



# CONSTITUTION

ADOPTED

03 SEPTEMBER 2022

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## CLAUSE 1: PREAMBLE

The constitution of the Southern African Universities Staff Sports Association is drawn up to provide unambiguous guidance in the organisation's administration and management, participation and performance of member universities in sport events organised by the Southern African Universities Staff Sports Association and to help member universities take their rightful sports and recreation place in the region, continent and beyond. The provisions of this constitution are subordinate to the provisions of the various laws prevailing in the various member university countries and SAUSSA pledges to abide by the constitutions and laws of the various SADC countries from which member universities are drawn. Any provision of the SAUSSA constitution that violates the provisions of national laws of hosting countries will be null and void only to the extent of the violation.

Southern African Universities Staff Sports Association will, through its administration, control, and manage sports and recreational activities, promote reconciliation, reconstruction and development among its member universities.

## CLAUSE 2: DEFINITION OF TERMS

| <b>Word</b>                           | <b>Definition</b>   |
|---------------------------------------|---|
| <b>SAUSSA</b>                         | Southern African Universities Staff Sports Association. Shall hereafter be referred to as SAUSSA.   |
| <b>The Constitution</b>               | Shall mean the Constitution of the Southern African Universities Staff Sports Association, and it is the supreme governance document for SAUSSA.<br>Shall hereafter be referred to as the Constitution.   |
| <b>Annual General Meeting</b>         | The meeting of the General Council convened annually to deal with all organizational matters, including but not limited to elections, the review of policies and amendment of the constitution.<br>Shall hereafter be referred to as the AGM  |
| <b>General Council</b>                | Shall be the composite body made up of all Clubs/Associations Chairpersons plus 3 additional members per member Club/Association.<br>The General Council shall hereafter be referred to as the Council.   |
| <b>Executive Committee</b>            | Shall mean a Committee of all the elected Chairpersons of the member Universities.<br>Shall hereafter be referred to as the EXCO.   |
| <b>Management Committee</b>           | Shall mean a derivative committee elected from among all Chairpersons of member Universities comprised of: The President, Vice Presidents, Secretary General, Deputy Secretary General, Treasurer General, PRO & the Assets Manager.<br>Shall hereafter be referred to as the MANCO |
| <b>SAUSSA Structures</b>              | Shall mean all the General Council, Executive Committee, Management Committee, Sub-Committees and Commissions.<br>Shall hereafter be referred to collectively as the Structures unless if mention individually.   |
| <b>Sub Committees and Commissions</b> | Shall mean bodies established during the AGM to manage various activities of SAUSSA.<br>Shall hereafter be referred to as the Sub-Committees and Commissions.   |

## CLAUSE 3: NAME

The name shall be the “Southern African Universities Staff Sports Association”, hereafter referred to as “SAUSSA.”

## CLAUSE 4: VISION AND MISSION STATEMENT

### 4.1 VISION

To be a unified organization that promotes social cohesion through sports and recreation.

### 4.1 MISSION AND AIMS

- (a) To provide for recreation, sports, arts and culture development of staff in their respective universities and among universities in the region.
- (b) To create and maintain a professional image for and about SAUSSA.
- (c) To promote a culture of sports in member universities.
- (d) To strive for excellence in all SAUSSA activities.
- (e) To avail expert human resources in all SAUSSA activities.
- (f) To promote mutual friendship and professional relations amongst staff in member universities.

## CLAUSE 5: HEADQUARTERS OF SAUSSA

The headquarters of SAUSSA shall, from one term of office to the other, be the member university from which the President belongs.

## CLAUSE 6: BANK ACCOUNT

For purposes of convenience, SAUSSA’s bank account shall be opened and kept in a legal and official bank, as defined by the provisions of the international banking laws. For the same convenience reasons, including but not limited to infrastructure, SAUSSA’s bank account shall be opened and kept in the Republic of South Africa and that SAUSSA adopts the South African Rand (ZAR) as the official currency for the Association.

## CLAUSE 7: OFFICIAL LANGUAGE

Unless otherwise stated, the official language of SAUSSA shall be English provided that the translation/interpretation services shall be made available for other languages used in the region.

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## CLAUSE 8: SAUSSA GEOGRAPHIC COVERAGE

SAUSSA area of jurisdiction shall comprise affiliated member universities drawn from current Southern African Development Community (SADC) member states or countries.

SAUSSA shall have jurisdiction over its members, officials and athletes, wherever they may be especially during official SAUSSA activities.

## CLAUSE 9: COLOURS OF SAUSSA

The colours of SAUSSA shall be as follows:

Blue, Red, White, Grey and Yellow.

## CLAUSE 10: COMPOSITIONS OF STATUTORY BODIES

The management of SAUSSA shall be vested in the following structures.

