

***CONSTITUTION***

***THE SOUTHERN AFRICAN ACCOUNTING  
ASSOCIATION***

# CONSTITUTION OF THE SOUTHERN AFRICAN ACCOUNTING ASSOCIATION (SAAA)

## 1. IDENTITY

### 1.1 Name

The name shall be SOUTHERN AFRICAN ACCOUNTING ASSOCIATION (SAAA).

### 1.2 Legal Personality

The association shall be a body corporate, capable, in its own name, of acquiring rights, entering into legal transactions, and suing and being sued.

## 2. VISION, MISSION AND OBJECTIVES

### 2.1 Vision

*To promote excellence in Accountancy Higher Education and Research in Southern Africa.*

### 2.2 Mission

*To support Accountancy academics of Southern Africa in meeting the demand for quality accountancy education and research, in order to play an active and leading role in the Accountancy Professions in a regional and global context.*

### 2.3 Objectives

2.3.1 The objectives of the association shall be the promotion of Accountancy education and research and of the interests of educators and researchers in the field of accounting and allied disciplines.

2.3.2 The association shall seek to attain its objectives by holding conferences, meetings, discussions and seminars, by publishing papers, by seeking recognition as the representative body of accounting academics in Southern Africa, and by such other means as it may from time to time deem suitable.

### 2.4 Definitions

*Accountancy Education and Research is inclusive of all Accountancy Sub Disciplines offered at Traditional Universities, Comprehensive Universities and Universities of Technology and include:*

- *Financial Accounting including Corporate Reporting Integrated Reporting*
- *Corporate Governance and Sustainability*
- *Business analysis*
- *Management Accounting and Financial Management*
- *Forensic Accounting*
- *Taxation*
- *Auditing*
- *Internal Auditing*
- *Public sector finance*
- *Information Systems and Technology*
- *Accountancy Education*

*Accountancy Professionals include Accountants, Auditors, Internal Auditors, Tax Professionals, Management Accountants, Financial Managers and Accounting Technicians.*

### **3. MEMBERSHIP**

#### **3.1 Classes**

There shall be five classes of members:

- honorary;
- academic;
- practising;
- associate and
- institutional

#### **3.2 Honorary**

An honorary member shall be a person who, by virtue of his special contribution to accounting education and/or research in Southern Africa has been invited by the executive committee to become an honorary member and has accepted the invitation.

#### **3.3 Academic**

Any teacher or researcher in accounting or its allied disciplines at a university or university of technology in Southern Africa shall be eligible for academic membership. Membership commences and must be renewed and paid annually by the relevant university or university of technology. Academic members have the right to vote and to hold any office in the association.

#### **3.4 Practising**

Practising members are members of professional bodies recognised by the executive committee of the SAAA, or former academic members who have applied for membership and been accepted. Membership is renewed annually on payment of the annual subscription. In recognition of their interest in, or contribution to, the promotion of education and research they have the right to vote, but may not hold office as president, vice-president, regional chairperson or national chairperson of an interest group on the executive committee.

#### **3.5 Associate**

Associate members, who do not qualify for academic or practising membership, have applied for associate membership and been accepted by the executive committee. Membership is renewed annually on payment of the annual subscription. Associate members do not have the right to vote or to hold any office

#### **3.6 Institutional members**

Institutional members are associations, bodies, firms and companies involved in accounting and auditing education that are sponsors of the SAAA. Institutional members may include:

- professional accounting and auditing bodies or associations;
- accounting and auditing firms providing training and education in the accounting and auditing and related subject fields; and
- companies registered with professional bodies as training offices for training outside public practice.

An institution as described above, may apply for membership of the SAAA and for one seat and vote on the executive committee. The sponsorship will be determined to the mutual satisfaction of both the SAAA, represented by the executive committee or the management committee, and the institution applying.

### 3.7 Rights of all Members

#### Members of all classes are entitled to

- 3.7.1 receive notice of, and attend all national congresses held by the association:
- 3.7.2 receive notice of, and attend all general meetings of the association:
- 3.7.3 receive notice of, and attend all meetings and functions held by the regional association in the area in which they are domiciled:
- 3.7.4 receive a copy of all SAAA's publications: and
- 3.7.5 enjoy the benefits of the SAAA associate status with those accounting associations that have recognised SAAA.

### 3.8 Subscriptions and Cessation of Membership

- 3.8.1 Membership will cease automatically on non-payment of subscriptions within 3 months of the due date, or on resignation.
- 3.8.2 Lapsed or resigned members shall not be eligible to rejoin unless all arrear subscriptions are paid.

