



South African
Social Workers Association

Interim Constitution of the *South African Association for Social Workers*

*(As adopted during the inaugural meeting on 20 November 2025 held at the Auditorium,
Future Africa Campus, University of Pretoria or online via Zoom)*

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PREAMBLE

The *South African Social Workers Association (SASWA)* recognizes the profound *value, role, and contribution* of social work both within the South African society and internationally. SASWA *appreciates* that social work is a regulated profession in the country under the provisions of the Social Service Professions Act 110 of 1978.

SASWA *recognises* and is *mindful* that the history of social work in the country is woven into the history of South Africa. SASWA is *committed* to consistently advancing human rights and social justice as the core values underpinning the theory and practice of social work.

SASWA *acknowledges* the central role and responsibility of social workers and social auxiliary workers in developing the country's human capital. This is achieved through professional standards, ethical practice, and service delivery conducted in a manner that is fair, just, and non-discriminatory. SASWA further *commits* to its own role as a professional association in supporting these efforts for the benefit of both its practitioners and the individuals, families, groups, and communities who receive social work services.

SASWA is *dedicated* to providing a collective voice to its members on all matters that directly or indirectly impact the purpose, integrity, and ethos of the social work profession and those who practice it. SASWA will execute this commitment ethically, inclusively, and non-partisanly, guided by the principles of our profession and evidence from both local and international contexts.

SASWA *believes* the purpose, ideals, and commitments of social work can only be achieved through constructive collaboration among all role-players and *undertakes* to foster such collaboration in the execution of its purpose and objectives as a professional association.

VISION

The *South African Social Workers Association (SASWA)* supports, develops and strengthens the social work profession to realise the goals of co-developing reciprocity, co-building peace, co-living with nature, co-creating social justice and co-realising equality, as reflected in the *People's Charter for an Eco-social World*.

MISSION

The *South African Social Workers Association (SASWA)* realises the indivisibility and inter-dependence of civil, political, economic, social, cultural and environmental rights and is committed to sustainable eco-social development. Rooted in *Ubuntu* values and ethical principles, the Association is dedicated to the co-creation of knowledge and research to promote best practices with communities, organisations, groups, families and individuals that go beyond the remedial to include prevention, social action, transformational change, and human and planetary flourishing.

I. ESTABLISHMENT OF THE ASSOCIATION

ARTICLE 1 - DEFINITIONS

WORD	DEFINITIONS
'ad hoc'	means created for a specific, immediate purpose, without prior planning (Latin);
'affiliate member'	means a professional association that holds membership under Article 9.3 ;
'assembly'	means the assembly of SASWA members as defined under Article 15 ;
'associate member'	means a person that holds <i>associate membership</i> under Article 9.2 ;
'bona fide'	means genuine and verifiable (Latin);
'branch'	refers to a Provincial Branch established as a structure of the Association in terms of Article 18 ;
'by-election'	means the nomination and election of an office bearer to fill a vacancy that is held separate from the scheduled nomination and election process;
'calendar month'	means the period from the first day of a month until the last day of the month;
'candidate'	means a nominee who has accepted his or her nomination and for his or her name to be included in the ballot for the election of office bearers;
'chapter'	refers to a Chapter established as a structure of the Association in terms of Article 19 ;
'committee'	refers to a Standing Committee established as a structure of the Association in terms of Article 17 ;
'constitution'	means the <i>interim constitution</i> of the South African Association for Social Workers;
'database'	means to the database bona fide members in good standing kept by the National Executive Committee in terms of Article 11 ;
'day'	means a calendar day;
'district'	means a a municipal district;
'election year'	refers to the financial year in which the term of office of the outgoing

National Executive Committee, Provincial Branch Committee and Chapter Committee expires, and new office bearers are to be nominated and elected;

<i>'electorate'</i>	Means the members eligible to vote during an election;
<i>'ex officio'</i>	means a member who holds a position on structure automatically because he or she holds another specific office or position, and an ex officio member may hold such position with or without voting rights, subject to the applicable provisions under the constitution (Latin);
<i>'first national executive committee'</i>	means the national executive committee that will assume office after the inaugural meeting of the Association;
<i>'good standing'</i>	means a member whose membership fees are up to date;
<i>'honorary member'</i>	means a person that holds honorary membership under Article 9.5 ;
<i>'IFSW'</i>	refers to the International Federation of Social Workers (IFSW).
<i>'in lieu of'</i>	means something is to replace it or substitute for it (Latin);
<i>'interim'</i>	means something that is intended to be used and/or put in place until something permanent is done or established (Latin);
<i>'international member'</i>	means a person that holds international membership under Article 9.4 ;
<i>'majority'</i>	,unless explicitly indicated otherwise, means 50% plus 1;
<i>'mala fide'</i>	means an action carried out in bad faith or with intent to deceive (Latin);
<i>'meeting'</i>	means an ordinary meeting;
<i>'member'</i>	,unless the context suggests otherwise, means all categories of members provided for under Article 9 ;
<i>'mutatis mutandis'</i>	means once the necessary changes have been made (Latin);
<i>'national executive committee'</i>	means the national executive committee of the South African Association for Social Workers constituted under Article 16 ;
<i>'nomination period'</i>	refers to the specific period of days as announced by the Polling Officers when person may be nominated to hold office;
<i>'nominator'</i>	means a person eligible to make a nomination;
<i>'nominee'</i>	means a person eligible to be nominated and was nominated to be a candidate for election to hold office;
<i>'office bearer'</i>	means the members elected to hold office as provided for under Article 20.1 ;
<i>'office'</i>	means a position held by a member of the Association either through

	being elected to that position or designated to that position. See 'portfolio'
'policy'	means a policy, including guidelines and a resolution of the <i>Assembly</i> , that was approved through the <i>Assembly</i> during an Annual General Meeting;
'poling day'	means the last day when someone may cast a vote to elect officer bearers;
'portfolio'	means the title associated with specific office a member holds (for example National Secretary);
'province'	means a province within the Republic of South Africa;
'proxy'	means a voting member duly appointed and authorised by another voting member to attend a meeting on his or her behalf and who has the authority to exercise voting rights during a meeting on his or her behalf under Article 27 .
'regular member'	means a person that holds <i>regular membership</i> under Article 9.1 ;
'reporting period'	,unless otherwise indicated, refers to the twelve month period starting on 01 April 2021 and ending on 31 March the following year;
'resolution'	Means a binding decision based a motion proposed and seconded during a meeting or as part of a referendum, agreed to the majority of eligible members;
'rules'	means the rules of the Association made under Article 52 ;
'SACSSP'	means the South African Council for Social Service Professions (SACSSP);
'social auxiliary worker'	means a person registered with the SACSSP as a social auxiliary worker;
'social service professional'	means a person practising within the scope of practice of social work, social auxiliary work, child and youth care work and auxiliary child and youth care work, and who is registered or required to be registered with the SACSSP in terms of the Social Service Professions Act 110 of 1978, and 'social service practitioner' has the same meaning;
'social worker'	means a person registered with the SACSSP as a social worker;
'speciality'	means a speciality in social work established in terms of section 17C of the Social Service Professions Act 110 of 1978;
'standing committee'	means a committee established under Article 17 ;
'steering committee'	refers to the steering committee constituted as a voluntary structure to facilitate the establishment of the Association;
'structure'	,unless the context indicates otherwise, means a structure of the

Association as provided for under [Article 14](#);

<i>‘student social auxiliary worker’</i>	means a person registered with the SACSSP as a student social auxiliary worker;
<i>‘student social worker’</i>	means a person registered with the SACSSP as a student social worker;
<i>‘term’</i>	means the period of time that a member holds office;
<i>‘the Association’</i>	means the <i>South African Social Workers Association (SASWA)</i> ;
<i>‘third party’</i>	means any person that is not a member of the Association, and/or any other organisation;
<i>‘training institution’</i>	means a Higher Education Institution and/or any other institution or organisation registered as required under South African law and recognised by the SACSSP Professional Board for Social Work to provide qualifications in social work and social auxiliary work;
<i>‘unemployed’</i>	means a person who is not fulltime or part-time employed to practice social work or social auxiliary work;
<i>‘veteran’</i>	means a social worker or social auxiliary worker who has attained the age of 60;
<i>‘voter’</i>	means a member who is eligible to vote under the provisions of the constitution;
<i>‘voting member’</i>	see ‘voter’
<i>‘voting period’</i>	refers to the period of days as announced by the Polling Officers that indicates the starting date of the elections (voting opens) until the closing date and time of the elections;
<i>‘workday’</i>	means a day that falls from a Monday to Friday, excluding public holidays;
<i>‘working group’</i>	refers to an ad hoc working group as described under Article 21 ;

ARTICLE 2 – NAME OF THE ASSOCIATION

- 2.1 The name of the association shall be the SOUTH AFRICAN SOCIAL WORKERS ASSOCIATION, hereafter referred to the Association.
- 2.2 The acronym for the South African Social Workers Association shall be SASWA.

ARTICLE 3 - AREA OF OPERATION

The Association shall operate within the Republic of South Africa.

ARTICLE 4 - LANGUAGE

- 4.1 The Association shall conduct its business in English.
- 4.2 The Association shall strive as far as practical and feasible to promote all official languages of the Republic of South Africa, including South African Sign Language (SASL).

ARTICLE 5 - ACCESSIBILITY

- 5.1 The Association shall ensure that all its meetings, communication platforms and publications are accessible for persons with disabilities.
- 5.2 The Association shall ensure when interpreters to South African Sign Language (SASL) are used, that such interpreters meet the required minimum requirements for sign language interpreters.

ARTICLE 6 – PURPOSE, OBJECTIVES AND PRINCIPLES

- 6.1 The *purpose of the Association* shall be to promote the interest of the social work profession and represent the common interest its members at a local, provincial, national and international level.
- 6.2 The Association has the following *objectives*:
 - 6.2.1 To strengthen the *self-care, personal mastery and professional capabilities* of social workers who build upon these to contribute to transformative societies and eco-social justice.
 - 6.2.2 To create and maintain an *engaged and unified national community of social workers and social auxiliary workers* that actively participates in matters affecting them and the profession.
 - 6.2.3 To increase the *visibility and status of the social work profession* and promote recognition of social workers as frontline workers.
 - 6.2.4 To promote and support the participation of social workers in *policy formulation, review and evaluation* through representations in an organised manner.
 - 6.2.5 To *represent, promote and protect the interest of social workers and social auxiliary workers* in partnership with other professional associations in the country and internationally .
 - 6.2.6 To develop strategies that enable *reflexive dialogue, communication and collective advocacy* in support of organisational sensitivity and responsiveness to the social work profession, and the people who social workers engage with.
 - 6.2.7 To promote *developmentally oriented supervision and transformative leadership* that counter the negative consequences of new managerialism in day-to-day practice, and that recognise the complexities and ambiguities

inherent in social work practice.

