

CONSTITUTION OF THE REMUNERATION ASSOCIATION for EDUCATIONAL INSTITUTIONS

DEFINITION OF TERMS

- AGM** This acronym refers to the Annual General Meeting of the members of RAEI. The AGM is the highest body of decision making of RAEI.
- Human Resources Practitioner** A person who is appointed on the grounds of his/her professional knowledge to work with all the aspects that affect and regulate the relationship between employer and employee within an institution
- Institutional member** A higher or further education institution that qualifies for membership in terms of paragraph 3.1 and that is a subscribed member of RAEI.
- Management Committee** The committee elected by institutional members at the AGM to manage the affairs of RAEI.
- Payroll administrator** A person who is responsible for, or works with, the compilation of the payroll to affect the payment of salaries and other financial benefits, and the administration of all statutory and other deductions from the financial benefits and the payments of such deductions to third parties.
- Remuneration administration** The function of determining the remuneration and financial benefits of an employee and affecting the payment of these financial benefits through the payroll of the institution.
- RAEI** The acronym for the name of the organization which is the 'Remuneration Association for Educational Institutions'

1. NAME

The name of the organization is the REMUNERATION ASSOCIATION for EDUCATIONAL INSTITUTIONS, abbreviated as RAEI and hereafter referred to as RAEI.

2. GOAL AND OBJECTIVES

The **goal of RAEI** is to collectively address common issues and find common solutions within a network of colleagues from the payroll and human resources administration functions within higher and further education institutions. To furthermore define general best practice for payroll and human resources administration that will keep up to date with current and future developments of these functions in the education sector.

The specific **objectives of RAEI** are to:

- 2.1 Affiliate with a recognised national body or bodies, e.g., the SA Payroll Association (SAPA) and/or the SA Rewards Association (SARA), in order to pursue the above-mentioned goal.
- 2.2 Arrange collectively for development opportunities for members of the association, e.g., conducting of workshops on new and relevant tax matters, or on new developments in the payroll and human resources administration environment.

- 2.3 Promote liaison and cooperation between the Payroll Administrators and the Human Resources practitioners.
- 2.4 Appoint focused workgroups from its members to investigate specific issues and to conduct workshops on these issues in combination with the annual conference.
- 2.5 Effect liaison and disseminate knowledge amongst members of RAEI.
- 2.6 Define general best practice for payroll and human resources administration in higher and further education and document and maintain it in line with new best practice as identified from time to time.

3. MEMBERSHIP

- 3.1 Membership is open to all higher and further education institutions and organisations including both state funded and private institutions.
- 3.2 Membership may be taken up at any point during a calendar year. Annual renewal of membership will not be required once membership has been granted to an institution / organisation.
- 3.3 An institutional member is not limited to the number of staff members of the particular institution that are delegated on behalf of the institution to attend the AGM, conferences or workshops conducted by RAEI.
- 3.4 Staff members from both the Payroll Administration function and from the Human Resources function will be eligible as institutional delegates and to be elected to the Management Committee.
- 3.5 Termination of membership:
 - 3.5.1 A member institution may terminate its membership by written notice to the RAEI Administrator and the Management Committee, provided that all outstanding financial obligations are settled.
 - 3.5.2 Membership of RAEI may be suspended by the Management Committee if a member institution does not meet outstanding financial obligations.
- 3.6 Administrator:
 - 3.6.1 Peet du Plessis - Sole Proprietorship, t/a **Best Practice Forums and Events**, or its duly appointed representative, renders secretarial, organizational, and administrative services to RAEI and is therefore a full member of RAEI.
 - 3.6.2 As RAEI is not a legal entity, the administrator as in par. 3.6.1 above, will be the legal entity, and as such will keep the membership fund in its own bank account, and make all payments of the specified expenses from the membership fund, subject to par. 7.6.
 - 3.6.3 As all the risks and responsibilities of RAEI are therefore vested in Best Practice Forums and Events, its compensation will be the net surplus of the annual event, after the allocation to the membership fund as determined in terms of par. 7.4. Should the event, after the mentioned allocation to the membership fund, shows a net deficit, such deficit will be carried by Best Practice Forums and Events.

