

DRAFT CONSTITUTION

THE NATIONAL ASSOCIATION OF ENGLISH
TEACHERS OF SOUTH AFRICA

(NAETSA)

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PREAMBLE

As members of the National Association of English Teachers of South Africa, we acknowledge that language offers access to learning and a world of opportunities. Therefore we commit to promoting the achievement of English proficiency by all learners, which in turn will impact positively on all learning outcomes. Consequently, we confirm the necessity to convene a National English Teachers Association in the Republic of South Africa.

We therefore adopt this constitution as a guideline to the functioning of an English teachers' association which will strive for better teaching and stimulate greater interest in other activities related to English teaching. In so doing, we dedicate ourselves to establishing and maintaining an education system which will ensure that the principles of social justice (access, redress, equity, quality, efficiency and inclusivity) applied in all our endeavours.

NAETSA is committed to safeguarding a healthy and sustainable environment for current and future generations. Our mission is to consistently conduct our business in a socially, ethically and environmentally responsible manner.

NAME

1. The name of the association shall be **National Association of English Teachers of South Africa (NAETSA)**.

VISION

2. The National Association for English Teachers of South Africa (NAETSA) is a national organization which aims to be the coordinating structure for all teachers of English language at all levels of the South African Education system. Through this umbrella organization, teachers of English language will have a platform that will enable them to explore and interrogate their own professional development needs/interests to ensure that these are actualized.
3. The NEC shall seek to establish strategic partnerships with individuals and institutions with similar goals to enhance the work of the association.

MISSION

4. The main goal of NAETSA will be to promote professional development of teachers of English language through the following:
 - Formation of professional networks at a provincial level;
 - Hosting of various professional development sessions through conferences, workshops, and seminars at provincial and district levels;
 - Hosting of regular workshop and information sessions across the four districts in South Africa;

- Provision of mentoring sessions to teachers of English Language through the utilization of expertise from local schools within the provinces and higher education institutions which have partnered with NAETSA;
- Conduct research, run local and national exchange programmes for teachers of English Language and partner with local and international higher educational institutes for purposes of sharing best practice in the teaching and learning of English Language; and
- Production and distribution of English Language and teacher development publications, e.g. newsletters, journals, videos, resources etc.

AIMS

5. The NAETSA aims to provide:
 - 4.1 A platform for teachers of English Language to meet and share best practice/information in English Language teaching that will lead to an improvement in their pedagogic and content knowledge about the teaching and learning of English.
 - 4.2 A professional development structure for teachers of English Language that will encourage research on the subject.
 - 4.3 Opportunities for career development through participation in local and international conferences, seminars, workshops and exchange programmes

Strategies

The association envisages attaining the main aims through the following strategies:

- 4.3.1 Encouraging research related to English teaching and bringing the results of such research to the attention of its members;
- 4.3.2 Formulating policy positions on matters regarding the teaching of English and promoting such perspectives among its members, policy-making bodies, and organs in civic society involved in education.
- 4.3.3 Working with government bodies and educational institutions to support and include all teachers of English language by offering face-to-face and online training events and setting up face-to-face and online support groups.

MEMBERSHIP

- 5 Membership of the Association shall be open to any person, educational institution and industrial or commercial concern subscribing to the aims of the association.
- 6 Four (4) classes of membership shall exist in the Association:
 - 6.1 **Ordinary membership.** All persons practicing as English educators or other educationists, including those in auxiliary teaching services, in both formal and non-formal institutions, are eligible as ordinary members. Ordinary members shall be entitled to attend all open meetings of the Association, to vote at such meetings, and are eligible for election as executives or to committees of the Association. All ordinary members shall receive such publications of the association as the NEC shall decide, as specified in the Regulations.
 - 6.2 **Associate membership.** All persons with an interest in English teaching but who are not practicing as English educators or educationists and students are eligible as associate members. Associate members shall have the same privileges as ordinary members.

6.3 Institutional membership. All educational institutions and industrial or commercial concerns with an interest in English teaching are eligible as institutional members of the Association. All individual staff members of an institutional member of the Association shall be entitled to attend all open meetings of the Association. An institutional member shall only have one vote at meetings and shall receive only one copy of any publication supplied to ordinary members.