- 6.2.8 To establish *networks of collaboration and partnerships* at local, regional and global levels to share knowledge, skills and best practices.
 - 6.2.9 To develop, support and strengthen *collaboration between social work academia and social work practice*.
 - 6.2.10 To support and strengthen the *decolonisation of social work education, research and practice*.
 - 6.2.11 To serve as a structured and *representative channel lobbying and advocating* on matters pertaining to the optimal working conditions and salaries to ensure safety, job satisfaction and staff retention as these do impact the quantity, quality and range of social work services
 - 6.2.12 To foster *Ubuntu inspired ethics* with inclusivity, respect for the inherent dignity and divinity of humanity, inter-dependencies among human beings and between human beings and other species, participation, solidarity, non-discrimination, respect for diversities, human rights, and eco-social justice at its core.
 - 6.2.13 To engage collectively in *issue-based advocacy initiatives* that protect and advance the rights of all people, with a particular focus on those who are poor, marginalised, excluded, or oppressed.
 - 6.2.14 To *connect South African social workers with a global community* of social workers through the Association's affiliation with the International Federation of Social Workers (IFSW).
- 6.3 The Association shall employ the following strategies, amongst others, to achieve its objectives:
- 6.3.1 Implement and maintain sound, ethical and accountable leadership and governance in all structures of the Association.
 - 6.3.2 Establish accessible, consistent and inclusive communication channels with all members.
 - 6.3.3 Advance as principle the value and importance of partnerships in the achievement of the objectives of the Association and promote the strengthening and unifying the social work profession as a whole.
 - 6.3.4 Identify and respond timely, professional and principled manners to any matter with regards to policy and practice that impact on social work and society at large.
- 6.4 The Association shall be guided by the following principles:
- 6.4.1 *Participation and inclusion:* The Association through its structures and work methods aims to ensure the maximum participation and inclusion of all members in the advancement of the Association's purpose and objectives.
 - 6.4.2 *Partnership and alliances:* The Association is committed to the building and maintenance of constructive and professional alliances with professional associations and similar representative bodies at a national and internal level in the advance of the social work profession.

- 6.4.3 *Human rights and diversity (respect):* The Association respects for the rights, dignity, and diversity of the individuals that form its membership and regards a diverse membership as an asset in the advancement of the Associations purpose and objectives.
- 6.4.4 *Ethical:* The Association's affairs are guided by the Code of Ethics for Social Work as well as other relevant ethical standards and principles that are consistent with the aforementioned.
- 6.4.5 *Impartiality:* The Association shall conduct its affairs in an impartial and independent manner guided by the constitution and rules.
- 6.4.6 *Transparency:* The Association shall conduct all its affairs in a transparent manner.
- 6.4.7 *Accountability:* The Association shall conduct its affairs in a responsible and accountable manner; and shall hold its members and office bearers accountable at the highest standard.

ARTICLE 7 - NATURE AND STATUS OF THE ASSOCIATION

7.1 *Legal status*

- 7.1.1 The Association is constituted as a voluntary and non-partisan association that carries out its activities in a non-profit and accountable manner.
- 7.1.2 The Association exists as a separate legal entity, with an identity that is independent from its members and office bearers, has its own rights and obligations, may sue and be sued and carry out juristic acts in its own name.
 - 7.1.2.1 Any proceedings shall be brought by or against the Association in its name.
 - 7.1.2.2 The National Executive Committee has the duty and power to authorise any person to act on behalf of the Association, including to sign documents and to take such actions in connection with any such proceedings.
- 7.1.3 The Association shall continue to exist irrespective of any changes in its membership and or office bearers.
- 7.1.4 The Association through its National Executive Committee and office bearers is accountable to its members which constitutes the *Assembly*.
- 7.1.5 The Association shall register as non-profit organisation in terms of *Nonprofit Organisations Act 71 of 1997* no later than twelve months after the date of the establishment of the Association, whereafter it shall comply with the requirements as applicable under the Act.
- 7.1.6 The Association may register as public benefit organisations (PBO) in terms of the *Income Tax Act 58 of 1962* if the National Executive Committee agrees by resolution that it is in the interest of the Association to register as such.

7.2 *Income, assets and property*

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- 7.2.1 The Association shall have the right to accept contributions from any person, organisation or body within or outside the boundaries of South Africa as to fulfil the purpose, objectives and obligations of the Association subject to [Article 42](#).
- 7.2.2 The income of the Association shall be as per [Article 42](#).
- 7.2.3 The income, property and assets of the Association shall be solely used for the advancement of its purpose and objectives.
- 7.2.4 The Association may not carry out any profit-making activities, either directly or indirectly, which shall *inter alia* include the following.
- (a) participation and/or promotion of any business of its members or potential members;
 - (b) providing any financial assistance to any individual, organisation or group, which shall include loans, bursaries and similar; and/or
 - (c) allowing any member or any other party to transact any profit-making activity in the name of the Association in any form or format.
- 7.2.5 The Association may own fixed property and assets, provided that such property and assets serve to advance the purpose and objectives of the association.
- 7.2.6 The acquisition of fixed property shall be by resolution of the majority of the voting members of the *Assembly* at an Annual General Meeting; and such fixed property and/or assets acquired shall be for use by the Association shall be acquired by and registered in the name of the association.
- 7.2.7 The income, assets and property of the Association are not distributable to its members nor office bearers, save in respect of reasonable compensation for services rendered to the association consistent to the provisions of the constitution and rules, and approved as such.
- 7.2.8 Members and/or office bearers have no rights in the income, property nor the assets of the Association solely by virtue of their being members or office bearers.
- 7.3 *Taxation*
- 7.3.1 The Association shall adhere to the provisions of the *Income Tax Act 58 of 1962*.
- 7.3.2 The National Executive Committee shall apply no later than twelve months after the date of the establishment of the Association for it to be Exempted from the payment of tax in accordance with the *Income Tax Act 58 of 1962*.

II. MEMBERSHIP

ARTICLE 8: GENERAL REQUIREMENTS OF MEMBERSHIP

- 8.1 The annual membership period of the Association shall be from 01 April to 31 March.
- 8.2 The Association shall be constituted by persons who meet the eligibility criteria for membership consistent with as defined in [Article 9](#) of the constitution, and subject to the following:
- 8.2.1 He or she applied to become a member of the Association.
 - 8.2.2 His or her application had been accepted.
 - 8.2.3 He or she has paid the annual membership fee under [Article 42](#).
- 8.3 The Association shall have membership categories and where applicable membership sub-categories as described in the [Article 9](#).
- 8.4 The rights, duties, benefits and limitations that pertains to members of the Association in Provincial Branches and Chapters shall be as determined in [Article 18](#) and [Article 19](#).
- 8.5 The Association reserves the right to refuse and/or terminate membership of a person.
- 8.6 Any person who ceases to meet the eligibility criteria to be a member of the Association shall immediately cease to be a member of the Association and hold any office within the Association.
- 8.7 Persons who are members of the Association may also hold membership of any other professional association in the country and internationally, without compromising their rights as members, subject to provisions under *Rules related to membership* ([Schedule A](#)) with regards to conflict of interest.

ARTICLE 9 - MEMBERSHIP CATEGORIES

- 9.1 The Association shall have categories of membership as set out under this Article, subject to the conditions and provisions under the *Rules related to membership* ([Schedule A](#)).
- 9.2 *Regular members (full members)*
- 9.2.1 A social worker who is registered with the South African Council for Social Service Professions (SACSSP) is eligible to be a regular member.
 - 9.2.2 A regular member:
 - (a) is automatically part of a Provincial Branch of the Association for the province he or she permanently resides in;
 - (b) is a member of the *Assembly*;
 - (c) has voting rights on all matters and procedures of the Association and shall be deemed a voting member; and

- (d) may be nominated and elected to hold office in the National Executive Committee.

9.3 Associate members

9.3.1 A *social auxiliary worker* who is registered with the South African Council for Social Service Professions (SACSSP) is eligible to be an associate member.

9.3.2 An associate member:

- (a) is automatically part of the Provincial Branch of the Association for the province he or she permanently resides in;
- (b) is automatically part of the *Social Auxiliary Worker Chapter* of the Association established under [Article 19](#);
- (c) has such voting rights and further rights as provided under the *Rules related to membership* ([Schedule A](#)) applicable for associate members.

9.4 Student members

9.4.1 The following students enrolled for a qualification in social work and/or social auxiliary work and who is registered with the South African Council for Social Service Professions (SACSSP) are eligible to be a student member.

9.4.1.1 A *student social worker* in his or her third or fourth academic year;

9.4.1.2 A *student social worker* in his or her second academic year, subject to such limitations that may apply under the *Rules related to membership* ([Schedule A](#)) applicable for associate members; and/or

9.4.1.3 A *student social auxiliary worker* who has completed 50% of his or her coursework.

9.4.2 A *student social worker* referred to under clause 9.4.1.1 and 9.4.1.2 is automatically part of the *Student Social Worker Chapter* of the Association established under [Article 19](#).

9.4.3 A *student social auxiliary worker*¹ referred to under clause 9.4.1.3 is automatically part of the *Social Auxiliary Worker Chapter* of the Association established under [Article 19](#).

9.4.4 A student member has such voting rights and further rights as provided under the *Rules related to membership* ([Schedule A](#)) applicable to student members.

9.5 Affiliate members

9.5.1 *Affiliate membership* to the Association has to purpose to enhance coordination, collaboration and joint representation between professional associations of social workers ("professional association"), without compromising the autonomy and/or purpose of any such association.

9.5.2 A professional association for social workers that is duly established and constituted in the Republic of South Africa may upon application become an *affiliate member* subject to the following criteria and conditions:

¹ Note: Due the unique nature of student social auxiliary worker who are often studying part time while working full time, it is more practical and beneficial to be part of the Social Auxiliary Worker Chapter than the student Chapter.

- 9.5.2.1 It must be duly constituted with a founding document (constitution or similar) and draw the majority of its membership from social workers.
 - 9.5.2.2 It must be organised and/or operational at a national level within the Republic of South Africa.
 - 9.5.2.3 It must have as purpose a focus that is generally consistent to that of the Association, and such purpose may include a focus on a specific speciality area or type of practice.
 - 9.5.2.4 Any other criteria as provided under the *Rules related to membership* ([Schedule A](#)) and/or as the *Assembly* may agree to during its Annual General Meeting from time to time.
- 9.5.3 The procedures to apply for *affiliate membership* and the affiliated membership fees payable shall be as provided under the *Rules related to membership* ([Schedule A](#)).
- 9.5.4 An *affiliate member* is represented by two representatives who are members of the professional association and so designated by the professional association, provided that such representatives as registered as social workers with the SACSSP.
- 9.5.5 The two representatives of each *affiliate member* are automatically part of the *Affiliate Member Chapter* of the Association established under [Article 19](#).
- 9.5.6 An individual who is a member of a professional association that holds *affiliate membership* does not automatically hold any form of membership of the Association, nor any rights associated with individual membership.
- 9.5.7 An *affiliate member* has such voting rights and further rights as provided under the *Rules related to membership* ([Schedule A](#)).
- 9.6 *International members*
 - 9.6.1 *International membership* provides an opportunity for a social worker not residing the Republic of South Africa to participate in the activities of the Association as such times when he or she is temporarily in the country with regards to social work.
 - 9.6.2 A social worker may apply to be an *international member* of the Association, subject to the following criteria and conditions:
 - 9.6.2.1 He or she holds a qualification as a social worker and provide such proof upon application.
 - 9.6.2.2 He or she is not a citizen of the Republic of South Africa and/or does not have permanent residency in the country.
 - 9.6.2.3 He or she has regular in-person engagements within South Africa whether for academic, practice, research or other similar reasons.

