



CONSTITUTION **OF THE** **CAMPUS PROTECTION SOCIETY OF** **SOUTHERN AFRICA**

Preamble

We, members of the Society commit ourselves to the formation of a solid organization, with the view of dealing with challenges faced by Campus Protection Services' at various Institutions of Higher Learning in Southern Africa.

We further commit ourselves to a united, democratic, non-racial, non-sexist Society and all other forms of unfair discrimination

The Society, recognizing the right of everybody to operate in a free and safe environment ,as well as everybody's rights to freedom of speech and expression within the framework of the accepted norms of society, has aims and objectives to be realized, and functions to support their mission.

We therefore declare our commitment to the organizing of workshops, conferences and forge relationships with other Physical Risk Management Environments, both in government and private sector to equip ourselves with knowledge.

We further declare that all members of the Society shall abide and be bound by this Constitution.

1 NAME

1.1 The name of the Society shall be Campus Protection Society of Southern Africa, hereinafter referred to as “the Society”.

1.2 May be referred to in any notice, correspondence or legal documents by shortened form name “CAMPROSA”.

2. Logo

The logo shall:

2.1 bear the name of the Society

2.2 be used on all letterheads and official/legal correspondence of the Society

3. LANGUAGE

The official language to be used by the Society in terms of any communication, including any discussions and or correspondences shall be English only.

4.1 AIMS AND OBJECTIVES

4.1.1 The organizing of Annual Meetings and Congresses/Symposia/Conferences and Workshops with the view of exchanging ideas and knowledge pertaining to all facets of Campus Protection Services and other related matters.

4.1.2 The promotion of and co-operation with local and international institutions/bodies/societies/interest groups with similar objectives regarding the studying and prevention of crime, campus protection, occupational safety, access control and other risk services, etc.

4.1.3 Presentation and publishing of, inter alia, any kind of research findings on crime on campuses, campus protection, other risk services, practical experience and related matters of its members.

4.1.4 The promotion and activation of the professional, scientific and practical interests of members of the Society.

4.1.5 Coordination, collation and dissemination of any relevant information associated with campuses of tertiary educational institutions

4.2. FUNCTIONS:

The Society intends to achieve its objectives by means of the following functions:

4.2.1 Holding of congresses/symposia/conferences, (the organizing of publications) and making comment on any aspect regarding the management of risks relating to tertiary educational institutions.

4.2.2 Conducting of research projects and promotion of research among members of the Society, other people and organizations regarding any aspect of crime on campuses of tertiary education institutions and the policing thereof.

4.2.3 Liaison with national and international associations and organizations with similar objectives and affiliation with such bodies where possible.

4.2.4 Striving towards effective and specialized training in campus protection and occupational safety at tertiary educational institutions.

4.2.5 Performing any kind of activity for the realization of its objectives.

5. FOCUS OF OPERATIONS

The Society shall undertake its activities within Southern Africa.

6. LEGAL STATUS

It is intended that the Society shall be registered in terms of the Non – Profit Organization Act. Pursuant to such registration, the Society shall be deemed a body corporate; and as such may on its own name, enter into contracts; sue or be sued; and engage in such other transactions as may be deemed appropriate by the Executive Committee from time to time. The Society will continue to exist even if the members change.

7. MEMBERSHIP

7.1 INSTITUTIONAL MEMBERSHIP:

7.1.1 Any tertiary institution in Southern Africa may become a member.

7.1.2 There is no membership limitation per institution.

7.1.3 Each member will be entitled to a discounted cost for attending workshops and conferences organized by CAMPROSA.

7.1.4 Members voting rights

Membership status for *voting purposes* will be governed by allocating one vote per institution for every 10,000 registered FET students or part thereof with the maximum of 3 votes per institution, *not per campus*.

7.1.5 *Members can be elected into/for any Exco position*

7.1.6 The Executive Committee reserves the right to request certified HEMIS reports prior to awarding membership status.

7.2 ASSOCIATE MEMBERSHIP:

7.2.1 This membership allows/permits individuals, organizations, societies, corporations and companies directly or indirectly involved with Campus Protection Services.

7.2.2 Membership entitles members to attend Meetings, Workshops, Symposia and Conferences and AGM

7.2.3 Members do not have voting rights

7.2.4 Members cannot be elected into/for any Executive position

7.3 ADMISSION TO MEMBERSHIP

Admission to any membership category rests with the sole discretion of the Executive Committee and on such conditions as they may stipulate.

