



Employee Assistance Professionals Association of South Africa:
an Association for Professionals in the field of Employee Assistance Programmes

Constitution

of the

Employee Assistance Professionals

Association of South Africa (EAPA-SA)

(Approved at the 2016 AGM)

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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 4.1.1 of this 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.

September 1998; 1st Revision, March 1999; 2nd Revision, April 2001; 3rd Revision, October 2003; 4th Revision, February 2004; 5th Revision, September 2007; 6th Revision, March 2010; 7th Revision, August 2011; 8th Revision, August 2015; 9th Revision, September 2016; 10th Revision.

Chapter 1: Founding Provisions

1.1 Name of Entity

The name shall be the **EMPLOYEE ASSISTANCE PROFESSIONALS ASSOCIATION OF SOUTH AFRICA [NPC]** (hereafter referred to as EAPA-SA).

1.2 Legal Status (Registration)

EAPA-SA is incorporated as a Non-Profit Company with members in accordance with and governed under Section 21 on the 7th day of January 2010 under the Companies Act, 1973 (Act 61 of 1973).

In compliance with the Income Tax Act, 1962 (Act 58 of 1962) 30B, Associations, the entity, its members and its directors will continuously ensure the following:

- i. No single person may directly or indirectly control the power of decision-making
- ii. The entity may not directly or indirectly distribute any of its funds or assets to any person other than in the cause of furthering its objectives
- iii. The entity is required to utilise the whole of its funds substantially for the sole or principal object for which it has been established
- iv. No member may directly or indirectly have any personal or direct interest in the entity
- v. The entity must not pay any employee, office bearer, member or other person any remuneration which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered
- vi. The whole of the entity's funding must be substantially derived from its annual or other long-term members
- vii. The entity is not knowingly and will not knowingly become a party to and does not knowingly and will not knowingly permit itself to be used as part of an impermissible avoidance arrangement contemplated in Part IIA of Chapter III, or a transaction, operation or scheme contemplated in section 103 (5) of the Income Tax Act of 1962 (Act 58 of 1962).

1.3 Scope of Business Operations

1.3.1 Area of Activities

EAPA-SA will operate in the Republic of South Africa and where appropriate will cooperate with international EAP-related bodies.

1.3.2 Definition – Employee Assistance Programme (EAP)

Employee Assistance is the work organisation's resource, based on core technologies to enhance employee and workplace effectiveness through prevention, identification, and resolution of personal and productivity issues.

1.4 EAPA-SA Objectives

(Should be read together with Schedule 2: Vision and Schedule 3: Mission of EAPA-SA)

- 1.4.1 To provide leadership in promoting the national and regional growth and development of EAPs in both the public and private sector workplaces.
- 1.4.2 To continuously improve EAPA-SA's organisational structure and resources to pursue its Vision, achieve its Mission and fully satisfy the needs of its members.
- 1.4.3 To provide resources for fostering national and regional initiatives that will enhance the value and impact of EAPs.
- 1.4.4 To devise and maintain EAPs and EAP professional/practitioner standards.
- 1.4.5 To administer the Code of Ethics and complaints procedure for EAPA-SA members.
- 1.4.6 To provide regular opportunities for EAP professionals and practitioners to network and jointly contribute to the successful development of employee and organisational programmes.
- 1.4.7 To affiliate with South African national initiatives which embrace the furtherance of the broader EAP objectives.
- 1.4.8 To promote awareness and recognition of Employee Assistance Service Benefits.
- 1.4.9 To organise and promote research in the EAP field.
- 1.4.10 To promote the effective and efficient professional training of relevant registered practitioners.

Achievement of these objectives shall be striven towards by presenting conferences, workshops, meetings and discussions, by conducting investigations, publishing information and other procedures, as deemed necessary.

1.5 EAPA-SA Principles

The EAPA-SA Constitution is based on the following principles:

1.5.1 Integration

To promote a body of professionals and practitioners which is integrated rather than segregated in nature and is inclusive rather than exclusive in its approach to membership.

1.5.2 Representation

To promote the highest level of balance in representation of all stakeholders.

1.5.3 Transparency

To foster the highest ethical practice in communications.

1.5.4 Partnership

To access, involve and educate all stakeholders and to promote resource sharing.

