



1. NAME

The name of the Organisation is the FINANCIAL AID PRACTITIONERS OF SOUTH AFRICA, abbreviated as FAPSA and hereafter referred to as FAPSA.

2. PRINCIPAL OFFICE

2.1 The principal office of FAPSA, a non-profit organisation incorporated under the applicable laws of the Republic of South Africa, will be set up at a location to be determined by the Management Committee.

See comments on management committee

2.2 FAPSA may have such other office or offices at such suitable place or places within or without South Africa, as may be designated from time to time by the Management Committee.

This is incorrect, FAPSA has no reason to have offices “without” South Africa, it serves students attending south African educational institutions

3. GOAL AND OBJECTIVES

The “goals and objectives” need a major revision, This section needs to speak to

- 1. Students as the primary stakeholders**
- 2. Institutions as the primary distributors of aid**
- 3. Standardization and harmonization of practices**
- 4. Lobbying of legislation pertaining to student aid**

Overall, the section needs needs no more than 5 coherent objectives, or purpose.

The **goal of FAPSA** is to promote the best practice for student financial aid administration that will keep up to date with current and future developments and issues in this field of service.

The specific **objectives of FAPSA** are to:

3.1 Promote the professionalism, preparation, best practice, effectiveness and networking of:

3.1.1 Financial Aid practitioners, administrators and counsellors of student financial aid in tertiary institutions, provincial and national government departments, para-statal, corporate organisations, and

3.1.2 Others in tertiary institutions, government departments, foundations, and private and community organisations concerned with the support and administration of student funding/ financial aid.

3.2 Serve as a national forum and act as a focus and debate for the expression of views on matters relating to the development, funding and conduct of student funding.

3.3 Promote and encourage programs which enhance student development, cultural diversity and leadership.

3.4 Serve effectively and efficiently the interests and needs of students, institutions, government departments and sponsors through coordination of plans and programs pertinent to student financial aid.

3.5 Assist tertiary institutions, foundations, government departments, and private and community organisations to promote and develop effective programs of student financial aid.

3.6 Facilitate communication between educational institutions and agencies and organisations which provide student aid funds.

3.7 Promote research publications, conferences, workshops, symposiums and other related activities, as may be desirable or necessary to fulfil the purposes of FAPSA.

3.8 Analyse and review IT system enhancements, management policies and related tools in financial aid and to then collectively refer proposals to relevant organisations/ structures/ bodies.

4. MEMBERSHIP

4.1 There shall be four (4) classes of members of FAPSA, namely, institutional members, affiliate members, constituent members, and student members.

4.1.1 Institutional membership in FAPSA shall be open to South African tertiary institutions having an interest in promoting the administration of student financial funding, meeting the following criteria:

(a) Institutions must normally maintain a regular faculty and curriculum and normally have a regularly enrolled body of students in attendance at the place where its educational activities are regularly carried on.

(b) Institutions must normally have a full-time employee on-campus with primary responsibility for the administration of student financial funding.

4.1.2 Affiliate membership in FAPSA shall be open to practicing student financial aid administrators, employed full-time by an institution of tertiary education, which is not an institutional member of the organisation. If a person holding affiliate membership in FAPSA, is employed by an institution which is otherwise qualified for institutional membership, dues for that person shall in no case be less than would be paid if the employing institution were a member as provided in Article 4 Section 4.1.1 hereof. Affiliate members shall have all privileges and benefits of membership in FAPSA other than the

right to vote on matters before the institutional membership, and may be elected to the Management Committee of FAPSA and, as such, have voting rights in that body.

4.1.3 Constituent members of FAPSA shall be those educational organisations, government departments, organisations involved in providing educational services, and individuals having an interest in promoting the administration of student financial aid. An organisation, agency or organisation holding such membership in FAPSA, shall designate an individual to serve as a liaison between such member entity and FAPSA. Constituent members of FAPSA may vote in organisational matters or hold office in the Management Committee.

4.1.4 Student members shall be represented by recognised national student bodies. The national student bodies may each select a representative who is a registered student in a tertiary institution that has an interest in promoting the administration of student financial aid. Student members may vote on matters before FAPSA, but may not hold office.

4.2. The chief executive officer of each institutional member of FAPSA shall designate an individual who has primary responsibility for the administration of student financial aid to represent it at meetings of or otherwise in connection with FAPSA, who shall also be an individual described in paragraph 4.1 hereof. A representative of an institutional member of FAPSA may designate an alternate representative, who shall be a practicing student financial aid administrator, who shall act in the place of the designated representative.