- 9.6.2.4 He or she meets any other criteria as provided under the *Rules related to membership (Schedule A)* and/or as the *Assembly* may agree to during its Annual General Meeting from time to time.
- 9.6.3 The procedures to apply for *international membership* and the international membership fees payable shall be as provided under the *Rules related to membership (Schedule A)*.
- 9.6.4 An *international member* has no voting rights and has such specific rights as provided under the *Rules related to membership (Schedule A)*.
- 9.7 **Honorary members**
 - 9.7.1 *Honorary membership* may be awarded to a person following a nomination and agreement by the members of the Association during an Annual General Meeting, subject to the following:
 - 9.7.1.1 An *honorary member* shall be nominated from persons who do not qualify to become a member of the Association.
 - 9.7.1.2 The nomination is based on a person's credentials for significantly contributed or have been acknowledge for advancement of social work practice in the country and beyond, has advanced human rights and social justice, and/or similar.
 - 9.7.2 The procedures for the nomination and awarding of *honorary membership* shall be as provided under the *Rules related to membership (Schedule A)*.
 - 9.7.3 An *honorary member* has no voting rights and has such specific rights as provided under the *Rules related to membership (Schedule A)*.

ARTICLE 10 - RIGHTS, BENEFITS AND DUTIES OF MEMBERS

- 10.1 Every member has the following **rights**, unless such right is restricted under the provisions of the constitution and rules.
 - 10.1.1 Receive notices and attend the SASWA Annual General Meeting and any special meetings of the *Assembly*.
 - 10.1.2 Approach any member the National Executive Committee concerning any grievance or complaint affecting two or more members of the Association.
 - 10.1.3 Receive information regarding the meetings and activities of the Association in a consistent and timely manner.
 - 10.1.4 Belong to a Provincial Branch and/or Chapter, subject to the conditions and limitations that may apply with regards to specific membership categories.
 - 10.1.5 Represented by the National Executive Committee and, as applicable, the Provincial Branch Committee, in accordance with the purpose and objectives of the consistent with the provisions of the constitution and rules, on matters that are in the general interest of members.
 - 10.1.6 Represented on the National Executive Committee subject to the conditions and procedures established under [Article 16](#), unless his or her membership category limits holding such office.

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- 10.1.7 Every member has the following rights, unless such right is restricted under the provisions of the constitution and rules.
- 10.1.8 The *Assembly* may approve such other rights for members during an Annual General Meeting consistent with the provisions of the constitution and rules.
- 10.2 The **benefits** as indicated below apply to all members, unless explicitly limited under the provisions of the constitution and rules
 - 10.2.1 Members are entitled to participate in professional development opportunities organised under the auspices of the Association.
 - 10.2.2 Members shall be entitled to membership discounts up to a maximum of 50% for any conference, event, or similar organised by the Association that requires the payment of attendance fees.
 - 10.2.3 Discounts to the Association's attendance fee paying conference, event, or similar not organised by SASWA, subject to such discount be negotiated for members by the Association and agreed to be the organising party.
 - 10.2.4 Benefits for members from any third party, company, business, or similar, upon to such benefit be negotiated for members by the Association and agreed to by such third party, subject to such rules in this regard approved by the *Assembly* during an Annual General Meeting.
 - 10.2.5 Representation of the Association membership on international fora and associations, including the IFSW.
 - 10.2.6 The *Assembly* may approve such other benefits for members during an Annual General Meeting consistent with the provisions of the constitution and rules.
- 10.3 A member of the Association, within the context of the rights and benefits under the constitution and rules, has the following **duties** in relation to his or her membership.
 - 10.3.1 To remain of good standing in terms of his or her membership by paying the annual membership fee before or on 31 March each year, whether he or she received a reminder for such payment or not.
 - 10.3.2 To safeguard and advance the interests of the Association consistent with the purpose and objectives of the association as well as the constitution and rules.
 - 10.3.3 To uphold and act in accordance with the constitution and rules and abide by the resolutions of the *Assembly*.
 - 10.3.4 To participate in the meetings of the Association and its sub-structures as far as practical and appropriate.
 - 10.3.5 To contribute to the growth and development of the Association.
 - 10.3.6 To ensure accountability of all structures established under the constitution and the persons who hold office in such structures.
 - 10.3.7 To not bring the Association into disrepute.
- 10.4 The rights, privileges and benefits of members irrespective of the category of membership do not include that the Association or any structure of the Association to represent any

individual member with regards to any matter, nor any similar matter on behalf of a group of individuals, including any matter that shall usually be assumed by a trade union.

- 10.5 Membership, irrespective of the category of membership, does not confer upon any person a right to any of the money, property or assets of the Association.
- 10.6 A member irrespective of the category of members, other than for an honorary member and associate member who are exempted from the payment of membership fees, shall forfeit all rights and benefits conferred upon such member by the constitution and rules, if his or her annual membership fee has not been paid by the due date.
- 10.7 A member may have such other rights and benefits associated with his or her category of membership as agreed to by the *Assembly* during an Annual General Meeting or as provided under the constitution and rules.
- 10.7 Membership irrespective of the category of membership does not confer upon any person a right to any of the money, property or assets of the Association.

ARTICLE 11 - APPLICATION FOR MEMBERSHIP

- 11.1 Any person who is eligible to be a regular member, associated member, student member, affiliate member and international member as provided under [Article 9](#) may apply in writing to become a member of the Association.
- 11.2 The National Executive Committee shall be responsible for all matters pertaining to management and maintenance of the membership of the Association with due regard to the *Protection of Personal Information Act 4 of 2013* and as provided under the *Rules related to membership* ([Schedule A](#)).
- 11.3 The Association reserves the right to decline membership if there are verifiable reasons thereto and/or under such conditions and criteria for declining a membership application as may be determined by the *Assembly* during an Annual General Meeting.
- 11.4 Any person whose application for membership had been declined, has the right to lodge an appeal against such decision, subject to [Article 13](#).
- 11.5 Membership may be verified against the membership database through the procedures established by the National Executive Committee and approved by members during an Annual General Meeting.
- 11.6 The full membership list or any part thereof may be made available by category of membership to the following parties, and subject to the conditions under the *Rules related to membership* ([Schedule A](#)).
 - 11.6.1 The Polling Officers for the purpose of conducting the nominations and elections under [Article 38](#) and [Article 39](#), and for the purpose of holding a referendum under [Article 40](#).
 - 11.6.2 The external auditor appointed under [Article 46](#).
 - 11.6.3 A Provincial Branch Committee of members eligible to form part of a Provincial Branch established under [Article 18](#) and only of the members residing in a province.

- 11.6.4 A Chapter Committee of the members that are eligible to belong to and participate in a Chapter established under [Article 19](#).
- 11.6.5 A regular and/or associate member of the Association upon written request with a clear motivation for such request, subject to the certain conditions.
- 11.6.6 A third party for the purpose of academic research only, subject to the certain conditions.
- 11.6.7 Publish the full list of members by category of membership as on the last day of the financial year as an annexure to each SASWA Annual Report, which shall only include the first names, surname, title, professional designation and province of residence of each member.
- 11.7 The Association reserve the right to decline a request for access to the membership list requested under clauses 11.6.5 and 11.6.6.
- 11.8 The *Rules related to membership* ([Schedule A](#)) provide the specific procedures and conditions related to the application for membership/ .
- 11.8 As an ***interim provision*** under this Article, a person who is on the date of the establishment of the Association a *bona fide* member of a provincial association:
 - (a) shall be deemed a member of the Association and shall be required to complete and submit the membership application form and pay the annual membership fees; and
 - (b) in the case where a person has already paid membership fee to a provincial association for the financial year, he or she will be regarded to be in good standing on the date, and he or she is only required to pay membership fees from next financial year.

ARTICLE 12 - CESSATION OF MEMBERSHIP

- 12.1 A member may voluntary terminate his or her membership by written notice to the President of the Association, whereafter the relevant Provincial Branch and Chapter will be notified, and subject to the following.
 - 12.1.1 Upon receipt of the notice referred to in clause 12.1, the membership shall be deemed terminated from the date as indicated on the notice or letter signed by the resigning member.
 - 12.1.2 A member who terminates his or her membership in terms of clause 12.1, shall not be entitled for a refund of his or her membership fee already paid, or any part thereof.
 - 12.1.3 A person has voluntary terminated his or her membership under clause 12.1 may re-apply to become a member, under the provisions of [Article 11](#).
- 12.2 Membership of the Association shall automatically lapse when a member fails to pay his or her membership fee before or by 31 March, subject to the following:
 - 12.2.1 He or she may reinstate his or her membership by paying the required outstanding membership fee due within two months after the lapse of his or her membership and provide such proof of payment to the National Executive Committee.

- 12.2.2 If more than two months have passed since the date his or her membership has lapsed, he or she needs to re-apply to become a member, under the provisions of [Article 11](#).
- 12.3 Membership will be terminated immediately and automatically when a member ceases to meet the membership criteria under [Article 8](#) and [Article 9](#).
- 12.4 Membership may be terminated under such conditions and criteria for the termination of membership as may be determined by the *Assembly* during an Annual General Meeting; and such conditions shall be inserted as part of the *Rules related to membership (Schedule A)*.
- 12.5 The Association may not impose any penalty or similar upon a person who is reinstated as a member under clause 12.2.1; re-applies to become a member in terms of clause 12.1.3 or 12.2.2.
- 12.6 A person whose membership was terminated under clauses 12.2, 12.3 and 12.4 has the right to appeal such termination as provided for under [Article 13](#).
- 12.7 The provision under clauses 12.1 to 12.6 shall apply *mutatis mutandis* to affiliate membership.
- 12.8 As an ***interim provision*** under this Article, the National Executive Committee:
- (a) shall establish within six months after assuming office *interim criteria* that will be considered and implemented as a basis for the termination of membership under clause 12.4; and
 - (b) shall develop and propose the conditions and criteria for the termination of membership 12.4 for the consideration and approval by the *Assembly* at the first Annual General Meeting to be held after the constitution of the first National Executive Committee, whereafter it shall be inserted as rules made under the constitution in terms of [Article 52](#).

ARTICLE 13 - APPEALS AGAINST DECISION WITH REGARD TO MEMBERSHIP

- 13.1 Appeals with regards to membership may be lodged with in writing within three months after a person had been informed of the following:
- 13.1.1 Dispute of a membership application that was declined under [Article 11](#).
 - 13.1.2 Dispute on membership category awarded under [Article 9](#).
 - 13.1.3 Dispute on the termination of membership upon the lapse of membership as per [Article 12.2](#).
 - 13.1.3 Dispute on the termination of membership by a decision of the Executive Committee as per [Article 12.3](#).
- 13.2 All appeals with regards to membership shall be referred to and decided upon by the *Standing Committee on Membership Appeals* established under [Article 17](#).
- 13.3 An appeal shall be concluded within six weeks from the date of being received and the appellant shall be informed in writing of the outcome of his or her appeal within this period.