1.5.5 Non-discrimination

To ensure that no person shall be denied access to EAPA-SA on the basis of equity according to the Constitution of the Republic of South Africa, Act 108 of 1996.

1.5.6 Impartiality

To promote fundamental equity of opportunity.

1.5.7 Co-responsibility

To ensure that all levels of membership contribute equally to the pursuit of the vision, take responsibility for appropriate actions and clearly communicate them.

Chapter 2: Legislative Body

2.1 EAPA-SA Legislative Body

2.1.1 Composition of the EAPA-SA Board

2.1.1.1 Office bearers

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

- (a) President
- (b) President-elect
- (c) Immediate Past President
- (d) Convenors for the following portfolios:
 - i. Conferencing and Event Management
 - ii. Marketing
 - iii. Education
 - iv. Governance
 - v. Membership and Chapter Development
 - vi. Finance
 - vii. One Chapter representative from each of the official Chapters of EAPA-SA (Chapter Chairperson *or* designated representative).

2.1.1.2 EAPA-SA Board's Executive Committee

The Executive Committee shall comprise of the following office bearers:

- (a) the President;
- (b) the President-elect;
- (c) the Finance Portfolio holder; and
- (d) the portfolio holder of the matter at hand.

The function of the Executive Committee shall be to decide upon urgent matters that need immediate resolution and cannot be postponed until a scheduled meeting of the full EAPA-SA Board.

2.1.1.3 Term of office of elected members

- (a) 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.
- (b) If the Board is dissolved in terms of 2.1.1.4, 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.
- (c) Should a Board member resign from the service of the Board, a written letter of resignation shall be submitted to the President

2.1.1.4 Dissolution of the EAPA-SA Board before the expiry of its term

The President must dissolve the Board only if the Board has adopted a resolution to dissolve with a supporting vote of the majority of its members.

2.1.1.5 Legislative Powers of the Board

In exercising its legislative powers, the Board may:

- (a) Consider, approve, amend or reject any legislation presented before the Board pertaining to the Association's functioning;
- (b) Initiate and prepare any legislation pertaining to the Association's functioning; and/or
- (c) Provide a mechanism to ensure that all regional Chapters are accountable to the Association.

2.1.1.6 Roles and Responsibilities of the Board

The detailed roles and responsibilities of the board shall be fully outlined in the EAPA-SA Bylaws.

Chapter 3: Regional Chapters

3.1 EAPA-SA Chapter Composition

3.1.1 Establishment

EAPA-SA reserves the right to establish any affiliated Chapter in accordance with the prescribed minimum criteria (as set by the Board from time to time). EAPA-SA Chapters are created to advance the objectives of EAPA-SA which are outlined under item 1.4 above.

3.1.2 Chapter Eligibility

The support of at least fifteen (15) fully paid-up Individual Members of EAPA-SA is required for the EAPA-SA Board to consider the formation of a particular Chapter. A Chapter shall encompass a large geographical area, such as a Province, except when distance requires sub-division of an area.

3.1.3 Applications

An application for the formation of a Chapter must be made in writing to the President of the Board and this must be considered by the Board within sixty (60) days of the receipt of the application. Such an application must carry details of at least fifteen (15) potential members, qualifying for any of the mentioned membership categories.

3.1.4 Chapter Executive

Each Chapter Executive should be comprised according to the same portfolios that exist at the Board level. Where necessary, individuals on the Chapter Executive may be permitted to occupy more than one (1) portfolio at a Chapter level.

Upon formation of a Chapter, the Chairperson and the secretary will be elected by the potential members in the envisaged geographical area, for a minimum of two (2) years and the Vice-Chairperson and Treasurer for two (2) years. Subsequent elections will only be conducted by members of the Chapter.

The Immediate Past-Chairperson shall serve in an advisory and consultancy capacity to the Chapter.

3.1.5 Registered EAPA-SA Chapters

The registered EAPA-SA Chapters will be listed under the EAPA-SA Bylaws.

The functioning of each regional Chapter shall be subject to the provisions of the relevant Constitution which shall not be inconsistent with the provisions of this Constitution. Any constitution which acts inconsistently with the provisions of this Constitution shall be regarded as invalid.

