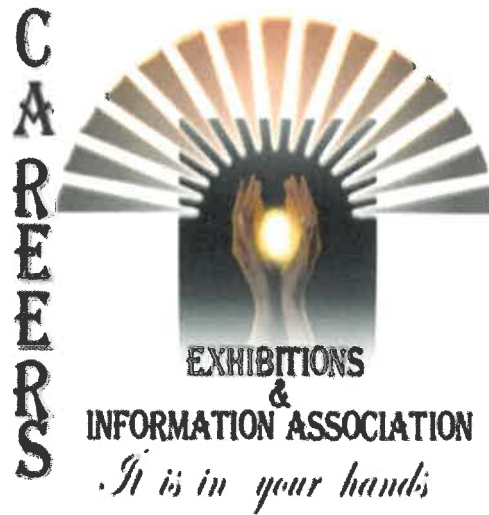


CAREERS EXHIBITIONS & INFORMATION ASSOCIATION (CEIA)



CONSTITUTION

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CHAPTER 1

NAME AND OBJECTIVES OF THE BODY

1.1 Name

- 1.1.1 The name of the body shall be the Careers Exhibitions & Information Association; hereafter referred to as CEIA.
- 1.1.2 The body shall be an association not for gain.

1.2 Aims and Objectives

The aims and objectives of the CEIA shall be:

- 1.2.1 To provide information nationally and internationally through interactive communications at careers exhibitions.
- 1.2.2 To enable learners to make informed career choices.
- 1.2.3 To promote cooperation amongst member institutions.
- 1.2.4 To issue media statements on behalf of its members.
- 1.2.5 To build sustainable alliances with relevant stakeholders (Government, Industry and Commerce) in order to facilitate the career decision making process.

1.3 Language of Communication

- 1.3.1 English shall be the official language of all communication

CHAPTER 2

2.1 Definitions

(Unless inconsistent with the context, words importing masculine shall refer to both genders).

2.1.1 'Day' shall mean exhibition day, unless otherwise stated.

2.1.2 'Quorum' shall mean the minimum number of members required at a meeting for the meeting to be properly constituted.

2.1.3 'Sub- Committee' shall mean any committee of CEIA constituted for the purpose of attending to commissioned projects.

2.1.4 'Member in good standing' shall mean a paid-up member as defined in Chapter 4 of this constitution.

2.1.5 'Host' shall mean any person or institution who organizes the career exhibitions and whose subscription is paid in full.

2.1.6 An 'Advisory Board' is a body that provides non-binding strategic advice to the management of a corporation, organization, or foundation.

2.1.7 'Honorary membership' shall refer to the membership status accorded by the Association to an individual who in the opinion of the Association will continue to offer value to the Association, and the beholder is not expected to keep their membership through fulfilling any financial obligations or requirement.

CHAPTER 3
NATIONAL STRUCTURE

3.1 CEIA

Control of the CEIA shall be vested in the

- 3.1.1 National Congress.
- 3.1.2 Regional/Country Representatives.
- 3.1.3 National Executive Committee (hereinafter referred to as the NEC).

3.2 National Congress

- 3.2.1 The National Congress shall be the ultimate authority of the CEIA, which shall be overruled only by a national ballot of all members in good standing, conducted in accordance with the provisions of this constitution.

3.3 Composition

The National Congress shall consist of the following:

- 3.3.1 Members of the National Executive Committee (NEC) (constituted of the President, Deputy President, Treasurer and General Secretary & the Regional Coordinator).
- 3.3.2 Members of the CEIA (in good standing).
- 3.3.3 Hosts.
- 3.3.4 Regional/Country Representatives.

3.4 Meetings of the National Congress

- 3.4.1 The National Congress shall meet at least once a year at a place as determined by the Congress.
- 3.4.2 The General Secretary or his/her nominee shall in writing notify each member of the date, time and place of a meeting and such notification, accompanied by an agenda, must be dispatched at least 30 (thirty) calendar days before the date of the meeting.
- 3.4.3 A meeting of the National Congress shall be chaired by the President or if the President is unable to be present at any meeting, he/her shall notify the General Secretary in writing thereof, and the Deputy President shall chair the meeting.
- 3.4.4 If the President and the Deputy President are unable to be present at a meeting of the National Congress that has been properly convened and constituted, such a meeting shall be chaired by the General Secretary.