- General Council (GC - Governance)
- EXCO (Strategic)
- MANCO (Operational)
- Sub-Committees and Commissions

### 10.1 GENERAL COUNCIL (GC)

- (a) The SAUSSA General Council shall consist of all Member Universities Chairpersons plus 3 additional members of the executive committees of all SAUSSA member Universities (4-person delegation).
- (b) The General Council shall convene during the Annual General Meeting.
- (c) The General Council shall, under the leadership of the *MANCO*, be the highest authoritative body of SAUSSA and shall establish the policies to be followed in carrying out the aims and objectives of SAUSSA as set forth in this constitution, including the authority to elect the executive members of SAUSSA and to remove the same for just cause; to enact; amend or repeal provisions of this constitution and of membership of existing members for just cause, and to establish other general policies of SAUSSA.
- (d) Members of SAUSSA GC shall have such voting powers as provided in this constitution.

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## 10.2 EXECUTIVE COMMITTEE

This committee shall consist of the following members:

- The President
- The Vice President – Technical
- The Vice President – Administration
- The Secretary General
- Deputy Secretary General
- Treasurer
- Public Relations Officer
- Asset Officer
- Chairpersons from all member universities

### 10.2.1 DUTIES OF EXCO

- (a) The EXCO shall control and administer the activities of SAUSSA.
- (b) Receive reports from sub-committees, all portfolios of the MANCO.
- (c) To consider and approve the Annual Budget and audited reports.
- (d) To consider applications for new membership and present recommendations to the AGM.
- (e) The EXCO through rules, regulations and by-laws shall determine the duties of Sub-Committees provided that the AGM shall have approved such rules, regulations and by-laws.
- (f) The Executive shall have the overall responsibility for the leadership and management of the affairs of SAUSSA.
- (g) The Executive shall have the authority to act on behalf of SAUSSA, in furtherance of its aims and objectives. In addition to the general powers and authorities hereby conferred on the Executives, and without any way limiting such powers and authorities, the Executives shall have the following special powers:
  - i. To appoint employees, agents and officials as they think fit and to invest them with such powers as they see expedient, determine their duties, and to suspend or discharge any such persons.
  - ii. To attend to all legal matters on behalf of SAUSSA.
  - iii. To make, vary and repeal policies for the regulation of the affairs, including the disciplinary conduct and code of SAUSSA and its membership, its officers, agents, officials and athletes participating in all SAUSSA activities.
  - iv. To appoint Sub-Committees from time to time as may be necessary.



### 10.2.2 TERM OF OFFICE FOR EXCO

The Executive shall hold office for a period of two years.

### 10.3 MANAGEMENT COMMITTEE (MANCO)

The *MANCO* of SAUSSA shall be elected from the chairpersons of all member universities, who will amongst themselves elect the following portfolios:

- (a) President
- (b) Vice President – Technical
- (c) Vice President – Administration
- (d) Secretary General
- (e) Deputy Secretary General
- (f) Treasurer General
- (g) Public Relations Officer
- (h) Asset Officer

#### 10.3.1 DUTIES OF THE MANCO

- (a) Responsible for the day to day running of the affairs of the association.
- (b) To prepare and recommend the Annual Budget and audited reports for approval by EXCO.
- (c) To initiate fundraising ventures/activities for the association.
- (d) Receive reports from sub-committees and all portfolios of the EXCO.
- (e) To prepare and submit rules, regulations and by-laws to the General Council for consideration and approval.
- (f) Oversee the election of members of Sub-Committees during the AGM.
- (g) To issue statements on behalf of SAUSSA and to represent SAUSSA locally, regionally and beyond.
- (h) To acquire, hold and dispose of real property as may be necessary.
- (i) To accept donations and legacies on behalf of SAUSSA.

#### 10.3.2 TERM OF OFFICE FOR MANCO

The Executive shall hold office for a period of two years.

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## 10.4 DUTIES OF THE MANCO OFFICE BEARERS

### 10.4.1 THE PRESIDENT

- (a) Shall preside at all meetings of the AGM, EXCO and MANCO.
- (b) Shall be chief representative of SAUSSA.
- (c) Shall superintend the functions of all SAUSSA Structures.
- (d) Shall sign all the minutes of the AGM, EXCO and MANCO.
- (e) Shall be the signatory to SAUSSA bank accounts.
- (f) Shall delegate duties and responsibilities to the MANCO.
- (g) Shall supervise all activities of the sub-committees.
- (h) In the event that both President and the Vice Presidents are unable to preside over the meeting, the President shall delegate a MANCO member to preside.
- (i) Shall ensure that resolutions of the AGM, EXCO and MANCO are implemented.
- (j) Shall with the assistance of Vice-President Administration, ensure that there is no breach of any contracts and/or agreements with stakeholders.

### 10.4.2 DUTIES OF THE VICE PRESIDENT – TECHNICAL (VPT)

- (a) Shall act on behalf of the President during his/her absence or in the presence of the President if so requested by the President.
- (b) Shall assist the President in ensuring effective leadership in all technical matters of SAUSSA.
- (c) Shall be responsible for the empowerment of the association's affiliates.
- (d) Shall facilitate the sporting activities of SAUSSA.
- (e) Shall liaise and collaborate with the host country for SAUSSA games in the technical planning and coordinating of games.
- (f) Shall be the chairperson of Disciplinary Committee that deals with sport technical matters.
- (g) Shall perform all technical responsibilities and other duties assigned to him/her by the President.

### 10.4.3 DUTIES OF THE VICE PRESIDENT – ADMINISTRATION (VPA)

- (a) Shall act on behalf of the President during his/her absence or in the presence of the President if so requested by the President.
- (b) Shall Assist the President in ensuring effective leadership in all administrative matters of SAUSSA.
- (c) Shall be responsible for all projects and events related to management of SAUSSA.

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- (d) Shall be responsible for the welfare of all SAUSSA members, executive committee members and officials carrying out the duties of the association.
- (e) Shall liaise and collaborate with the host country for SAUSSA games in the administrative, planning and coordinating of the logistics (accommodation, catering, security, medical issues/first aid, members welfare issues to mention but a few).
- (f) Shall be the Chairperson of the Disciplinary Committee on administrative matters.
- (g) With the approval of the *MANCO*, shall appoint and lead ad-hoc events organizing committee and welfare committee.
- (h) Shall assist the President, in ensuring that there is no breach of any contracts and/or agreements with stakeholders.
- (i) Shall perform all administrative responsibilities and other duties assigned to him/her by the President.

#### 10.4.4 DUTIES OF THE SECRETARY GENERAL (SG)

- (a) Shall be the official point of contact for SAUSSA at all times.
- (b) Shall be responsible for all forms of correspondence of SAUSSA.
- (c) Shall keep and maintain all the records of SAUSSA.
- (d) Shall together with the Treasurer be responsible for the registration of new members.
- (e) Shall perform all secretarial functions (including recording and distribution of minutes of all meetings) and other duties assigned to him/her by the President.
- (f) Shall, in consultation with the President, draw the agenda for all meetings of SAUSSA.
- (g) Shall distribute the agenda for every meeting and give notices to the effect of these meetings in good time as outlined in the constitution.
- (h) Shall prepare and present an annual secretarial report during the AGM
- (i) Shall keep up to date records of activities of SAUSSA
- (j) Shall be a signatory to SAUSSA's Bank Account, provided the bank account exists in the country in which he/she is a citizen.
- (k) Shall perform all administrative responsibilities and other duties assigned to him/her by the President.

#### 10.4.5 DUTIES OF THE DEPUTY SECRETARY GENERAL (DSG)

- (a) Shall act on behalf of the Secretary General during his/her absence and in the presence of the Secretary General if so requested by the Secretary General.
- (b) Shall assist the Secretary General, deputise him/her when necessary and carry out functions entrusted to him/her by the SAUSSA MANCO
- (c) Shall perform all administrative responsibilities and other duties assigned to him/her by the President.

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#### 10.4.6 DUTIES OF THE TREASURER GENERAL (TG)

- (a) Shall be responsible for effective handling, receiving, recording and bookkeeping of all SAUSSA's financial activities.
- (b) Shall perform all treasury responsibilities and other duties assigned to him/her by the President.
- (c) Shall prepare and present the SAUSSA financial reports on an on-going basis and to the AGM.
- (d) Shall ensure that the member Universities pay their dues in the prescribed time.
- (e) Shall be a signatory of the bank account of SAUSSA.
- (f) Shall purchase all requisites for SAUSSA and together with the Asset Manager, maintain an up to date inventory of such assets.
- (g) Shall head the SAUSSA finance committee and Sub-Committee.

#### 10.4.7 DUTIES OF THE PUBLIC RELATIONS OFFICER (PRO)

- (a) Shall act as the official spokesperson of SAUSSA in liaison with the SG.
- (b) Shall ensure good relations between SAUSSA and all relevant stakeholders.
- (c) Shall ensure good marketing and publicity (including all forms of media) for SAUSSA through making of posters, programs, etc. as well as prepare written sponsorship proposals, with the assistance of the Treasury.
- (d) Shall with the assistance of the Treasurer prepare a strategy to enable him/her to successfully negotiate sponsorships and other forms of external support (including fundraising) for SAUSSA activities.
- (e) Shall perform all public relations responsibilities and other duties assigned to him/her by the President.
- (f) Shall prepare and present reports to MANCO on an on-going basis.

#### 10.4.8 DUTIES OF THE ASSET MANAGER (AM)

- (a) Shall be responsible for the safety and maintenance of all Association Assets.
- (b) Shall be responsible, with the assistance of the hosting Member University, to secure facilities and equipment for SAUSSA activities.
- (c) Shall be responsible, with the assistance of the hosting Member University, to secure an office from which the MANCO would run SAUSSA events.
- (d) Shall perform all asset management responsibilities and other duties assigned to him/her by the President.
- (e) Shall prepare and present reports to MANCO on an on-going basis.