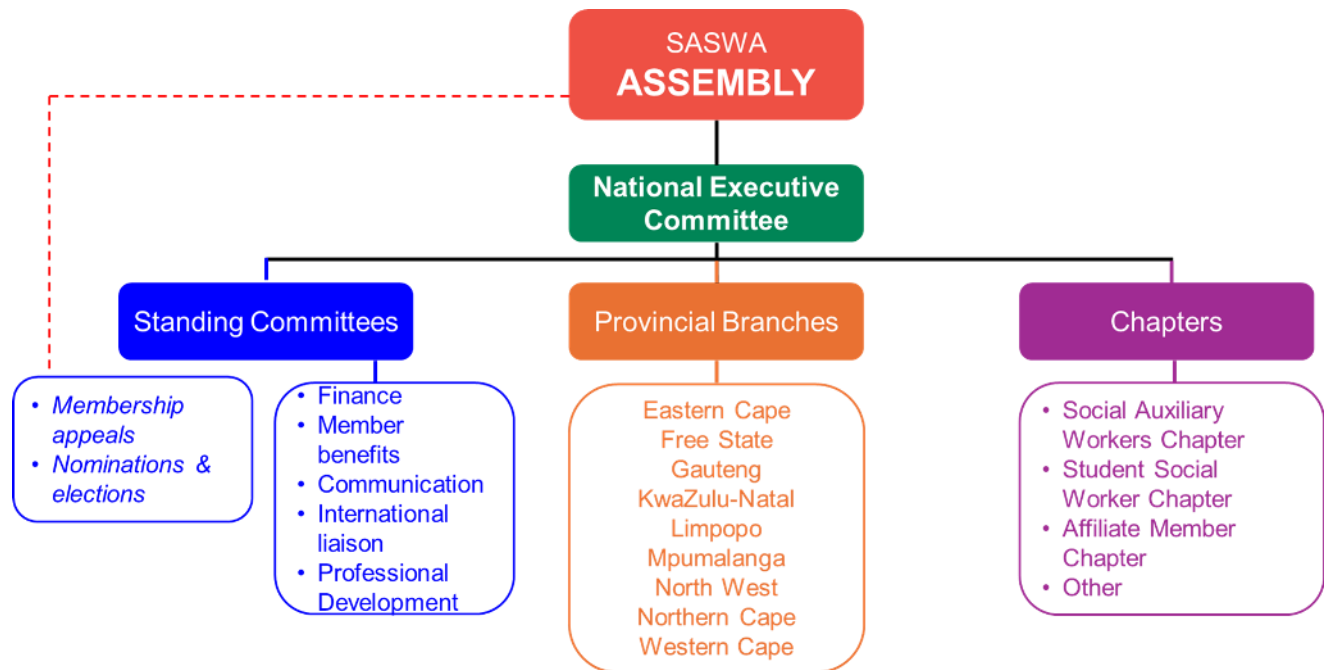
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- 13.4 The finding of the *Membership Appeals Standing Committee* shall be final, and both the National Executive Committee and the appellant shall abide to the finding.
- 13.5 The procedures to be followed by a person lodging an appeal against a decision related to an application for membership or the termination of membership shall be as prescribed in the *Rules related to membership* ([Schedule A](#))

III. STRUCTURE AND GOVERNANCE

ARTICLE 14 - STRUCTURES OF THE ASSOCIATION

- 14.1 The Association shall consist of the following structures that will enhance good governance, participation and representation.
- 14.1.1 The *Assembly* as principal decision-making structure of the Association and constituted in accordance with [Article 15](#).
- 14.1.2 The National Executive Committee constituted in accordance with [Article 16](#).
- 14.1.3 Standing Committees constituted in accordance with [Article 17](#)
- 14.1.4 Provincial Branches constituted in accordance with [Article 18](#).
- 14.1.3 Chapters constituted in accordance with [Article 19](#).
- 14.2 Figure 1 provides a visual overview of the Association's structures



- 14.3 The primary aim of the structure of the Association is to advance the purpose and objectives of the Association, while also being responsive to the needs of its members and the advancement of the social work profession.
- 14.4 All structures of the Association shall operate in a responsible manner as provided for under the constitution and rules and shall be accountable to the *Assembly*.

ARTICLE 15 - ASSEMBLY

- 15.1 The *Assembly* is collective and highest decision-making structure of the Association constituted under clause 15.3.
- 15.2 The *Assembly* shall guide all affairs of the Association consistent with the provisions of the constitution and rules; and has the sole responsibility with regards to the following matters, which it may not delegate:
- 15.2.1 Adopt the constitution and rules thereto, including any amendments thereof.
 - 15.2.2 Establish and approve policies and procedures of the Association in accordance with [Article 52](#).
 - 15.2.3 Take such actions necessary to implement policy decisions adopted by resolution during an Annual General Meeting, special meeting of the *Assembly* and/or referendum.
 - 15.2.4 Nominate and elect the National Executive Committee under [Article 16](#).
 - 15.2.5 Establish Standing Committees under [Article 17](#).
 - 15.2.6 Establish Provincial Branches of the Association under [Article 18](#).
 - 15.2.7 Establish Chapters of the Association under [Article 19](#).
 - 15.2.8 Appoint Polling Officers for the Association under [Article 37](#).
 - 15.2.9 Appoint external auditors for the Association under [Article 46](#).
 - 15.2.10 Dissolution of the Association under [Article 54](#).
 - 15.2.11 Any other responsibility that is conferred upon it as provided for in the constitution and rules, which is its sole responsibility not to be delegated.
- 15.3 The *Assembly* of the Association is constituted as follows:
- 15.3.1 All regular members.
 - 15.3.2 Social Auxiliary Worker Chapter Delegation established under [Article 19](#).
 - 15.3.3 Student Social Worker Chapter Delegation established under [Article 19](#).
 - 15.3.4 Affiliate Member Chapter Delegation established under [Article 19](#).
- 15.4 The members that constitute the *Assembly* shall have such rights as conferred upon them by the constitution and rules.
- 15.5 Office bearers of the *Assembly*:
- 15.5.1 The President of the Association shall be the Chairperson of the Assembly.
 - 15.5.2 The Vice-President, National Secretary, National Assistant Secretary and National Treasurer of the Association shall hold the same office for the *Assembly*.
- 15.6 The *Assembly* shall meet at least once per year by virtue of the Association's Annual General Meeting as provided under [Article 24](#) and/or any such special meeting called in terms of [Article 25](#).

ARTICLE 16 - NATIONAL EXECUTIVE COMMITTEE

- 16.1 The *Assembly* shall establish a National Executive Committee for the purpose of managing and overseeing the day-to-day affairs of the Association, taking decisions as are necessary, conducting the liaison and communication activities and other duties as conferred upon it by the constitution and rules to attain the Association's purpose and objectives on its behalf, subject to the following.
- 16.1.1 On date of the establishment of the Association the First National Executive Committee shall be elected and confirmed as provided under the *Rules related to transitional arrangements and procedures for the establishment of the South African Social Workers Association (SASWA)* ([Schedule A1](#)), notwithstanding the provisions under the constitution with regards to the nomination and election of office bearers of the National Executive Office.
- 16.1.2 The *First National Executive Committee* shall have the powers, functions and duties as conferred by the constitution as well as such additional duties as provided for under the *Rules related to transitional arrangements and procedures for the establishment of the South African Social Workers Association (SASWA)* ([Schedule A1](#)).
- 16.1.3 The applicable provisions under the *Rules related to transitional arrangements and procedures for the establishment of the South African Social Workers Association (SASWA)* ([Schedule A1](#)) with regards to the First National Executive Office shall apply for the duration of the committee's term of office.
- 16.2 The National Executive Committee shall operate under and report to the *Assembly*.
- 16.3 The National Executive Committee shall consist of a minimum of ten members and maximum of thirty members and shall be constituted as follows:
- 16.3.1 *Office bearers* who shall be *regular members* and duly elected as provided for under [Article 38](#) and [Article 39](#):
- (a) President;
 - (b) Vice-President;
 - (c) National Treasurer;
 - (d) National Secretary;
 - (e) National Assistant Secretary; and
 - (f) IFSW representative (a regular member elected to represent the Association on the *International Federation of Social Workers* (IFSW)).
- 16.3.2 The following members shall be full members of the National Executive Committee:
- 16.3.2.1 The Chairpersons of established *Provincial Branches*, subject to clause 16.7.
- 16.3.2.2 The Chairperson and Vice-Chairperson of the *Social Auxiliary Worker Chapter* as associate members.
- 16.3.2.3 The Chairperson and Vice-Chairperson of the *Student Social Worker Chapter* as student members.

- 16.3.2.4 The Chairperson of the *Affiliate Member Chapter* representing affiliate members.
 - 16.3.2.5 The Chairpersons of the *Permanent Standing Committees* established under [Article 17](#), other than the Chairperson of the *Standing Committee on Membership Appeals* and the Chairperson of the *Standing Committee on Nominations and Elections*.
- 16.4 The members referred to under clause 16.3 shall be the only persons with *voting rights* in the National Executive Committee.
- 16.5 The office bearers of the National Executive Committee shall serve a term of office of two years, which shall commence on 01 April following the conclusion of the elections.
 - 16.5.1 An office bearer may not hold office for more than two consecutive terms, whereafter he or she shall be eligible to hold office after two years have lapsed.
 - 16.5.2 An office bearer elected through a by-election and whose term of office commences at any time after the date referred to under clause 16.5, term of office shall end simultaneously with the term of office of the office bearers whose term of office commenced on such date.
 - 16.5.3 An office bearer's term of office shall end immediately when he or she ceases to be a member of the Association under [Article 12](#), or under such conditions as described under the *Rules Related to the procedures of the National Executive Committee (Schedule D)*.
 - 16.5.4 The *Assembly* may under extraordinary circumstances by majority decision during an Annual General Meeting, special meeting or referendum, extend the term of office of the National Executive Committee, provided that such extension does not exceed six months, and is not further extended once such six months have lapsed; [and the aforementioned provision shall not apply to the First National Executive Office](#).
- 16.6 In the interest of continuity the National Executive Committee may co-opt the outgoing President to attend the National Executive Committee meetings as non-voting *ex officio* member for a period not exceeding three months from the date the new National Executive Committee assumes office.
- 16.7 In the case where a *Provincial Branch* has not been established and/or the office bearers of a Provincial Branch has not been elected, the *regular members* residing in a province may nominate a *regular member*, and in the case of more than one nomination per province, elect such a *regular member* as the *interim provincial representative* to serve on the National Executive Committee as an interim measure; subject to the following:
 - 16.7.1 An *interim provincial representative* shall have all the rights during regular and/or special meetings of the National Executive Committee as would have been conferred upon a Provincial Branch Chairperson.
 - 16.7.2 Upon the establishment of Provincial Branch and the election of the office bearers for the Provincial Branch Committee, the *interim provincial representative* shall cease to be a member of the National Executive Committee.

- 16.7.3 In the case where no Provincial Branch was established within eighteen months after the establishment of the Association, the *interim provincial representative* shall cease to be a member of the National Executive Committee; and the province concerned shall not have any further direct representation on the National Executive Committee.
- 16.7.4 The President may request that the *interim provincial representative* on the National Executive Committee assists him or her with the establishment of a Provincial Branch prior to the lapsing of the period referred to under clause 16.7.3.
- 16.8 The *responsibilities of office bearers* of the National Executive **Office** shall be as provided under [Article 20](#), subject the applicable provisions under the *Rules related to the National Executive Committee (Schedule D)*.
- 16.9 The National Executive Committee shall have a minimum of six regular meetings per financial year and may call a special meeting of the National Executive Office for a specific purpose, subject to the applicable provisions under [Article 25](#).
- 16.10 The National Executive Committee shall issue a statement with a summary of key matters dealt with and decisions taken during a regular meeting to all members of the Association under the signature of the President within five working days after such meeting.
- 16.11 The National Executive Committee shall have the following **powers, functions and duties** consistent with its purpose as per clause 16.1.
- 16.11.1 The management of the Association's business as per the constitution and rules, and any resolution taken by the *Assembly*.
- 16.11.2 Ensure that the Association carries out activities to further the interest of members through appropriate business processes.
- 16.11.3 Ensure that the Association is registered and complies with the requirements associated with its legal status under [Article 7](#).
- 16.11.4 Maintain the membership of the Association, subject to the provisions under the constitution.
- 16.11.5 Ensure the management of the Association's finances and assets in line with Generally Accepted Accounting Practices (GAAP), including the following:
- 16.11.5.1 Obtain funds through fees, contributions, bequests and other responsible fundraising as well as irrevocable and unconditional donations, subject to [Article 42](#).
- 16.11.5.2 Open bank accounts in the name the Association, subject to [Article 44](#).
- 16.11.5.3 Establish and implement financial procedures as provided under [Article 43](#), [Article 44](#), and [Article 45](#).
- 16.11.5.3 Ensure that the finances of the Association are subjected to an external audit as provided under [Article 46](#).
- 16.11.5.4 Manage the funds and assets of the Association efficiently and ensure that all funds are used solely for furthering the purpose and objectives of the Association.

