



Constitution

Continuing Professional Development Association for Educators in Namibia



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ACRONYMS

CPD	Continuing Professional Development
EXCO	Executive Committee Members
AGM	Annual General Meeting
RCPDCC	Regional CPD Coordinating Committee

Article 1: Name and Definition

- 1.1 Name: The name shall be **Continuing Professional Development Association for Educators in Namibia** referred to in this document as the “Association”.
- 1.2 Definition: Educators are Teachers, Teacher Educators, Education Officers and Education Managers.

Article 2: Slogan

- 2.1 Ensuring quality education through professional competence.

Article 3: Purpose

- 3.1 The purpose of the Association is exclusively educational, apolitical and not for profit.
- 3.2 It will provide Namibian educators with opportunities that mutually support their continuing professional practice within a structured learning community through contributions to the *CPD Journal for Educators in Namibia*.
- 3.3 Through this platform there will be regular exchange of ideas in the various interventions such as conferences, workshops and meetings.

Article 4: Aims and Objectives

The Association endeavors to:

- 4.1 Function as the coordinating body for the annual National Forum and the publication of the *CPD Journal for Educators in Namibia*;
- 4.2 Serve as a platform for educators to share and exchange experiences, ideas and best practices;
- 4.3 Facilitate opportunities for Educators to enhance their ongoing professional competence through the accredited and recognized programs.

Article 5: Membership

- 5.1 Membership shall be open to all practicing and retired educators in Namibia who are “in good standing within the education profession¹.”
- 5.2 Membership is bestowed on an individual or institution upon full completion of a membership form and a written confirmation from the Association.
- 5.3 Membership is subject to an annual membership fee payable every year. The membership fee shall be as set out in articles 5.3.1 and 5.3.2 respectively for the first year of the Association’s operation, thereafter reviewed annually at the Annual General Meeting (AGM). Registered members will receive a membership card, displaying their individual membership numbers.
- 5.3.1 Individual Membership: Individual Membership shall be open to all Educators. Each individual member shall have voting rights; one vote per individual member. Individual membership fee shall be N\$50.00 for the initial year; subject to annual review.
- 5.3.2 Institutional Membership: Institutional Membership shall be open to all registered tertiary education institutions, and all primary and secondary schools in Namibia. An institutional membership is for the institution and may only be used by two representatives per event, being the representative of that institution. Institutional members have voting rights; two votes per institution. The institutional membership fee shall be N\$100.00 for the initial year, subject to annual review.
- 5.3.3 Retired Members: Retired Members shall be those individuals who have worked as educators during their working life and want to participate in the Association’s activities. Retired members must pay N\$50.00 membership fee per annum for the initial year; subject to annual review. Registered retired members will have voting rights.
- 5.3.4 Honorary Life Time Members: Honorary Life Time Membership is bestowed upon individuals who have contributed immensely to education in Namibia based on approval by the National CPD Consortium Advisory Committee. Honorary Members are not paying any membership fees and have no voting rights.

¹ any person employed within the education sector without any act of misconduct

- 5.4 Termination of membership
- 5.4.1 Termination of membership will be effected immediately, if members are guilty of any misconduct, determined by a majority vote of the members.
- 5.4.2 Members on suspension may not benefit from initiative of the Association during this time.

Article 6: Administration of the Association

- 6.1 **National CPD Consortium Advisory Committee Members** shall act as Governing Board for the Association.
 - 6.1.1 In line with the Section 21 Registration, they will serve to provide governance without any compensation. They will govern in line with the mission statement, goals, policies and directives of the Association. They are also ultimately responsible for the finances and resources of the Association.
 - 6.1.2 The National CPD Advisory Committee Members will use the Memorandum of Articles and the Constitution as guiding documents for the Association.
 - 6.1.3 They will act as Nomination and Election Committee for the election of the first Executive Committee and collect nominations for the EXCO from the National CPD Consortium Members and the Regional CPD Coordinating Committee Members. After nominations they will complete the voting and election process and inform EXCO members. All nominations and elections hereafter will be conducted by the Nominations and Elections Committee.
- 6.2 **Executive Committee (EXCO)**. The leadership of the Association will be known as the Executive Committee (EXCO) and this committee will consist of seven (7) members. The Association's EXCO shall consist of the following:
 - 6.2.1 Chairperson (should be elected)
 - 6.2.2 Vice-chairperson (should be elected)
 - 6.2.3 Secretary (The appointed Administrator at the CPD Unit)
 - 6.2.4 Treasurer (should be elected)
 - 6.2.5 CPD Director (The appointed CPD Unit Director)
 - 6.2.6 Representatives of CPD Consortium (2 persons) (should be elected)