3.4.5 Members of the National Congress and/or the NEC may agree to invite any member other than provided for in par. 3.3.1, 3.3.2 3.3.3 and 3.3.4 or any other person to its meeting, but such a member or other person shall act only as an observer or in advisory capacity and shall have no vote.

3.4.6 It is a constitutional imperative for all members of CEIA to be represented at each AGM or Special AGM. In case of non-representation or non-attendance to the AGM, the member institution must submit a letter of apology to the AGM through the General Secretary. Such letters must reach the General Secretary 14 days before the AGM and Congress.

3.5 Quorum

3.5.1 The quorum for the meetings of the National Congress shall be fifty (50) percent plus one (1) members of the CEIA.

3.5.2 If a quorum is not present within 30 minutes of the time fixed for the meeting, the meeting shall be adjourned for 1 (one) hour.

3.5.3 Such meeting shall be reconvened after 1 (one) hour from the adjournment, and at this stage, the meeting shall be considered a quorum.

3.6 Voting at Meetings

3.6.1 When voting is required, at a meeting of the National Congress the voting power shall:

3.6.1.1 In an event of equal votes, the President shall have a casting vote.

3.6.1.2 When voting for the election of office bearers each member institution shall have one vote.

3.6.1.3 When voting on motion, each member institution shall have one vote.

3.6.1.4 Voting shall take place by secret ballot.

3.6.1.5 The NEC shall invite a person/party who is not a member of the CEIA to act as Electoral Officer. Such a person/party shall record the number of votes in favour of, against and all abstentions and such results shall be minuted.

3.6.1.6 Voting shall be one vote per member institution.

3.7 Minutes

3.7.1 Minutes of the AGM shall be kept by the General Secretary or his/her nominee.

3.7.2 A copy of such minutes shall within 1 (one) month after the meeting be forwarded to each member, as well as to each institution/organization.

3.7.3 Such minutes shall be subject to ratification at the next AGM of the National Congress

3.7.4 All minutes shall be retained for two (2) years.

3.7.5 The General Secretary or his nominee shall request agenda items from members 30 (thirty) calendar days before the AGM.

3.8 Powers and Functions of the National Congress

3.8.1 The National Congress shall consider all matters submitted to it twenty-one (21) calendar days before the AGM.

3.8.2 The National Congress shall have all powers of the NEC and shall have the right to amend, confirm or reverse any decision of the NEC or a member which is or may be in conflict with the aims, objectives and principles of this constitution.

3.8.3 The AGM of the National Congress shall deal with the following:

3.8.3.1 Report from the President.

3.8.3.2 The Annual Report on the activities of the body to be presented by the General Secretary on behalf of the NEC.

3.8.3.3 The statement of income and expenditure, any financial information and the annual auditor's report.

3.8.3.4 The election of the President, Deputy President, General Secretary, Treasurer and Regional Coordinator.

3.8.3.5 Motions and resolutions.

3.8.3.6 Determining policy and strategy.

3.8.3.7 Sanction expenditure on behalf of the body.

3.9 Election of the National Executive Committee

3.9.1 Members of the NEC shall be elected at the AGM of the National Congress from amongst those who have been duly nominated, and only members who are in good standing by the time of the AGM.

3.9.2 Whenever more than one candidate has been duly nominated for any office, voting shall take place by secret ballot, in which event the official appointed for that purpose or his nominee shall record the number of votes and disclose the name of the successful candidate who has won the vote. In an event of there being more than two candidates and on the final ballot no candidate obtains an absolute majority of the votes, then the candidate with the least number of votes shall be eliminated and successive ballots be conducted until such time that a candidate obtains an absolute majority.