3.1.6 Meetings

Chapter meetings may be held at such intervals as are decided by the Chapter, but not less than four (4) times per year. Each Regional Chapter Chairperson or the Vice-Chairperson in his/her absence - or another appointed member - will be a voting representative member of the Board and will be required to attend all Board meetings

3.1.7 Chapter Dissolution

Chapters may be dissolved with good cause by a majority vote of the EAPA-SA Board. Good cause may include, but is not limited to:

- 3.1.7.1 Failure to represent adequately the interests of chapter members
- 3.1.7.2 Breaches of the EAPA-SA Code of Ethics
- 3.1.7.3 Failure to conduct business in a financially responsible manner
- 3.1.7.4 Failure to maintain the minimum required number of Individual Members
- 3.1.7.5 Chapters are an integral part of EAPA-SA and have no separate legal existence;
- 3.1.7.6 A Chapter in dissolution has no right to any funds kept in the Chapter bank account; and/or upon closure of a Chapter, audited financial statements shall be required which show payment of all debts, expenses; and whatever funds remain, shall be transferred to the EAPA-SA bank account.

3.1.8 Chapter Bylaws

In developing Chapter Bylaws, the following provisions shall be observed by all Chapters:

- 3.1.8.1 Chapters shall operate under their own Bylaws, provided no article or section thereof is in violation of the provisions of the EAPA-SA Bylaws. Any Chapter Bylaws which are inconsistent with the provisions of the EAPA-SA Bylaws shall be regarded as invalid. A copy of each Chapter's Bylaws is kept by the EAPA-SA Administrative Officer. Chapter Bylaws must be approved by the members of the Chapter and by the Board. To ensure that the purposes, objectives and scope of activities of each Chapter are consistent with those of the international EAPA and EAPA-SA, the Board may review each Chapter's activities at any time.
- 3.1.8.2 Chapters do not have the authority to incur any liabilities or take any action on behalf of EAPA-SA.
- 3.1.8.3 In order to ensure that EAPA-SA adheres to legal requirements, each Chapter must submit financial reports to the EAPA-SA Finance Portfolio holder annually, or upon request.
- 3.1.8.4 Chapter elections shall be held every two (2) years prior to the Annual General Meeting of the EAPA-SA. However, Chapter elections need to be co-ordinated with Board elections.
- 3.1.8.5 The Chapter Secretary shall provide a copy of the Minutes of meetings to the EAPA-SA Administrative Officer. Regardless of when meetings take place, the prime consideration should be the purpose and objectives of the EAPA-SA and to keep

abreast of the issues affecting the profession, the Chapter and the EAPA-SA as a whole.

- 3.1.8.6 The Officers of the Chapter form the membership of the Chapter Executive. Chapter Officers have responsibility for the supervision of Chapter affairs. Officers must abide by the articles of the Bylaws of the Chapter which agree with the guidelines and objectives of the EAPA-SA.
- 3.1.8.7 Chapter Executive meetings should be held at least four (4) times per year. Special meetings may be called by the Chapter Chairperson whenever necessary or upon the request of two (2) or more members of the Chapter Executive.

3.1.9 Chapter Finances

- 3.1.9.1 The Chapter Treasurer is responsible for supervising the funds of the Chapter. The Chapter's accounts shall be audited on an annual basis.
- 3.1.9.2 EAPA-SA shall arrange for the transfer of the agreed proportion of the annual membership fee of a new member allocated to a Chapter.
- 3.1.9.3 Chapters may choose to levy an additional local membership fee with the agreement of Chapter members. Any monies raised through local funding initiatives for local activities are for use by the Chapter.
- 3.1.9.4 EAPA-SA has the responsibility to view and query all Chapter finances and to audit the Chapter finances in line with Section 21.

3.1.10 Chapter Accountability

(a) Each Chapter Executive shall execute their assigned functions in an accountable manner. Furthermore, members of the Chapter Executive are accountable collectively and individually to the Board for the exercise of their powers and performance of the functions assigned to them.

(b) Members of the Chapter Executive must:

- I. Act in accordance with the Constitution

- II. Provide the Board with full and regular reports concerning the matters under their control.

Chapter 4: Membership

4.1 Membership

4.1.1 Types of Membership

EAPA-SA bears three categories of membership on an annual basis:

4.1.1.1 Individual membership

Individual membership encompasses EAP professionals and practitioners who subscribe to the Association in their own personal capacity. Individual membership fees shall be payable to EAPA-SA, as determined by the Board from time to time. Individual membership shall be subject to renewal on an annual basis.