## 4. EXECUTIVE

### 4.1 Composition

- 4.1.1 The management of the society shall be vested in an executive committee (Excom) consisting of a president, a vice-president, an honorary secretary, an honorary treasurer, the immediate past president, (*ex officio* for the period of 2 years), the communication facilitator, the chairpersons of the regional associations, the national chairpersons of the interest groups, one *ex officio* representative of each institutional member and any person co-opted by the executive committee.
- 4.1.2 The president, the vice-president, the honorary secretary, the honorary treasurer and the communications facilitator shall be elected at every ordinary general meeting of the association.
- 4.1.3 The chairpersons of the regional associations shall be elected at ordinary general meetings of the regional associations. The national chairpersons of the interest groups shall be elected at an ordinary general meeting, the candidates being the regional chairpersons of the interest groups that were elected during ordinary general meetings of the regional associations.
- 4.1.4 Nominations for the election of members of Excom shall be made at the meeting at which the election takes place.
- 4.1.5 Members of Excom shall hold office until new Excom members are elected and shall be eligible for re-election on the expiry of their term of office.
- 4.1.6 The president, vice-president, the chairperson of each regional association and chairpersons of interest groups shall be elected from the academic members of that association.

## 4.2 Powers and obligations of Excom

to give effect to the regional structuring of the association, the powers and obligations include:

- the power of the management committee to make and execute day-to-day decisions for ratification at the next Excom meeting;
- to receive reports from regional chairpersons on regional activities, regional interest group activities, and the opinions of members in the regions;
- to receive reports from national chairpersons of interest groups;
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- to delegate authority and responsibility for the organisation of congresses, and to receive regular reports from congress convenors;
- to negotiate with, and to nominate representatives to those bodies seeking academic accounting representation, taking account of the regional interest area structures;
- to consider applications for institutional members and agree on the relevant sponsorship and representation of the institutional member. The management committee may also make decisions in this regard for ratification by Excom;
- to form national interest groups and to maintain a register of national and regional interest group and members: and
- to co-opt representatives on to the committee as and when required.

## 4.3 Secretarial and Treasurer functions of Excom

**Excom shall be responsible for**

- 4.3.1 maintaining a list of members;
- 4.3.2 notifying members of the amount and due date of the annual subscription;
- 4.3.3 collecting subscriptions;
- 4.3.4 maintaining an account at a registered financial institution, payments there from being authorised by two designated signatories;
- 4.3.5 preparing budgets;
- 4.3.6 preparing the annual financial report which shall be audited by an honorary auditor who may not be a member of the Excom; and
- 4.3.7 convening meetings of Excom and ordinary and extra-ordinary general meetings of the association.

#### 4.4 Procedure at meetings of Excom

- 4.4.1 Excom shall meet as often as the president convenes it, or at the request of at least one of the members of Excom, but, in any event, at the time of each ordinary general meeting.
- 4.4.2 A quorum shall consist of one half (50%) of Excom members.
- 4.4.3 Resolutions of Excom shall be passed by a majority of the votes of those present at the Excom meeting.
- 4.4.4 Proposals may be submitted to members of Excom by letter in which case resolutions shall be passed by a majority of the votes returned by members of Excom.
- 4.4.5 A summary report of the proceedings at each Excom meeting shall be made to members through FORUM for Accounting Education **or by electronic communication.**

#### 5. REGIONAL STRUCTURES

- 5.1 The society comprises *six regional associations, namely the Northern Gauteng, **Central Gauteng / Johannesburg**, Western Cape, Eastern Cape, Central, and Kwazulu-Natal regions.*
- 5.2 Each comprises several interest groups headed by a regional interest group chairperson.
- 5.3 Copies of the agendas and minutes of meetings shall be submitted to the secretary and the communication facilitator

#### 6. GENERAL MEETINGS

- 6.1 An ordinary general meeting of the association shall be held not later than 30 months after the previous ordinary general meeting, on a date and at a place determined by the president in consultation with members of Excom. If circumstances prevent the timely holding of an ordinary general meeting, such meeting shall be convened, as soon as possible after the elapse of 30 months, by the president or the vice-president or the honorary secretary at the request of at least 30 members of the society.
- 6.2 The honorary secretary shall send each member notice of the ordinary general meeting and the agenda at least one month prior to the date of the meeting.
- 6.3 The president shall convene an extraordinary general meeting whenever he/she deems it desirable, or upon written request of at least 10 ordinary members.
- 6.4 Unless the president rules that the matters to be dealt with are so urgent that a shorter period of notice is desirable, the honorary secretary shall send each member a notice of an extraordinary general meeting and the agenda at least 14 days prior to the date of the meeting.
- 6.5 At all meetings the chair shall be taken by the president or, in his or her absence, by the vice-president or, if the vice-president is absent, by a chairperson chosen by the meeting. A quorum at all general meetings shall be 30.
- 6.6 Resolutions at a meeting shall be taken by a majority of the votes of members present. If so requested by at least 10 members, the chairperson shall order a vote by ballot paper.
- 6.7 In the period between ordinary general meetings, resolutions of the society may be passed by a written referendum of members. Such referendum shall be held by the president upon his own initiative or at the request of at least 30 members. Such

resolutions shall be passed by a majority of votes returned by members.

7. **AMENDMENT OF CONSTITUTION**

The constitution may be amended by a resolution passed by a majority of members at an ordinary or extraordinary general meeting, or by a majority of votes returned in a written referendum, provided that the honorary secretary has sent each member a notice of the proposed amendment at least one month prior to the date of the meeting or the date given for return of the vote.