6.4 Honorary membership. The Annual General Meeting may bestow honorary life membership on any member in recognition of a special contribution to the Association or to the field of English teaching. At no time shall the number of honorary members exceed 20 living members. Honorary members shall have the same privileges as ordinary members, but shall not be required to pay subscriptions.

Application for membership

7 Application for membership shall be lodged, on the prescribed form, with the National Secretary, either directly or via the Provincial Secretary.

Subscriptions

8 A subscription for membership categories 6.1 – 6.2, as determined by the Annual General Meeting, shall be payable annually to the association. The National Executive Committee may determine subscriptions in individual special circumstances.

9 A member shall cease to be a member in good standing if he/she is more than a year in arrears with the payment of subscriptions, unless he/she has been exempted from paying subscriptions. Members not in good standing may participate in the proceedings of the Association, but may not vote, or hold office and are not entitled to any benefit of the Association.

Register

10 An up-to-date register of membership shall be kept by the National Secretary and each Province shall be audited annually before each Annual General Meeting.

Termination of membership

11 A member may resign from the Association by written notice to the National Secretary or to his/her Provincial Secretary.

12 Membership shall lapse when subscriptions are one year in arrears.

13 Should a member, in the opinion of the National Committee, conduct him/herself in a manner which is detrimental to the Association and its members, his/her membership and the benefits arising therefrom may be suspended, or he/she may be expelled from the Association. Before any such sanctions are invoked, the Committee shall hold an enquiry, at which the member shall be afforded an opportunity to present his/her case. The member may appeal against the Committee's decision to the NEC.

ANNUAL GENERAL MEETING

- 14 The National Executive Committee governing body shall call the Annual General Meeting, which is to be attended by National Office Bearers, an appointed member from each provincial branch and an appointed member of associated stakeholders. Stakeholders shall include the British Council, US Embassy, Department of Education, Provincial Departments, Universities, publishers and TESOL International.
- 15 The Annual General Meeting shall take place at least once every year and shall be convened by the National Council, who shall determine the place and date(s) of the Annual General Meeting. The AGM shall normally take place during the National Congress of the Association.
- 16 Notice of the Annual General Meeting shall be given in writing and shall be posted to all members at least one month before the date of the meeting. The notice shall include the agenda of the meeting and the minutes of the previous meeting.
- 17 The AGM shall adopt policies in furtherance of the aims and objectives of the association. The AGM will specifically have the tasks of dealing with:
 - 17.1 The confirmation of the agenda;
 - 17.2 The credentials of delegates;
 - 17.3 Amendments to the constitution;
 - 17.4 Reports from the Provincial Executive Committees;
 - 17.5 Reports from the Office Bearers;
 - 17.6 Financial reports, including the auditor's report;
 - 17.7 Motions;
 - 17.8 Election of Office Bearers, every 3 years, unless need arises to replace an office bearer due to unforeseen circumstances, in which case the official process must be followed
 - 17.9 Any other matter entrusted to it by the Constitution.
- 18 The proceedings of the AGM shall be open to all members of the Association. All members of the Association shall have the right to speak at the AGM, and to vote according to the rules of the Association.

VOTING

- 19 Decisions at meetings of the Association, including the Annual Congress, shall be made by a simple majority of members.
- 20 Only members who are in good standing with their financial contribution are eligible to vote and be elected into office.
- 21 In addition, aspirants to all NEC positions must be English language teachers of note and/or must be currently involved in areas associated with the teaching and promotion of English as a subject.

QUORUM

- 22 The quorum for meetings of all National, Provincial and District Associations shall be 50% + 1.

23 In the event that there is no quorum within one hour of the time fixed for the meeting, the meeting shall stand adjourned to the next day at the same time and place. At such adjourned meeting the representatives shall form a quorum. A notice of such adjourned meeting shall be telefaxed, emailed or conveyed by telephone to the Provincial Secretaries of each Province.

