.5.4 The total number of honorary members may not at any time exceed five.

5.5.5 Honorary members pay no fees and shall receive one gratis copy of all the Society's publications.

5.6 The Committee may elect annually an Honorary President who will enjoy the same privileges as honorary members.

6 MANAGEMENT COMMITTEE

6.1 Members of the National/Management Committee (above and hereafter the Committee) shall be elected from affiliated members of the Society.

6.2 The Committee shall consist of six members who are responsible for the good management of all the affairs of the Society and who are elected on three yearly basis by ballot by all members of the Society. Institutional members shall have two votes per institution.

6.3 The Committee may co-opt at most two additional members from affiliated.

- 6.4 The Committee has the right, in between AGMs to discharge any NEC Member who has violated SASA NEC's code of conduct or non-performance.
- 6.4 The Committee shall elect a Chairperson, Deputy Chairperson, Secretary, Treasurer and two Editors from its members. A person may not fill the position of Chairperson for more than one continuous full term.
- 6.5 In case of equality votes the Chairperson shall have a casting vote.
- 6.6 All matters are decided by a bare majority vote save in the case set out in section 5.5.3.
- 6.7 The Committee determines its own Standing Orders.
- 6.8 A quorum consists of two-thirds of the number of Committee members.
- 6.9 Subject to powers outlined in section 7, the Committee shall act in the interests of the Society in respect of all matters not specifically provided for in its constitution.
- 6.10 Notwithstanding the provision of section 12.7, the Society shall not be responsible for the personal travelling and accommodation expenses incurred by Committee members in connection with Society business.

7 POWERS OF THE SOCIETY

- 7.1 The Committee may take on the power and authority that it believes it needs in order to be able to achieve the objectives that are stated in point number 3 of this Constitution. Its activities must abide by the law.
- 7.2 The Committee has the power and authority to raise funds or to invite and receive contributions.
- 7.3 The Committee does, however, have the power to buy, hire or exchange any property that it needs to achieve its objectives.
- 7.4 The Committee has the right to make by-laws for proper management, including procedures for application, approval and termination of membership.
- 7.5 The Society shall decide on the powers and functions of office bearers.

8 MEETINGS AND PROCEDURES OF THE COMMITTEE

- 8.1 The Committee must hold at least two ordinary meetings each year.

- 8.2 The Chairperson, or two members of the Committee, can call a special meeting if they want to but they must let the other Committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the Committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new Committee member, then those calling the meeting must give the other Committee members not less than 30 days' notice.
- 8.3 The Chairperson shall act as the Chairperson of the Committee. If the Chairperson is unable to attend a meeting, the Deputy Chairperson shall chair the meeting. Should neither the Chairperson nor the Deputy Chairperson be available, Committee members who are present choose which one of them is to chair that meeting. This must be done before the meeting starts.
- 8.4 There shall be a quorum whenever such a meeting is held.
- 8.5 When necessary, the Committee will vote on issues. If the votes are equal on an issue, then the Chairperson has either a second or a deciding vote.
- 8.6 Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 8.7 If the Committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry, for example. There must be at least three people on a sub-committee. The sub-committee must report back to the Committee on its activities. It should do this regularly.

9 ANNUAL GENERAL MEETING

- 9.1 The annual general meeting must be held once every year, within at least six months after the end of the financial year.
- 9.2 The Chairperson of the Committee annually provides a written report to the members about the activities of the Committee during the preceding year.
- 9.3 The organisation should deal with the following business, amongst others, at its annual general meeting:
 - 9.3.1 Agree to the items to be discussed on the agenda.
 - 9.3.2 Write down who is there and who has sent apologies because they cannot attend.
 - 9.3.3 Read and confirm the previous meeting's minutes with matters arising.
 - 9.3.4 Chairperson's report.

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9.3.5 Treasurer's report.

9.3.6 Changes to the Constitution that members may want to propose.

9.3.7 Elect new office bearers.

9.3.8 General.

9.3.9 Close the meeting.

10 WORKING COMMITTEES

10.1 The Committee may from time to time request a member or members of the Society to act, individually or jointly, as a working committee to investigate a specific matter or concern in connection with Archival Science and report thereon to the Committee.

11 PUBLICATIONS

11.1 The Committee is responsible for issuing or collaborating in any publication deemed to be in the interest of the Society.