4. CONTROL

RAEI is controlled by:

- 4.1 an Annual General Meeting (AGM)
- 4.2 a Management Committee

5. ORGANISATION

5.1 Annual General Meeting

5.1.1 Meetings

- i) An annual general meeting will take place during the Annual Conference.
- ii) Members of RAEI will be notified in writing at least 30 days before the meeting.

5.1.2 Attendance

- i) The institutional representative/s delegated to attend the AGM will represent the member institution / organisation.
- ii) There will be no restriction on the number of members of staff of member institutions attending the AGM.
- iii) Observers may attend the AGM with the approval of the Management Committee.

5.1.3 Functions of the AGM

- i) Approval of the Constitution and any amendments thereto.
- ii) Deal with all statements and reports reflecting the activities of RAEI, including financial statements on the funds of RAEI.
- iii) Elect the members of the Management Committee.
- iv) Direct the Management Committee.
- v) Direct the Administrator.
- vi) Decide on membership fees.

5.1.4 Meeting procedure

- i) Each member institution presented at the AGM will have one vote.
- ii) The current elected Chairperson of the Management Committee will chair the meeting. For the election of a new Management Committee, the Administrator will act as electoral officer.
- iii) The Administrator has one vote.
- iv) The Chairperson will finally decide on matters to be put to the vote.
- v) Members present holding 20 per cent of the total number of votes of all member institutions shall constitute a quorum provided that notice has been given in terms of par. 5.1.1
- vi) The normal voting procedure (show of hands or ballots) shall be employed.
- vii) A simple majority of the votes present will be accepted to adopt a decision.
- viii) Matters for the agenda must reach the Administrator in writing at least 14 days before the AGM.

5.2 Management Committee

5.2.1 Composition

- i) The Management Committee members shall be elected at the AGM by the institutional members of RAEI.
- ii) The Management Committee consists of a Chairperson, Deputy Chairperson, one additional member and the TVET Colleges representative.
- iii) The representatives at an AGM from TVET Colleges will nominate one member from an TVET College to serve on the Committee as a full member. In the case of more than one nomination, the nominee with the most nominations will be elected to serve under the same terms valid for other elected members.
- iv) Members of the Management Committee are elected for a period of 2 years and may be re-elected for a second term of 2 years after which the member has to step down for at least a year.

- v) Should a member of the Management Committee resign from his/her member institution, and is not again employed by a member institution, his/her membership of the Management Committee automatically terminates.
- vi) The administrator is a permanent member of the Management Committee.

5.2.2 Nomination and election

- i) Each member institution has three nominations for members of the committee, whilst the TVET members has one additional nomination for their representative.
- ii) Nominations are allowed only from delegates of institutional members who have registered for the AGM.
- iii) An institution may nominate one of its own delegates attending the AGM.
- iv) The delegate, who receives the most nominations, will be automatically elected as Chairperson.
- v) The delegate, who receives the second most nominations, will be the elected Deputy-chairperson. Should the elected Chairperson step down, the elected Deputy-Chairperson will automatically be the Chairperson.
- vi) The delegate, who receives the third most nominations, will be elected as the Alternative member.
- vii) If in any nomination it happens that two or more delegates received the same number of nominations, the position will be decided upon by a closed vote by the show of hands. The person receiving the lower number of votes will then automatically be elected in the next ranked position.
- viii) For the sake of representation, if two members from the same institution get nominated on the Management Committee, the one with the least votes will have to step down.
- ix) The Management Committee has the right to co-opt up to a maximum of two additional members to serve on the Management Committee from the staff members of institutional members, to assist the committee with specific tasks.

5.2.3 Functions of the Management Committee

- i) The Management Committee must deal with matters referred to it by the AGM.
- ii) The Management Committee shall determine the time and place of the AGM and the annual conference.
- iii) The Management Committee shall compile the agenda for the AGM.
- iv) The Management Committee shall in conjunction with the Administrator determine the topics of the annual conference and workshops and identify guest speakers and / or facilitators.
- v) Approve new membership applications

5.2.4 Meetings

- i) The Management Committee shall meet as and when it is necessary which is to be determined by the Chairperson.
- ii) Each member of the committee has one vote.

6. CONFERENCES

- 6.1 The aim is to present an annual conference or event for RAEI at a time and venue to be determined by the Management Committee.
- 6.2 The conference should have a duration of at least one day, depending on the topics and the workshops that are on the agenda.