24 Decisions made in meetings are binding even to those members who are absent.

25 NATIONAL CONFERENCE

The National Conference shall be held every three years and its business shall be as follows:

- 25.1.1 The confirmation of the agenda;
- 25.1.2 The credentials of delegates;
- 25.1.3. Amendments to the constitution, where necessary;
- 25.1.4. Reports from the Provincial Associations;
- 25.1.5 Report from the NAETSA President or any other Office Bearers, as decided at the previous NEC meeting;
- 25.1.6 Financial reports, including the auditor's report;
- 25.1.7 Motions from provinces and from the floor;
- 25.1.8. Election of the National Office Bearers;
- 25.1.9 Ratify National Conference minutes.

DELEGATION TO THE NATIONAL CONFERENCE

- 25.2.1 All National Office Bearers
- 25.2.2 5 Provincial Office Bearers, as representatives of their province

26 PROVINCIAL CONFERENCE

The provincial conference shall be held every three years at least four months prior to the national conference being held.

The business of the provincial conference will be as follows:

- 26.1.1 Confirmation of the agenda
- 26.1.2 Dealing with credentials.
- 26. 1.3 Crafting motions including those that address the constitutional amendments.
- 26.1.4 Election of office bearers
- 26.1.5 District reports
- 26.1.6 Ratifying PEC minutes

DELEGATION TO THE PROVINCIAL CONFERENCE

- 26.2.1 All Provincial Office Bearers
- 26.2.2 5 District Office Bearers as representatives of their districts
- 26.2.3 Provinces must ensure there is representativity within districts, for example, 1 delegate per 20 members and part thereof

27 DISTRICT CONFERENCE.

The district conference shall sit every three years, before the Provincial conference.

Its business shall be as follows:

- 27.1 Confirmation of the agenda
- 27.2 Dealing with credentials.
- 27. 3 Crafting motions including those that address the constitutional amendments.
- 27.4 Election of office bearers
- 27.5 Ratifying DEC minutes

Procedure for nominations (National and Provincial)

28. Nominations for National and Provincial office bearers may be submitted by any two members of the Provincial Association in the case of National office bearers, and District Association in the case of Provincial office bearers. Such nominations must reach the National/Provincial Secretary no later than one calendar month before the next Annual General Meeting.
29. All nominations shall be made in writing and must contain the name of proposers and the signed consent of the person nominated. Nominations by a Province/District must be signed by at least four members of the Provincial/District Committee.

Procedures for motions and decision-making

30. Any member and any Provincial/District Association may submit a motion to the relevant AGM. Any motion on which the AGM must vote must reach the National/Provincial Secretary no less than one calendar month before the date of the AGM and must be included in the agenda for the AGM.
31. All National Office Bearers and 5 members sent from each Province (see point 26.2 above) shall have the right to vote at meetings of the AGM, provided they are members in good standing, and each shall have one vote. Invited persons who are not members of NAETSA shall not have the right to vote.
32. Motions submitted to the Annual General Meeting, other than motions for elections or for amending the constitution, shall be determined by open vote, unless the chairperson or any other member demands a secret ballot.
33. Any motion submitted to the Annual General Meeting, with an exception of a motion for amending the constitution, may be carried by a simple majority of votes. In the event of a tie the chairperson shall have a second, casting vote.
34. Motions for election in which the number of nominations is equal to the number of vacancies shall be declared carried unopposed. Contested elections shall be determined by ballot.

NATIONAL OFFICE BEARERS

35. The Office Bearers of the Association shall be the President, the Deputy President, the Treasurer, the General Secretary, Deputy General Secretary, Financial Secretary, Publicity Secretary, Auditor, and Ex-Officio (will either be the immediate or past president or secretary) or any other officers that the Annual General Meeting may deem necessary.

Duties of National Office Bearers

36. The National Office Bearers shall have the following duties:
 - a. **The President** shall preside at Annual General Meetings, and meetings of the National Council, and the National Executive Committee at which he/she is present; shall enforce observance of the constitution and resolutions of the Annual General Meeting, Council and the Executive Committee; shall sign the minutes of meetings after confirmation thereof; and shall represent the Association and perform other such duties imposed by the Constitution or the decisions of the Annual General Meeting, National Council or Executive Committee.