11.2 Non-members may subscribe to the society's publications or purchase them against tariffs fixed by the Committee.

12 FINANCIAL MATTERS

12.1 The Treasurer shall be responsible for the handling of all moneys belonging to the Society which are not specifically controlled by a branch/provincial committee, and shall administer such moneys as directed by the Committee. He shall keep a proper account of transactions entered into by the Society.

12.2 Funds belonging to the Society shall be deposited to the Society's account at a banking institution accepting deposits and approved by the Committee.

12.3 The signatures of at least two members of the Committee shall be necessary when money is withdrawn.

12.4 The Society's financial year shall be from 1 April to 31 March and audited financial statements shall be submitted annually not later than 30 April to the Committee for approval and thereafter to the members of the Society for information.

12.5 An auditor shall be nominated annually by the Committee.

- 12.6 The members of the Society shall in no way either individually or collectively be responsible for any debts or obligations incurred by the Society.
- 12.7 Persons serving on the Committee of the Society and the Society's members and officials shall be secured out of the Society's assets against any risks, expenses and expenditure. They shall in no respect be held responsible in their personal capacity for any transactions which they may have carried out lawfully and in good faith in their official capacity.
- 12.8 The Society must comply with such reporting requirements as may be determined by the Commissioner of Inland Revenue from time to time.
- 12.9 The Society is not knowingly and will not knowingly become a party to any tax avoidance scheme and will not knowingly permit itself to be used as part of such scheme in terms of Part IIA of Chapter III, or any such transaction, operation or scheme contemplated in Section 103 (5) of the Income Tax Act, No 58 of 1962 as amended.

13 BRANCHES OF THE SOCIETY / PROVINCIAL REPRESENTATIVES

- 13.1 With the approval of the Committee, local members in PROVINCES may establish Provincial branches.
- 13.2 Each branch must elect a branch committee from its own members, and must consist of at least a chairman, a secretary-treasurer and one additional member.
- 13.3 Branches may determine their own domestic rules, but these may not be in conflict with the provisions of the Constitution. The original rules and any amendments thereto must be submitted to the Committee of the Society for approval and will not come into force before the said approval has been given.
- 13.4 All branch activities must be in keeping with the object of the Society as determined in section 3 of the Constitution.
- 13.5 Funds to cover the expenses of a branch may be made available at the request of a branch, subject to conditions which the committee may determine. A branch may also generate and control its own funds, subject to the annual submission of the financial records to the Treasurer of the Committee for auditing.
- 13.6 The Society as such or members of the Committee will in no way be responsible for the activities of branches.

14 AMENDMENTS

Committee Members: Mr Jabu Nkatingi (Chairperson); Prince Pokwana ka Menziwa (Deputy Chairperson); Dr. Adv. Mphalane Makhura (Secretary); Ms Maite Manganyi (Treasurer); Professor Ngoepe (Journal editor); Dr Ngoako Marutha (Journal Editor); Ms Khanyi Ngcobo (National Archives and Records Service of South Africa Representative); Ms Nikiwe Momoti (Past Chairperson)


- 14.1 Proposed amendments to this Constitution must be substantiated in writing, signed by at least three members and submitted to the Secretary. Proposed amendments must be considered for acceptance by the Committee and approved by two-thirds of the members of the Society who participate in a ballot.
- 14.2 The persons accepting fiduciary responsibility for the Society will submit any amendments to the constitution to the Commissioner of Inland Revenue within 30 days of amendment.

15 DISOLUTION / WINDING UP

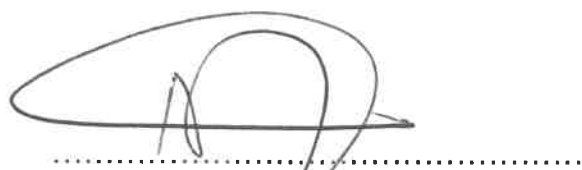
- 15.1 The Society may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.
- 15.2 When the Society closes down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the Society. It should be given in some way to another non-profit organisation that has similar objectives. The Society's general meeting can decide what organisation this should be.

Adopted at 2019 SASA AGM held at Birchwood Hotel Gauteng Province

Signed at the SASA NEC held at Manhattan Hotel Gauteng Province on the 2nd December 2020.



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Chairperson



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Secretary