- 16.11.5.5 Invest and re-invest funds only with registered financial institutions within South Africa.
- 16.11.5.6 Establish and exercise control over all assets of the Association.
- 16.11.6 Ensure that the Association represents its members adequately with regards to matters affecting the profession in the country and internationally.
- 16.11.7 Collect and convey information which will further the purpose and objectives of the Association.
- 16.11.8 Facilitate collaboration and coordination with other professional associations, organisations and regulatory bodies that will further the purpose and objectives of the Association.
- 16.11.9 Coordinate and establish an annual work plan supported by a budget on all the activities to be implemented under the auspices of the Association as provided under [Article 21](#) to further the interest of its members.
- 16.11.10 Establish, and oversee, guide and support Provincial Branches as provided under [Article 18](#) and Chapters as provided under [Article 19](#).
- 16.11.11 Oversee, guide and support Standing Committees as provided under [Article 17](#).
- 16.11.14 Employ personnel and determine their conditions of employment and remuneration packages, subject to [Article 23](#).
- 16.11.15 Appoint and manage volunteers, consultants and/or external service provider, subject to the provisions under [Article 23](#).
- 16.11.16 Establish *ad hoc* working groups of the National Executive Committee for specific purposes as deemed necessary as provided under [Article 21](#).
- 16.11.17 Implement the provisions under the constitution, rules and resolutions of the *Assembly* and act on behalf of the Association in the interval between Annual General Meetings.
- 16.12 The *Rules related to the general procedures of meetings* ([Schedule B](#)) shall apply *mutatis mutandis* to the procedures of the meetings of the National Executive Committee.
- 16.13 A vacancy on the National Executive Office shall be filled without delay, subject to the following:
 - 16.13.1 Any vacancy that occurs on the National Executive Committee within three months after the President, Vice-President, National Secretary, National Assistant Secretary, National Treasurer and/or IFSW representative has assumed office, such vacancy shall be filled from the balance of nominees of the preceding elections for such office bearer, on the basis of the nominee with the highest number of votes; subject the provisions under the *Rules Related to the procedures of the National Executive Committee* ([Schedule D](#))
 - 16.13.2 If the office of President becomes vacant after three months of him or her assuming office, the Vice-President shall automatically and with immediate effect upon such vacancy assume the office of President for the remainder of the term of office, and new Vice-President an election shall be held consistent with [Article 38](#) and [Article 39](#).

- 16.13.3 If the office of Vice-President, National Secretary, National Assistant Secretary, National Treasurer and/or IFSW Representative becomes vacant after three months of him or her assuming office, an election shall be held consistent with [Article 38](#) and [Article 39](#) to fill such office.
- 16.13.4 If the office of Vice-President, National Secretary, National Assistant Secretary, National Treasurer and/or IFSW Representative becomes vacant and less than six months are left until the end of his or her term of office upon vacating office, no by-election is required to fill such vacancy and the President in consultation with the National Executive Committee may designate another member already serving on the National Executive Office to temporarily assume the duties related to the vacant office, subject the provisions under the *Rules related to the National Executive Committee* ([Schedule D](#)).
- 16.12.5 A vacancy of a representative serving on the National Executive Committee under clause 16.3.2 shall be filled by the respective structure within 30 days.
- 16.14 Any member holding office in the National Executive Committee may be recalled, subject to the conditions and procedures under the *Rules related to the National Executive Committee* ([Schedule D](#)).
- 16.15 In the event of a conflict within the National Executive Committee that cannot be amicably resolved within the committee and needs *arbitration*, the matter will be brought to the attention of the *Special Arbitration Committee* for resolution, and in accordance with the *Rules related to arbitration* ([Schedule U](#)).
- 16.16 The working procedures of the National Executive Office shall be consistent with the standing working procedures of the Association as provided for under [Article 21](#) and the specific procedures provided under the *Rules related to the National Executive Committee* ([Schedule D](#)).

ARTICLE 17 - STANDING COMMITTEES OF THE ASSOCIATION

- 17.1 The *Assembly* shall establish, subject to the procedures as provided under the *Rules related to Standing Committees* ([Schedule E](#)) and subject to clauses 17.2 and 17.3, Standing Committees to provide impartial advice and guidance, and to consider and recommend actions and propose policies in specialised governance areas of the Association within the mandate of such Standing Committee and consistent with the constitution and rules.
- 17.2 The *Assembly* shall establish the following the Permanent Standing Committees with the powers and functions as prescribed in the *Rules related to Standing Committees* ([Schedule E](#)), from *regular members* of the Association:
- 17.2.1 *Permanent Standing Committee on Membership Appeals* to deal with all membership appeals lodged in accordance with [Article 13](#).
- 17.2.7 *Permanent Standing Committee on Nominations and Elections*, consisting of the Polling Officers appointed under [Article 37](#), to ensure that the nomination and election of office bearers are independent, fair and free of any undue interference by any party, and shall have the full responsibility and authority with regards to all nominations and elections of office bearers as provided for

- under [Article 35](#), [Article 36](#), [Article 38](#), [Article 39](#), and any other provision in this regard under the constitution and rules.
- 17.2.2 *Permanent Standing Committee on Finance* to investigate and make recommendations on financial matters of the Association with due regard of the applicable Articles under the constitution and rules.
- 17.2.3 *Permanent Standing Committee on Member Benefits* to investigate, recommend and maintain further benefits for members, with due regard of the provisions under [Article 10](#).
- 17.2.4 *Permanent Standing Committee on Communication, Liaison and Partnerships* to investigate and make recommendations on matters pertaining to communication, publications, partnerships and advocacy.
- 17.2.5 *Permanent Standing Committee International relations and affiliations* to investigate and make recommendations on matters pertaining to international affiliations, collaboration, engagements and other opportunities at an international level with international entities, including the *International Federation of Social Workers (IFSW)*.
- 17.2.6 *Permanent Standing Committee on Professional Development and Research* to investigate and make recommendations with regards to the professional development of members, research initiated and undertaken by the Association or in partnership with the Association.
- 17.3 The *Assembly* may establish by resolution a non-permanent Standing Committee or Committees during an Annual General Meeting for a specific purpose with clearly defined functions, which shall be known as General Standing Committee and be established as provided under the *Rules related to Standing Committees* ([Schedule E](#)).
- 17.4 A Standing Committee shall have such powers and functions as conferred by the constitution and rules; as provided under the *Rules related to Standing Committees* ([Schedule E](#)); and/or by resolution during the Annual General Meeting upon the establishment thereof, provided that the latter is consistent with the constitution and rules.
- 17.5 No Standing Committee may assume any powers and functions that are solely conferred on the National Executive Committee, a Provincial Branch, Chapter and/or another Standing Committee.
- 17.6 The procedures for the establishment of a Permanent and/or General Standing Committee shall be as provided under the *Rules related to Standing Committees* ([Schedule E](#)).
- 17.7 A Standing Committee shall be constituted by regular members, subject to the following:
- 17.7.1 The *Assembly* may resolve under such circumstances deemed necessary towards the purpose and functions of a *Standing Committee* and in the interest of the Association that the following members who are not *regular members* may be included as members of a *Permanent Standing Committee* and/or *General Standing Committee* established, provided that the maximum number of members on a *Standing Committee* is not exceeded and the majority of persons on a standing committee is *regular members*.

- 17.7.1.1 One social auxiliary worker who is an *associate member* of the Social Auxiliary Worker Chapter and who had been duly designated by the Chapter Committee to serve on a specific Standing Committee, provided that he or she does not hold office in the Chapter Committee.
 - 17.7.1.2 One student social worker who is a *student member* of the Student Social Worker Chapter and who had been duly designated by the Chapter Committee to serve on a specific standing committee, provided that he or she does not hold office in the Chapter Committee.
 - 17.7.1.3 One person who is a representative of an affiliate member on the Affiliate Member Chapter who had who had been duly designated by the Chapter Committee to serve on a specific standing committee, provided that he or she, and/or any other affiliate member does not have an conflict of interest, directly or indirectly, with regards to the purpose of the specific standing committee.
- 17.7.2 The provisions under clause 17.6.1 are subject to such limitations as may be provided under the under the *Rules related to Standing Committees* ([Schedule E](#)).
- 17.8 A Standing Committee shall have as office bearers a *Standing Committee Chairperson* and *Standing Committee Secretary* who shall be *regular members*, and no other office bearers, and such office bearers shall be elected as provided under the *Rules related to Standing Committees* ([Schedule E](#)).
- 17.9 A Standing Committee shall function under the auspices of the National Executive Committee, except for the *Permanent Standing Committee on Membership Appeals* and the *Permanent Standing Committee on Nominations and Elections* which shall execute its powers and functions independent from the National Executive Committee.
- 17.10 The chairperson of a Permanent Standing Committee, other than the chairpersons of the *Permanent Standing Committee on Membership Appeals* and the *Permanent Standing Committee on Nominations and Elections*, shall be a member of the National Executive Committee as provided under [Article 16](#).
- 17.11 The term of office of a Standing Committee notwithstanding the date upon which it is established, shall be similar to the term of office of the National Executive Committee, except for the term of office of the *Permanent Standing Committee on Nominations and Elections* which shall be consistent with the term of office of the Polling Officers under [Article 37](#).
- 17.12 The manner in which a Standing Committee will executes its mandate shall be as provided in the *Rules related to Standing Committees* ([Schedule E](#)).
- 17.13 The *Rules related to the general procedures of meetings* ([Schedule B](#)) shall apply *mutatis mutandis* to the procedures of the meetings of Standing Committees.

ARTICLE 18 - PROVINCIAL BRANCHES OF THE ASSOCIATION

- 18.1 A *Provincial Branch* serves as the decentralised provincial structure of the Association to

advance, promote and coordinate the affairs of the Association in the provinces in accordance with purpose and objectives of the Association.

