

**South African Association of
Science and Technology Educators**



CONSTITUTION

1. NAME

The name shall be "South African Association of Science and Technology Educators", hereafter referred to as SAASTE

2. LEGAL STATUS

2.1 SAASTE shall be a body corporate capable of entering into contractual and other relations and of suing and being sued in its own name. It shall hold property apart from its own members.

2.2. No member of SAASTE shall sue or shall be sued in his / her own capacity

3. DEFINITIONS

SCIENCE

The term "SCIENCE" is taken to include Physical Science, Biology, Natural Science, Primary Science, Agricultural Science, Animal Husbandry and Geography.

TECHNOLOGY

The word "TECHNOLOGY" is taken to include all subjects that focus on the meeting of human needs and wants and solving problems through a planned process.
This includes all Information Technology related subjects as well as all technical disciplines such as Woodwork, Mechanics, Catering and Home Economics.

EDUCATOR

The term "EDUCATOR" refers to any individual engaged in education in the formal, non-formal or NGO sector.

4. AIMS

4.1. GENERAL AIM

To promote Science and Technology Education by enhancing the quality of teaching and learning of Science and Technology in South Africa.

4.2 SPECIFIC AIMS

4.2.1 To further the professional interests of Science and Technology educators

4.2.2 To promote links amongst the various disciplines and levels of Science and Technology education

4.2.3 To participate in curriculum policy issues.

4.2.4 To establish and maintain international links in Science and Technology education

4.2.5 To promote social, economic, political and cultural development of society by linking Science and Technology education and the community

4.2.6 To link Science and Technology Education research to practice

4.2.7 To promote activities that would make Science and Technology education accessible to all

4.2.8 To promote links between SAASTE and the Departments of Education at district, regional, provincial and national levels

4.2.9 To liaise with other organisations with similar aims

4.2.10 To engage in activities that would promote the aims of SAASTE

5. MEMBERSHIP

5.1. Full membership is open to all practising or retired Science and Technology educators.

5.2 Associate membership is open to all pre-service Science and Technology education students, and individuals involved in educational development. Associate members are not entitled to vote or hold office

5.3 Institutional membership is open to all schools which decide to register the entire members of the Science and Technology educators in the school as a body.

6. SUBSCRIPTIONS

6.1 Each full member shall pay an annual subscription to the Membership Secretary of the Provincial Executive Committee (P.E.C.) of that particular province, the amount to be determined at the National Biennial General Meeting (NB.G.M.) of SAASTE

6.2 Each associate member shall pay 50% of the annual subscription payable by a full member

6.3 The full annual subscription shall accompany any application for membership. A rate of five times the annual subscription shall be paid by each institution that decides to register a maximum of five educators within the institution. In cases where there are more than five educators, the institution shall pay an additional one year's membership for any additional staff member.

6.4 Fees for renewal of membership shall be due at the beginning of each calendar year

6.5 Should a member join after 1 July, then 50% of the fees will be accepted for that particular year.

6.6 A member shall be allowed THREE months within which to pay, after which time all membership benefits shall be suspended

6.7 No subscriptions are refundable

6.8 Membership lasts for one calendar year.

7. TERMINATION OF MEMBERSHIP

7.1 A member may resign from SAASTE by writing a letter to the Secretary of the Provincial Executive Committee (P.E.C.) who in turn will inform the Secretary of the National Executive Committee (N.E.C.)

7.2 Membership may be terminated by the unanimous decision of the Executive should a member, in the opinion of the Executive, conduct him/herself in a manner which is detrimental to SAASTE. A member whose membership has been so terminated has the right to appeal to the National Biennial General Meeting, provided he/she gives written notice of the intention to appeal within two months of the receipt of the written notice of termination.

8. NATIONAL COUNCIL

8.1 Composition

- The National Council of SAASTE shall consist of 14 members – nine provincial representatives and five office bearers.

- *One member shall be elected for each province by its Provincial Council to serve as a provincial representative on the National Council.*
- *5 office bearers shall be elected by members at the National Biennial General Meeting. This shall comprise the National Executive Committee (N.E.C.) of the National Council*
- *Each province shall also elect an alternate provincial representative for the National Council who will replace the elected provincial representative should he/she be elected as an office bearer in the National Council.*
- *The National Executive Committee (N.E.C.) shall consist of the following office bearer positions : -*
 - *President*
 - *Deputy President*
 - *Secretary*
 - *Membership Secretary*
 - *Treasurer*
- The National Council has the power to co-opt a member of SAASTE into the National Council for a specific task for a limited period of time as determined by the National Council. Such co-opted members shall have no voting powers in the National Council.