- 6.2.7 **EXCO shall be bound to:** Elected office bearers should serve for a three (3) year term only, but the Secretary and Treasurer shall serve for an additional three months period. Nominations shall be received at least four (3) months prior to the AGM.
- 6.2.8 **EXCO Meetings:** Dates for meetings of the EXCO will be decided upon at the first meeting, printed in calendar and distributed to all EXCO members. The elected Chairperson shall preside over the EXCO meetings. Notice for these meetings shall be corresponded with and agenda to members, at least 14 days before the meeting. Voting procedures will be decided on by the members at the EXCO meetings.
- 6.2.9 **Extraordinary meetings of EXCO** shall be scheduled on a needs basis to deal with urgent matters as they surface, with a quorum of four (4) members present.
- 6.2.10 **A quorum** shall be deemed formed if at least four (4) members of the EXCO Members are in attendance.
- 6.2.11 **Duties of the Chairperson:** As the leader of the Association, the **Chairperson** shall preside at all meetings of the Executive Committee, and is hereby mandated to carry out instructions of the membership of the Association. The **Chairperson** shall represent the Association at any national and international meetings designated by the membership or cause representations thereof.
- 6.2.12 **Duties of the Vice-Chairperson:** The Vice-Chairperson shall serve as second in charge and assume organizational leadership in the absence of the Chairperson. The Vice-Chairperson shall serve on committees and perform other duties as delegated by the Chairperson and/or National CPD Consortium Advisory Committee.
- 6.2.13 **Duties of the Secretary:** The Secretary shall take minutes at every meeting and record all membership. The Secretary shall also perform other duties as delegated by the Chairperson or his/her delegate and/or the membership. In absence of the secretary, any member may be requested to act as secretary or a co-opted secretary could be used for the meeting.
- 6.2.14 **Duties of the Treasurer:** The Treasurer shall record and monitor all financial transactions of the Association with respect to its bank accounts. The treasurer shall deposit all funds received in the official bank account of

the Association. The bank account shall be opened with a financial institution as approved by the membership. The treasurer shall also keep record of all sources of income, like sales and donations as well as all expenditures or purchase of goods, inclusive of their supporting documents such as invoices or written authorization. The treasurer will provide complete financial reports at the AGM at the end National Forum. All these financial reports will be audited once every year and shall be examined for the correctness of the income and expenditure account and balance sheet ascertained by the registered Auditor. The Association will select a different auditor annually. The first auditor shall be Saunderson & Co. The treasurer should conduct all financial duties in line with business stipulated in the 'Accounts' section of the CPD Articles.

- 6.2.15 **Duties of the CPD Director:** The CPD Director will steer the Association into the direction of the CPD vision. The CPD Director will be responsible for the implementation, monitoring and evaluation of daily business of the Association.
- 6.2.16 **Termination of EXCO Membership:** Termination should be voluntary resignation, non-performance, or absence from three consecutive meetings.
- 6.3 **The National Conference:** This meeting shall be held annually, for the purpose of implementing a platform for interaction for Educators in Namibia. Members will be invited to submit abstracts, research and publications to present and to share at such national conference.
- 6.4 The **Annual General Meeting (AGM) of the Association** will be held annually, immediately after the National Conference. Twenty-One days' notice of the Annual General Meeting will be given to the CPD Coordinating Committee (RCPDCC) and Executive Committee (EXCO). This is a meeting only for the Regional CPD RCPDCC and EXCO to discuss business. All business topics and Agenda will be circulated to RCPDCC and EXCO members beforehand, at least 7 days. All members of RCPDCC and EXCO will have an equal vote. The AGM will suggest or elect members to the standing committees. All business will be conducted as stipulated in the Registered CPD Articles.

Article 7: Headquarters and Secretariat

The office of CPD Unit shall serve as the Headquarters and Executive Office of the Association. The Secretarial functions of the Association shall be conducted by the CPD Unit.

7.1 **The overall responsibilities** of the Secretariat are to ensure collaboration and coordination of relevant stakeholders in managing the affairs of the Association and the *CPD Journal for Educators in Namibia*.

7.2 **The Secretariat consists** of the CPD Director and the CPD Administrator at the CPD Unit.

7.3 Duties of the Secretariat:

7.3.1 The Secretariat shall be responsible for working with the EXCO to schedule meetings, conferences and seminars. Compilation and dissemination of relevant documents to be deliberated upon at the above events and summary documentation of major discussion points in these events shall also be the responsibility of the Secretariat. Additionally, the Secretariat shall manage the membership database and ensure that members receive regular communication. The Secretariat will keep minutes of the EXCO meetings safely at the CPD Unit. The agenda and minutes of EXCO meetings will be disseminated to all EXCO members at least fourteen (14) working days prior to and fourteen (14) working days after the meetings respectively.

7.3.2 The Secretariat shall be responsible for coordinating publication of the *CPD Journal for Educators in Namibia*. The purpose of the *CPD Journal for Educators in Namibia* is to serve as a tool for education practitioners to share knowledge and experiences in CPD, and to generate a written Namibian knowledge base on CPD in education. The Secretariat will work in collaboration with the Editorial Board of the Journal.