4.1.1.2 Student membership

A student enrolled full-time at a higher learning institution for the purpose of studying towards an undergraduate or post-graduate degree in behavioural sciences. A student membership fee shall be payable to EAPA-SA, as determined by the Board from time to time. The student membership shall be subject to renewal on an annual basis.

4.1.1.3 EAP Service Provider membership

EAP Service Provider membership encompasses EAP companies and organisations that subscribe to the Association in their capacity as EAP Service Providers. EAP Service Provider membership fees shall be payable to EAPA-SA. EAP Service Provider membership shall be subject to renewal on an annual basis.

4.1.1.4 EAP-related Service Provider membership

EAP-related Service Provider membership encompasses EAP companies and organisations that subscribe to the Association in their capacity as EAP-related Service Providers. EAP-related Service Provider membership fees shall be payable to EAPA-SA. EAP-related Service Provider membership shall be subject to renewal on an annual basis.

4.1.2 Defining and describing Individual Membership

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

4.1.2.2 Individual members have full voting rights and are entitled to hold office positions in the Board and at regional Chapter levels.

4.1.2.3 The use of the EAPA-SA logo in any publicity material is prohibited.

4.1.3 Defining and describing Student Membership

4.1.3.1 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 post-graduate degree in behavioural or social sciences.

4.1.3.2 Only students who are in the final year of their study will be eligible to register with EAPA-SA

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

4.1.3.4 Students who are employed or self-employed and earning an income are encouraged to register on an individual EAP membership category.

4.1.4 Defining and describing Registered EAP Service Provider Membership

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

- 4.1.4.2 Registered EAP Service Providers may cast **three (3)** votes at the national AGM or the Chapter AGMs. Only Registered EAP Service Providers can elect to have their company/organisation's name on EAPA-SA's list of Registered EAP Service Providers.
- 4.1.4.3 Only Registered Providers are allowed to advertise themselves as an "EAP Service Provider Registered with EAPA-SA". The EAPA-SA logo may only be used on their promotional material provided written permission has been given by the EAPA-SA Board.

4.1.5 Defining and describing Registered EAP-related Service Provider Membership

- 4.1.5.1 This shall be open to all external individual or organisational service providers of EAP-related services.
- 4.1.5.2 Registered EAP-related Service Providers may cast **three (3)** votes at the national AGM or the Chapter AGMs. Only Registered EAP-related Service Providers can elect to have their company/organisation's name on EAPA-SA's list of Registered EAP-related Service Providers.
- 4.1.5.3 Only Registered Providers are allowed to advertise themselves as an "EAP-related Service Provider Registered with EAPA-SA". Utilisation of the EAPA-SA logo may only be used on their promotional material provided written permission has been given by the EAPA-SA Board.

4.1.6 Membership Applications

- 4.1.6.1 Only an approved EAPA-SA membership form which is accessible on the EAPA-SA website shall be considered. All applications for the different types of membership shall be considered by the Membership Committee, in accordance with agreed criteria.
- 4.1.6.2 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.
- 4.1.6.3 Members shall automatically become members of the EAPA-SA Chapter closest to them, or to another Chapter, should this be requested.

4.1.7 Membership Fees

4.1.7.1 All members, including Board members, shall contribute an annual subscription fee, as determined by the Board.

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

4.1.7.3 EAP professionals and practitioners who are self-employed in private practice shall pay an individual membership at a discounted fee of ten percent (10%) per year.

4.1.7.4 The fees shall include both EAPA-SA and Chapter membership.

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

4.1.8 Termination of Membership

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

4.1.8.2 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.

Chapter 5: Office Bearers

The following provides the principles inherent within each EAPA-SA Board member's functioning, as well as contributing to the overall ethos of the Association. For a further description of the role and responsibilities of each portfolio, please refer to the EAPA-SA Bylaws.

5.1 President

The President shall be responsible for the overall management of the Association and the Board, and the promotion of its ideals.

5.2 Vice-President

The Vice-President shall assist the President in his/her role as well as ensuring continuity in the Association's functioning.

