



Association for
Office Professionals
of South Africa

CONSTITUTION

***Association for Office Professionals of
South Africa***

CONSTITUTION OF THE ASSOCIATION FOR OFFICE PROFESSIONALS OF SOUTH AFRICA

1. IDENTITY

1.1 Name

The name shall be ASSOCIATION FOR OFFICE PROFESSIONALS OF SOUTH AFRICA (OPSA).

1.2 Legal Personality

The association shall be a body corporate, capable, in its own name, of acquiring rights, entering into legal transactions, and suing and being sued.

2. VISION, MISSION AND OBJECTIVES

2.1 Vision

To be the leading professional association in developing ethical standards of practice and excellence for administrative professionals in Africa.

2.2 Mission

To ensure and promote quality assurance in the administrative profession.

2.3 Objectives

2.3.1 Developing ethical standards of practice aligned to relevant global best practices

2.3.2 Providing suitable and applicable standards that will enhance service excellence in the administrative profession

2.3.3 Advising and supporting organizations about matters relating to the administrative profession

2.3.4 Supporting and encouraging members in continuous professional and career path development

2.3.5 Promoting innovative systems and technological advancements that enhance productivity

2.3.6 Recognising excellence within the administrative profession and creating meaningful platforms for networking

2.4 Definitions

Administrative Professionals include:

- Administrative assistants
- Administration managers
- Executive assistants
- Clerical assistants
- Office managers
- Personal assistants
- Receptionists
- Secretaries
- Data capturers

3. MEMBERSHIP

3.1 Classes

There shall be six classes of members:

- Honorary
- Professional
- Ordinary
- Member at Large
- Candidate
- Institutional

3.2 Honorary

An honorary member shall be a person who, by virtue of his special contribution to the administration field in Southern Africa has been invited by the executive committee to become an honorary member and has accepted the invitation.

3.3 Professional

A professional member is a member who holds a professional designation awarded by OPISA.

3.4 Ordinary

An ordinary member shall be a person who works in the administrative profession.

3.5 Member at Large

A member at large shall be a person who works in the administrative profession outside of South Africa.

3.6 Candidate

A candidate member shall be a person who is currently studying in the administration field.

3.7 Institutional members

Institutional members are associations, bodies, firms and companies involved in uplifting the administrative industry through continuing education and sponsoring OPISA. This includes:

- professional administrative bodies or associations
- companies supporting and promoting excellence in the administrative industry through sponsoring relevant learning opportunities
- training and education providers in the administration subject fields

An institution as described above, may apply for membership of OPISA and for one seat and vote on the executive committee. The sponsorship will be determined to the mutual satisfaction of both OPISA, represented by the executive committee or the management committee, and the institution applying.

3.8 Rights of all Members

Members of all classes are entitled to

3.8.1 receive notice of, and attend all national congresses held by the association:

3.8.2 receive notice of, and attend all general meetings of the association:

3.8.3 receive a copy of all OPISA's publications

3.9 Subscriptions and Cessation of Membership

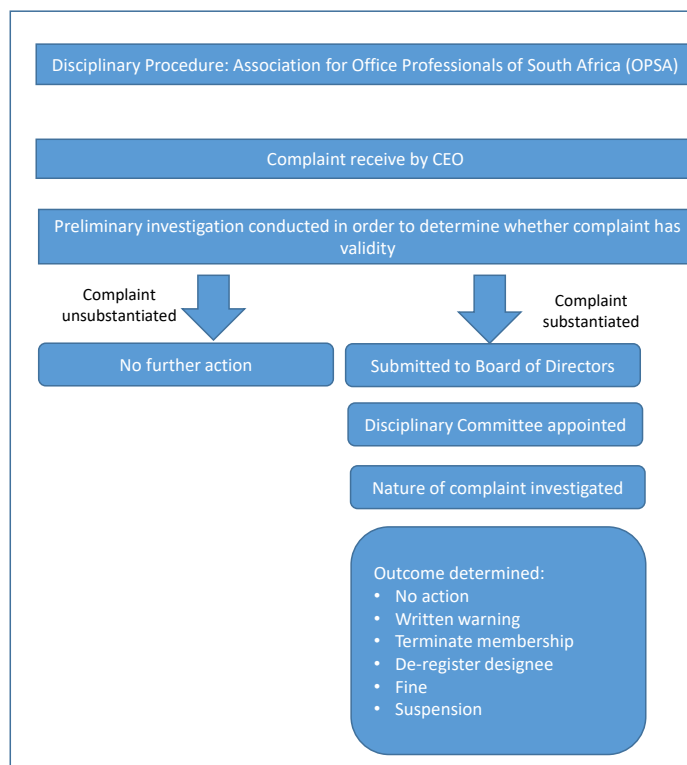
- 3.9.1 Membership will cease automatically on non-payment of subscriptions within 3 months of the due date, or on resignation.
- 3.9.2 Lapsed or resigned members shall not be eligible to rejoin unless all arrear subscriptions are paid.