7.4 TERMINATION OF MEMBERSHIP:

A person ceases to be the member of the Society:

- a) by delivering his or her resignation in writing (forward reasons) to the Secretary prior to the date upon which his or her next subscription becomes due,
- b) On his or her death, or in case of dissolution,
- c) Due to termination of employment contract,
- d) In cases where membership fees are still outstanding and after two successive written reminders have been issued to such a member,
- e) On valid decisions taken by the Executive Committee acting on the best interest of the Society.

7.5 A member whose membership has been terminated by the Executive Committee may submit representation to the Executive Committee in writing indicating reasons why his/her membership status should be reconsidered.

7.6 Subscriptions

10.1 The annual subscription for membership in any class shall be such sum as the Executive Committee may from time to time determine.

7.7 Payment of subscription

(a) All subscriptions shall become due 30 days after the invoice has been issued in each year.

(b) Any member who has not paid his subscription within 60 days after it becomes due,

(i) shall not be allowed to continue as a member while his subscription is unpaid,

(ii) and any such person shall forthwith cease to be a member of the Society, without notice, and his name shall be erased from the registration of members.

7.8 Reinstatement/readmission of members

(a) The Executive Committee may reinstate a defaulting member on payment by such person of all subscriptions in arrear and any amounts owing to the Society, on such conditions as the committee may deem fit.

(b) The Executive Committee shall have power to readmit a member, who for any reason has relinquished membership of the Society, on such terms and conditions as the Executive Committee shall determine in each particular case.

8. MEETINGS

8.1 Meetings of the Society shall be held at such date, place and time as the Executive Committee may determine.

8.1.1 Meetings of the Society shall be attended by its registered members only.

8.1.2 Expenses/costs for attending meetings of the Society shall be incurred by member's institutions and businesses

8.2 TRI-Annual General Meeting and Conference Meeting

The Society shall hold a Tri-Annual General Meeting with the following aims:

8.2.1 Election of Executive Committee members for the subsequent term of office of three years.

8.2.2 Submission of Audited financial statements of the previous year under review.

8.2.3 Submission of the Annual Report by the President.

8.2.4 Submission of Secretary's report

8.2.5 Submission of reports by the different Cluster Chairpersons

8.2.6 The appointment or reappointment of an Independent Accounting Officer or Auditor

8.2.7 Submission of any matters that should be finalized during a Tri – Annual General Meeting

8.3 QUORUM:

8.3.1 One third of all full members of the Society shall constitute a quorum at a Tri-Annual General Meeting.

8.3.2 In the absence of a quorum at Tri-Annual General Meeting, the meeting will be postponed for at least two hours after which the members present will constitute a quorum.

8.4 ANNUAL GENERAL MEETINGS

8.4.1 The Executive Committee's term of office will be three years and takes immediate effect after conclusion of the Tri-Annual General Meeting in which Executive Committee members were elected.

8.4.2 Executive Committee members are eligible for re-election.

8.4.3 When a member of the Executive Committee elected in terms of the Constitution ceases to be a member for whatsoever reason during his/her term of office, the Executive Committee will elect another person to fill such a vacancy for the unexpired term of office.

9 COMPOSITION OF THE EXECUTIVE COMMITTEE

The President Chair

Deputy President Deputy Chair

Secretary

Treasurer

Elected Chairs from the following regions:

Western Province

Eastern Province

Northern Province

Central

Free State

KZN

SADC

9.1 Duties of the Executive Committee

9.1.1 Draw up policies and procedures in respect of any matter concerning the society and its activities.

9.1.2 Delegate any or all of its powers to a person or persons or committee, provided that the Executive retains its right to also exercise that power.

9.1.3 Render verdict on representations by or on behalf of a member.

9.1.4 Nominate and appoint an auditor(s).

9.1.5 Design any programme(s) of the activities of the Society.

9.2 The President

9.2.1 The President must:

- a) Preside over/chair meetings in accordance with this constitution
- b) Together with Exco members ensure enforcement and observance of the rules and orders of this Constitution
- c) Together with the Secretary and Treasurer cosign the banking account and
- d) Together with the secretary sign the minutes of meeting of the Exco

9.2.2 Deputy President must:

- a) Assist the President by performing any duties of the President as delegated
- b) Act on behalf of the President during his/her absence if need arise