4.3 Each institutional member of FAPSA shall be entitled to one vote at meetings of the membership. Such vote shall be cast by each such member representative (or designated alternate) at any meeting of FAPSA membership.

4.4 All financial aid administrators / practitioners employed full-time by an institutional member shall be entitled to attend all meetings of FAPSA, stand for election to an office of FAPSA for which they are otherwise qualified, and otherwise carry out the rights and responsibilities of institutional membership in FAPSA, except that only the designated voting representative can vote on matters where voting is restricted to institutional members.

4.5 Any tertiary institution or individual may appeal in writing to the Management Committee on an individual basis, and for just cause, for determination of membership status and voting eligibility in FAPSA.

4.6 Membership may be taken up at any point during a calendar year. Annual renewal of membership will not be required once membership has been granted to an institution / organisation.

4.7 Termination of membership:

A member institution may terminate its membership by written notice to the FAPSA Administrator and the Management Committee, provided that all outstanding financial obligations are settled.

Membership of FAPSA may be suspended or terminated by the Management Committee if a member does not meet outstanding financial obligations or if the institution ceases to underwrite the goals and objectives of FAPSA.

5. FAPSA COUNCIL

The members of FAPSA constitute the FAPSA Council. The Annual General Meeting of the Council is the highest decision making body of FAPSA.

6. MEETINGS

6.1. Annual General Meetings of the Council of FAPSA shall be held on such dates and in such locations, as the Management Committee shall determine.

6.1.1 All meetings shall be announced in writing to all members at least forty-five (45) days in advance.

6.1.2 The announcement of the meeting shall specify the agenda to be considered at the meeting and shall set forth the text of any resolutions or motions which have been submitted for consideration by any member or by the Management Committee.

6.1.3 Any additional resolution or motion to be considered at the meeting must be submitted in writing to the Chairperson at least forty five (45) days before the meeting.

6.1.4 Voting at meetings shall be by show of hands or ballots.

6.1.5 One-tenth (1/10) of the voting members (or their representatives) of FAPSA who have received voting cards at registration, and who are in attendance at the business meeting, shall constitute a quorum. Members who are unable to attend the meeting may vote by proxy.

6.1.6 A resolution or motion, the text of which has been set forth in the announcement of the meeting in accordance with paragraph

6.1.2 may not be amended at the meeting unless provisions of this constitution allows this.

6.1.7 A resolution or motion pertaining to an item of business, the text of which has not been set forth in the announcement of the meeting in accordance with paragraph 6.1.2 of this section, may be introduced at the meeting by a member and voted upon provided that it is deemed of significant importance by the Chairperson.

6.1.8 An annual general meeting of FAPSA membership shall be held during the financial year of FAPSA for the purpose of transacting all business which may be brought before the meeting.

6.2 Meetings of the Management Committee shall be held at the call of the Chairperson or by petition of four (4) or more members of the Management Committee.

6.2.1 At least two meetings of the Management Committee shall be held each year. One meeting must be held between January 1 and June 30, inclusive, and one meeting must be held between July 1 and December 31, inclusive.

6.2.2 Fifty percent of the current membership of the Management Committee shall constitute a quorum.

6.3. Attendance of AGM

6.3.1 The institutional appointed representative will officially represent the member institution / organisation.

6.3.2 There will be no restriction on the number of additional members of staff of member institutions attending the AGM.

6.3.3 Observers may attend the AGM with the approval of the Management Committee and ratification by Council.

6.4. Functions of the AGM

6.4.1 Approval and amendment of the Constitution, and policy of the organisation.

6.4.2 Deal with all financial statements and management reports reflecting the activities of FAPSA and ratify any other decision made by the Management Committee as delegated.

6.4.3 Elect the Management Committee.

6.4.4 Ratify new membership applications.

6.4.5 Decide on membership- and entry fees.

6.4.6 Discuss proposed plans and activities.

6.4.7 Delegate responsibilities to the Management Committee.

6.4.8 Appoint relevant task groups or committees.

6.5. AGM Meeting procedure

6.5.1 Each member will have one vote. Institutional members will be represented by an institutional representative.

6.5.2 The current elected Chairperson of the Management Committee will chair the meeting. For the election of a Management Committee, an independent neutral body or person will be appointed.

6.5.3 The Chairperson will finally decide on matters to be put to the vote.

6.5.4 Members present holding 10 per cent of the total number of votes of all member institutions shall constitute a quorum

provided that notice has been given in terms of par. 6.1.1

6.5.5 The normal voting procedure (show of hands or ballots) shall be employed.

6.5.6 A simple majority of the votes present will be accepted to adopt a decision.

7. FINANCE

7.1 The financial year of FAPSA shall be from 1 January to 31 December.

7.2 Income shall be derived from membership fees and such other sources as the Management Committee may approve.

7.3 Fees shall be as assessed and collected in such amounts and in such manner as may be prescribed by the Council. Any proposal to increase to the fees of FAPSA shall be circulated in writing to all members of FAPSA affected by such proposal at least thirty (30) days before the vote is to be cast by the Council.