5.3 Accreditation and Certification

The EAPA-SA will on a continuing basis strive towards:

5.3.1 The promotion of accreditation of employee assistance and related programmes

5.3.2 The promotion of certification of employee assistance and related professionals.

5.4 Conferencing and Event Management

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

5.5 Marketing

The EAPA-SA will promote:

5.5.1 The concept of employee assistance and related programmes

5.5.2 The interests of employee assistance and related professionals

5.5.3 The Board and its sub-structures.

5.6 Education

The EAPA-SA will:

5.6.1 Develop a coherent overarching educational culture

5.6.2 Promote and create research opportunities

5.6.3 Promote publication opportunities.

5.7 Governance

The EAPA-SA will:

- 5.7.1 Review and amend the Constitution on a continuous basis, as required
- 5.7.2 Review and amend the EAPA-SA Standards when necessary
- 5.7.3 Review the Code of Ethics when necessary.

5.8 Membership and Chapter Development

The EAPA-SA will:

- 5.8.1 Develop a vibrant membership base
- 5.8.2 Assist with the creation and support of new Chapters and support existing Chapters.

5.9 Finances

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

Chapter 6: Annual General Meeting

6.1 Annual General Meeting (AGM)

6.1.1 Scheduling of the AGM

The annual general meeting will be held during the annual EAPA-SA conference.

6.1.2 Notice of the AGM

Notice of the meeting will be given at least one month prior to the AGM.

6.1.3 Agenda and minutes of the AGM

6.3.1.1 Agenda of the AGM

The agenda of the AGM shall be compiled by the President and must be available at the onset of the EAPA-SA Conference.

6.3.1.2 Minutes of the AGM

The minutes of the AGM should be distributed one month after the AGM to all members (not only to attendees) **and** the same minutes should be distributed together with the agenda of the next meeting.

6.1.4 Attendance of AGM

6.1.4.1 All Board members shall attend the AGM, unless written requests for absence have been approved by the President

6.1.4.2 Any paid-up member is entitled and expected to attend the AGM.

6.1.4.3 Proof of membership is required for attendance of the AGM.

Chapter 7: General Provisions

7.1 Amendments to the Constitution

7.1.1 This Constitution may be amended only with the approval of two-thirds of the members at the AGM. Written notice of the proposed amendment(s) as well as the motivation for the amendment(s) shall be sent to all registered members of EAPA-SA.

7.1.2 The Board shall decide on the forms for conducting the procedures to amend the Constitution (e.g. a general meeting or postal vote).

7.1.3 Suggested amendment(s) should be circulated to all members one month prior to the AGM where those amendments will be considered and voted-on.

7.1.4 Comments by members opposing amendment(s) should be addressed at the AGM to ensure transparency.

7.1.5 In the interests of the Association, the President may convene a Special General Meeting to review and revise specific aspects of the Constitution and the Bylaws in conjunction with / and following thorough consultation and agreement with duly recognised Exco Members. Any constitutional amendment must be passed by at least 75% of attendees.

7.2 Finances

7.2.1 Financial Year

The EAPA-SA financial year begins on 1 January and ends on 31 December each year. The EAPA-SA Board and Chapters are required to comply with National, Provincial and local laws in conducting their business, including in obtaining or establishing the following:

7.2.2 Formal address

The EAPA-SA Board will have a formal postal address which will be determined at the onset of each new term and communicated to all registered members.

7.2.3 Financial reports

7.2.3.1 To ensure that the operation of EAPA-SA is managed according to sound financial principles, the EAPA-SA Board and Chapters must submit annually to EAPA-SA the following reports:

- (a) Chapter or Portfolio Operational Report budget report
- (b) Financial Report.
- (c) The Finance Portfolio holder will submit an annual audited statement of the assets and liabilities for EAPA-SA

7.2.4 Appointment of bookkeeper

The EAPA-SA Board shall appoint a bookkeeper.

7.2.5 Appointment of an auditor

The EAPA-SA Board shall appoint an auditor.

7.3 Conflict of Interest

- 7.3.1 Any member of the Board or a Committee or Chapter Executive who has a financial interest in, or the appearance of such an interest in, a matter which comes before the Board or any Committee, or any Chapter Executive meeting, shall bring such conflict to the attention of the Board or any Committee or Chapter Executive and shall abstain from voting on such a matter unless it is determined that no conflict of interest exists.
- 7.3.2 Any person who has knowledge of such genuine or apparent conflict of interest on the part of any member of the Board or any Committee or Chapter Executive must bring such conflict of interest to the attention of the Board or such Committee or Chapter Executive.