9.2.3. In the absence of both the President and his/her deputy, members of the Exco must appoint someone from the Exco to act as President for that purpose

9.2.4. Secretary:

- a) shall be responsible for administration book-keeping and accounts of the society
- b) must assist the Treasurer in submitting audited financial statements of the society to AGM meetings
- c) responsible for preparing and reporting to the regular Exco Committee meetings the activities of the society, including:
 - (i) Income and expenditure statement
 - (ii) membership report
- d) Responsible for:
 - (i) The correspondence of the society and for tabling it at meetings of Exco

and Annual General Meetings

(ii) Sending out notices, agenda and minutes of all meetings of Exco, AGM and Tri Annual Meetings to relevant members

(iii) Supervision of the Exco's responsibilities/activities

(iv) The general organizing and co-ordination of the administration of the affairs of the society including the managing of the annual conference.

(v) Sending out membership invoices and collection of annual subscriptions.

(vi) Prepare Income and Expenditure statements for each Exco meeting.

9.2.5 Treasurer

a) Must collect all financial records from outgoing treasurer

b) Make sure that all bank accounts have authorized signatories

c) Responsible for the society's financial matters

d) Attend all Exco meetings

e) Oversee the collection of subscription fees

f) Ensure all monies received in the name of the Society are deposited into the Society's accounts

g) Record all receipts and disbursement in an account book

h) Prepare monthly bank reconciliation statement

i) Prepare Annual Financial Report with the Secretary

j) Prepare Annual Financial statement to present to the Auditor

k) Coordinate fundraising activities and lead on developing a fundraising strategy

l) Prepare funding applications

m) Keep records of all funding grants received

n) Prepare income and expenditure account for every Exco meeting and provide information to committee members

g) Arrange for transfer of financial records to the incoming treasurer

9.3 CLUSTERS' CHAIRPERSONS

Chairpersons of Clusters shall be part of the Executive Committee, responsible for:

a) establishment of subcommittees in their regions

b) coordination of cluster meetings

c) supervision of activities at their clusters

- d) submission of reports and minutes of meetings held to the Secretary of the Executive Committee
- e) give feedback to their cluster on issues referred to/discussed at Executive Committee meetings

10. POWERS OF THE EXECUTIVE COMMITTEE:

Subject to any decisions taken at an Annual General Meeting of the Society, the Executive Committee controls, manages and administers all the affairs of the Society and is, without prejudicing the generality of this provision, further vested with the following specific powers:

10.1. Admit and terminate membership without advancing any reason(s).

10.2. Determine membership fees.

10.3. Manage the financial affairs of the Society.

10.4 Establish Clusters of the Society:

10.5 Appoint sub committees and determine their duties and responsibilities.

10.6 Determine the kind of services to be rendered by the Society.

11. ELECTION OF EXECUTIVE COMMITTEE;

Election of the Executive Committee members takes place by means of closed ballot-paper (if necessary) during the Tri- Annual General Meeting of the Society.

All nominations must be signed by the nominee, the proposer (nominator) as well as by a seconder and must be submitted to the Executive Secretary 7 working days before the Tri-Annual General Meeting.

12. EXECUTIVE COMMITTEE MEETINGS:

Executive Committee meetings shall be held on a regular basis.

13.1 PROCEDURE FOR EXECUTIVE COMMITTEE MEETINGS

- 13.2 At least 14 calendar days before the appointed date for the meeting, the Executive Secretary shall notify each member in writing, of the place and time of the meeting and of the business to be considered thereat.
- 13.3 Notice of business which a member desires to be considered at a meeting shall be in writing and shall be lodged with the Executive Secretary at least 10 working days before the date of the meeting: provided that a member may, with the consent of two-thirds of the members present, submit a motion of an urgent nature at a meeting without notice.
- 13.4 At least seven (7) working days notice, in writing, shall be given of a special meeting and in such notice the Executive Secretary shall state the business for which the meeting has been called and no other business shall be transacted at the meeting.
- 13.5 The opinion, if given in writing, of a member who is unable to attend a meeting personally shall be laid before the meeting, but shall not be counted as a vote of that member.
- 13.6 The first act of a meeting, after it has been constituted, shall be to read and confirm by the signatures of the Chairperson and the Executive Secretary, the minutes of the preceding meeting and of any special meetings held subsequently.