7.4 The financial records of FAPSA shall be audited at the conclusion of the financial year at the direction of the Management Committee.

7.5 It is not the aim of FAPSA to levy an **Annual Membership Fee** for institutional members. However, at an AGM the FAPSA Members may agree to the need for a membership fee to be levied to cover certain, clearly identified, expenditure proposals put forward by the FAPSA Management Committee.

7.6 New institutional members which join FAPSA after the first year of inception of the official body may be asked to pay a once off **Initial Membership Fee**. This will allow them access to the documentation from previous conferences and workshops and a copy of the Best Practice Document for student financial aid administration. The amount of this Initial Membership Fee shall be reviewed by the AGM annually.

7.7 The conference fees to be paid by all delegates attending the annual conference will be agreed upon between the Management Committee and the Administrator.

7.8 The membership entry fees or annual membership where applicable will be payable to, and collected by, the Administrator who must keep a record of the annual income and expenditure. The recording of the financial records will be subject to the internal controls and reporting requirements that apply to the Administrator who is subject to audit.

7.9 Any membership fees levied for new or existing members may be used to promote the broader goals of FAPSA as set out in par. 3. This expenditure is subject to approval of the Management Committee.

7.10 The travel and accommodation costs of all delegates attending the AGM and / or the conference shall be at the expense of their institution.

8. NSFAS BOARD MEMBER

8.1 A member to represent FAPSA on the NSFAS board will be nominated at an AGM and will serve for a period of four (4) years on the board. With the completion of the four (4) year period, a new member will be elected at an AGM to represent FAPSA.

8.2 This member shall also serve on the Management Committee for the duration of his/her time as a NSFAS board member.

9. OFFICERS

9.1 The elected officers of FAPSA shall consist of a Chairperson, Deputy Chairperson and four additional members. The

Chairperson and Deputy Chairperson must be institutional members. This six member committee will be known as the Management Committee. Additional to the six nominated member will be the NSFAS board elected member who will serve as an executive member of the committee (as per paragraph 8.2).

9.2 The term of office of any member shall be for two years, and this may be renewed for one further consecutive term of office.

9.3 The Management Committee shall appoint a fulltime or a part-time administrator / consultancy or agency that will act as secretariat or perform any other function as may be required. The administrator shall be an ex-officio member of the Management Committee who will not have the same voting powers as other members of the committee.

9.4 The Administrator shall be appointed by the Management Committee. He/she shall serve at the will of the Management Committee. (The duties and criteria for the selection of the administrator will be outlined below in section 10).

9.5 Once elected, an officer may serve for the duration of his/her term so long as his/her membership classification remains institutional, affiliate or constituent.

9.6 No member of the FAPSA Management Committee may hold more than one position on the said Committee.

10. MANAGEMENT COMMITTEE

10.1 Composition

The council of FAPSA shall elect the Management Committee members at the AGM.

10.1.1 The Management Committee consists of six members outlined in section 9.1.

10.1.2 Members of the Management Committee are elected for a period of 2 years and may be re-elected for only one further consecutive period of two years.

This period needs to be extended, it is not possible to formulate a strategy and implement it in the given timeframe. At least the period should be 4 years.

10.1.3 A member of the Management Committee may resign from the Management Committee by giving written notice to the Administrator or the Chairperson.

10.1.4 The Management Committee may co-opt suitable additional members to the committee; such co-opted members will have the same voting rights on the committee as all other members. In co-opting an additional member, the Management Committee will take into account, amongst other issues, the nominations and voting of the delegates at the AGM.

This should not be allowed. Rather, there should be standing committees and additional members should belong to those committees as opposed to the management committee

10.1.5 The nominated member to serve on the NSFAS board will become an automatic executive member of the committee for the duration of his/her appointment on the NSFAS board. This member will be available to occupy any portfolio as decided by the management committee.

The chairperson of the institution should be the defacto representative on NSFAS board, if he/she declines, the deputy chairperson should represent the organisation

10.2 Nomination and election

10.2.1 Nominations will be called for from the floor. Each institutional member may nominate a maximum of two members of the committee. Members may not be elected in absentia.