7.4 Dissolution of an EAPA-SA Branch

7.4.1 Decision on dissolution

EAPA-SA may be dissolved if at least two-thirds of the members are in favour of dissolution. The notice of such a step shall clearly state that the question of dissolution of the EAPA-SA and disposal of its assets will be considered. The Board shall decide on the way in which to dissolve the association.

7.4.2 Assets

If, upon the dissolution of EAPA-SA, there remain any assets whatsoever, after the satisfaction of all its debts and liabilities, such assets will be transferred to a selected institution/organisation/body as deemed suitable by the EAPA-SA Board.

Schedule 1: EAPA-SA Logo

1. EAPA-SA logo is rectangular in shape
2. It is green, blue and white in colour
3. It is written in blue colour "International EAP Association South Africa Branch"
4. The word EAP is written in bold Capital letters and appears in a circle.



Schedule 2: EAPA-SA Vision

EAPA-SA is innovative in ensuring excellence in Employee Assistance Programmes in South Africa

Schedule 3: EAPA-SA Mission Statement

EAPA-SA ensures the highest professional standards and ethics and continued development of employee assistance professionals, practitioners and service providers in the delivery of EA programmes.

Schedule 4: Values

The Association's values are:

- **Innovation:**
Maintain 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:**
Support and promote black economic empowerment and equity within the profession.

This constitution was signed by in the space provided below in order to confirm its adoption

NAME & SURNAME	CAPACITY	SIGNATURE

The Constitution and its amendments signed by duly authorised directors of the entity on behalf of its members at _____ on the _____ of month _____ 20.....

Schedule 5: Certificate of incorporation

Agent code: _____

REPUBLIC OF SOUTH AFRICA
COMPANIES ACT, 1973
(Section 64)

FORM CM 3

COMPANIES AND PROFESSIONAL
REGISTERING OFFICE
EMPLOYEE ASSISTANCE
PROFESSIONALS ASSOCIATION
2010/000221/08

Certificate of Incorporation
of a Company not having a Share Capital

This is to certify that

EMPLOYEE ASSISTANCE PROFESSIONALS ASSOCIATION OF SOUTH AFRICA
(ASSOCIATION INCORPORATED UNDER SECT21

was this day incorporated under the Companies Act, 1973 (Act 61 of 1973), and
that the Company is a company limited by guarantee** and is incorporated under
Section 21 of the Act.

Signed and sealed at Pretoria this

07 day of January

Two Thousand 12

Seal of Companies Registrar Office
*Delete if not applicable.

Registrar of Companies

This certificate is not valid unless sealed by the Seal of the Companies Registrar office

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Schedule 6: Appointment letters and acceptance of appointment by Board members

The Employee Assistance Professionals Association of South Africa

PO Box 11166; Hatfield, Pretoria, 0028
012 420 4358
admin@eapasa.co.za
www.eapasa.co.za



Letter of Acceptance of Election to Serve on the EAPA-SA Board

Dear [Insert Name],

You were elected to serve on the Board of the Employee Assistance Professionals Association of South Africa for the period of 20XX – 20XX during the Annual General Meeting on [insert date] held during the XXth Annual National Conference in [insert venue].

By signing this letter you agree to serve on the EAPA-SA Board for the period stated above and to adhere to the Code of Ethics of the Association as well as to the principles stated in the EAPA-SA Bylaws.

Furthermore, your signature affirms that you realise that while service on the EAPA-SA Board is voluntary, you will avail yourself not only for the Board meetings but for other tasks that will be required of you during your term of office.

Regards,

[Insert signature]

[Insert signature]

[Insert name]

[Insert name]

EAPA-SA President

EAPA-SA Vice-President

I, [Insert name], hereby agree to adhere to the EAPA-SA Code of Ethics and to carry out the responsibilities expected of me, as stated in the EAPA-SA Bylaws to the best of my abilities and to avail myself not only for the EAPA-SA Board meetings but for the other tasks expected of me during my term of office.

Signature

Date