8.2 Term of Office

- The members of the National Council shall hold office from the close of one National Biennial General Meeting (NBGM) to the close of the next National Biennial General Meeting (NBGM).
- Office bearers of the N.E.C. may not hold the same office-bearer position for more than TWO consecutive terms of office.

8.3 Meetings

8.3.1 Regularity

- The N.E.C. shall meet at least TWICE a year
- The National Council shall meet At least TWICE a year
- Special General Meetings may be held by the N.E.C or National Council:-
 - for a change in constitution or,
 - at the discretion of a simple majority of the members or the chairperson of the National Council.

8.3.2 Quorum

- *A quorum of the National Council shall constitute 50% of its members*

8.4 POWERS AND DUTIES OF THE NATIONAL COUNCIL

The National Council shall be involved in

- The establishment and co-ordination of the provincial structures of SAASTE
- ensuring that one of the provinces hosts the National Biennial General Meeting (NBGM) and Conference every two years
- liaison with organisations having similar aims to SAASTE at both national and international levels
- the establishment and maintenance of appropriate links with the Departments of Education and Culture
- the institutionalisation of an effective fundraising programme that would ensure the good standing of the financial affairs of SAASTE
- engaging or dismissing any employee of SAASTE and fixing their remuneration and defining their duties.
- appointing sub-committees for the purpose of investigating, reporting, or administering any matter referred to it by the N.E.C.
- executing SAASTE's policies and programmes as determined by the National Biennial General Meeting (NBGM)
- acquiring by purchase, lease or otherwise any moveable or immovable property and to hold the same on behalf of SAASTE.
- deciding on all matters of procedure on which the constitution is silent.
- Electing acting office bearers should any of the persons not be able to carry out their functions.
- approval of budgets of the Provincial Council for special projects undertaken in the province.
- allocation of funds to the Provincial Council in terms of approved budgets.

➤ executing such tasks as may, in the opinion of the National Council., be in the interests of SAASTE

9. SPECIFIC DUTIES OF OFFICE BEARERS

9.1 The PRESIDENT shall:-

- ❖ preside at all meetings of the Council or Executive, at which he/she is present,
- ❖ ensure observance of the provisions of the constitution and resolutions of SAASTE and,
- ❖ perform such other duties imposed by decisions of SAASTE

9.2 The DEPUTY PRESIDENT shall:-

- ❖ perform the functions of the President if he/she is temporarily or permanently unable to perform these functions and carry out any duties as delegated by the National Council.

9.3 The SECRETARY shall :-

- ❖ keep minutes of all meetings of the N.E.C., National Council and of General Meetings;
- ❖ on the instruction of the President, issue notices of meetings of the N.E.C. , National Council and General meetings
- ❖ keep the reports of national and provincial activities and to present such reports to the N.E.C or the National .B.G.M.
- ❖ perform such other duties as the National B.G.M. or National Council may impose and
- ❖ take steps to ensure that a register of members is maintained.

9.4 The MEMBERSHIP SECRETARY shall :-

- ❖ Ensure timeous submission of all membership details from each province
- ❖ maintain and update records of membership on a monthly basis
- ❖ make membership lists available when required

9.5 The TREASURER shall :-

- ❖ be in charge of all monies and assets of SAASTE
- ❖ collect 20% of the membership fees paid by members in each province from the treasurer of the Provincial Council
- ❖ audit the membership of SAASTE
- ❖ monitor the financial affairs of the provinces
- ❖ present an audited statement of income and expenditure at all National Council and National Executive Committee meetings
- ❖ render a financial statement, together with the auditor's report to the National Biennial General Meeting.
- ❖ Present an annual audited statement of income and expenditure to the National Council
- ❖ perform such other duties as imposed by SAASTE.

10. PROVINCIAL COUNCIL

The Provincial Council shall represent the provincial wing of SAASTE

10.1 Composition

- ❖ The Provincial Council shall consist of one member from each region elected as their representative on the Provincial Council
- ❖ *Five office bearers shall be elected at the Provincial Biennial General Meeting
This shall comprise the Provincial Executive*

Committee (P.E.C.)

- ❖ *Each region shall elect an alternate representative who will replace the elected regional representative should he/she be elected as an office bearer in the Provincial Council.*
- ❖ *The Provincial Executive Committee (P.E.C.) shall consist of the following office bearer positions:-*
 - *Chairperson*
 - *Deputy Chairperson*
 - *Secretary*
 - *Membership Secretary*
 - *Treasurer*
- A member of SAASTE may be co-opted onto the Provincial Council for a specific task for a limited period of time as determined by the executive. Such co-opted members shall have no voting powers at Provincial Council level.