Article 8: Standing Committees: All Standing Committees of the Association shall be identified, as the need arises. Subject to the approval of the National CPD Consortium Advisory Committee, the President shall appoint different Standing Committees which shall consist of three (3) members. These committees will act as Technical Working

Groups and termination of membership will be upon non-performance. Members could be elected at the AGM or during EXCO meetings. Meetings of the Standing Committees will be scheduled by members and regular feedback will be given to EXCO before every EXCO meeting.

8.1 **Nomination and Election Committee:** One such committee will be the Nominations and Elections Committee. This committee shall consist of three (3) members including the CPD Director. The committee can choose its own office bearers by way of nominations and elections.

Duties of members of this Committee shall include:

- 8.1.1 To solicit candidates for the office bearers of the Association from its voting members.
- 8.1.2 To present a list of nominees of the above to the voting Members of the Association.
- 8.1.3 To administer appropriate voting procedures to effect election of officers for Association as required.

8.2 **Publications Committee:** This committee shall consist of three (3) members, and the committee can choose its own office bearers by way of nominations and elections.

Duties of members of this Committee shall include:

- 8.2.1 To review the status of each periodical or serial publication and make recommendations as appropriate.
- 8.2.2 To review proposed changes in editorial policy, publication policy, contracts, etc., in consultation with the editors of the various publications.
- 8.2.3 To recommend, in consultation with the editors of the various publications, the implementation of new policies or changes in publication policy, including, but not limited to, the format, method of production, subscription prices and the type and form of material to be published in the different publications.
- 8.2.4 To review the status of editorial boards and to make recommendations as appropriate.
- 8.2.5 To review the draft budget for the operations and make recommendations as necessary.

8.2.6 To review the general funding and source for additional funding of the activities of the publication.

8.2.7 To monitor when the terms of office of the editors, members of the editorial boards, etc.,

8.3 **Membership Committee of the Association:** This committee shall consist of three (3) members, and the committee can choose its own office bearers by way of nominations and elections.

Duties of members of this Committee shall include:

8.3.1 To assist with promotion of the Association and recruitment of members.

8.3.2 To attend a one to two hour orientation on the Association, membership, and most importantly, the member benefits and services (and costs) provided by the Association.

8.3.3 To develop a membership marketing plan.

8.3.4 It is also essential to provide the members with the materials or access to materials and to conduct research and to read extensively, about the Association.

8.4 **National Conference:** This committee shall consist of three (3) members, and the committee can choose its own office bearers by way of nominations and elections.

Duties of members of this Committee shall include:

8.4.1 Preplanning

8.4.2 Develop an agenda

8.4.3 Finance and Marketing

8.4.4 Catering & Accommodation

8.4.5 Actual conference proceedings, recordings, write-ups, website updates.

8.4.6 Reflection

8.4.7 Final report of National Conference

8.5 **Awards & Public Relations:** This committee shall consist of three (3) members, and the committee can choose its own office bearers by way of nominations and elections

Duties of members of this Committee shall include:

8.5.1 To organize and review information regarding the nominations and recommend.

8.5.2 Design nominee eligibility criteria.

8.5.3 Gather all events or activities applicable to the awards committee.

Article 9: Amendments

The Constitution may be amended at an Annual General Meeting by a two-thirds vote of a two-thirds quorum present on condition that the proposed amendments are made in written form and communicated to all voting members at least three weeks (3) prior to the Annual General Meeting. Amendments not proposed in advance may be adopted, provided that they are presented in written form. Adoption of amendments is further subject to the meeting forming a quorum, which constitutes the presence of two-thirds (2/3) of the Association's voting members.

Article 10: Code of Conduct

All members of the Association:

- 10.1 are obliged to respect and uphold a good image of the association,
- 10.2 shall make use of opportunities as offered by the Association,
- 10.3 shall comply with decisions, resolutions and directives as voted for by the majority, and
- 10.4 shall not deliberately misuse the name and purpose of the Association to the benefit of individuals other than professional development.

Article 11: Dissolution or deregistration or winding-up: In the event of dissolution or termination, an official resolution shall be adopted by two thirds (2/3) of the members at the Annual General Meeting.

This shall only be considered effected after:

- 11.1 Consultation of all stakeholders.
- 11.2 Payment of all the Association's liabilities.
- 11.3 The balance of assets after payment of all financial commitments and adherence to any legal directives from a legitimate Namibian court of law shall be disposed of by way donation. Beneficiaries of the above assets shall be limited to associations or institutions organized exclusively for the facilitation and advancement of high quality, continuing education in Namibia.
- 11.4 The EXCO shall communicate the implementation of the resolution to the members of the Association.