- b. **The Deputy President** shall perform such functions of the president as the President may temporarily or for the rest of his/her term of office be unable to perform, and shall carry out any of the duties of the President as may be delegated to the Vice-President by the National Council or the National Executive Committee.
- c. **The National Treasurer** shall be responsible for the supervision of the financial affairs of the Association and perform such other duties as may be required by the Annual General Meeting, National Executive Council, for example applications for funding, receipt and banking of the Association funds and disbursing of same. The National Treasurer shall work together with the Financial Secretary to manage all financial affairs, keep records of the Association's finances and present an annual audited report to the AGM.
- d. **The General Secretary** shall be responsible for all the Association's correspondence, shall draw up and distribute the notices and agendas of meetings of the AGM, Council and Executive Committee and shall keep an accurate inventory of the property of the Association.
- e. **The Deputy General Secretary:** The Assistant General Secretary shall assist the General Secretary in the performance of duties assigned to her/him under this constitution.
- f. **The Financial Secretary:** The Financial Secretary shall report directly to the treasurer and be responsible for the collection of registration fees and annual subscriptions and the forwarding of these to the Treasurer.
- g. **The Publicity Secretary:** The Publicity Secretary shall be responsible for publicizing all the activities of the Association. He/she will also be responsible for the coordination of committees for particular events and publications.
- h. **The Auditor:** The auditor shall ensure that the accounts of the Association are properly audited. Such audited accounts shall cover the period up to a year (financial year) before the AGM.
- i. **The Secretariat:** The registered secretariat of the Association shall be the department of English studies of a reputable local higher education institution/university. This shall only be operational once a cooperation arrangement has been agreed upon with a local higher education institution. Great caution will be taken to ensure that the cooperation agreement is not prejudicial to the hosting rights for conferences and leadership of the association.
- j. **Events / Membership Coordinator:** The Events / Membership Coordinator shall lead the drive for membership and coordinate communication with members. He/she shall also lead on the planning and running of events.
- k. **Past President(s):** The role of the Past President is to ensure continuity during governance transitions and organizational change, to help ensure the appropriate succession of Officers, to support the President in his/her role, and to provide continuity to the organization by providing historical context for issues.

The Past President shall:

- attend Executive and Special meetings for one year. In the event that the President is unable to assume the role of Past President, his/her predecessor may be asked to continue in this position OR his past deputy president may be asked to fill the role.
- respond to any responsibilities associated with being a Board member.

- advise and assist the president and such other duties as the president shall define.
 - assist the president as requested.
- i. **Wisdom Council:** In time, a wisdom council will be established that includes all the organization's former office bearers that are willing to serve as ambassadors of the organization and provide advice where needed, up to one year after leaving office.

NATIONAL AND PROVINCIAL ORGANISATION OF THE ASSOCIATION

37. Provincial Executive Committee will include the same roles as the National Executive Committee, with the exception of President (at provincial and district levels this shall be called Provincial / District Chairperson) and General Secretary (at provincial and district levels this shall be called Provincial / District Secretary). NEC members, on being elected to National Office, shall relinquish their Provincial office positions within 2 months of being elected. They can then only be ex-officio provincial members.

NATIONAL EXECUTIVE COMMITTEE: POWERS AND RESPONSIBILITIES

38. The National Executive Committee shall have the power to take decisions on matters which affect the association and shall have authority to sit for the association on matters requiring decisions between the association and other parties.
39. The National Office Bearers shall hold office for a term of three years. The Office Bearers may be re-elected. The President, however, may be re-elected President for a second consecutive term but not for a third consecutive term, and he or she may not immediately be elected to another office at National level. If the President retires before the end of his or her term of office, a new President shall be elected for a new term of office. Efforts will be made to ensure some rotation of executive roles among provinces. Office Bearers cannot hold more than one role simultaneously.
40. In the event that an irregularity occurs, a disciplinary committee consisting of President, 2 members of the Wisdom council and 2 members of the board will be consulted. The disciplinary committee will formulate a code of conduct to guide member conduct and corrective measures.
41. The NEC shall specifically have the responsibility:
- a. Of implementing the resolutions of the Annual General Meeting and of dealing with matters entrusted to it;
 - b. Of administering the Association's assets and employing the moneys to promote the aims of the Association and ensuring that the accounts of the Association be audited at least once a year;
 - c. Of ratifying the decisions made on behalf of the organization;
 - d. Of addressing policy issues of major importance between Annual General Meetings;
 - e. Of arranging an annual national conference and other workshops as it deems necessary to promote the aims of the Association.
 - f. Of meeting quarterly to discuss and implement the aims and visions of the organization.