3.9.2.1 The nomination of regional/country representatives shall be done at specially convened regional meetings of members in good standing. The serving regional /country representatives must, in collaboration with the National General Secretary convene such meeting. At such a meeting, the National Executive Committee shall be represented to oversee the process; The President shall avail

him/herself or delegate a member of the National Executive Committee (other than the respective Regional Representative) to preside in the nominations. In the event of more than one nomination, a secret ballot shall be used and the candidate nominee with the highest vote shall be considered as the regional representative to be officially confirmed during the AGM. Any dispute surrounding a candidate should be resolved at the special nomination seating. The National Executive Committee, may use their discretion to engage an independent agent or body (such as the Independent Electoral Commission) in the elections process.

3.9.3 The National Executive Committee shall comprise of the President, Deputy President, General Secretary, Treasurer General, Regional Coordinator as well as the Regional/Country Representatives.

3.9.3.1 Should vacancies exist in the National Executive Committee, the following shall apply:

Should the President resign, the Deputy President shall be the Acting President until the next scheduled Annual General Meeting, wherein special by-elections shall be held to address vacancies.

Should both resign or recuse themselves, the General Secretary shall be the Acting President until the next scheduled Annual General Meeting, wherein special by-elections shall be held to address vacancies.

In the meantime, the NEC shall find mechanisms to re-align responsibilities until the special by-elections.

3.9.4 The General Secretary shall every year send out invitation for nomination of Executive Committee Members 60 days before the AGM.

3.9.5 Such nominations must reach the General Secretary 30 days before the AGM for distribution with the AGM pack.

3.9.6 Relevant form designed for the purpose, obtainable from the CEIA website, must be completed.

3.10 Term of Office

3.10.1 The term of office of each office bearer shall be 2years calculated from the date of the Annual General Meeting at which they have been elected until the date of the following Annual General Meeting, but an office bearer may be re-elected for a successive term of office.

3.11 Removal from Office

3.11.1 Any member of the NEC may be removed from office before completion of the term of office if so determined by two-thirds majority at the AGM following a motion of no confidence or serious neglect of duties.

3.12 Meetings of the NEC

3.12.1 The NEC shall meet at least once every 2 (two) months at such times, dates and places as the members may decide, and a special meeting of the NEC may be held at any time at the request of at least 3 (three) members of the NEC.

3.12.2 The members of the NEC may agree to invite any member or any other person to its meeting, but such a member or person shall act only as an observer or in any advisory capacity and shall have no vote.

3.12.3 Fifty (50) percent plus one (1) shall constitute a quorum for NEC meetings.

3.12.4 The NEC may remove a member from office any time before completion term of office if so determined by fifty percent (50%) plus one following a motion of no confidence or serious neglect of duties. Such decision shall then be ratified in the AGM of the Congress.

3.12.4.1 Such actions shall include a member of the National Executive Committee who undermines resolutions of the National Executive Committee and engage in unacceptable form of communication that undermines 'respect for others' as well as undermining protocol.

3.12.4.2 All members of the National Executive are expected to attend all scheduled meetings. A member who fails to attend three consecutive scheduled meetings without valid reasons, shall be requested to recuse themselves from their position. Should the affected member not present themselves or reasons within defined time frame, the General Secretary in collaboration with the President must initiate the item for discussion agenda, and a resolution to recuse the member shall be recorded and communicated to the member and their institution or province/ region/country structure.

3.12.4.3 In case of a regional/country representative, a replacement shall be requested, in which case, special by-elections shall be conducted with current members in good standing in the presence of the President or his/her delegate. The period of service shall be equal to the remaining portion of the term being served by the member being recused.

3.12.5 The President, Deputy President, General Secretary, Treasurer General as well as the National Coordinator shall form the Top Executive of the NEC. The Top Executive shall meet once every two months or as and when urgency dictates, and shall assist in taking crucial decisions in the absence and on behalf of the NEC. To ensure information flow, the General Secretary shall share minutes of the Top Executive with all members of the NEC (broader forum) to ensure seamless communication, and inclusivity.

3.13 Powers and Functions of the NEC

The NEC shall be empowered to

3.13.1 Delegate any of its powers or functions as it deems fit.

3.13.2 Institute and defend all legal proceedings by or against the CEIA.

3.13.3 Nominate and elect persons to represent the CEIA at any negotiations or discussions or at any body constituted in terms of any law or at any body on which it is desired that the CEIA shall be represented.