3.2 Disciplinary Matters and Accountability Disciplinary process

Every member of OPSA is required to subscribe to the Code of Professional Conduct. Under this code, the professional found guilty of an offence; could be subject to:

- A warning being issued by OPSA;
- A fine being raised to the OPSA member;
- The designation being withdrawn;
- Prevention from being able to gain membership of OPSA for a period of 5 years if the same behaviour is not repeated.

The figure below outlines the process that will be used to discipline an OPSA member should they be found guilty of misconduct under the Code of Professional Conduct. It is important to note that the code not only protects the public from fraudulent members, but it also aims to protect the integrity, honesty and fairness of members.



- If a member disagrees with the outcome of the disciplinary process, a written request should be submitted within 30 days to the Appeals Officer. The Appeals Officer, will review the request and submit his/her findings to the applicant and the Disciplinary Committee.

4. EXECUTIVE

4.1 Composition of Executive Committee

- 4.1.1 All registered OPSA members are eligible to serve on the Executive Committee.
- 4.1.2 The committee can co-opt a total of 5 other members agreed on by the committee. Members serve for a period of two years. Voting/co-opting takes place at the meeting following the national awards which take place in the first week of September each year. OPSA Directors are also invited to serve on the committee.
- 4.1.3 The members will vote for a chairperson and will nominate chairpersons to serve on the various sub committees.
- 4.1.4 The committee will meet a minimum of once quarterly. A 51% of votes are required to carry a motion. A quorum requires a minimum of five members (excluding the chairperson) to be present.
- 4.1.5 The committee will elect a secretary who will be responsible for recording and disseminating minutes.
- 4.1.6 Written and oral reporting will be required from each sub-committee on a quarterly basis to be presented at the quarterly meetings of the Executive Committee. The chairperson of each sub-committee will be required to submit the report.
- 4.1.7 The function of this committee is to direct the work of the Association. The committee is an advisory body only. All financial decisions must be signed off by the Directors.
- 4.1.8 The committee also facilitates an educational platform for OPSA members and employers to understand the importance of continuous professional development.

4.2 Powers and obligations of Excom

- 4.2.1 Implement and manage information campaigns to develop the office profession
- 4.2.2 Oversee the running of the national awards
- 4.2.3 Provide expert advice and guidance to members relating to career development
- 4.2.4 Implement, manage and maintain designation applications by ensuring standardised accreditation and adherence to accreditation process

5. GENERAL MEETINGS

- 5.1 An ordinary general meeting of the association shall be held not later than 30 months after the previous ordinary general meeting, on a date and at a place determined by the chairperson in consultation with members of Excom. If circumstances prevent the timeous holding of an ordinary general meeting, such meeting shall be convened, as soon as possible after the elapse of 30 months, by the chairperson or the vice-chairperson or the honorary secretary at the request of at least 30 members of the association.
- 5.2 The honorary secretary shall send each member notice of the ordinary general meeting and the agenda at least one month prior to the date of the meeting.
- 5.3 The chairperson shall convene an extraordinary general meeting whenever he/*she* deems it desirable, or upon written request of at least 10 ordinary members.
- 5.4 Unless the chairperson rules that the matters to be dealt with are so urgent that a shorter period of notice is desirable, the honorary secretary shall send each member a notice of an extraordinary general meeting and the agenda at least 14 days prior to the date of the meeting.
- 5.5 At all meetings the chair shall be taken by the chairperson or, in his or her absence, by the vice-chairperson or, if the vice-chairperson is absent, by a chairperson chosen by the meeting. A quorum at all general meetings shall be 30.
- 5.6 Resolutions at a meeting shall be taken by a majority of the votes of members present. If so requested by at least 10 members, the chairperson shall order a vote by ballot paper.

5.7 In the period between ordinary general meetings, resolutions of the association may be passed by a written referendum of members. Such referendum shall be held by the chairperson upon his own initiative or at the request of at least 30 members. Such resolutions shall be passed by a majority of votes returned by members.

6. AMENDMENT OF CONSTITUTION

The constitution may be amended by a resolution passed by a majority of members at an ordinary or extraordinary general meeting, or by a majority of votes returned in a written referendum, provided that the honorary secretary has sent each member a notice of the proposed amendment at least one month prior to the date of the meeting or the date given for return of the vote.