- 6.3 The AGM will make recommendations to the Management Committee on where the next year's conference is to be held and at which venue, but the Management Committee will make a final decision based on suitability, affordability, and availability of recommended venues.
- 6.4 The aim will be that a member institution from the region where the conference is to be held will volunteer to be the hosting institution in that particular year.
- 6.5 Staff members of institutional members will be invited to submit proposals on topics to be included for a particular conference.

7. FINANCES

- 7.1 It is not the aim of RAEI to levy an annual membership fee for institutional members.
- 7.2 Institutions as specified in par. 3.1 automatically become members of RAEI by delegating one or more of their members of staff to attend the annual conference and AGM and paying the registration fees.
- 7.3 The conference fees to be paid by all delegates attending the annual conference will be levied by the Management Committee in conjunction with the Administrator and must cover all costs of the annual conference, management of RAEI, administration, organisation, and marketing costs of the Administrator that pertains to RAEI.
- 7.4 The Management Committee will agree with the Administrator to include an amount with the registration fee payable per delegate for the annual conference, which is earmarked for allocation to a RAEI Membership fund. The purpose of this fund will be to cover costs related to Management Committee meetings, membership fees of RAEI on other organized professional bodies, international speakers, and to promote the goals of RAEI. This expenditure is subject to approval of the Management Committee.
- 7.5 The conference fees will be payable to, and collected by, the Administrator who must keep a record of the income and expenditure of the conference, as well as of the Membership fund.
- 7.6 The Administrator must submit to the AGM a financial report and statement of income and expenditure of the Membership fund for approval.
- 7.7 The Administrator shall submit a statement of income and expenditure of the annual event to the Management Committee for notice.
- 7.8 In the event of RAEI disbanding as an official body according to par. 9 below, any accumulated surplus in the Membership fund after all costs related to the fund were covered, will be donated by the Administrator to a registered charity as identified at the disbanding meeting.
- 7.9 The travel and accommodation costs of all delegates attending the conference shall be at the expense of their institution.

8. ROLE OF THE ADMINISTRATOR

With reference to par. 3.6 the role and responsibilities of the Administrator are specified as follows:

- 8.1 The Administrator shall be the official secretary for the AGM and for the Management Committee and shall be responsible for the compilation and distribution of notice of meetings, agendas and minutes.
- 8.2 The Administrator shall be responsible for the organisation of the Annual Conference and the workshops that coincide with the conference. This organisation includes:
 - 8.2.1 The marketing of the event with existing and potential members
 - 8.2.2 Invitation to members to submit topics and co-ordination of the conference agenda.
 - 8.2.3 To organise the booking of venues, catering, social events, and conference infrastructure.
 - 8.2.4 To negotiate competitive accommodation rates with hotels and / or guesthouses.

- 8.2.5 The identification of and arrangements with guest-speakers and/or workshop facilitators.
- 8.2.6 The compilation and printing of conference and workshop material.
- 8.2.7 Registration of delegates and collection and recording of conference fees.
- 8.2.8 Facilitation of general conference sessions and / or workshops.
- 8.2.9 Compilation and distribution of the post conference report if applicable.
- 8.3 The Administrator shall be responsible for the administration of RAEI membership records and the Membership fund.
- 8.4 The Administrator shall act as electoral officer for the election of Management Committee members.
- 8.5 The Administrator shall be responsible to keep accounting records of all income and expenditure as determined in par. 7 above.

9. DISSOLVING THE ASSOCIATION

In the event of RAEI dissolving as a collective association, the following points will apply:

- 9.1 The decision to dissolve the organisation must be taken once an institutional member submits such a motion to disband for inclusion on the agenda of the AGM in accordance with par. 5.1.4 point viii), and a simple majority of members at the AGM decide in favour of the motion.
- 9.2 As RAEI, in terms of its constitution, is not deemed to be a legal entity, there can be no legal obligations in the name of RAEI or between RAEI and its members, in the case of the dissolving of the association.

10. AMENDMENTS TO THE CONSTITUTION

Members of RAEI may amend this constitution under the following conditions:

- 10.1 Notice of a proposed amendment must be circulated to all member institutions with the agenda of the AGM.
- 10.2 A simple majority of member institutions present at an AGM constituted in terms of par. 5.1.4 points v) to vii), can then amend this constitution.