- 18.2 A *Provincial Branch* shall function under the provisions of the *Rules related provincial branches* ([Schedule F](#)) and under the auspices of the National Executive Committee.
- 18.3 A *Provincial Branch* of the Association may be established in a province where twenty or more *regular members* of the Association who permanently resides in a province agree to the establishment of a Provincial Branch and the National Executive Committee shall assist with the establishment of *Provincial Branches*, subject to clause 18.6.
- 18.4 The following *Provincial Branches* may exist under the auspices of the Association and shall upon establishment thereof operate under the *Provincial Branch* names as indicated:
- 18.4.1 Eastern Cape Branch of the South African Social Workers Association (SASWA).
 - 18.4.2 Free State Branch of the South African Social Workers Association (SASWA).
 - 18.4.3 Gauteng Branch of the South African Social Workers Association (SASWA).
 - 18.4.4 KwaZulu-Natal Branch of the South African Social Workers Association (SASWA).
 - 18.4.5 Limpopo Branch of the South African Social Workers Association (SASWA).
 - 18.4.6 Mpumalanga Branch of the South African Social Workers Association (SASWA).
 - 18.4.7 Northern Cape Branch of the South African Social Workers Association (SASWA).
 - 18.4.8 North West Branch of the South African Social Workers Association (SASWA).
 - 18.4.9 Western Cape Branch of the South African Social Workers Association (SASWA).
- 18.5 A *regular member*, *associate member* and *student member* of the Association are automatically members of the *Provincial Branch* in the province they permanently reside in, and no additional or supplementary membership applications or membership fees are required to be a member of a *Provincial Branch*.
- 18.6 The following shall apply with regards to a provincial association for social workers that was in place and functional on the date of adoption of the constitution.
- 18.6.1 A provincial association for social workers referred to in clause 18.7 shall be deemed to be a Provincial Branch of the Association for that province, subject to the following conditions:
 - 18.6.1.1 The majority of members of such provincial association agree there to within 90 days of the adoption of the constitution, and such date shall be the date of incorporation.
 - 18.6.1.2 The elected office bearers of such provincial association's executive committee or similar governance structure as on the date of incorporation shall remain in place as provided for under rule 13.2.3.1 of the *Rules related to transitional arrangements*

and procedures for the establishment of the South African Social Workers Association (SASWA) ([Schedule A1](#)) and such existing provincial governance structure shall be deemed to the Provincial Branch Committee and have all the powers and functions of such committee; provided that a new Provincial Branch Committee referred to in clause 18.4 be elected before the end of twelve months.

- 18.6.1.3 Such provincial association shall continue with the execution of its planned activities, provided that such activities are concluded with twelve months following the date of incorporation.
- 18.6.1.4 Such provincial association shall align its operations, functions and plans to the requirements as per the constitution and rules within twelve months following the date of incorporation.
- 18.6.2 The Chairperson of such existing provincial association on the date of incorporation shall be deemed the Provincial Branch Chairperson and shall serve in such capacity on the National Executive Committee.
- 18.6.3 The finances and assets of such existing provincial association as on the date of incorporation may be transferred to the Association, subject to approval thereto by 60% of the members of the provincial association that have voting rights; and such funds be transferred on a date as agreed by the provincial association, provided that it is effected within 12 months following such decision.
- 18.6.4 An existing provincial association has the right not to transfer any funds and assets as on the date referred to in clause 18.6.1.1, subject to the following:
 - 18.6.4.1 Provide the National Executive Committee with a certified bank statement indicating the balance of moneys in its bank account on the date of incorporation.
 - 18.6.4.2 The bank account of the provincial association shall meet the requirements under [Article 44](#).
 - 18.6.4.3 The signatories of the provincial association shall meet the requirements as under [Article 44](#).
 - 18.6.4.4 No further membership fees may be collected by the existing provincial association from the date of incorporation to the Association; and all membership dues for the financial year following the establishment of the Association.
 - 18.6.4.5 A financial accounting system consistent with the provisions under [Article 44](#) and [Article 45](#) shall be in place or put in place within a reasonable period, provided that such period does not exceed three months.
 - 18.6.4.6 An existing provincial association shall bear the costs for any future external audit of its financial records as far as it pertains to the moneys in its bank account on the date of incorporation, which was not transferred to the Association.

- 18.6.4.7 The existing provincial association as a Provincial Branch of the Association shall not be entitled to any funding from the Association in terms of [Article 44](#) as long as the moneys on the date of incorporation are equal or more than the amount referred to under Article # and the planned activities of the Provincial Branch under [Article 21.3](#) shall be covered by the funds in its own bank account.
- 18.6.5 The Association shall not be liable nor assumed to be liable for any matter pertaining to an existing provincial association, upon the date of incorporation.
- 18.7 A Provincial Branch of the Association shall have the following **powers, functions and duties**:
- 18.7.1 The advancement of the interest of the Association and its members consistent with the purpose and objectives of the Association.
- 18.7.2 Engage with and attend to provincial specific matters as identified by members, provided that such matters fall solely within the province and are not deemed to be of national interest.
- 18.7.3 Establish a *Provincial Branch Committee* under the provisions of the *Rules related provincial branches* ([Schedule F](#)) for the purpose of managing and overseeing the affairs of the Provincial Branch, taking decisions as are necessary, and attend to such other duties as conferred upon it by the constitution and rules to attain the Association's objectives, subject to the following:
- 18.7.3.1 A Provincial Branch Committee shall have a Provincial Branch Chairperson, Provincial Branch Vice-Chairperson, Provincial Branch Secretary and Provincial Branch Treasurer as elected office bearers.
- 18.7.3.2 A Provincial Branch may upon a majority decision by the regular members during a Provincial Branch Annual Meeting include the following additional portfolios to their Provincial Branch Committee:
- (a) one social auxiliary worker nominated and elected by social auxiliary workers residing the province; and/or
 - (b) one student social worker nominated and elected by student social workers enrolled for a qualification in social work at a Higher Education Institution in the province.
 - (c) The *responsibilities of office bearers* of the National Executive Office shall be as provided under [Article 20](#).
- 18.7.3.3 A *Provincial Branch Committee* shall meet at regular intervals, provided that it has a minimum of five regular meetings planned in advance per financial year; and may call a special meeting of the Provincial Branch Committee for a specific purpose, subject to the applicable provisions under [Article 25](#).
- 18.7.3.4 In the event of a conflict within the Provincial Branch Committee that cannot be amicably resolved within the committee and needs *arbitration*, the matter will be brought to the attention of the

Special Arbitration Committee for resolution, and in accordance with the *Rules related to arbitration* ([Schedule U](#)).

- 18.7.3.5 Members of a Provincial Branch Committee may be recalled subject to the conditions and criteria under *Rules related provincial branches* ([Schedule F](#)).
- 18.7.3.6 A vacancy on a Provincial Branch Committee shall be filled, shall be filled as soon as possible after becoming vacant, subject to the conditions and procedures under the *Rules related provincial branches* ([Schedule F](#)).
- 18.7.4 Establish one or more *ad hoc* working groups as deemed necessary for a specific purpose as provided under [Article 21](#) and subject the *Rules related provincial branches* ([Schedule F](#)).
- 18.7.5 A Provincial Branch shall hold a *Provincial Branch Annual Meeting* as provided for under [Article 24](#).
- 18.7.6 A special meeting of a Provincial Branch may be called as provided for under [Article 25](#).
- 18.7.7 A *Provincial Branch* shall hold a minimum of two *provincial member meetings* a year for all members that reside in the province, subject to [Article 26](#) and the *Rules related provincial branches* ([Schedule F](#)).
- 18.7.8 The *Rules related to the general procedures of meetings* ([Schedule B](#)) shall apply *mutatis mutandis* to the procedures of the meetings of a Provincial Branch.
- 18.7.9 A *Provincial Branch Committee* in consultation with the members of a Provincial Branch shall prepare a *Provincial Branch Annual Plan* of its activities before the commencement of a financial year which shall be submitted to the National Executive Committee before or by 01 March each year for the following financial year, subject to the [Article 21](#), the *Rules related to annual planning and budgeting* ([Schedule J](#)) and the *Rules related provincial branches* ([Schedule F](#)).
- 18.7.10 A Provincial Branch is required to prepare a budget aligned with a Provincial Branch's annual plan referred to under clause 18.7.8 and such budget shall not exceed the maximum amount that may be allocated to a Provincial Branch under clause [Article 44.4](#).
- 18.7.11. A Provincial Branch may hold its own bank account, subject to [Article 44.1.7](#), and shall manage its budget and finances as provided for under [Article 43](#), [Article 44](#), and [Article 45](#), the *Rules related provincial branches* ([Schedule F](#)) and any other Rules approved by the Association under [Article 52](#).
- 18.8 The *Provincial Branch Chairperson* of a Provincial Branch shall be a member of the National Executive Committee by virtue of his or her office as provided for under clause 16.3.2.1, with due regard to the provisions under the *Rules related provincial branches* ([Schedule F](#)).
- 18.9 The dissolution of a Provincial Branch shall as prescribe under [Article 54.2](#).

- 18.9 The *Assembly* may establish general policies and procedures under [Article 52](#) with regards to the functioning, compliance and related matters for Provincial Branches, provided that it is consistent with the constitution and Rules.

ARTICLE 19 - CHAPTERS OF THE ASSOCIATION

- 19.1 A Chapter serves as a sub-structure of the Association to:
- (a) advance, promote, organise and coordinate the affairs, purpose and objectives of the Association, and the interests of members with regards to professional development, information sharing and practice, while in particular providing for the *associate members* and affiliate members of the Association;
 - (b) promote and facilitate activities as required to support the maximum participation of *associate members* in the affairs of the Association;
 - (c) organise such education, professional development and information sessions for its members;
 - (d) provide opportunity to convey proposals, suggestions and concerns to the Association pertaining to the specific category of membership
- 19.2 A Chapter shall be established by the *Assembly* during an Annual General Meeting and shall function as structure of the Association under the provisions of the *Rules related to the establishment and functioning of Chapters* ([Schedule G](#)); and shall be accountable and report to the National Executive Committee.
- 19.3 The *Assembly* shall establish the following Chapters under the auspices of the Association:
- 19.3.1 *Social Auxiliary Workers Chapter of the South African Social Workers Association (SASWA)*, duly established in terms of the criteria and conditions provided for under the *Rules related to the establishment and functioning of Chapters* ([Schedule G](#)).
 - 19.3.2 *Student Social Workers Chapter of the South African Social Workers Association (SASWA)*, duly established in terms of the criteria and conditions provided for under the *Rules related to the establishment and functioning of Chapters* ([Schedule G](#)).
 - 19.3.3 *Affiliate Members Chapter of the South African Social Workers Association (SASWA)*, duly established in terms of the criteria and conditions provided for under the *Rules related to the establishment and functioning of Chapters* ([Schedule G](#)); provided that the Association has two or more associated members.
- 19.4 An *associate member*, *student member* and *affiliate member* of the Association are automatically members of the applicable *Chapter* established under clause 19.3, and no additional or supplementary membership applications or membership fees are required to be a member of a *Chapter*
- 19.5 A member referred to under clause 19.4 may opt out to be part of such Chapter, provided that such request be made in writing to the President the Association.
- 19.6 The *Assembly* may at the written request of twenty or more *regular members* establish a dedicated Chapter or Chapters to advance areas of special interest for social workers,

- including the development of recognised specialities in social work, subject to the following.
- 19.6.1 The Chapter shall be established by the *Assembly* by resolution during an Annual General Meeting .
 - 19.6.2 The membership of such Chapter shall be limited to *regular members* only.
 - 19.6.3 The Chapter shall be organised as contemplated under the *Rules related to the establishment and functioning of Chapters* ([Schedule G](#)).
 - 19.6.4 In the case where the Association already have an *affiliate member* that serves the same purpose of a proposed Chapter, the establishment of such a Chapter needs to be considered against the role of such *affiliate member*.
 - 19.6.5 In the case where the membership of a Chapter after being established is below twenty members over a period of two successive years, the National Executive Committee shall recommend to the *Assembly* to dissolve such Chapter.
- 19.7 The National Executive Committee shall assist with the establishment of Chapters.
- 19.8 A Chapter of the Association shall have the following ***general powers, functions and duties***, and such Chapter specific powers as provided under the *Rules related to the establishment and functioning of Chapters* ([Schedule G](#)).
- 19.8.1 A *Chapter* advances the interest of the Association and its members consistent with the provision under the constitution and rules.
 - 19.8.2 A *Chapter* provides for the decision-making process and authority of the *Chapter* consistent with the constitution and rules, and resolutions of the *Assembly*.
 - 19.8.3 A *Chapter* engages with and attend to specific matters as identified by its membership, provided that such matters and activities fall within the purpose of the specific Chapter.
 - 19.8.4 Each *Chapter* shall establish a *Chapter Committee* under the provisions of the *Rules related to the establishment and functioning of Chapters* ([Schedule G](#)) for the purpose of managing and overseeing the affairs of the Chapter, taking decisions as are necessary, and attend to such other duties as conferred upon it by the constitution and rules to attain the Association's objectives, subject to the following:
 - 19.8.4.1 A Chapter Committee shall have a Chapter Chairperson, Chapter Vice-Chairperson, Chapter Secretary and Chapter Treasurer as elected office bearers.
 - 19.8.4.2 A *Social Auxiliary Workers Chapter* and a *Student Social Workers Chapter* may have such additional members on the Chapter Committee as provided for under the *Rules related to the establishment and functioning of Chapters* ([Schedule G](#)).
 - 19.8.4.3 A *Chapter Committee* shall meet at regular intervals, provided that it has a minimum of for regular meetings planned in advance per financial year; and may call a special meeting of the *Chapter*

Committee for a specific purpose, subject to the applicable provisions under [Article 25](#).