3.13.4 Open and operate a banking account in the name of the CEIA.

3.13.5 Regulate a form of procedure in standing and sub committees.

3.13.6 Establish sub committees as it may deem fit and define the terms of reference, functions and duties of sub committees.

3.13.7 Acquire, either by purchase, lease or otherwise, any movable or immovable property and also to sell or otherwise alienate or deal with movable or immovable property belonging to the CEIA, provided that no immovable property shall be acquired or alienated without the approval of the National Congress.

3.14 Role and Powers of Office Bearers

3.14.1 President

The President shall:

3.14.1.1 Enforce compliance of this constitution.

3.14.1.2 Sign minutes of the National Congress and NEC to ensure its authenticity.

3.14.1.3 Attend all meetings of the National Congress and the NEC and preside at such meetings.

3.14.1.4 Manage the affairs of the CEIA.

3.14.1.5 Be accountable to the National Congress.

3.14.1.6 Be responsible for stakeholder relations.

- 3.14.1.7 Be responsible for all media relations (and be the spokesperson for the Association).
- 3.14.1.8 Co-signs on the Association bank account as approver of all transactions.

3.14.2 Deputy President

The Deputy President shall:

- 3.14.2.1 Perform such duties as delegated to him.
- 3.14.2.2 Be responsible for public relations and resource generation for the CEIA.
- 3.14.2.3 Be responsible for fundraising for the congress.
- 3.14.2.4 Be responsible for brand management and the organization's marketing initiatives.
- 3.14.2.5 Assist with media relations in the absence of the President.

3.14.3 General Secretary

The General Secretary shall:

- 3.14.3.1 In general be responsible for the administration and for co-ordinating all activities of the CEIA.
- 3.14.3.2 Receive requests for meetings of the NEC.
- 3.14.3.3 Deal with correspondence.
- 3.14.3.4 Attend all meetings of the National Congress and NEC, keep minutes of the proceedings and at each succeeding meeting lay on the table the minutes of the previous meeting for approval.
- 3.14.3.5 The General Secretary or his nominee shall in writing request AGM hosting dates and venues from members 30 (thirty) calendar days before the AGM.
- 3.14.3.6 Perform such other duties as are imposed by this constitution, by the NEC or National Congress or by any law.

3.14.4 Treasurer General

The Treasurer General shall;

- 3.14.4.1 Attend all meetings of the National Congress and the NEC.
- 3.14.4.2 Keep accurate account, statements of income and expenditure and such other documentation as it is necessary to verify the true financial situation of the CEIA.
- 3.14.4.3 Endorse all accounts for payment and co-sign all cheques/transactions drawn on the banking account of the CEIA.
- 3.14.4.4 Sign together with external auditor all financial statements.
- 3.14.4.5 Issue official receipts for all monies received and obtain receipts or

- 3.14.4.6 other documentation of all monies spent on behalf of the CEIA. Submit all financial statements of the CEIA to be audited at least once a year.
- 3.14.4.7 Co-signs on the Association bank account as initiator of each transaction.

3.14.5 Regional Coordinator

The Regional Coordinator shall

- 3.15.5.1 Attend all meetings of the National Congress and the NEC.
- 3.15.5.2 Visit Careers Exhibitions and events at all regions/member countries with the purpose of monitoring and provision of support to hosts as well as resolving challenges.
- 3.15.5.3 Prepare annual activities report which will form part of the Organizational report to the AGM and Congress.
- 3.14.5.4 Prepare an annual regional visitation itinerary to be approved by the National Executive Committee, subject to availability of budget.

3.15 Compensation of the National Executive Committee Members

- 3.15.1 The Association is a non-profit-making organization, and all members of the National Executive Committee will serve on a voluntary basis without compensation (remuneration) for the role performed.
- 3.15.2 Where necessary, CEIA will incur costs for the National Executive Committee activities in line with the adopted Financial Regulations document.