- 13.7 The report of a committee shall be presented by the Chairperson of the committee, or by such other person as may be appointed by the Chairperson of the meeting.
- 13.8 A member of the Executive may speak more than once to a motion or amendment thereto.
- 13.9 A resolution of the majority of the full members present at a meeting shall be deemed to be a resolution of the meeting, provided that:
- 13.9.1 In the event of a tie of votes, the Chairperson shall have a casting vote in addition to his deliberative vote; and
- 13.9.2 Subject to the provisions of paragraph 14.1 – 14.3, where unanimity has been reached by at least two-thirds majority of all the members of the meeting by means of a letter or e-mail and without convening a meeting, this shall count as a resolution of the meeting.
- 13.10 numbers of members voting for or against a motion shall be recorded in the minutes.
- 13.11 Upon the request of a member, the Chairperson shall direct that the vote of such member be recorded in the minutes.
- 13.12 A motion or amendment thereto shall be seconded and shall be in writing.
- 13.13 A motion may not be withdrawn without the consent of the meeting.
- 13.14 The ruling of the Chairperson on a question of order or procedure shall be binding, unless immediately challenged by a member, in which event it shall be submitted without discussion to the meeting and the decision of the meeting shall be final.

14 GENERAL

The Society shall host a Conference/Symposium each year in which an Annual General Meeting must be held.

The Society may at any time hold an extraordinary meeting at the request of fifty (50) members or ten percent (10%) of the total registered full members.

15 FINANCIAL MATTERS:

15.1 Bank Account

The Executive Committee shall open a bank account in the name of the Society with a registered Bank or Building Society. The Executive Committee shall ensure that:

15.1.1 All monies received by the Society must be deposited into an account of an approved financial institution designated by the Executive Committee.

15.1.2 All expenditures over R5000 are to be authorized by the Executive Committee and payments signed by the President and Executive Secretary

15.1.3 The Executive Secretary shall keep a sound bookkeeping system by means of a proper income and expenditure account of all transactions handled by the Society.

15.1.4 The Society's financial statements are submitted on an annual basis to an annual General Meeting after they have been scrutinized and certified by an auditor(s).

16 Signatures

All cheques, promissory notes and other documents requiring signatures on behalf of the Society shall be signed by two(2) of the Executive Committee members

Financial Year End

The society's financial year shall commence on the 1stSeptember and end on 31st August the following year.

16.1 Sponsorships/Donations

The Executive Committee shall ensure that acknowledgements of receipts of all sponsorship/donations are accordingly recorded and accounted for.

17. AMENDMENT OF THE CONSTITUTION

This constitution may only be amended by a two-third majority of the votes cast in favor of such amendment by the full members present at an Annual General Meeting, An e-mail vote or a meeting specifically convened for this purpose.

17.1 E-mails require sixty-five percent (65%) of full members being in favor of such amendment.

17.2 Notice of any proposed amendment(s) to the Constitution must be given to all full voters at least two weeks before the commencement of the

Meeting on which the decision regarding the amendment(s) will be considered.

18. INDEMNITY

Every member of the Society shall be indemnified by the Society against all costs, losses and expenses which he may incur or become liable for by reason of any act done by him or her as such in the discharge of his or her duties, unless the loss in question is caused by his or her own gross negligence, dishonesty or breach of trust.

19. MINISTERIAL CONDITIONS

The Society shall apply for exemption from income tax in terms of the provisions of Sec10 (1)(d)(iii)(bb) of the Income Tax Act. Accordingly, it shall be incumbent upon the society, when granted such fiscal status, to conform to any such conditions as the Minister of Finance may from time to time prescribe by regulation, for purposes of that section of the Act.

ANNEXURE A

Camprosa Clusters:

Western Cape

Eastern Cape

Central

Free State

KZN

Northern Province

SADC

DEFINITIONS

- "Amendment" refers to alterations made to a legal or statutory document
- "Annual subscriptions" refers to fees paid/contributed every year and valid for that year
- "Appointment" refers to assigning or designating a member for an office or position
- "Associate membership" refers to a member who affiliated to the society, supports its objectives and are granted partial status or privileges.
- "Audited Financial Statement" refers to a financial statement which has been analyzed and certified by an accredited auditor.
- "Camprosa" refers to Campus Protection Society in Southern Africa.
- "Closed ballot" refers to action or system of closed voting
- "Cluster" refers to a group of educational institutions with similar objectives joined together
- "Collation" refers to assembly of written information into a standard order.
- "Conference" refers to a gathering of members of one or several organizations for discussing matters of common interest.
- "Congress" refers to a formal assembly of representatives as of various nations to discuss problems.
- "Corporate body" refers to juristic person or legal entity
- "Constitution" refers to Camprosa Constitution
- "Disbursement" refers to paying out in the discharge of a debt or expense
- "Dissemination" refers to the release to public, information obtained through a statistical activity.
- "Donation" refers to free contribution made by an individual or organization to a non-profit organization
- "Eligible" refers to suitable or qualified or proper to be elected
- "EXCO" refers to Executive Committee of Camprosa
- "Expenses" refers to outflow of money to an organization to pay for an item or service
- "Financial Statement" refers to a written financial report which quantitatively describes the financial status of the society.
- "Freedom of Expression" refers to a right to voice out opinions freely through speech, writing and other forms of communication but without deliberately causing harm to others'
- "Freedom of Speech" refers to a right to express any opinion without censorship or restraint.
- "FET " refers to Further Education and Training

- "HEMIS" refers to Higher Educational Information Management System
- "Income and expenditure account" refers to a records reflecting amounts of money received and spend by the society during a specified period
- "Income Tax Act" refers to Income Tax Act 58 of 1962
- "Indemnity" refers to exemption from financial burden
- " Institutional membership" refers to any educational institution as recognized by Dept of Education of the relevant country and is affiliated to the society.
- "International Associations" refers to associations that have stimulated recognition of the need for cooperation to address problems internationally which is similar to the ones encountered by the society.
- "Ministerial Conditions" refers to special conditions set out by the Minister of Finance to realize a specific purpose
- "Motion" refers to a proposal or suggestion looking to action or progress
- "National Associations" refers to associations operating nationally with similar objectives of the society.
- "Nomination" refers to an act of submitting or enlisting a name for a candidacy or appointment
- "Non-racial" refers to not discriminating on the basis of race
- "Non-sexist" refers to not discriminating on the basis of gender
- "NPO" refers to Non-Profit Organization- a corporation or association that is given tax - free status
- " NPO ACT" refers to Non-Profit Organization Act 71 of 1997
- " Policies" refers to principles, rules and guidelines formulated or adopted by the society to reach its long term goals
- " Physical Risk Environments" refers to management of associate risks within tertiary Institutions
- "Promissory note" refers to a signed document containing a written promise to pay a stated sum to a specified bearer at a specified date or on demand.
- "Private Sector" refers to companies which contribute to the nations' economy but not controlled by government.
- "Quorum" refers to minimum number of members who must be present(physically or by proxy) in order for a decision to be binding
- "Reconciliation Statement" refers to a form that allows the society to compare its bank account records to the bank's records of the society's account balance in order to uncover any possible discrepancies.
- "Re-election" refers to the election of a member for a further term of office.
- "Regional Chairpersons" refers to heads of clusters as per constitution of the society

- "Re-instatement" refers to the act of restoring a members to his or her previous status
- "Render verdict" refers to pronouncement of judgement officially
- "Research Projects" refers to a quest for knowledge through experimentation, investigation and deligent search which outlines the process from beginning to end.
- "Resignation" refers to when a member voluntarily leaves the society or when a member holding a position gained by elections steps down.
- "Resolution" refers to a firm decision to do or not to do something
- "SADC" refers to Southern African Development Community.
- "Secunder" refers to a member who endorses a motion or petition as a necessary pleliminary to discussion or vote.
- "Society" refers to the Camprosa
- "Special Meeting" refers to a meeting convened outside the normal society's sessions
- " Sponsorship" refers to supporting an event, activity or organization by providing money or other resources that is of value to sponsored activity.
- "Subcommittee" refers to a subordinate committee composed of members from the main committee
- " Sue" refers to bring about a civil action against
- "Successive reminders" refers to two successive written reminders.
- "Symposium" refers to a meeting for a discussion of topics which the participants form an audience and make presentations.
- "Tri-Annual General Meeting" refers to general meeting held every third year as an end of term of office for Exco members.
- "Unanimity" refers to sharing the same opinions or views
- "Unexpired term" refers to not having come to an end period or not been terminated period
- "Unfair Discrimination" refers to unfair treatment against any Camprosa member on the basis of any prohibited ground, including race, sex, gender, disability, sexual orientation, language, social origin or culture.
- "Workshop" refers to a meeting of members to discuss/perform practical work in a subject or activity.