42. To realize its responsibilities the NEC shall have the power to:

- 42.1. act on behalf of the Association whenever the Annual General Meeting is not in session;
- 42.2. enter into such contracts as it may deem necessary to promote the aims and functioning of the Association;
- 42.3 appoint, pay and dismiss employees;
- 42.4. appoint such committees as it may deem necessary to promote the aims and functioning of the Association;
- 42.5. make regulations as to matters not provided for in the Constitution and to amend, interpret or repeal such regulations. Any such amendments in the regulations shall be included in the next report of the NEC to the Annual General Meeting for the information of members;
- 42.6. decide on questions regarding co-operation with other academic and educational organizations;
- 42.7. advise the Annual General Meeting on subscription fees;
- 42.8. authorize one or more of its members to sign documents on behalf of the Association;
- 42.9. delegate its powers and duties as it deems fit.
- 42.10. meet with and enter into agreements with up to 3 representatives from each of the following: British Council, DBE, American Embassy, SACE and any other organization that shares the same goals as NAETSA. These representatives and the President of NAETSA (or nominated office bearers) will form the Board.

PROVINCIAL EXECUTIVE COMMITTEE

43. The Provincial Executive Committee (PEC) is constituted annually at the AGM as follows:

- a. The Provincial Office Bearers;
- b. One ex officio member who is an office bearer in NAETSA

Restrictions on the PEC's powers

44. In order to meet the requirements of the commission for the South African Revenue Services for recognition as a special fund under section 18A the powers of the PEC shall be limited as follows:

- 44.1 The Association may not carry on any business undertaking or trading activity unless specifically permitted in terms of 30(3) (b) (iv) of the Income Tax Act.
- 44.2 The funds of the Association will be used solely for the objects for which it was established or shall be invested with a financial institution as defined in section 1 of the Financial Services Board Act, 1990 (Act No. 97 of 1990) or in securities listed on a stock exchange as defined in the Stock Exchange Control Act, 1985 (Act No. 1 of 1985).
- 44.3 No donation to the Association will be accepted which is revocable to the donor for any reason.

44.4 All membership fees shall be handled by NAETSA and distributed to provinces equitably as and when financial need arises.

LEGAL IDENTITY AND FUNDS PERTAINING TO NAETSA

45. The Association shall act under its name, dispose of its own assets, be accountable for its own liabilities and be capable of suing and being sued under its own name in any legal proceedings. The members of the Association shall not be personally or jointly liable for the obligations of the Association.

45.1 The activities of the Association shall be directed solely towards the promotion of the aims of the Association, as set forth in this Constitution.

45.2 If the Association is dissolved, any assets of the Association shall be transferred to the South African Council for English Education (SACEE); or failing that, the English Academy of Southern Africa; or, failing either of these, to some other association or organization having aims similar to those of the Association.

45.3 The financial year of the Association shall run from 1 January to 31 December.

AMENDMENT OF THE CONSTITUTION

46. The constitution of the association may be amended, in part or in whole, at an Annual Congress, by a two-third-majority vote of the registered members. Voting may also be by proxy or post.

47. Any two members of the NEC may submit a proposal to amend the Constitution, and the proposal shall be handled in accordance with paragraph 28 above.

47.1 The proposal shall be tabled and discussed at the Annual General Meeting. After discussion the proposal shall be put to the vote. Voting shall be by ballot.

47.2 The NEC shall appoint three of its members to count the votes cast at the Annual General Meeting.

47.3 The result of the ballot shall be announced during the Annual General Meeting.

47.4 No less than a two-third majority of the unspoilt votes cast shall be required to make the proposal a resolution of the association.

DISSOLUTION

48. The Association shall be dissolved by a resolution of the Annual General Meeting adopted in accordance with the provisions of the constitution.