CHAPTER 4

MEMBERSHIP TO CEIA

- 4.1 Only paid-up members shall be entitled to the benefits of membership, hosting the careers exhibitions, and the right to vote.
- 4.2 A paid-up member shall be regarded as a member who paid subscription and other charges due by his//her institution/organization by the date of the AGM preceding the year in reference.
- 4.3 Only members in good standing shall stand for nominations to the National Executive Committee as well as regional/country representatives.
- 4.4 To qualify for nomination to the National Executive Committee as well as regional/country representative, the candidate's institution must have been a member in good standing for a minimum of two (2) consecutive years.
- 4.5 Membership to the CEIA shall be limited to institutions that are by nature, involved with student recruitment/marketing activities, student funding for post-matric education or providing career guidance & information dissemination. Special membership – Organizations involved with applications (CAO) and DHED (Career Development Services) nationally mandated shall also qualify to be CEIA members.

CHAPTER 5

REGIONAL REPRESENTATIVES

- 5.1 Each region shall be demarcated at the AGM. The regional representative shall be elected at the AGM in order to coordinate activities of various regions.
- 5.2 The regional representatives shall determine the agenda and dates of regional meetings.
- 5.3 All regional representatives shall submit dates of their regional meetings to the Regional Coordinator by the 30th November preceding the year of activities. This will also assist the Regional Coordinator to attend such regional meetings when necessary.
- 5.4 Each region or member country will nominate a representative who shall always represent it at the National Executive Committee meetings.
- 5.5 The role of Regional/Country representatives will be to coordinate all CEIA events in consultation with the hosts at regional level.
- 5.6 The Regional/Country Representatives shall ensure monitoring of activities and follow-up on communication of decisions taken at National Executive Committee.
- 5.7 Regional/Country Representatives must at all times serve their regions and be updated of progress and challenges so to enable them to keep the NEC up to date.
- 5.8 Regional/Country Representatives must attend all meetings of the National Executive without fail and must submit a written apology to the General Secretary in case they are unable to attend.

CHAPTER 6

HONORARY MEMBERSHIP

6.1 *According Honorary Membership*

6.1.1 The Executive Committee may, on the basis of nomination submitted to it, grant honorary membership to any person who associates himself in a meritorious way with the association, disadvantaged communities and the goals of the association.

6.1.2 By signing and submitting his/her application, the applicant declares that he/she subscribes to the goals of the CEIA and subject himself/herself to the constitution.

6.2 *Nomination of Honorary Members*

6.2.1 Nominations for honorary members shall:

6.2.1.1 Be submitted to the Executive in writing.

6.2.1.2 Be signed by at least 7 (seven) members of the CEIA.

6.2.1.3 Contain a motivation explaining why honorary membership ought to be granted.

CHAPTER 7

ADVISORY BOARD

7.1 *Role of the Advisory Board*

- 7.1.1 The National AGM and Congress shall elect the Advisory Board whose main responsibility is to provide specialist advice and assist with fundraising for the Association
- 7.1.2 Student Recruitment: They shall assist in supporting recruitment activities as may be required.
- 7.1.3 Stakeholder Relations: They shall assist with promotion of the Association and its objectives/activities
- 7.1.4 In line with clause 3.14.2.3, they shall support the Deputy President in his responsibility for public relations and fundraising for the Association by identifying such opportunities and networks.
- 7.1.5 General advice: In case of need, the National Executive may request the Advisory Board to intervene in cases of leadership conflict and provide necessary guidance and resolutions.

7.2 *Term of Office for the Advisory Board*

- 7.2.1 Members of the Advisory Board shall serve for a maximum period of two (2) years and may be re-elected for one additional term. Each term shall be calculated from the date of AGM in which they have been nominated and accepted by the AGM.

7.3 *Nominations to the Advisory Board*

The following criteria and processes shall be followed in nomination of Advisory Board:

- 7.3.1 Any member may submit nomination through the General Secretary who shall assist in the relevant profiling for the candidate and submit to the AGM for final endorsement.
- 7.3.2 The General Secretary shall every year send out invitation for nomination of Board Members (considering vacancies available) 60 days before the AGM.
- 7.3.3 Such nominations must reach the General Secretary 30 days before the AGM for distribution with the AGM pack.