10.2 Term of Office

- The members of the Provincial Council shall hold office from the close of one Provincial Biennial General Meeting (PBGGM) to the close of the next Provincial Biennial General Meeting (PBGGM)
- Office bearers of the P.E.C. may not hold the same office-bearer position for more than TWO consecutive terms of office.

10.3 Meetings

10.3.1 Regularity

- The P.E.C. shall meet at least TWICE a year
- The Provincial Council shall meet at least TWICE a year
- Special General Meetings may be held by the Provincial Council :-
 - at the discretion of a simple majority of the members or the chairperson of the Provincial Council.

10.3.2 Quorum

- *A quorum of the Provincial Council shall constitute 50% of the members of the Provincial Council*

10.4 POWERS AND DUTIES OF THE PROVINCIAL COUNCIL

The Provincial Council shall be involved in the following :-

- establishment and co-ordination of branch structures of SAASTE within the province
- election of one provincial representative to serve on the National Council
- election of an alternate provincial representative to replace the elected provincial representative should he/she be elected as an office bearer in the National Council
- initiation of branch structures where they do not exist
- co-ordination of the organisation of a Provincial B.G.M. (P.B.G.M.) and Conference every two years
- election of a Local Organising Committee(L.O.C.) to organise the National B.G.M. and Conference when required to do so
- promotion of activities of special interest groups within the province
- election of convenors to co-ordinate activities of special interest groups
- liaison with organisations having similar aims to SAASTE at provincial level
- establishment and maintenance of appropriate links with the Provincial Department of Education and Culture
- institutionalisation of an effective fundraising programme that would ensure the good standing of the financial affairs of SAASTE at Provincial level
- appointing acting office bearers or executive committee members should any of the persons not be able to carry out their functions.
- collection of subscriptions of the members of SAASTE in the province
- maintenance of a membership list and addresses of all members and to make such lists available to the National Council and regions

- approval of budgets of the regions
- allocation of funds to the regions in terms of approved budgets
- doing such things as may, in the opinion of the Provincial Council, be in the interests of SAASTE

11. SPECIFIC DUTIES OF OFFICE BEARERS

11.1 The CHAIRPERSON shall:-

- preside at all meetings of the Provincial Executive Committee and Provincial Council at which he/she is present,
- ensure observance of the constitution and resolutions of SAASTE and,
- perform such other duties imposed by decisions of SAASTE

11.2 The DEPUTY CHAIRPERSON shall:-

- perform the functions of the Chairperson if he/she is temporarily or permanently unable to perform these functions and carry out any duties as delegated by the Provincial Council.

11.3 The SECRETARY shall :-

- keep minutes of all meetings of the Provincial Executive Committee, Provincial Council and of General Meetings;
- on the instruction of the Chairperson, issue notices of meetings of the Provincial Executive Committee, Provincial Council and General meetings
- keep the reports of the activities of the regions to compile a report to be presented at the Provincial B.G.M.
- perform such other duties as the Provincial B.G.M. or Provincial Council may impose

11.4 The MEMBERSHIP SECRETARY shall :-

- Ensure submission of all membership details from the province to the Membership Secretary of the National Council within a month of receipt of such applications/renewals of membership
- maintain and update records of membership on a monthly basis
- make membership lists available when required

11.5 The TREASURER shall :-

- be in charge of all monies and assets of the provincial wing of SAASTE
- submit 20% of the membership fees paid by members in the province to the treasurer of the National Council
- audit the membership of SAASTE in the province
- monitor the financial affairs of the province
- present an audited statement of income and expenditure at all Provincial Council meetings
- render a financial statement, together with the auditor's report to the Provincial Biennial General Meeting.
- Present an annual audited statement of income and expenditure to the Provincial Council
- perform such other duties as imposed by SAASTE.

12 REGIONAL STRUCTURES

- Regional Committees of SAASTE shall be established according to the Regional demarcations of the Department of Education in each Province.
- The Regional committee shall have a convenor, secretary, and treasurer, and an appropriate number of additional members representing the GET and FET band
- Each regional committee shall elect a representative to serve on the Provincial Council

- Each regional committee shall also elect an alternate representative who will replace the elected regional representative should he/she be elected as an office bearer in the Provincial Council.
- The regional committee must submit plans for activities and a proposed budget to the Secretary of the Provincial Council.

13 BRANCH STRUCTURES

13.1 A branch committee may be formed in any locality of a region at the discretion of the regional committee.

13.2 The branch committee shall have a convenor, secretary and treasurer and as many members as are needed to organise activities in that locality.

13.3 The branch committee shall submit plans for activities and a proposed budget timeously to the secretary of the Provincial Executive Committee. Funds allocated to the branch will be at the discretion of the Provincial Executive Committee.