- 19.8.4.5 In the event of a conflict within the *Chapter Committee* that cannot be amicably resolved within the committee and needs *arbitration*, the matter will be brought to the attention of the *Special Arbitration Committee* for resolution, and in accordance with the *Rules related to arbitration (Schedule U)*.
- 19.8.4.6 Members of a *Chapter Committee* may be recalled subject to the conditions and criteria under the *Rules related to the establishment and functioning of Chapters (Schedule G)*.
- 18.8.4.7 A *Chapter Committee* may establish an *ad hoc* working group, subject to the prior approval of the National Executive Committee.
- 19.8.4.8 A vacancy on a *Chapter Committee* shall be filled, shall be filled as soon as possible after becoming vacant, subject to the conditions and procedures under the *Rules related to the establishment and functioning of Chapters (Schedule G)*.
- 19.8.5 A Chapter shall hold a **Chapter Annual Meeting** as provided for under [Article 24](#).
- 18.7.6 A **special meeting** of a Chapter may be called as provided for under [Article 25](#).
- 19.8.8 A *Chapter* shall hold a minimum of two **Chapter member meetings** a year for all members that reside in the province, subject to [Article 26](#) and the *Rules related to the establishment and functioning of Chapters (Schedule G)*.
- 19.7.9 The *Rules related to the general procedures of meetings (Schedule B)* shall apply *mutatis mutandis* to the procedures of the meetings of a Chapter.
- 19.8.10 A *Chapter Committee* in consultation with the members of a Chapter shall prepare a *Chapter Annual Plan* of its activities before the commencement of a financial year which shall be submitted to the National Executive Committee before or by 01 March each year for the following financial year, subject to the [Article 21.3](#), the *Rules related to annual planning and budgeting (Schedule J)* and the *Rules related to the establishment and functioning of Chapters (Schedule G)*.
- 19.8.11 A Chapter is required to prepare a budget aligned with a Chapter's annual plan referred to under clause 19.8.10 and such budget shall not exceed the maximum amount that may be allocated to a Chapter under clause [Article 44.4](#).
- 19.9 A Chapter established under clause 19.3 shall be represented on the National Executive Office as provided for under [Article 16.3.2.2](#), [Article 16.3.2.3](#) and [Article 16.3.2.4](#), with due regard to the provisions under the *Rules related to the establishment and functioning of Chapters (Schedule G)*.
- 19.10 A Chapter established under clause 19.3 shall be represented in the *Assembly* under [Article 15.3](#) by each Chapter's Delegation established in terms of the provisions of the *Rules related to the establishment and functioning of Chapters (Schedule G)*.

- 19.11 The dissolution of a Chapter shall as prescribe under [Article 54.2](#).
- 19.12 The *Assembly* may establish general policies and procedures under [Article 52](#) with regards to the functioning, compliance and related matters for Chapters, provided that it is consistent with the constitution and Rules.

ARTICLE 20 - OFFICE BEARERS OF THE ASSOCIATION

- 20.1 A member may only hold office in a structure of the Association if he or she meets the requirements provided for under the constitution and Rules, is in good standing and has been duly nominated and elected to hold such office, subject to clause 20.2; and the Association has the following office bearers:
- 20.1.1 President, Vice-President, National Secretary, National Assistant Secretary, National Treasurer and IFSW Representative as the office bearers of the Association and the National Executive Committee.
 - 20.1.2 Standing Committee Chairperson and Standing Committee Secretary of a Standing Committee of the Association established under [Article 17](#).
 - 20.1.3 Provincial Branch Chairperson, Provincial Branch Vice-Chairperson, Provincial Branch Secretary and Provincial Branch Treasurer of a Provincial Branch of the Association established under [Article 18](#).
 - 20.1.4 Chapter Chairperson, Chapter Vice-Chairperson, Chapter Secretary and Chapter Treasurer of a Chapter of the Association established under [Article 19](#).
- 20.2 The following prohibitions apply for any member to hold office:
- 20.2.1 No member may be nominated, elected and/or hold office on any structure of the Association if he or she:
 - (a) holds office in a capacity in any structure of a political party;
 - (b) is elected to the Parliament (National Assembly), Provincial Legislature, District Municipal Council, Local Municipal Council, or Metropolitan Council;
 - (c) is not a citizen of the Republic of South Africa or does not have permanent residence in the country;
 - (d) is not permanently residing in the Republic of South Africa; and/or
 - (e) had been convicted of a criminal offence that involves fraud, corruption or similar.
 - 20.2.2 Clause 20.2.1 shall apply to a member that is holding office at any time if he or she becomes a person referred therein and shall relinquish his or her office within 30 calendar days, other than in terms of clause 20.1.2(d) which would require from him or her to relinquish his or her office immediately.
 - 20.2.3 The *Assembly* may determine under [Article 52](#) such other conditions as deemed appropriate that prohibit a member to hold office in the Association, subject to approval by the majority vote during an Annual General Meeting.
- 20.3 The office bearers to be nominated and elected shall be as determined in terms of the constitution and Rules for each structure under [Article 14](#) duly established.

- 20.4 Office bearers of the Association, irrespective of the office they hold or the structure they service on, shall have the following general duties.
- 20.4.1 Office bearers are individually and collectively responsible for the appropriate functioning and governance of the Association and shall at all times uphold the principles, objectives, and procedures of the constitution and Rules in an ethical, responsible and accountable manner.
 - 20.4.2 Office bearers constitute the leadership of the Association in general and specifically within the structures where they hold office and shall assume their responsibility with diligence in the interest of the Association and its members.
 - 20.4.3 An office bearer upon the commencement of his or her term of office is responsible for ensuring that he or she is knowledgeable of the requirements and duties of the office he or she is holding, as well as all the provisions within the constitution and rules.
 - 20.4.4 An office bearer is responsible at the end of his or her term of office, including when he or she vacates the office he or she holds before the end of such term of office, that the handover to the incoming office bearer holding the same office is done in a manner that will ensure a seamless transition between those holding office.
 - 20.4.5 An office bearer shall further have such specific duties directly associated with the functioning of the structure within which he or she holds office.
 - 20.4.6 Officer bearers referred to under clause 20.1 shall have such further duties as provided for under the *Rules related to the duties of office bearers of the Association* ([Schedule H](#)).
- 20.5 Office bearers elected to the National Executive Committee shall also be the office bearers of the Association, subject to the following:
- 20.5.1 The Association shall function under the leadership of an elected President.
 - 20.5.2 The *President* is the official representative of the Association.
 - 20.5.3 The *President* shall have the following specific duties:
 - 20.5.3.1 The President shall be presiding officer of the following meetings:
 - (a) Annual General Meeting of the Association;
 - (b) special meetings;
 - (c) meetings of the National Executive Committee; and/or
 - (d) any other meeting constituted at a national level under the auspices of the Association.
 - 20.5.3.2 The President has the authority to sign an agreement or contract on behalf of the Association, provided that a resolution by majority vote of the National Executive Committee and/or *Assembly* authorised that the Association enters into such agreement or contract.
 - 20.5.3.3 The President shall be liaison between the National Executive Committee and the Provincial Branches of the Association.
 - 20.5.3.4 The President shall be responsible for all matters pertaining to

liaison and support to affiliate members of the Association.

- 20.5.3.5 The President has such duties, powers and functions as further conferred upon him or her under the constitution and Rules
- 20.5.3.6 The President shall assume the general duties of a chairperson as provided for under the *Rules related to the duties of office bearers of the Association* ([Schedule H](#)).
- 20.5.3 The *Vice-President* shall have the following specific duties:
 - 20.5.3.1 The *Vice-President* shall assume the duties of the President in the temporary absence of the President.
 - 20.5.3.2 The *Vice-President* shall in the event of resignation or death of the President automatically be vested with the powers and duties of the President for the remainder of the term of office.
 - 20.5.3.3 The *Vice-President* shall be responsible for all matters pertaining to liaison and support to *Social Auxiliary Worker Chapter* and *Student Social Worker Chapter* of the Association.
 - 20.5.3.4 The *Vice-President* shall be responsible to oversee and support the work of all Standing Committees of the Association.
 - 20.5.3.5 The *Vice-President* shall perform such other duties as may be assigned, and mutually agreed to, by the President and/or National Executive Committee, provided that no such duty shall be the responsibility of another office bearer.
 - 20.5.3.6 The *Vice-President* have such duties, powers and functions as further conferred upon him or her under the constitution and rules
 - 20.5.3.7 The *Vice-President* shall assume the general duties of a vice-chairperson as provided for under the *Rules related to the duties of office bearers of the Association* ([Schedule H](#)).
- 20.5.4 The *National Secretary* shall have the following specific duties:
 - 20.5.4.1 The *National Secretary* together with the *National Assistant Secretary* shall constitute the Secretariat of the Association, each with distinct duties.
 - 20.5.4.2 The *National Secretary* shall assume the general duties of a Secretary for all meetings referred to under clause 20.5.3.1.
 - 20.5.4.3 The *National Secretary* is responsible for the management and maintaining of all records of the Association, and to ensure that Provincial Branches, Chapters and Standing Committees adhere to the required standards.
 - 20.5.4.4 The *National Secretary* shall provide such guidance and direction to Provincial Branch Secretaries, Chapter Secretaries and Standing Committee Secretaries as deemed necessary.
 - 20.5.4.5 The *National Secretary* shall perform such other duties as may be assigned, and mutually agreed to, by the President and/or

National Executive Committee, provided that no such duty shall be the responsibility of another office bearer.