7.3.4 Relevant form designed for the purpose, obtainable from the CEIA website, must be completed.

7.4 *Composition of the Advisory Board*

7.4.1 The Advisory Board shall comprise of nominated past Presidents, Honorary Members, past members of the Executive who served with distinction and aligned to sound reputation, members within the member institutions and special stakeholders (outside the Association) who have shown keen interest in supporting and promoting the objectives of CEIA.

7.4.2 The Advisory Board shall comprise of a maximum of 6 members.

7.4.3 At least half of the Board must remain when vacancies exist in order to enhance continuity.

7.4.4 The Advisory Board shall elect the Chairperson of the Board amongst themselves, who shall serve in that portfolio for a two-year period and shall not be eligible for re-election to the portfolio of Chairperson even if he/she is retained in the Board.

7.4.5 The General Secretary of the Association shall provide secretarial service to the Board and shall attend all meetings of the Board.

7.4.6 The seating President of CEIA will be a permanent member of the Advisory Board as long as he/she is retained in the position.

7.5 *Role and Powers of the Advisory Board*

7.5.1 The role of the Advisory Board remains to advice, support and counsel the Executive Committee and its leadership structures.

7.5.2 The Advisory Board shall not be a parallel structure of authority nor take superior status above the National Executive, but this is a structure of consultation and counsel.

7.5.3 The National Executive Committee remains the constitutional highest body of the Association.

7.6 *Meetings of the Advisory Board*

7.6.1 The Advisory Board shall meet at least once a year with the National Executive to discuss matters of strategy, growth and development.

7.6.2 The National Executive, may request for additional meetings with part or whole of the Advisory Board as they deem necessary.

7.7 Compensation of Advisory Board Members

- 7.7.1 The Association is a non-profit-making organization, and all members of the Advisory Board will serve on a voluntary basis without compensation for the role performed.
- 7.7.2 There shall be no remuneration for serving on the Advisory Board, including attendance of meetings; instead, it will be highly appreciated if members of the Advisory Board could show their support by absorbing some or all of the costs to attendance.
- 7.7.3 Where necessary, CEIA will incur costs for the Advisory Board activities in line with the adopted Financial Regulations document.
- 7.7.4 Members of the Advisory Board may demonstrate their care to the Association through hosting some of the Executive and Board Meetings.

CHAPTER 8

MEMBERSHIP ACCREDITATION COMMITTEE

- 8.1 In the interest of the Association corporate image, a Membership Accreditation Committee (MAC) shall be established by the Executive.
- 8.2 The role of the MAC shall be to consider new membership applications and recommend to the Executive.
- 8.3 All applications for membership received by the Treasurer General/General Secretary shall be approved by at least three members of the MAC, one of which must be from the Advisory Board.
- 8.4 The MAC shall be formed by the General Treasurer, General Secretary, One member of the National Executive and two members of the CEIA Advisory Board.
- 8.5 The Committee may not necessarily convene, unless there are serious concerns regarding the applicant institution, but such applications may be approved through a round-robin system with recommendations being consolidated with the General Secretary/Treasurer General.
- 8.6 The MAC shall be established during the election at the AGM, immediately after the election of the Executive.
- 8.7 Should any public concern rise over public integrity of a member institution, such will be referred to the MAC for review and resolve.

CHAPTER 9
AMENDMENTS

9.1 Amendments to Constitution

- 9.1.1 Any of the provisions of this constitution may be repealed, amended or added to in any manner by a resolution of the AGM by a two thirds majority of members.
- 9.1.2 Notice of any proposed change to rescinding of or additions to this constitution, shall be sent in writing to the General Secretary at least 21 calendar days before the AGM.

Signed at East London ICC on 17th Day of October 2019


.....
LESEGO LEGOETE
GENERAL SECRETARY


.....
TAKALANI NYELISANI
PRESIDENT

As amended and approved by the AGM dated 17 October 2019, held at the East London ICC Hotel, Eastern Cape Province.