10.2.2 Nominations are allowed only from the institutional, affiliate and constituent categories of membership.

10.2.3 An institution may nominate one of its own delegates or staff members.

10.2.4 A vote will then be held with the names of all nominated members listed with each institutional member being allowed six votes.

10.2.5 The six members receiving the highest number of votes will then be deemed to have been elected as the Management Committee. The newly elected Management Committee will then elect a Chairperson and Deputy Chairperson from within their own ranks.

10.2.6 If it happens that two or more delegates receive the same number of votes, the person to be elected will be decided upon by a closed vote by the show of hands. Should a tie result from the second vote, the Chairperson should have the casting vote.

10.3 Functions of the Management Committee

The roles of each member in the management committee should be spelled out in full, inclusive of all standing committees.

10.3.1 The Management Committee must deal with matters referred to it by the AGM.

10.3.2 The Management Committee shall determine the time and place of the AGM and the annual conference.

10.3.3 The Management Committee shall compile the agenda for the AGM.

10.3.4 The Management Committee shall in conjunction with the Administrator determine the topics of the annual conference and workshops and identify guest speakers and / or facilitators.

10.3.5 The Management Committee shall consider and approve new membership applications.

10.4 Meetings

10.4.1 The Management Committee shall meet as and when it is necessary which is to be determined by the Chairperson.

10.4.2 Cost of attending Management Committee meetings will be for the institution in whose employ the member is.

10.4.3 Each member of the committee has one vote.

10.4.4 Should a member miss two consecutive meetings without apology, they will be deemed to have resigned from the Committee. The five remaining members will identify a FAPSA member with a view to co-opting them to the Management Committee taking into account, amongst other issues, the nominations and voting of the delegates at the AGM.

11. ROLE OF THE ADMINISTRATOR

The Management committee will appoint an administrator (see section 9.2) to carry out the following tasks. The administrator is accountable to the Management committee. With reference to par. 8.3 the role and responsibilities of the Administrator are specified as follows:

11.1 The Administrator shall be the official secretary for the AGM and for the Management Committee and shall be responsible for the compilation and distribution of notice of meetings, agendas and minutes.

11.2 The Administrator shall be responsible for the organisation of the Annual Conference and the workshops that coincide with the conference. This organisation includes:

11.2.1 The marketing of the conference to existing and potential members.

11.2.2 Invitation to members to submit topics and co-ordination of the conference agenda.

11.2.3 To organise the booking of venues, catering, social events and conference infrastructure.

11.2.4 To negotiate competitive accommodation rates with hotels and / or guesthouses.

11.2.5 The identification of and arrangements with guest-speakers and / or workshop facilitators.

11.2.6 The compilation and printing of conference and workshop material.

11.2.7 Registration of delegates and collection and recording of conference fees.

11.2.8 Facilitation of general conference sessions and / or workshops.

11.2.9 Compilation and distribution of the post conference report.

11.3 The Administrator shall be responsible for the administration of FAPSA membership records and membership fees as well as entry fees of new members.

11.4. The Administrator shall be responsible to keep accounting records of all membership fee income and expenses paid. The recording of the

financial records will be subject to audit as determined by the Management Committee.

12. WORK GROUPS AND TASK COMMITTEES

The AGM may appoint work groups or special task committees as may be deemed necessary to carry out the purposes of FAPSA. The convenor or chairperson for these workgroups will be appointed by the AGM.

Subject to agreement that there needs to be standing committees encompassing all functions of the organization, there may not be a need for task groups.

13. DISSOLUTION OR FINAL LIQUIDATION

In the event of FAPSA disbanding as an official body, any accumulated surplus of membership fees will be equally redistributed to the existing member institutions.

14. SHARES OF STOCK, DIVIDENDS, AND CERTAIN LOANS

14.1 FAPSA shall not authorize or issue shares of stock, nor obtain any dividends, nor make any loans to its member organisations, members of the Management Committee, officers, agents, or employees.

14.2 FAPSA may not indebted itself to any organisation.

15. LIMITATION OF ACTIVITIES

15.1 FAPSA shall not be operated for profit (except that it shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes as set forth in section 3 hereof).

15.2 FAPSA shall not directly or indirectly participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

16. AMENDMENTS TO THE CONSTITUTION

Members of FAPSA may amend this constitution under the following conditions:

16.1 Notice of a proposed amendment must be circulated to all member institutions with the agenda of the AGM.

16.2 A simple majority of member institutions present at an AGM constituted in terms of par. 6.6 point v), can then amend this **FAPSA Constitution as amended by the 8th FAPSA AGM on the 22 June 2009. Confirmed by FAPSA at its AGM held on the 22 September 2010.**

Signed, on behalf of FAPSA by the President: