



Employee Assistance Professionals Association of South Africa:  
an Association for Professionals in the field of Employee Assistance Programmes  
EAPA-SA, PO Box 11166, Hatfield, 0028

By-Laws

(to be read with the Constitution of EAPA-SA)  
Reviewed by EAPA's Bylaws Review Task Force March 3, 2014

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## 1. Glossary of Terms

**EAP professional:** a professionally trained person, performing EAP specific related tasks, i.e. therapy, counselling, marketing, evaluation.

**EAP practitioner:** a person, not necessarily a professionally trained person, performing EAP-related tasks, i.e. referral, liaison, training, managing and administering an EAP.

**EAPA SA Board:** duly elected Board of the South African Branch of EAPA.

**Member:** different categories of membership exist, as described in the EAPA-SA Constitution.

**EAPA SA-Chapter:** a regional division of EAPA SA consisting of at least 15 members. However, note should be taken that a Chapter can only be represented on the EAPA-SA Board once a minimum 15 members, from that specific region, are registered with EAPA-SA.

## **2. Introduction**

The EAPA-SA envisions excellence in the delivery of employee wellbeing services in South Africa. It is the mission of EAPA-SA to promote the highest professional standards and ethics of practice for all EAPs and the continuing development of the employee assistance professionals and practitioners.

The Association's values are:

- Innovation: To remain and continue to enhance the standards and trends of the profession;
- Leadership: Lead the field by demonstrated achievements;
- Mentorship: Support practitioners and professionals;
- Development: Enhance the development of individuals and organisations;
- Transformation: To support and promote black economic empowerment and equity within the profession

The purpose of this document is to provide the required Bylaws that govern EAPA-SA operations. Furthermore, it also serves as a guiding tool for Board members to exercise and perform assigned responsibilities in an accountable manner. The EAPA-SA Bylaws will also be utilised during performance assessment of each individual portfolio holder.

## **3. General**

This document should be read in conjunction with the EAPA-SA Constitution and does not replace any information in the Constitution. The Constitution remains the presiding document.

These bylaws can be amended by a majority approval of the duly constituted EAPA-SA Board and does not require approval at an annual general meeting of the Association.

Upon completion by the EAPA-SA Board of any amendment to the Branch bylaws, the recommended amended bylaws must be submitted to EAPA for review and approval by the EAPA Board of Directors. Branch Bylaws must be approved by the EAPA Board of Directors before they can take effect.

#### **4 Legislative Body**

The EAPA-SA Board consists of the following office bearers or directors elected as members in terms of electoral system:

4.1. President.

4.2. President-Elect.

4.3. Immediate Past-President and convenors for the following portfolios;

4.3.1. Conferencing and Event Management.

4.3.2. Marketing.

4.3.3. Education.

4.3.4. Governance.

4.3.5. Membership and Chapter Development.

4.3.6. Finance.

4.3.7. Stakeholder Relations and Sponsorship.

4.3.8. One Chapter representative from each of the official Chapters of EAPA-SA (Chapter Chairperson or designated representative).

#### **5 EAPA-SA Board's Executive Committee**

The Executive Committee shall consist of:

5.1. the President.

5.2. the President-Elect.

5.3. the Finance Portfolio holder.

5.4. Portfolio holder of relevant portfolio (if a matter pertains to that specific portfolio) or Chapter chairperson of relevant Chapter (if matter pertains to that specific Chapter).

### **5.5. Executive Committee Meetings**

5.5.1. Executive Committee meetings will be chaired by President guided by the specific portfolio holder for the portfolio item.

5.5.2. The Executive Committee shall decide and act upon matters where immediate resolution is necessary and it is not possible to convene a meeting of the entire EAPA-SA Board.

5.5.3. Where possible, the Executive Committee will prepare recommendations for consideration by the EAPA-SA Board.

## **6. Election of EAPA-SA Board members**

### **6.1. Term of office of elected members.**

6.1.1. The elected members of the EAPA-SA Board shall serve the Association for a minimum period of Five (5) consecutive years with effect from the date on which they have been elected to serve.

6.1.2. If the Board is dissolved in terms of 2.1.1.4 of the EAPA-SA Constitution, or when its term expires, the President, by proclamation must call and set dates for the election, which must be held within 90 days of the date the Board was dissolved or its term expired.

6.1.3. Should an elected member choose to resign from the Board, he/she must submit a letter of resignation to the incumbent President, who must accept or decline the resignation within the 30 days of receipt.

6.1.4. The President may nominate an existing Board member or co-opt someone to fulfil the functions of a vacant position on the Board until such time that elections are held.

## **6.2. Electoral proceedings**

### **6.2.1. Nomination Criteria**

6.2.1.1. Nominators should be a registered EAPA-SA member.

6.2.1.2. Nominees should comply to the following, namely:

- (a) should be a registered EAPA-SA member for at least 2 years;
- (b) should be actively involved in Chapter activities (e.g. attending Chapter meetings);
- (c) should be suitably qualified as a professional in the field of employee assistance and/or wellness or related field; Should it come to light that any Board member duly elected to serve on the EAPA-SA Board does not meet any of the criteria stated above, the Board reserves the right to dismiss such an individual from the Board.

### **6.2.2. Nomination period and process**

6.2.2.1. The nomination process shall commence on the third (3<sup>rd</sup>) year of the five year office tenure of the current board a day at the Annual General Meeting.

6.2.2.2. The nomination period shall remain open for the period not exceeding 137 calendar days from the day of commencement and no further nominations shall be accepted thereafter ,unless for reasons as stated in paragraph 5.2.4.2 of the Bylaws.

6.2.2.3. The nominations shall be done through submission of an official nomination form referred.

6.2.2.4. Duly completed nomination forms can be submitted to Electoral Officer or designated official by either post, e-mail, fax, online facility (if provided for) and or

by placing it a provided ballot box mannered by Electoral Officer or the designated official during the conference.

- 6.2.2.5. No individual member shall be allowed to submit more than one nomination.
- 6.2.2.6. The number of nominees required to fill existing vacancies is determined according to the number of portfolios available.
- 6.2.2.7. The list of nominated candidates to serve in the board shall be finalised and released within sixty (60) calendar days after the closing day for nominations but not later than April 30<sup>th</sup>.
- 6.2.2.8. The list nominees will be published on the EAPA-SA website and will also be released to registered members through their respective chapters. Where practically possible the, list of nominated candidates will remain actively published in the EAPA-SA website for period not lesser than 158 calendar days from the first day it was released.
- 6.2.2.9. Withdrawal from the contest by any nominated candidate shall be submitted to the Electoral Officer in writing and will be replaced by the next qualifying nominee.

### **6.2.3. Rejection of nominations**

- 6.2.3.1. The President in consultation with the President-elect may reject any nomination, should such a nominated candidate fail to meet the criteria as stipulated in item 6.2.1. of this document.
- 6.2.3.2. Nomination forms not duly completed or not submitted on time will be rejected.
- 6.2.3.3. Nominated candidates who fail or refuse to accept their nomination in writing will have their nominations nullified.

### **6.2.4. Remedies for nominations**

- 6.2.4.1. In the case whereby a nominated candidate withdraws from the contest either through reasons as stipulated and indicated in item 6.2.3. or any other reasons that will be deemed acceptable at that time, the candidate with second highest nominations will be allowed into the contest.

6.2.4.2. Nominations may be reopened when;

- (a) the required number of nominations are not received, thereby allowing more time for additional nominations to be submitted,
- (b) a vote of no confidence is passed against a certain candidate(s); and
- (c) any combination of the aforementioned situations.

**6.2.5. Counting of the nomination forms**

6.2.5.1. Nominations forms will be counted manually by the Chief Electoral Officer, the electoral officers and the outgoing president.

**6.2.6. Ballot paper**

6.2.6.1. The ballot paper for voting shall be composed by the Chief Electoral Officer at least five (5) days prior to the date of the voting.

6.2.6.2. Distribution of the ballot papers will be conducted during the AGM as and when the relevant item on the agenda has been announced.

**6.2.6.3. Number of ballot papers and votes per member.**

- (a) Individual members will be issued with a maximum of one ballot paper.
- (b) EAP Service provider members will each receive a maximum of two ballot papers.
- (c) Each ballot paper issued may carry a maximum number of votes announced by the Chief electoral officer in line with the number of vacancies.

**6.3. Voting**

6.3.1. Voting for nominated candidates shall be done through the allocated ballot paper and not web, online or postal voting shall be provided for.

6.3.1.1. The voting shall take place in person during the Annual General Meeting at the EAPA-SA Conference.

**6.3.2. Counting of the ballot papers**

6.3.2.1. Ballot papers will be counted manually by the Chief Electoral Officer, the electoral officers and the outgoing president.

6.3.2.2. The Chief Electoral Officer has the right to cast an additional vote in the event of a tie.

**6.4. Announcement of elected board members**

6.4.1. The newly elected board members shall be announced by the outgoing President the President's gala dinner in alphabetical order.

6.4.2. All Elected Board members shall submit a portfolio of evidence to the President within thirty working (30) days from the date of the election detailing their involvement and experience in the field of Employee Assistance.

6.4.3. Newly elected board members are allocated portfolios at the first formerly constituted meeting of the EAPA-SA Board.

**6.5. Election of the EAPA-SA President elect**

6.5.1. The President-elect is elected during the first formally constituted meeting of the EAPA-SA Board through secret ballot voting system.

6.5.2. Nominations for the position of President-elect are requested by the President and voting is done by ballot paper with the assistance of the Immediate Past President.

6.5.3. In the event of a tie, the President reserves the capacity to cast an additional vote.

6.5.4. The President-elect automatically becomes the President upon one of the following conditions:

6.5.4.1. On expiry of the term of office of the preceding president; or

6.5.4.2. Following the resignation of the preceding president; or

6.5.4.3. Following a vote of no-confidence in the President, by the majority of Board members at a formally constituted meeting.

## **6.6. Complaints**

6.6.1. Any complaints by a member of EAPA-SA regarding the voting results of should be reported in writing to the Chief Electoral Officer as soon as possible, but not later than five working (5) days after the voting results have been announced.

6.6.2. Ballots determined to be invalid or spoiled can only be destroyed or be thrown away 5 days after the announcement of voting results.

6.6.3. The board shall pass a resolution for new times frames for the entire process of nominations, creation of ballots papers, voting and announcement of new board members in case of disruptions and or delays to the process caused by factors beyond the control of the board.

## **6.7. Code of Conduct**

6.7.1. Electoral Officers, Nominators and all nominees shall abide by EAPA-SA Code of ethics, Constitution and the Bylaws.

### **6.7.2. Campaigning**

6.7.2.1. Candidates shall not be allowed time to campaign during the conference as this might be deemed disruptive conduct. No campaigning materials containing the image and information about a particular candidate shall be allowed during the entire election process.

6.7.2.2. Candidates may not:

(a) use e-mail or cell-phones to solicit votes from delegates; or

(b) use bribes to provide financial or in-kind benefit as incentives for votes.

### **6.7.3. Electoral officers**

6.7.3.1. The incumbent EAPA-SA President and President-Elect will act as key the electoral officers during the process of electing new EAPA-SA Board members.

### **6.7.4. Roles and Responsibilities of Electoral officers**

#### **6.7.4.1. The Chief Electoral Officer**

- (a) The President-Elect will be the Chief Electoral Officer and is primarily responsible for the supervision during the election and ensuring that the election functions effectively and efficiently.
- (b) Furthermore, the Chief Electoral Officer will also be responsible for ensuring the orderly running of the counting process and ensuring that the outcome is tabled before the EAPA-SA President. It is the responsibility of the Chief Electoral Officer to resolve any matter that arises during the election process.

#### **6.7.4.2. The Electoral Officers**

- (a) The required number of Electoral officers will be nominated by the Chief Electoral Officer.
- (b) The main role of the Electoral Officers is to assist the Chief Electoral Officer in conducting the elections and assist in:
- (c) the distribution and collection of ballot papers;
- (d) guard and check the ballot boxes;
- (e) assist any member who may need help with regard to the election (e.g. incapacitated voters); and
- (f) escort the ballot boxes into the counting station.
- (g) The Chief Electoral Officer has the right to cast an additional vote in the event of a tie.

## **7. Membership**

7.1. No person in EAPA-SA's geographic area who is a member in good standing of EAPA and who pays all applicable dues may be denied membership in the Branch.

7.2. EAPA-SA Branch members are not required to be EAPA members; however, EAPA-SA Branch members who are not also current EAPA members in good standing may not hold Branch office.

### **7.3. Membership Applications**

7.3.1. Membership to EAPA-SA is dependent on qualifying criteria and is not guaranteed on payment of fees.

7.3.2. Only an approved EAPA-SA membership application form which is accessible on EAPA-SA Website shall be accepted for consideration.

7.3.3. All applications for the different types of membership shall be considered by the Membership Committee, in accordance with agreed criteria and or with any other additional criteria that may be deemed to be necessary by EAPA-SA.

7.3.4. All members must agree to adhere to the EAPA-SA Code of Ethics and to work according to EAPA-SA Standards for Employee Assistance Programmes.

7.3.5. Members shall become members of the EAPA-SA Chapter closest to them, or to another Chapter, should this be requested.

### **7.4. Termination of membership**

7.4.1. Members' participation in/affiliation with EAPA-SA shall be terminated for non-payment of membership subscription fees.

7.4.2. A member may be expelled, suspended or otherwise disciplined by the Association for breach of any of the principles laid down in the EAPA-SA Code of Ethics, Constitution, Standards and the Bylaws.

7.4.3. All membership will terminate as at 31 December each year if it is not timeously renewed.

7.4.4. Members who do not renew their membership for the next year by 30 November will be charged a reinstatement fee in addition to the membership fee.

## **7.5. Period of Membership**

7.5.1. The period of membership for all categories of membership is 12 months (calendar year) from January to December. This implies that once membership has been approved and processed (e.g. in January 2014) that specific membership would expire at the end of that year (e.g. December 2014).

## **7.6. Membership Fees**

7.6.1. A non-refundable membership application fee shall be charged on all membership applications received.

7.6.2. A student membership fee payable to EAPA-SA shall be discounted by twenty five percent (25%) from the individual membership fees.

7.6.3. Membership shall include membership of both EAPA-SA and Chapter membership.

7.6.4. The Annual subscription fee for each category of membership is subject to review by the Board on an annual basis.

7.6.5. Members who do not renew their membership for the next year by 30 November will be deregistered and will be charged a reinstatement fee in addition to the membership fee.

## **7.7. Categories of Membership**

7.7.1. EAPA-SA bears three categories of membership on an annual basis (January to December).

### **7.7.2. Individual membership**

7.7.2.1. Individual membership encompasses EAP professionals and practitioners who subscribe to the Association in their own personal capacity.

7.7.2.2. This category of membership shall be open to all persons employed in the field of employee assistance, whether employed in an internal or external EAP or by an EAP Service Provider, or in private practice.

### **7.7.3. Student membership**

7.7.3.1. This category of membership shall be open to all persons enrolled at a higher learning institution for the purpose of studying towards an undergraduate or postgraduate degree in behavioural or social science. Proof of registration at an accredited institution must accompany all applications.

7.7.3.2. Student member voting rights shall be limited to the chapter level and same shall apply to the power to hold office.

7.7.3.3. Students who are employed or self-employed earning an income do not qualify to register in this category.

#### **7.7.3.4. Registration requirements for Individual and Student membership**

(a) Proof of employment and or involvement in the field of employee assistance programmes and/or wellness.

(b) Proof of the successful completion of a short course in EAP (as part of accreditation).

- (c) Proof of registration with an institution of higher learning in case of Student membership.
- (d) Successful registration as an individual or student member with EAPA-SA does not guarantee automatic awarding of the Employee Assistance Practitioner and or Professional designations to such members.
- (e) Awarding of Employee Assistance Practitioner and or Professional designations is limited to members registered as either Individuals or Students who applied and satisfied the certification requirements as set by EAP-SA.

**7.7.3.5. Benefits from individual and student membership**

- (a) Membership card.
- (b) Updates on upcoming events in EAPA-SA
- (c) Website information.
- (d) Issue of the latest newsletter/journal (when available).
- (e) Access to standards document.
- (f) Access to code of ethics document.
- (g) Discount on conference registration fees for paid up membership.
- (h) Access to on-line journal.
- (i) Access to conference proceedings (EAPA Annual World Conference when available).

#### **7.7.4. EAP Service Provider/related service provider membership**

7.7.4.1. EAP Service Provider/ related membership encompass EAP companies and organisations who subscribe to the Association in their capacity as EAP Service Providers.

7.7.4.2. This shall be open to all external individual or organisational service providers of EAPs including EAP consultants.

#### **7.7.4.3. Registration requirements for EAP service provider/related service provider membership**

- (a) Provide EAPA-SA with their policy regarding EAP or Employee wellness services and a valid tax clearance certificate.
- (b) Proof of qualifications of at least two (2) main role-player(s) in the field of employee assistance or wellness related field.
- (c) Membership fees will be decided on bi-annually by EAPA-SA.
- (d) Membership fees will be calculated annually on advice from the finance committee.
- (e) Membership is open to all organisations/companies or government departments providing employee assistance or wellness services to their own employees, whether according to an internal, external or consortium EAP-model.
- (f) Only registered serviceproviders are allowed to advertise their services through EAPA SA web page.
- (g) Proof of membership of a statutory body of the members to be registered must be supplied to EAPA-SA.
- (h) The service provider shall supply at least two references from contactable clients.

- (i) (Additional documents may be requested before membership can be processed.
- (j) EAPA-SA reserved the right not to accept, approve and process membership.

#### **7.7.4.4. Benefits from service provider membership**

- (a) Recognition as service provider through display of company logo on EAPA-SA website;
- (b) Link on EAPA-SA website to the company's website.
- (c) Advertising of EAP and related positions for purposes of recruitment and appointment.
- (d) Access to electronic communication channels (i.e. emails). Certain conditions apply.
- (e) Registered EAP/ related Service Providers may cast two (2) votes at the national AGM or the Chapter AGMs.
- (f) Only Registered EAP/ related Service Providers can elect to have their company/organisation's name on EAPA-SA's list of Registered EAP Service Providers.
- (g) The EAPA-SA logo cannot be used on promotional material unless with specific written consent of EAPA-SA EXCO.

## **8. Meetings**

- 8.1. EAPA-SA board meetings may be held at such intervals as may be decided by the board, but not less than four (4) times per year.

## **9. Conflict of interest**

- 9.1. Any EAPA-SA board member who has a financial or fiduciary interest in, or the appearance of such an interest in, a matter which comes before the Branch shall bring such genuine or apparent conflict of interest to the attention of the Branch and shall abstain from voting on such matter unless it is determined that no conflict of interest exists.
- 9.2. Any person who has knowledge of such genuine or apparent conflict of interest on the part of any Branch Officer or member must bring such conflict of interest to the attention of the EAPA-SA board, orally or in writing, and the Branch Officer or member will abstain from voting on the matter unless it is determined by Branch that no conflict of interest exists.
- 9.3. When any member of EAPA-SA, or an interested third party, brings to the attention of the Branch the claim that a genuine or apparent conflict of interest exists, the Branch will vote to determine whether an actual conflict of interest exists.
- 9.4. If the majority of those voting determine that, in fact, a conflict does exist, the member with the conflict of interest shall abstain from voting on the matter.
- 9.5. If the majority of those voting determine that no conflict of interest exists, the member may vote on the matter.
- 9.6. Every board member shall sign a declaration of conflicts of interest statement prior to assuming office within the EAPA-SA board.

## **10. Relationship with EAPA and other provisions**

### **10.1. Relationship with EAPA**

- 10.1.1. EAPA-SA is an approved affiliate of the Employee Assistance Professionals Association, Inc. (EAPA).
- 10.1.2. Any action taken by the EAPA-SA without the prior written consent of EAPA's Board of Directors shall not be binding on, or on behalf of, EAPA. EAPA does not authorize the EAPA-SA to act as an express or implied agent for, or on behalf of, EAPA without the prior written consent of EAPA.
- 10.1.3. Notwithstanding any provisions of the bylaws, provisions in paragraphs in 6 to 10 of these bylaws shall also govern the relationship between EAPA-SA Board of Directors and all its Chapters.

#### **10.1.4. Restriction on Activities**

- (a) The EAPA-SA Branch is responsible for the proper conduct of Branch business and reporting in accordance with applicable laws and requirements.
- (b) Notwithstanding any other provisions of the bylaws, the EAPA-SA Branch shall not carry on any activities that may create tax or legal liability for EAPA or that be in conflict with or endanger EAPA's exemption from U.S. income tax under section 501 (c)(3) of the U.S. Internal Revenue Code of 1986, or any successor provision.
- (c) EAPA-SA members shall not carry on or omit activities that may create financial or legal liability for EAPA-SA.

## **11. Logo and Name**

- 11.1. All public uses by the EAPA-SA Branch of EAPA's name, trademarks, and/or logos must be approved in writing in advance by EAPA.

- 11.2. Any EAPA-SA Branch logo must conform to EAPA guidelines and its use must be approved in advance by EAPA.

## **12. Insurance**

- 12.1. The EAPA-SA Branch shall purchase and maintain general liability insurance and professional liability (Directors/Officers and Entity liability) insurance, in amounts determined and agreed upon as sufficient by the Branch.

## **13. Annual Branch Fee**

- 13.1. The EAPA-SA Branch shall pay EAPA an annual Branch fee, the amount of which shall be determined from year to year by EAPA, during the third calendar quarter of each year.

## **14. Dissolution**

- 14.1. In the event that the EAPA-SA Branch does not comply with the provisions of these bylaws, EAPA's Bylaws, and/or any written agreement with EAPA, the EAPA Board of Directors has the right and authority to dissolve the Branch or take such other action as it deems necessary to disassociate the Branch from EAPA.
- 14.2. The EAPA Board of Directors has the right and authority to dissolve the EAPA-SA Branch or disassociate the Branch from EAPA "for cause," as provided in EAPA's Bylaws. In the event of EAPA-SA dissolution or disassociation from EAPA, the Branch shall make a full accounting to EAPA to show payment of all debts and expenses. All remaining assets, in whatever form, at the request of EAPA, shall be returned to EAPA and credited to EAPA's general accounts pending further direction by EAPA's Board of Directors.

## **15. Amendments of the Bylaws**

- 15.1. The EAPA-SA Branch shall ensure that its bylaws are kept current in relation to EAPA's bylaws.

## **15.2. Approval of Draft Amendments by EAPA.**

15.2.1. Upon completion at the Branch level of any amendment to the EAPA-SA Branch bylaws, the recommended amended bylaws must be submitted to EAPA for review and approval by the EAPA Board of Directors. Branch bylaws must be approved by the EAPA Board of Directors before they can take effect.

## **16. Office Bearers**

### **16.1. President**

16.1.1. The President will be responsible for the overall management of the Association and the Board, including the proper carrying out of all administrative functions, and the promotion of its ideals.

### **16.1.2. Functioning in committee contexts**

16.1.3. The President is required to serve on the Executive Committee, Finance Committee, Conferencing and Event Management Committee or any committee convened by the relevant Portfolio.

### **16.1.4. Tasks of the President**

#### **(a) Approval of all Board Documents**

- i. The President reserves the right to approve/disapprove all documents created under the auspices of the EAPA-SA Board.

#### **(b) Attendance of annual EAPA International Conference**

- i. The President of EAPA-SA may attend the annual conference of EAPA for the elected term of office or send a representative on his/her behalf.

**(c) Responsibilities during attendance of the EAPA Conference**

- i. The President attends the EAPA Conference in his/her official capacity and:
- ii. Shall attend all relevant meetings to represent EAPA-SA (AGM, meetings with representatives of international branches, Board meetings if required);
- iii. Shall attend presentations selected according to the preference of the president, unless otherwise indicated;
- iv. Shall network with the following officials of EAPA: CEO, membership co-ordinator; international representative (District 5), Finance Director, professional development officer).
- v. facilitate sessions where required.
- vi. negotiate membership fees when appropriate; and
- vii. negotiate on individual matters which may be identified by EAPA-SA Board prior to attendance.

**(d) Responsibilities after return from the Conference**

The President shall:

- i. Compile a complete report on the Conference attendance and relevant activities which were part of the itinerary and sponsored by EAPA-SA, for distribution to all Board members;
- ii. The president shall visit all South African Chapters at least once per annum in order to provide feedback on sessions attended during the conference;
- iii. Provide Chapters with written or electronic documents on the presentations for use by Chapter members.

**(e) Attendance of Annual General Meeting of EAPA-SA**

- i. The President will report on the previous year's achievements, challenges and future plans.).
- ii. Continuous networking with Board members and members of EAPA-SA.
- iii. Electronic newsletter should be designed, maintained, distributed on a bi-monthly basis, and initiated by the President with assistance of the Administrative officer of the Board.
- iv. The President will be responsible for the management of the Administrative Officer appointed by the Board.

**(f) Conditions for attendance of the EAPA Conference**

- i. A detailed budget should be pre-approved by the EAPA-SA Board/ Finance Committee.
- ii. Although it cannot be prescribed, every President will be expected to explore alternate sponsors, be it his/her own employer or any other role-players in the EAP field.
- iii. EAPA-SA will cover the costs for the President's attendance of the EAPA annual conference, resulting from:
  - Air-travel (return ticket to the conference, economy class).
  - transport costs resulting from travel by ground transport (taxi/bus/train);
  - accommodation;
  - additional meals not included in the daily accommodation;
  - registration fee for the conference; and
  - registration for pre-conference training sessions (should the President wish to attend such sessions).

- EAPA-SA will not cover costs resulting from a telephone bill, unless a specified report on such calls is provided with supporting documents that such costs results from EAPA-SA related matters. Costs of private calls will be covered by the Board to the maximum of R 30 per day (to be revised on an annual basis).

## **16.2. President-Elect**

16.2.1. The President-Elect shall assist the President in his role as well as ensuring continuity in the Association's functioning.

### **16.2.2. Functioning in committee context**

- (a) The President-Elect is required to serve on the Executive Committee, Finance Committee, Conferencing and Event Management Committee.
- (b) The President-Elect reserves the right to serve on any portfolio committee at his/her discretion.

### **16.2.3. Tasks of the President-Elect.**

- (a) The President-Elect shall take responsibility for chairing of the Board meetings in the absence of the President.
- (b) Facilitating the AGM
  - i. The President-Elect shall take responsibility for the logistics and documentation regarding the AGM which entails the following:
    - Distribution of the minutes of the AGM of the previous year;
    - Creation of the agenda;
    - Facilitating the process of data collection for the AGM (including the following: audited financial statements, Chapter reports, portfolio reports);
    - Administration of the Board member nomination process for elections every second year;

- Administration of the suggested amendments to the constitution.
- Administration of the process of nomination of awards (i.e. Individual EAP professional of the year; EAPA-SA Chapter of the year; Presidential award). Requests for nominations should be processed in January of each year. Requests should include information on the categories, nomination procedure, and procedure on the allocation of the awards;
- Arrange for the awards (i.e. plaques, certificates, blazer) to be ordered.
- Chairing the AGM

**(c) Accreditation of Employee Assistance Programmes**

- i. The portfolio holder facilitates the process of Accreditation of Employee Assistance Programmes through the identification of training opportunities for reviewers of existing Employee Assistance Programmes, either nationally or internationally.

**(d) Certification of Employee Assistance Programmes professionals**

- i. The portfolio holder facilitates the process of Certification of EAP professionals through networking with role-players in the field, i.e. statutory bodies, professional bodies.

**(e) Administering the Continuous Professional Development (CPD) project.**

- i. The portfolio holder shall administer the CPD project by:
  - Applying for registration with the relevant statutory bodies (e.g. SACSSP, HPCSA, SANC);
  - Carry the responsibility for the relevant certificates to be issued to candidates who have attended CPD-carrying value.

(f) **Additional Administrative tasks of the President-Elect**

- i. The President-Elect will provide a letter to each Board member confirming his/her election as a Board member. This letter will serve to obtain permission from the employers of Board members for attendance and participation in all Board related activities. Such a letter will be signed by the President.

**16.2.4. Non-performance of President-Elect**

- (a) Should the President-Elect not perform to the satisfaction of the EAPA-SA Board, a vote of no confidence may be held and this shall apply to all board members.

**16.3. Immediate Past President**

**16.3.1. Functioning in committee context**

- (a) The immediate Past President will serve on different committees in order to ensure continuity and it will include the following;
  - i. Executive Committee.
  - ii. Finance Committee;
  - iii. Conference organising committee;
  - iv. Award allocation sub-committee; and
  - v. EAP for Africa Project Committee

### **16.3.2. Tasks of the Immediate Past President**

#### **(a) Training/Capacity building**

- i. The immediate Past President shall take responsibility to facilitate training and capacity building of all Board members. The training should cover a range of topics relevant to the portfolio holders' development needs.

#### **(b) EAP Special Projects**

- i. The Immediate-Past President shall be expected to steer the EAP Special projects such as EAP for Africa.
- ii. He shall be responsible for leading the EAP for Africa project committee.
- iii. Maintain good international Relations with all EAP Associations (EAPA-International and EAP for Africa).

#### **(b) Facilitating the performance of Board members**

The immediate Past President will perform the following duties:

- i. Monitor the performance of Board members;
- ii. Take the necessary correctional steps in order to improve performance where indicated, in consultation with the President.

### **16.4. Conference and Event Management**

16.4.1. The EAPA-SA Board will arrange a national conference to be presented at least once a year.

(a) The Conferencing and Event Management Committee should consist of the following members (at least):

- i. President;

- ii. President-elect ;
- iii. The Immediate Past President.
- iv. Conferencing and Event Management portfolio holder;
- v. The Chapter Chairperson of the region in which the conference will be held;
- vi. Any Board member or an EAPA-SA Individual member co-opted to serve on this committee.

#### **16.4.2. Tasks of the Portfolio holder**

- (a) Provide guidance and direction to the Conference Organising Committee.
- (b) Finalise the contract, theme, venue and assist with procuring speakers.
- (c) To assist in finalising the programme of events for the conferences, including allocation of time slots to each Speaker.
- (d) To manage a budget for operating expenses.
- (e) To meet with the Board as and when necessary.
- (f) To manage contracts with conference service providers.
- (g) To facilitate payment to the conference service provider on completion of the entire event and presentation of an invoice.

#### **16.4.3. Indemnity**

- (a) The Conference Committee is to ensure that the Board and/or COC shall not be liable for any harm caused or loss suffered by the Organiser whilst engaged in the performance of the services as contemplated in this agreement, and EAPA-SA indemnifies the organiser accordingly.

## 16.5. Education

### 16.5.1. Functioning in committee context

- (a) The portfolio holder will convene and chair a committee/task group to discuss any matters relating to his/her portfolio.

### 16.5.2. Tasks of the Portfolio holder: Education

Portfolio holder will:

- (a) explore research potential amongst members;
- (b) identify potential research topics in the field;
- (c) promote a culture of research amongst EAPA-SA Board members and members;
- (d) identify and network with potential researchers in the field in order to enhance research in the EAP field;
- (e) promote publications on subject matters;
- (f) create opportunities for the promotion of education and training in the fields of EAP and wellness;
- (g) network with editors of appropriate journals, both nationally and internationally;
- (h) identify publishing opportunities and bring such opportunities to the attention of the Board members;
- (i) portfolio holder should work in partnership with other portfolio holders.

## 16.6. Finance

16.6.1. The EAPA-SA will ensure that sound financial principles are followed and promoted throughout the Association's functioning.

### 16.6.2. Functioning in committee context

- (a) The Finance portfolio holder is required to serve on the Executive Committee, Finance Committee, Conferencing and Event Management Committee. The Finance portfolio holder reserves the right to serve on any portfolio committee at his/her discretion.

### 16.6.3. Composition of the Finance Committee

The Finance Committee should consist of the following members (at least):

- (a) President;
- (b) President Elect.
- (c) Finance portfolio holder;
- (d) Any Board member who wishes to serve on this committee, as well as any individual co-opted to serve on this committee.

### 16.6.4. Tasks of the Finance Committee

The Committee shall carry out the duties below:

- (a) Oversee administration of all Board bank accounts.
- (b) Approve the opening of new ordinary current or deposit account banking facilities.
- (c) Manage the following activities:
  - i. Preparation and approval of budget for the Board based on the inputs submitted by Board members;

- ii. Approval of utilisation of all Board Member expenses;
- iii. Approval of payment to Administrative Officer for Administrative function;
- iv. Approval of all expenses and authorisation of all financial transactions incurred by Board;
- v. Approval of all financial transactions for the procurement of services for Board operations;
- vi. Approval of terms of reference of the external conference organiser – when applicable;
- vii. Approval of appointment of auditor;
- viii. Approval of presentation of monthly financial reports;
- ix. Monitoring and administration of auditing process of financial statements;
- x. Provision of audited financial statement to be presented at AGM;
- xi. Approval of all financial transactions with statutory bodies including membership;
- xii. Auditing of finances of all Chapters and liaison with Chapter financial committees;
- xiii. Manage and dispose of the assets of the organisation;
- xiv. Approval financial transactions, guarantees and indemnities
- xv. Approve guarantees and indemnities up to a maximum liability in connection with the issue of bonds, guarantees, indemnities or letters of credit or other financial accommodation by any bank, surety group or financial institution on its behalf.
- xvi. Issue comfort letters, whether in respect of any financial obligation or otherwise.
- xvii. Review and approve treasury activities and issues including liquidity risk:
- xviii. management of cash resources and working capital;
- xix. counter party risks;
- xx. development of banking relationships.

#### 16.6.5. Powers of the Committee

- (a) The Committee will arrange for at least three signatories (President, President-Elect and Finance portfolio holder) with the bank.
- (b) Will ensure that person that all signatories be removed from the bank records, in case such a signatory is not acting in his/her official capacity anymore (i.e. when new Board gets elected);
- (c) Ensure that at least two signatories are required to authorise any bank transaction.
- (d) **The Committee may authorise:**

- i. any Board Member or the Board's Administrative Officer to execute and deliver any agreement, document or instrument and to perform any act for or in connection with any of the above transactions, arrangements and other matters, including but not limited to, a power of attorney or other document under which the execution and delivery of any agreement, document or instrument constituting or endorsing any of the transactions, arrangements or other matters referred to above will be effected; and
- ii. officials of the Board to sign declarations, affidavits, warrants and other official documents relating to government returns, taxation, bad debts and other similar matters as may from time to time be required to be completed in the normal course of business; and
- iii. the Chapter Chairperson to provide bank statements and supporting documents as well as any another financial statements at the cost of the Chapter when necessary .
- iv. any other matters specifically delegated to the Committee by the Board.

#### 16.6.6. Approval of claims

- (a) All payments will be restricted to written claims being submitted according to the following conditions:

- i. Approval for payment of justified claims is required by at least two members of the Finance Committee.
- ii. No committee member may approve or co-approve a claim submitted by him-/herself.
- iii. All claims must be submitted within seven (7) working days after the approved expenses;
- iv. All reimbursements according to submitted claims must be done within seven (7) working days of approval.
- v. Claims not submitted according to the prescribed format and within the stipulated timeframes will not be processed unless accompanied by written motivation. The motivation will be considered by the Executive Committee.
- vi. Travel claims will be paid according to an annual tariff, determined by the Finance Committee, recommended to the Board and approved by the Board.

#### **16.6.7. Signatories**

- (a) The President, President-Elect and Finance portfolio holder shall act as the authorised signatories and the authority limits of all EAPA-SA bank accounts in South Africa.
- (b) Approval from a minimum of two signatories would at all times be required for any official financial transaction by the EAPA-SA.
- (c) The quorum necessary for the transaction of business shall be two members, one of whom must be the President.
- (d) A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

#### **16.6.8. Frequency of meetings**

- (a) The Committee shall meet at least once per quarter and at such times as the Committee Chairperson shall require. Committee meetings shall take place on the

same day as (before) the scheduled Board meetings or as and when the need arises. Meetings not taking place according to the scheduled Board meetings may be held through telephone conferencing.

- (b) Meetings shall be summoned by the Administrative Officer at the request of the Finance Committee Chairperson.
- (c) Unless otherwise agreed, notice of each meeting together with an agenda, shall normally be forwarded to each member of the committee no fewer than Seven (7) working days.
- (d) Supporting papers shall be sent the Committee members and to other attendees as appropriate at the same time.
- (e) The Administrative Officer shall minute the proceedings and resolutions of Committee meetings.
- (f) Minutes of the Committee meetings shall be circulated promptly to all members of the Committee and, once agreed to all members of the Board meetings.

#### 16.7. **Governance**

The EAPA-SA will:

- 16.7.1. revise and amend the Constitution on a continuous;
- 16.7.2. revise and amend the EAPA-SA Standards when necessary; and
- 16.7.3. revise the Code of Ethics when necessary.
- 16.7.4. Revise and amend the Bylaws.

#### 16.7.5. **Functioning in committee context**

- (a) The portfolio holder will convene and chair a committee/task group to revise the following documents on a regular basis – as decided upon by the Board:
  - i. Constitution.
  - ii. Code of Ethics.

- iii. Bylaws.
- iv. Standards and Annexures to Standards

#### 16.7.6. **Tasks of the Portfolio holder: Governance**

##### (a) Tasks regarding Constitutional matters:

- i. Guide the EAPA-SA Branch regarding a valid Constitution endorsed by the Board and two-thirds majority members of the Association.
- ii. Ensure that all the EAPA-SA Chapters are affiliated to the EAPA-SA Branch.
- iii. Assist any up-coming and newly founded EAPA-SA Chapter(s) to develop a constitution and strive for compliance with EAPA-SA Constitution.
- iv. Assist all Chapters in revising their constitutions and ensure that these constitutions are aligned with the EAPA-SA Constitution.

##### (b) **Tasks regarding the Code of Ethics**

- i. Ensure the revision of Code of Ethics to regulate the conduct of memberprofessionals and practitioners in the field.
- ii. Ensure the development of guidelines for disciplinary procedures and make submission to the Board when necessary.
- iii. Popularise and distribute the ethical code of conduct and procedure manuals to members.
- iv. Facilitate the review of the ethics and disciplinary codes when necessary.

##### (b) **Tasks regarding the EAPA-SA Bylaws**

- i. Facilitate the review of the Bylaws on a regular basis to ensure that it is in line with changing needs and expectations of members.

- ii. Distribute the bylaws to the members (customers) and facilitate feedback on an annual basis.
- iii. Develop annexures to the Bylaws.

**(c) Tasks regarding the EAPA-SA Standards**

- i. Facilitate the review of the Standards on a regular basis to ensure that it is in line with changing practices and expectations of members.
- ii. Distribute the Standards to the members (customers) and facilitate feedback on an annual basis.
- iii. Develop and revise any Annexures to the EAPA-SA Standards.

**(d) Annexures to the EAPA-SA Standards**

- i. The Annexures to the EAPA-SA Standards will be revised on a continuous basis to ensure that they remain relevant to the market place. The Annexures to the EAPA-SA Standards are as follows:
  - Annexure A - EAPA-SA Supervisory-Managerial EAP Referral Form
  - Annexure B - EAPA-SA Voluntary-Informal Referral Form
  - Annexure C - EAPA-SA Monitoring and Evaluation Checklist
  - Annexure D - EAPA-SA Job Description (EAP Professional)
  - Annexure E - EAPA-SA Job Description (EAP Co-ordinator)
  - Annexure F - EAPA-SA Needs Assessment Tool
  - Annexure G - EAPA-SA Organisationnel Profile.

**16.8. Marketing**

The EAPA-SA will promote:

- 16.8.1. The concept of employee assistance and related programmes;

16.8.2. the interest of employee assistance and related professionals.

16.8.3. the Board and its sub-structures.

16.8.4. The Board shall explore all possible avenues to market itself to new and prospective members.

16.8.5. **Functioning in committee context**

(a) The portfolio holder will convene and chair a committee/task group to discuss any matters relating to his/her portfolio.

16.8.6. **Tasks of the Portfolio holder**

(a) The portfolio holder is responsible for the marketing of EAPA-SA through the following ways:

- i. Media liaison.
- ii. Media coverage of annual conference.
- iii. Media coverage of specific projects.
- iv. Web-site maintenance.
- v. The portfolio holder together with EAPA-SA Administrative Officer is responsible for the regular technical updating and maintenance of the EAPA-SA website.
- vi. Website contents should be revised and up-dated on a continuous basis.
- vii. Enhance active interaction amongst members on EAP-related topics- i.e. blog.
- viii. Photo Gallery should be maintained, including photos of Chapter Executive and Board members and projects.
- ix. Conference details and photos of delegates should also be uploaded on the website.
- x. Website should include articles and current news reviews – provided by the Publications and Research Port Folios.

- xi. All portfolios related reports and documents should be accessible on the web-site.
- xii. Electronic promotions.
- xiii. Electronic newsletter should be designed, maintained, distributed on a bi- monthly basis.
- xiv. All the Chapters should submit the following information to be updated on the Website:
  - Chapter Executive members photos and contact details;
  - Constitution of the Chapter;
  - Annual plan and activities including monthly workshops and events.
- xv. Development of memorabilia.
- xvi. The Convenor is responsible for a project for the design, development and selling of memorabilia with the EAPA-SA logo on display.

#### **16.9. Membership and Chapter Development.**

The EAPA-SA will:

##### **16.9.1. Develop a vibrant membership; and**

- (a) Assist with creation and support of new Chapters, and support existing Chapters.

##### **16.9.2. Function in the committee context**

- (a) The portfolio holder will call together and chair a committee/task group to discuss any matters relating to his/her portfolio.

##### **16.9.3. Tasks of the Portfolio holder**

- (a) The portfolio holder for membership is responsible for the following tasks:
  - i. maintenance and revision of the membership categories;

- ii. development of membership benefits in order to recruit members for registration with EAPA-SA;
  - iii. networking with external service provider for maintenance of the membership data base, where appropriate;
  - iv. ensuring regular update of website on matters related to membership
  - v. EAPA-SA Chapters are properly constituted;
  - vi. EAPA-SA Standards are promoted to all EAPA-SA Chapters;
  - vii. visits to the Chapters – where possible in conjunction with the President – in order to support and assist in challenges experienced on a Chapter level to promote effective functioning and ensure that;
  - viii. all portfolio reports and documents should be accessible on the website.
- (b) Documents/information that need to be available for each newly registered service provider member.
- i. Welcoming letter (membership number, Chapter details, acceptance of EAPA-SA ethics, and receipt).
  - ii. Upcoming events in EAPA SA.
  - iii. Website information.
  - iv. Certificate for display.
  - v. Issue of the latest newsletter/journal (when available).
  - vi. Latest EAPA-SA Standards document.
  - vii. EAPA-SA Code of Ethics document. Stipulation of termination of membership

## **16.10. Stakeholder Relations and Sponsorship**

### **(a) Functioning in committee context.**

- i. There will be no standing committee for Stakeholder Relations and Sponsorship.
- ii. The portfolio holder will be responsible for the creation of a workgroup on Stakeholder Relations and Sponsorship, should such a need arise.

### **(b) Tasks of the Portfolio holder: Stakeholder Relations and Sponsorship.**

The portfolio holder for Stakeholder Relations and Membership is responsible for the following tasks:

- i. Maintain good relationship with all EAPA-SA Stakeholders and sponsors
- ii. Explore new potential stakeholders and sponsorship;
- iii. Create a data base of Stakeholders and Sponsors.
- iv. Facilitate Networking sessions with Stakeholders and Sponsors for maintenance of continuous good professional working relationship.
- v. Portfolio holder should liaise with the portfolio holder: Marketing on website promotion and acknowledgement of sponsorship.
- vi. Promotion of EAPA-SA Standards to all Stakeholders and Sponsors.

## **17. Administrative Officer to the EAPA-SA Board**

17.1. Appointment of an Administrative Officer may be considered by the Board and may be appointed part-time on fulltime basis

### **17.2. Job Description and Tasks of Administrative Officer**

The following is a list of responsibilities and tasks that are required to be performed by the Administrative Officer to the EAPA-SA Board.

#### **17.2.1. Office Administrative functions**

- (a) Booking of a venue for meetings (Board meetings or portfolio meetings) 30 days in advance.
- (b) Arranging catering for meetings (should catering be required) 7 days in advance.
- (c) Arranging air travel arrangements for those attending the meeting (if needed) 30 days in advance.
- (d) Arranging car hire for those attending the meeting (if needed) 30 days in advance.
- (e) Arranging accommodation for those attending the meeting (if needed) 30 days in advance.
- (f) Compilation of an agenda for the meeting to be distributed to those attending the meeting prior to the commencement of the meeting as well as providing printed versions of the agenda.
- (g) Taking minutes of meetings and compiling these minutes into a report to be distributed to those who attended the meeting as well as any other interested parties, within 5 working days.
- (h) Attend to all general enquiries by EAPA-SA Board and members (membership, claims, correspondence).
- (i) Compilation and distribution of a list of tasks identified during the meeting, within 5 working days.

### **17.3. Portfolio Support Functions/Responsibilities**

#### **17.3.1. Financial Responsibilities of the Administrative officer**

- (a) Payment of suppliers (catering, car hire, air travel, accommodation, conference related suppliers, bookkeepers, computer consumables, statutory bodies (e.g. SACSSP)
- (b) .Ensuring that all transactions on the Board's account are recorded for the purposes of bookkeeping.

- (c) Mediating the payment of Board member claims (once the claims are received by the Administrative Officer, approval for the payment of the claim must be sought from the Finance Committee who will decide whether or not the claim is warranted).
- (d) Obtaining the necessary bank approval for Entity Maintenance forms (those forms submitted by government departments and businesses that require the bank to confirm that the supplied banking details are correct).
- (e) Liaising with the appointed bookkeeper/auditor to ensure that they receive the correct and necessary information to compile financial records.

#### **17.3.2. Membership responsibilities of the Administrative officer**

- (a) Administering of enquiries posed by potential members of EAPA-SA (what benefits do's membership entail, fees, validity period, and necessary requirements).
- (b) Processing of membership applications. This processing may entail two methods:
  - i. Interested parties may submit their application forms manually, therefore the Administrative Officer would need to capture the information in the online database and assign the member with their username and temporary password that would enable them to maintain their own user profile.
  - ii. Interested parties may also register for membership via the website. In such an instance, the Administrative Officer will need to ensure that all the necessary information is provided and that the proof of payment was received. Providing all the necessary information is provided, the Administrative Officer will then need to approve the application and activate their membership profile on the website.

#### **17.3.3. Marketing Portfolio responsibilities of the Administrative officer.**

- (a) Liaising with suppliers to obtain quotes for specific projects for the Marketing portfolio.
- (b) Liaising with the portfolio holder, the Finance Committee and the suppliers in order to approve the obtained quotes.
- (c) Liaising with the portfolio holder and supplier to approve the submitted design proof.

- (d) Collection or receiving of the completed materials and the distribution of said materials.
- (e) Conceptualising what new materials would improve the marketing of the association and assisting the portfolio holder in such operations.

#### **17.3.4. Conference Organising responsibilities assigned to the Administrative officer**

- (a) Assisting the conference portfolio holder and conference event managers in liaising with the venue owners and suppliers.
- (b) Answering questions that potential delegates may have regarding the conference and directing them (if necessary) to the event managers.
- (c) Compilation of conference evaluation forms for delegates to complete, printing of these forms and the capturing of the data obtained from said forms.
- (d) On-site assistance during the conference (registration of delegates, membership applications, assistance in setting up the venue and during breakdown).
- (e) Obtaining quotes for conference awards and the collection of these awards from suppliers.

#### **17.3.5. General portfolio administrative responsibilities of the Administrative officer**

- (a) Liaising with Board members and portfolio holders on a regular basis.
- (b) Answering questions that any members and potential members may have and directing these individuals to the correct parties if need be.
- (c) Collation of materials to be placed upon the website (such as Chapter descriptions, committee names and photographs and a list of upcoming events).
- (d) Uploading of the above information on the EAPA-SA website.
- (e) Editing and streamlining of EAPA-SA documents (e.g. Constitutions, Standards).
- (f) Liaising with EAPA International to ensure that their records reflect the correct information of the Branch and that such information is placed upon their website;

- (g) Providing newly registered members with a 'membership' welcome package - i.e. welcome letter, hard copy of the Standards document, folder, certificate of membership as a once of action and then certainly the matter of renewal of membership in a constructive and disciplined way to ensure that membership will be maintained through renewal of membership as well.
- (h) Working closely with the Board member/portfolio holder for membership with a view of updating the membership matters on a continuous base and to explore new ways in order to expand membership and membership benefits.
- (i) Providing Chapters with a quarterly membership list.
- (j) Liaising with members who have not renewed their membership and following up with service providers.

## **18. Chapters**

18.1. The following are recognised Chapters of the EAPA-SA who satisfy the criteria:

18.1.1. Egoli (Johannesburg);

18.1.2. Free State (Bloemfontein);

18.1.3. Ikhala (East London);

18.1.4. Jacaranda (Pretoria);

18.1.5. KwaZulu-Natal.

18.1.6. Limpopo (Polokwane);

18.1.7. Nelson Mandela Bay (Port Elizabeth);

18.1.8. Western Cape (Cape Town).