14 FINANCE

14.1 The financial year shall be decided by the National Council.

14.2 Audited statements of income and expenditure are to be sent by the Provincial Council treasurer to the treasurer of the National Council; by the Regional treasurer to the Provincial Council and by the Branch treasurer to the Regional Committee.

14.3 Membership fees shall be decided at the National Biennial General Meeting.

14.4 All assets, property and funds shall be registered in the name of SAASTE. SAASTE, through the National Council, shall have the right:-

- * to acquire movable and immovable property, to sell, improve, manage, let, mortgage or dispose of such property;
- to collect fees, borrow or lend money, to authorise payments of accounts, to receive donations for the furtherance of the objects of SAASTE. The treasurer shall keep record of all such transactions.
- to open such bank account(s) as they consider to be in the interests of SAASTE.
- To use the funds of SAASTE only for furtherance of the aims of SAASTE

14.5 No profits or gains will be distributed to any person & the funds of SAASTE will be utilised solely for investment or the objects for which it was established.

14.6 The accounts of SAASTE shall be audited once in each financial year by an auditor appointed by the National Council. No member of the Executive may serve as auditor. The treasurer shall present to the National Biennial General Meeting a financial report, an audited statement of income and expenditure and a balance sheet for the previous financial year.

14.7 All documents concerning financial matters shall be signed by at least two members elected by the Executive.

15 NATIONAL BIENNIAL GENERAL MEETING (NB.G.M.)

15.1 The National BGM is open to all members of SAASTE

15.2 A National Biennial General Meeting shall be held at a time and place to be determined by the National Council, taking cognizance of any recommendation of the previous General Meeting.

15.3 A simple majority suffices to decide any matter. The President of SAASTE has a casting vote in addition to his/her substantive

vote.

15.4 The quorum shall be 10% of the membership and each member has one vote (excepting the Chairperson)

15.5 The following agenda is prescribed for National Biennial General Meetings:

- a) Minutes of the previous General Meeting and matters arising therefrom.
- b) Financial report.
- c) Reports of the Executive.
- d) Membership fees.
- e) Election of office bearers
- f) Announcement of names of provincial representatives on the new National Council
- g) Correspondence.
- h) Other relevant matters
- g) General.

16 PROVINCIAL BIENNIAL GENERAL MEETING(PB.G.M.)

16.1 A Provincial Biennial General Meeting shall be held at a time and place to be determined by the National Council, taking cognizance of any recommendation of the previous General Meeting.

16.2 The Provincial BGM is open to all members of SAASTE in the province

16.3 A simple majority suffices to decide any matter. The Chairperson the Provincial Council has a casting vote in addition to his/her substantive vote.

16.4 The quorum shall be 10% of the membership and each member has one vote (excepting the Chairperson)

16.6 The following agenda is prescribed for Provincial Biennial General Meetings:

- a) Minutes of the previous Provincial Biennial General Meeting and matters arising therefrom.
- b) Financial report.
- c) Reports of the Provincial council.
- d) Election of office bearers
- e) Announcement of names of regional representatives on the new Provincial Council
- f) Correspondence.
- g) Other relevant matters
- h) General.

17 AMENDMENTS TO THE CONSTITUTION

17.1 The provisions of this constitution may be repealed, amended or added to, or new provisions inserted by a resolution passed by two-thirds majority at the National Biennial General Meeting or at a Special General Meeting called at the discretion of the National Council.

17.2. Notice of the proposed amendment/s should reach the secretary of the National Council at least 60 days before the National Biennial General Meeting or Special General Meeting, and circulated to all Provincial and Branch Structures at least 30 days prior to the National Biennial General Meeting or Special General Meeting.

17.3 Any amendments to the constitution will be submitted to the Commissioner for Inland Revenue.

18 DISSOLUTION

18.1 A proposal to dissolve SAASTE must follow the same procedure as set out in 17. AMENDMENTS TO THE CONSTITUTION

18.2 On dissolution of SAASTE, the remaining assets will be given or transferred to another organisation with objects similar to those of SAASTE and which is itself exempt from income tax.

HOW TO JOIN

- Download the membership application form
- Complete the membership application form and email to the address on the form or fax
- Payment of membership fees must be done directly into SAASTE bank account as stated on the form.

FIVE REASONS WHY YOU SHOULD JOIN SAASTE

1. A forum for your ideas and a means for your views to give you influence and a stronger voice
2. Networking and professional development at ALL SAASTE conferences and events at low and reduced rates.
3. Free membership. Free registration as a member of South Africa Chemistry
4. Improve your employment prospects by showing dedication to the teaching profession as well as your own profession.
5. Availability of quality resources and links

MEMBERSHIP APPLICATION FORM