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## CLAUSE 11: SUB-COMMITTEES AND COMMISSIONS

- (a) The number of members of each sub-committee and commission will be determined by the AGM as well as the powers, scope of operation and the need for the establishment of such a sub-committee and or commission.
- (b) Sub-committees and commissions will have the powers to co-opt members without voting rights, subject to the endorsement by the MANCO.
- (c) The sub-committees and commissions shall manage the functions of a particular discipline of SAUSSA activities delegated to them from time to time by AGM and such functions shall include but not be limited to the following:

### 11.1 CATEGORIES OF SUB-COMMITTEES AND COMMISSIONS

- [1] Finance
- [2] Technical Sub-Committee
- [3] Publicity and Marketing
- [4] Disciplinary
- [5] Appeals

### 11.2 COMPOSITION OF SUB-COMMITTEES

Each sub-committee shall consist of one (1) EXCO member as chairperson and three (3) other members appointed by the EXCO with an exception of the Technical Committee which shall consist of Coordinators from all sporting codes.

#### 11.4.8 Finance Sub-Committee – headed by the Treasurer

- 1) Treasurer
- 2) Member 1
- 3) Member 2
- 4) Member 3

#### 11.2.2 Technical Sub-Committee – Headed by the Vice President Technical

- 1) Vice President – Technical
- 2) Coordinators of Sporting Codes.

#### 11.2.3 Publicity and Marketing Sub-Committee – Headed by the PRO

- 1) PRO
- 2) Member 1
- 3) Member 2
- 4) Member 3

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#### 11.2.4 Disciplinary Sub-Committee – Headed by the Vice President Administration

- 1) Vice President – Administration.
- 2) Member 1
- 3) Member 2
- 4) Member 3

#### 11.2.5 Appeals Committee – Headed by President

- 1) President
- 2) Secretary General
- 3) Member 1
- 4) Member 2

### 11.3 DUTIES OF SUB-COMMITTEES

- (a) The primary role of Sub-Committees and Commissions is that of planning, technical input and guidance with specific rules and regulations regarding that specific Sub-Committee and Commission.
- (b) The Sub-Committees and Commissions shall meet as often as they find it necessary and as per need.
- (c) Perform such duties as may be delegated by EXCO/MANCO.

#### 11.3.1 FINANCE SUB-COMMITTEE – headed by the Treasurer General

- (a) Shall ensure drafting of a comprehensive SAUSSA budget.
- (b) Shall ensure that SAUSSA books are compiled in line with the relevant financial policies.
- (c) Shall advise the Association on matters pertaining to finance.
- (d) Shall ensure the drafting of a financial policy.
- (e) Shall ensure that financial statements are audited.
- (f) Shall initiate events that will generate income for SAUSSA.

#### 11.3.2 TECHNICAL SUB-COMMITTEE – Headed by the Vice President- Technical

- (a) Shall deal with all technical matters of all sporting codes.
- (b) Shall keep abreast with the relevant developments in the technical arena of all sporting codes and to correctly advise the *MANCO* on the need to at least implement the necessary changes.
- (c) Shall advise *MANCO* to improve technical requirements of all *sporting codes*.
- (d) Shall draft, implement and monitor compliance to rules and regulations of competitions and tournaments.

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- (e) Shall be responsible for smooth hosting of all SAUSSA tournaments on technical matters.

#### 11.3.3 PUBLICITY AND MARKETING SUB-COMMITTEE – Headed by PRO

- (a) Shall promote the corporate image of the SAUSSA to all stakeholders with special emphasis on the University Staff Sports Organizations in the region.
- (b) Shall create and ensure a sustainable positive and professional image in the general public, particularly in the ordinances in the above committees.
- (c) Shall develop and manage the SAUSSA media relations strategy.
- (d) Shall develop and manage the publication of SAUSSA's profile and activities through electronic and print platforms.
- (e) Shall develop and manage SAUSSA's Corporate Identity and branding policies and their applications.
- (f) Shall develop and place of notices and adverts on the relevant platforms in pursuance of SAUSSA strategic objectives.
- (g) Shall design and advise *MANCO* of SAUSSA's promotional material.
- (h) Shall ensure maintenance of good relations with internal and external stakeholders.

#### 11.3.4 DISCIPLINARY SUB-COMMITTEE – Headed by VPT or VPA

- (a) Shall enforce discipline through the unbiased compliance to the SAUSSA's Code of Conduct.
- (b) Shall revise the SAUSSA Code of Conduct and make recommendations to the AGM.
- (c) Shall fine, suspend or recommend expulsion of a member University in case its member(s) have been found to have violated the code of conduct.
- (d) Shall report, in writing, to the *MANCO* all concluded disciplinary matters, seven days after their conclusion.

### CLAUSE 12: COMMITTEE VACANCIES

In the event of any vacancy occurring in any of the SAUSSA Committees and Structures, a replacement from the same Member University shall be expected to fill the vacancy, except for the position of President and Secretary General whose positions shall be filled by the Vice-President and Deputy Secretary General until the next elections.

### CLAUSE 13: SAUSSA MEMBERSHIP

SAUSSA membership shall be open to any university from the current SADC member states. The procedure for application is as set out below.

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### 13.1 PROCEDURE FOR APPLICATION OF SAUSSA MEMBERSHIP

- (a) Application for membership by an aspirant member must be submitted to the Secretary General of SAUSSA in writing and must be accompanied by a copy of the applicants' current constitution.
- (b) Membership acceptance/rejection shall be made at the next AGM following the receipt of the request for membership by the aspirant member university. New members shall gain automatic membership to EXCO and two year probation before they can be elected to the MANCO.
- (c) Any aspirant member may be admitted provided that the following conditions are met:
  - i. An undertaking to host SAUSSA activities.
  - ii. The university can provide accommodation facilities that can house at least 1000 delegates.
  - iii. The university must have and/or should be able to avail adequate facilities at its own expense to host both indoor and outdoor games.
  - iv. Be open for inspection (accommodation and sports facilities) by SAUSSA EXCO or a representative thereof.
  - v. Bear the costs incurred by the inspection SAUSSA Officials.
- (d) The right to admit or reject an aspirant member shall rest with the General Council acting on advice from MANCO.

### 13.2 JOINING FEES

Each new member University shall upon confirmation of SAUSSA membership, pay a joining fee as determined by the General Council.

### 13.3 MEMBERSHIP FEES

- (a) Member Universities shall pay membership fees as determined by the General Council. The annual membership fee and any other charges must be paid by 31<sup>st</sup> March of the current financial year.
- (b) Any member university in arrears of the annual membership fees for a period of two consecutive years or more shall forfeit their membership and consequently the right to vote at all meetings. Such Member University shall be barred from participating in organized activities of SAUSSA until all outstanding arrears are settled in full.

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## CLAUSE 14: HONORARY AWARD

Honorary awards shall be awarded to persons who have served SAUSSA and the development of Staff Sports at member universities with dedication and great distinction, subject to the following:

- (a) Nominations, accompanied by a report of services rendered by the nominees, must be submitted to the MANCO two (2) months before the AGM.
- (b) The nominations together with reports of service shall be submitted to the EXCO for consideration.
- (c) Council Members shall vote by ballot and only those nominees who have gained majority of the votes recorded shall be short-listed for the award.
- (d) The names of the final nominees shall be announced at the SAUSSA Executive meeting prior to the AGM and names will be ratified at the subsequent AGM.

## CLAUSE 15: PATRON

- (a) The Patron shall be an eminent person/institution who *interlia* could assist in the pursuance of the aims and objectives of SAUSSA and whose image in the public can benefit SAUSSA in various ways.
- (b) The Patron shall attend the SAUSSA functions by invitation.
- (c) The travelling and subsistence (accommodation and meals) expenses shall be incurred by SAUSSA.
- (d) The term of office for Patron shall run concurrently with that of the MANCO.
- (e) SAUSSA shall float an expression of interest for a potential Patron(s) once the term of office for the incumbent comes to an end.

### 15.1 DUTIES OF THE PATRON

- (a) Shall attend important functions of SAUSSA by invitation
- (b) Shall collaborate with the EXCO to promote SAUSSA activities.

## CLAUSE 16: DISCIPLINARY PROCESS

- (a) Any member who contravenes any of the terms or provisions of this constitution, or fails or refuses to implement any decision of SAUSSA EXCO or SAUSSA General Council, or any standing Committee and Commission of SAUSSA shall be charged with misconduct and be dealt with as is provided for in the Disciplinary Code Schedule to this Constitution.
- (b) All the disciplinary processes shall be handled by the appropriate Disciplinary Committee (*refer to Clause 11.3.4*).

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(c) The disciplinary process may even lead to suspension or termination of membership.

#### 16.1 SUSPENSION OF MEMBERSHIP

University membership of SAUSSA shall be suspended by the SAUSSA EXCO arising from one or more of the following grounds, and after all precautionary measures have been exhausted, with no positive response/reaction from the defaulting member:

- (a) Non-payment of subscription fees for two consecutive years.
- (b) Failure to host SAUSSA Tournament as per the agreed SAUSSA Hosting roster.
- (c) Non-compliance with SAUSSA tournament guidelines and code of conduct.
- (d) Fielding of a non-eligible player(s).
- (e) Failure to communicate to SAUSSA leadership in time about the challenges leading to non-compliance.

#### 16.2 TERMINATION OF MEMBERSHIP

MANCO shall recommend to EXCO for the termination of University membership, arising from one or more of the following grounds:

- (a) Dissolution of a university staff association.
- (b) A member university ceases to exist.
- (c) Contravention of SAUSSA Constitution, code of conduct, rules and regulations.
- (d) Written notice of cancellation/withdrawal of membership by a member University from SAUSSA.
- (e) Failure to respond to and act on after numerous requests from the SAUSSA leadership.

#### CLAUSE 17: APPEALS PROCCESS

- (a) Any member University who feels aggrieved by any sanction imposed shall lodge appeal within a month of receiving a written communication.
- (b) Such an appeal shall be submitted to the office of the Secretary General for the consideration by the Appeals Committee.

#### CLAUSE 18: MEETINGS OF SAUSSA STRUCTURES

There shall be five kinds of meetings, which can be held in person or virtually through available collaborative technologies:

- (a) Annual General Meeting
- (b) EXCO Meeting
- (c) MANCO meeting
- (d) Sub-Committees Meeting

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(e) Special General Meeting

## 18.1 ANNUAL GENERAL MEETING (AGM)

- (a) The AGM shall be convened once a year.
- (b) Extra-Ordinary meetings of the AGM may be called at the request of either the EXCO or two thirds of the member Universities at such time and place the EXCO may decide.
- (c) The venue of the AGM shall be within the borders of SAUSSA's area of jurisdiction.
- (d) A 30 days written notice advising on the venue, date, time and agenda of the AGM shall be sent to all member universities.
- (e) Such notice must be sent or posted to all member universities. The SAUSSA Secretary General must verify the correct addresses for all member universities before sending such a notice.

### 18.1.1 RESPONSIBILITIES OF THE AGM

- (a) Shall serve as the highest decision making body of SAUSSA.
- (b) Shall consider the EXCO Annual Reports, namely, the Presidential Address, Organisational Report and Audited Financial Report.
- (c) Shall ratify decisions, treaties, policies and constitutional amendments of SAUSSA submitted in writing by EXCO at least 30 days before the AGM.
- (d) Shall be body that is responsible for election of MANCO bi-annually.

### 18.1.2 REPRESENTATION AT THE AGM

- (a) At every SAUSSA AGM, members as defined in *Clause 13* and are in good standing shall be entitled to one vote in respect of any matter on which a vote is called for.
- (b) All non-constitution members shall not have any voting rights.

### 18.1.3 PROCEDURES AT THE AGM

- (a) At least two thirds of members in good standing must be present at the AGM to form a quorum. If this quorum is not formed, then the meeting shall be postponed and reconvened within the next three months, in which case the member universities present shall form a quorum.
- (b) In the absence of the President of SAUSSA, the Vice President Technical or Vice President Administration shall preside over the meeting.
- (c) Voting at all SAUSSA meetings shall be by secret ballot.
- (d) The President shall have a casting vote.
- (e) Minutes of the proceedings of all AGMs of SAUSSA and copies of such minutes shall be kept and duly be sent to all member universities.

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- (f) Any member university absenting itself from two (2) consecutive meetings of the AGM without cause shall be fined a sum of One Thousand Five Hundred Rands (R1500), payable within sixty (60) days from the date of the AGM, failing which their membership shall be terminated.
- (g) Decisions of the AGM shall take effect as decided by the AGM and shall be binding to all member Universities irrespective of whether or not they attended the meeting at which such decisions were taken.

#### 18.1.4 THE ORDER OF HANDLING BUSINESS AT AN AGM

- (a) Notice convening the meeting.
- (b) Receiving delegates' credentials.
- (c) To read and adopt the minutes of the previous AGM and to deal with matters arising from such a meeting.
- (d) To receive the annual reports from *MANCO portfolios*.
- (e) To elect the members of the SAUSSA *MANCO* for a two year term.
- (f) To deal with any special business of which due notice would have been received at least two months before the AGM by the Secretary General so that such business can be included in the agenda accompanying the notice convening the AGM.
- (g) To appoint an Accounting Officer or Auditor.
- (h) To adopt motions and amendments to the constitution of which notice would have been received two months before the AGM.
- (i) To draft or advise the VPT on a fixture format for the SAUSSA Games.

#### 18.2 MEETINGS OF THE EXCO

- (a) The *EXCO* shall meet at least twice every year at such time and venue or mode as the President may determine.
- (b) Extra-Ordinary meetings of the *EXCO* may be called at the request of either the President or half of the total membership of the Executive at such time and venue or mode as the President may determine.
- (c) Notices and agenda of the meetings of the *EXCO* shall be circulated at least fourteen (14) days before such meetings.
- (d) The quorum for all *EXCO* Meetings shall be half total membership of the *EXCO*. In the event that a quorum is not formed the meeting shall be rescheduled to the following day in which case the *EXCO* members present shall form a quorum, provided that these shall include the President or the Vice President and the Secretary General.
- (e) Any member of the *EXCO* absenting himself/herself from two (2) consecutive meetings without cause, his/her member university shall be fined a sum of One Thousand Five

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Hundred Rands (R1500), payable within sixty (60) days from the date of the 2<sup>nd</sup> *EXCO* meeting, failing which, their membership shall be terminated.

- (f) Each member of the *EXCO* shall have one (1) vote. In the event of a stalemate, the President shall have a casting vote.
- (g) Unless otherwise stated, decisions of the *EXCO* will take effect as soon as members Universities are notified of such decisions provided such notices will be given within thirty (30) days from the date of the meeting at which such decisions were made.

### 18.3 MEETINGS OF THE MANCO

- (a) The *MANCO* shall meet at least quarterly every year at such time and venue or mode as the President may determine.
- (b) Extra-Ordinary meetings of the *MANCO* may' be called at the request of either the President or half of the total membership of the Executive at such time and venue or mode as the President may determine.
- (c) Notices and agenda of the meetings of the *MANCO* shall be circulated at least seven (7) days before such meetings.
- (d) The quorum for all *MANCO* Meetings shall be half total membership of the *MANCO*. In the event that a quorum is not formed the meeting shall be rescheduled to the following day in which case the *MANCO* members present shall form a quorum, provided that these shall include the President or the Vice President and the Secretary General.
- (e) Any member of the *MANCO* absenting himself/herself from two (2) consecutive meetings without cause shall be deemed to have ceased to be a member of the *MANCO*.
- (f) Each member of the *MANCO* shall have one (1) vote. In the event of a stalemate, the President shall have a casting vote.
- (g) Unless otherwise stated, decisions of the *MANCO* will take effect as soon as member Universities are notified of such decisions provided such notices will be given within thirty (30) days from the date of the meeting at which such decisions were made.

### 18.4 MEETINGS OF THE SUB-COMMITTEES

- (a) Not less than thirty days (30) notice of all meetings shall be given to all members of the sub-committees expected to attend.
- (b) At least sixty percent or two thirds of members present shall form a quorum at sub-committee meetings.
- (c) The Chairperson of the sub-committee or any three members of the sub-committee may through the President, in the case of ordinary members of the sub-committee call an

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emergency meeting given that the notice period is reasonable to enable at least two thirds of the members to attend.

- (d) In the event issues cannot be resolved through consensus, such issues may be decided upon by a majority of votes and in the case of an equality of votes, the presiding member shall have a casting vote.
- (e) If the Chairperson of the sub-committee is not present at the start of a meeting, members present shall determine the presiding officer for the meeting in question.
- (f) The Commission Committee shall lodge a copy of the minutes of each of its meetings with the Secretary General of SAUSSA *MANCO* within a week of their meeting. In the case of the December SAUSSA games, sub-committee or commission reports must have been completed and lodged with SAUSSA Secretary General before an AGM is held during the games.
- (g) Except where otherwise stated, the sub-committees shall determine their own procedures and methods for as long as such procedures and methods comply with provisions of SAUSSA.
- (h) The term of office for the sub-committees shall be the two (2) years and shall be subject to renewal by the *MANCO*.
- (i) The *MANCO* shall have powers to appoint members to fill vacant positions occurring on sub-committees and be replaced.

#### 18.1 SPECIAL GENERAL MEETING

- (a) A Special General Meeting of SAUSSA shall be called by the SAUSSA *MANCO* in consultation with EXCO if there is a matter that warrants a meeting be convened outside the normal frequency of meeting outlined in this constitution.
- (b) The Secretary General shall send out notices in writing to all member Universities advancing reasons for such a meeting detailing:
  - The venue
  - Date
  - Time and
  - Clearly stating the business of such a Special General Meeting.
- (c) The date for such a Special General Meeting shall not be less than twenty one calendar days from the dispatch of the notice convening such a meeting.
- (d) The business of such a Special General Meeting shall be:
  - To deal with the special business for which the Special General Meeting has been called for.

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- No business other than that, for which the Special General Meeting has been called, shall be dealt with at such a Special General Meeting.

## CLAUSE 19: ELECTION PROCEDURE OF THE MANCO

- (a) The MANCO shall appoint an independent electoral committee to run the elections during the AGM.
- (b) Member Universities shall, at least two weeks before the AGM, submit to the outgoing *MANCO*, names of eligible chairpersons, as nominees for new SAUSSA *MANCO* elections.
- (c) Only bona-fide, fully paid up member universities shall be entitled to participate in the elections.
- (d) The term of office for the *MANCO* shall be two years.
- (e) *MANCO* members shall be eligible for election for a maximum of two consecutive terms in the same position.
- (f) Vacancies occurring before the expiry of the term of office shall be filled by officials nominated by the member university where the official causing the vacancy came from up to the next AGM except for the position of President, Secretary General and Treasurer.
- (g) In the event the official causing the vacancy is the President, Secretary General and Treasurer, by-elections shall be held.

### 19.1 NOMINATION PROCESS

- (a) An official SAUSSA nomination form shall be used for purposes of nominating candidates for contested positions.
- (b) A member standing for a position shall be nominated and seconded.
- (c) For a nomination form to be valid it must contain the names and signatures of the person nominating, seconder and the nominee.
- (d) Election for each position shall be by secret ballot.
- (e) Each member will be entitled to only one vote per position.
- (f) Any nominee who receives the majority votes shall be deemed to have won.
- (g) Should there be a tie between the nominated members for a position a re-run of elections for the position shall take place. If there is a tie for election for the President then a coin shall be tossed.

## CLAUSE 20: FINANCES

The finances may accrue from the following sources:

1. Joining Fees

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2. Membership Fees
3. Levies
4. Income generated from events organized by SAUSSA
5. Entrance Fees – gate takings
6. Interests on Investments
7. Profits on sale of equipment, refreshments and events or programmes organized by SAUSSA.

## 20.1 MANAGEMENT OF FINANCES

- (a) All funds accruing to SAUSSA shall be deposited in an account or accounts opened in the name of Southern African Universities Staff Sports Association in a formal banking institution.
- (b) The President, Secretary General, and Treasurer shall be signatories to the SAUSSA bank account.
- (c) All funds and other assets belonging to SAUSSA shall be under the control of the SAUSSA MANCO.
- (d) As far as it is practical, all payments made on behalf of SAUSSA shall be made by direct Bank Transfers plus a proof of payment shall be obtained for all such payments. Member universities shall take responsibility of bank transfer charges of the transactions with SAUSSA.
- (e) Such payments and authority to withdraw funds shall be countersigned by any two of the three designated signatories, namely, The President, The Treasurer, and the Secretary General.
- (f) The Treasurer shall keep proper records of all Associations transactions.
- (g) A Financial Statement shall be submitted to each AGM and the Treasurer shall give a detailed report on the finances of SAUSSA at every AGM.
- (h) AGM may request an audit of accounts after the presentation of the Financial Report. Subsequently, an internal audit team may be appointed by the AGM from members with the required expertise.
- (i) In the event where an individual is found guilty of misappropriation/misuse of SAUSSA finances and assets, the Member University shall take the responsibility of ensuring that such SAUSSA finances/assets are restored within two months.
- (j) The Financial year of SAUSSA shall run from April to March each year.

## 20.2 EXPENSES OF THE MANCO

- (a) All accommodation and meal expenses for EXCO during the AGM and SAUSSA tournament shall be borne for by hosting University.



- (b) All travel, accommodation and subsistence expenses incurred by SAUSSA *EXCO and MANCO* during SAUSSA business shall be paid for by member Universities except for meals.
- (c) Accommodation and subsistence expenses incurred by sub-committee members in carrying out official SAUSSA business shall be paid for by member Universities except meals.

## CLAUSE 21: PROHIBITION OF DRUGS IN SAUSSA GAMES

All members of SAUSSA shall by their affiliation or by election to SAUSSA, consent to abide by the anti-doping policies of SAUSSA.

## CLAUSE 22: DISSOLUTION OF SAUSSA COMMITTEES

The dissolution of SAUSSA Committees may only be effective when the following conditions have been met:

- (a) A resolution supported by at least two thirds majority of members in good standing has been passed at a Special General Meeting called specifically for the dissolution of SAUSSA Committees.
- (b) EXCO has received notice of the Special General Meeting referred to in the clause above.
- (c) The notice for dissolution must be sent to all member Universities, giving at least one month lead time to the meeting that would finalize the dissolution.
- (d) EXCO has appointed a Dissolution Committee including an Administrator to finalize the affairs of SAUSSA.
- (e) All assets and records of SAUSSA have been handed to the full control of Dissolution Committee.

## CLAUSE 23: DISPUTE RESOLUTIONS

Any disagreement relating to the enforceability of this Constitution or of the interpretation of application of the provision thereof shall be submitted to the Office of the Secretary General for consideration by the governance structures of SAUSSA.

## CLAUSE 24: PRECEDENCE

This constitution shall take precedence over the constitution of any member University in so far as it may be in conflict herewith. In order to reduce the degree of conflict between member Universities' constitutions and SAUSSA's constitution, the former must align their constitutions with the latter constitution.


## CLAUSE 25: AMENDMENTS OF THE CONSTITUTION

- (a) This constitution may be amended at the AGM or at a Special General Meeting called specifically for that purpose provided members submit proposals for amendments in writing to the Secretary General at least thirty (30) days before the date of the meeting at which such proposals shall be tabled.
- (b) Amendments to this Constitution shall only be valid if approved by two thirds (2/3) majority of the total membership of the Annual General Meeting and shall come into effect on the date to be decided by the Annual General Meeting.


## CLAUSE 26: ADOPTION

This constitutional amendment was adopted at the Executive Committee Meeting held on Saturday, the **03<sup>rd</sup> of September 2022** as delegated by the 21<sup>st</sup> Annual General Meeting (AGM) of SAUSSA held on Saturday, the 6<sup>th</sup> May 2022 at the Sefako Makgatho Health Sciences University (SMU), Pretoria, South Africa.

### Signed by:

The President:  ..... On this day: **03<sup>rd</sup>** of **September 2022**

Print Name: **Simon Makena**

The Secretary General:  ..... On this day: **03<sup>rd</sup>** of **September 2022**

Print Name: **Phumzile Nomnga**.