- 20.5.4.6 The *National Secretary* have such duties, powers and functions as further conferred upon him or her under the constitution and rules.
- 20.5.4.7 The *National Secretary* shall assume the general duties of a secretary as provided for under the *Rules related to the duties of office bearers of the Association* ([Schedule H](#)).
- 20.5.5 The *National Assistant Secretary* shall have the following specific duties:
 - 20.5.5.1 The *National Assistant Secretary* shall be responsible for the coordination and implementation all matters pertaining to membership as provided for under [Article 11](#).
 - 20.5.5.2 The *National Assistant Secretary* shall be responsible for the keeping and maintaining of an up-to-date membership database in close collaboration with the National Treasurer.
 - 20.5.5.3 The *National Assistant Secretary* shall be responsible for all enquiries pertaining to membership.
 - 20.5.5.4 The *National Assistant Secretary* shall be an ex officio member of the *Permanent Standing Committee on Member Benefits*.
 - 20.5.5.5 The *National Assistant Secretary* shall perform such other duties as may be assigned, and mutually agreed to, by the President and/or National Executive Committee, provided that no such duty shall be the responsibility of another office bearer.
 - 20.5.5.6 The *National Assistant Secretary* shall assume the duties of the National Secretary in the temporary absence of the National Secretary.
 - 20.5.5.7 The *National Assistant Secretary* have such duties, powers and functions as further conferred upon him or her under the constitution and rules.
 - 20.5.5.8 The *National Assistant Secretary* shall assume the general duties of an assistant secretary as provided for under the *Rules related to the duties of office bearers of the Association* ([Schedule H](#)).
- 20.5.6 The *National Treasurer* shall have the following specific duties:
 - 20.5.6.1 The *National Treasurer* shall have the duties as prescribed under [Article 47](#).
 - 20.5.6.2 The *National Treasurer* shall be responsible for all matters pertaining to the payment of membership fees due to the Association.
 - 20.5.6.3 The *National Treasurer* shall be an ex officio and non-voting member of the *Permanent Standing Committee on Finance*.
 - 20.5.6.4 The *National Treasurer* shall perform such other duties as may be assigned, and mutually agreed to, by the President and/or

National Executive Committee, provided that no such duty shall be the responsibility of another office bearer.

- 20.5.6.5 The *National Treasurer* have such duties, powers and functions as further conferred upon him or her under the constitution and rules.
- 20.5.6.7 The *National Treasurer* shall assume the general duties of a treasurer as provided for under the *Rules related to the duties of office bearers of the Association* ([Schedule H](#)).
- 20.5.7 The *International Federation of Social Workers (IFSW) Representative* shall have the following specific duties as office bearer:
- 20.5.7.1 The *IFSW Representative* shall with the President be the official representatives of the *South African Social Workers Association (SASWA)* on the *International Federation of Social Workers (IFSW)* as provided for under the rules of the IFSW.
- 20.5.7.2 The procedures for the nomination and election of the IFSW Representative shall as prescribed under the *Rules related to representing the Association, affiliations and collaboration* ([Schedule M](#)).
- 20.5.7.3 The *IFSW Representative* together with the President acts as the primary liaison between the *South African Social Workers Association (SASWA)* and the broader International Federation of Social Workers (IFSW) network, ensuring global mandates are adapted and applied locally.
- 20.5.7.4 The *IFSW Representative* is further responsible for the following:
- (a) receiving and systematically disseminating key information, policy statements, ethical principles, and news from IFSW (including the Global Agenda for Social Work and Social Development) to the Association's members, relevant committees, and other stakeholders;
 - (b) to assist with the interpretation and contextualization of global IFSW policies and initiatives to clarify their relevance and application within the South African social work environment, and for linking local social work to IFSW's global mission and impact;
 - (c) to collect and feedback relevant local professional news and developments with regards to social work practice and policy to the IFSW;
 - (d) when requested, coordinate and ensure contributions on behalf of the Association regarding South African perspectives and data related to social work to the IFSW consultations, reports, and policy development processes;
 - (e) monitor and highlight local issues that align with the current themes of the Global Agenda for Social Work and Social Development;

- (f) encourage local social workers and social work educators to engage in action and research related to these global themes;
- (g) actively promote the core mandates and values of the global social work profession as defined by IFSW, including principles of social justice, human rights, collective responsibility, and respect for diversities;
- (h) ensure all public statements, activities, and positions undertaken in the name of IFSW are consistent with the official IFSW Policy Statements and the constitution and Rules;
- (i) promote and facilitate participation in IFSW-sponsored regional and global conferences or online forums; and
- (j) advocate for the alignment of national social work standards, ethical codes, and educational curricula with the IFSW/IASSW Global Standards and Global Definition of Social Work.

- 20.5.7.5 The *IFSW Representative* is an office bearer of the National Executive Committee and is also accountable to the National Executive Committee, which includes providing regular reports on activities, outcomes, and progress against the IFSW mandate.
- 20.5.7.6 The *IFSW Representative* shall be an *ex officio* member of the *Permanent Standing Committee International relations and affiliations*.
- 20.5.7.7 The *IFSW Representative* shall perform such other duties as may be assigned, and mutually agreed to, by the President and/or National Executive Committee, provided that no such duty shall be the responsibility of another office bearer.
- 20.5.7.8 The *IFSW Representative* have such duties, powers and functions as further conferred upon him or her under the constitution and rules.

ARTICLE 21 – STANDARD GOVERNANCE AND WORKING PROCEDURES

- 21.1 The Association shall function under such governance and working procedures as provided for under this Article and any other Article of the constitution and Rules; and with due regard of the following Rules:
 - (a) *Rules related to ad hoc working groups* ([Schedule I](#))
 - (b) *Rules related to annual planning and budgeting* ([Schedule J](#))
 - (c) *Rules related to record management* ([Schedule K](#))
- 21.2 The National Executive Committee shall be responsible to ensure that sound governance and working procedures with the Association and its structures, consistent with the constitution and rules

- 21.3 National Executive Committee, Standing Committees, Provincial Branch Committees, Chapter Committees as well as Polling Officers shall be accountable for the adherence to the governance and working procedures with regards to their respective duties.
- 21.4 *Transmission of communication to members*
- 21.4.1 The primary manner for the transmission of communication to members shall be by electronic mail (email).
- 21.4.2 The National Executive Committee may establish such other secondary communication tools, including WhatsApp, which may be used by the National Executive Committee, Provincial Branch Committees, Chapter Committees and Polling Officers to communicate to members of the Association.
- 21.5 *Annual planning and budgeting*
- 21.5.1 The Association shall execute its objectives and functions as far as practical in accordance with annual plans that ensure a coordinated approach as well as transparency to its members.
- 21.5.2 The National Executive Committee, Provincial Branch Committees and Chapter Committees shall develop costed annual plans consistent with the purpose and objectives of the association as provided for under the *Rules related to annual planning and budgeting* ([Schedule J](#)).
- 21.5.3 The National Executive Committee shall consolidate all plans referred to under clause 21.5.2 into one national plan which shall be made available to all members of the Association, subject to the provisions and guidelines under the *Rules related to annual planning and budgeting* ([Schedule J](#)).
- 21.5.4 The National Executive Committee shall allocate funding for the implementation of activities on the annual plans in accordance with [Article 44.4](#), provided that an annual plan is prepared in time and approved by the National Executive Committee.
- 21.5.5 The National Executive Committee may, if deemed necessary or by direction of the *Assembly*, establish a uniform format and such further procedures for the development and submission of annual plans by expanding and/or amending the *Rules related to annual planning and budgeting* ([Schedule J](#)) in terms of [Article 52](#), provided that it is consistent with the constitution and rules.
- 21.6 *Establishment of ad hoc working groups*
- 21.6.1 The National Executive Committee, a Provincial Branch Committee and a Chapter Committee may, if deemed necessary and subject to the agreement of the majority of its members, establish one or more *ad hoc* working group as a temporary mechanism with a specifically defined responsibility or task under their guidance and direction; and subject to the provisions under the *Rules related to ad hoc working groups* ([Schedule I](#)).
- 21.6.2 The persons to serve on an *ad hoc* working group shall be as follows, subject to clause 21.6.3:
- (a) National Executive Committee: appointed from members of the Association provided that the majority of the members are regular

- members;
 - (b) Provincial Branch Committee: appointed from members of the Association residing in the province concerned, provided that the majority of the members are regular members; and
 - (c) Chapter Committee: appointed from members who hold membership in the Chapter concerned.
- 21.6.3 An *ad hoc* working group may not:
- (a) be established for a period exceeding six months at time;
 - (b) consist of more than five persons; and
 - (c) assume the functions of the committee that has established it.
- 21.6.4 The procedures for the appointment and functioning of ad hoc working groups shall be as prescribed under the provisions of the *Rules related to ad hoc working groups* ([Schedule I](#)).
- 21.7 **Record management**
- 21.7.1 The National Executive Committee shall be responsible for ensuring the safekeeping, maintenance and management of all records of the Association, including the records of any structure of the Association established under [Article 14](#), in accordance with the *Rules related to record management* ([Schedule K](#)).
- 21.7.2 All members of the Association have the right to access to all records kept by the Association, unless there is a specific provision under the constitution and rules that limits such access.
- 21.7.3 Third parties may have access to records of the Association that are not available in the public domain: provided that such a third party submits a request access in writing to the National Secretary, whereafter such request will be considered by the National Executive Committee, subject to the terms, conditions and restrictions provided under the *Rules related to record management* ([Schedule K](#)).
- 21.7.4 The National Executive Committee may, if deemed necessary or by direction of the *Assembly*, establish further procedures and criteria with regards to the access of records by third parties referred to under clause 21.7.3 by expanding and/or amending the *Rules related to record management* ([Schedule K](#)) in terms of [Article 52](#), provided that it is consistent with the constitution and rules.

ARTICLE 22 – PUBLICATIONS AND REPORTS

- 22.1 A publication and/or report of the Association shall be made available to all members as well as the public, unless there is specifically limitation with regards to the latter as provided under this Article and/or the *Rules related to communication, public relations, advocacy, publications and reports* ([Schedule L](#)).
- 22.2 A publication and/or report of the Association shall meet the required professional standards that reflects the purpose and objectives of the Association and its membership, and shall include, but not be limited to the following:

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- 22.2.1 All publications and/or reports shall be prepared and published in English, unless otherwise directed by the *Assembly*, and subject to [Article 4](#).
- 22.2.2 All publications and/or reports shall meet the highest standards in terms of language, and no record may be published unless it been subjected to a quality assurance procedure which shall include editing and proofreading.
- 22.2.3 All publications and/or reports shall be prepared and published in electronic format, unless the printing of a publication is legally required.
- 22.2.4 All publications and/or reports shall adhere to the specific editorial policies applicable to each as provided for under the *Rules related to communication, public relations, advocacy, publications and reports* ([Schedule L](#)).
- 22.3 Any publication of the Association shall be made available to members and the public free of charge, unless otherwise directed by resolution of the *Assembly*.
- 22.4 The *Standing Committee on Communication, Liaison and Partnerships* may prepare such protocols, guidelines, policies and further standards as rules of the Association under [Article 52](#), for consideration and approval by the *Assembly* during an Annual General Meeting, whereafter it shall be inserted as rules made under the constitution in terms of [Article 52](#).
- 22.5 The Association shall publish its **Annual Report** as prescribed under the *Rules related to communication, public relations, advocacy, publications and reports* ([Schedule L](#)) and shall publish it no later than 30 September annually.
- 22.6 The Association may from time to time prepare and publish a **special report** with regards to a specific matter with the aim to address a particular problem or circumstance in relation to the purpose and objectives of the Association as provided for under the *Rules related to communication, public relations, advocacy, publications and reports* ([Schedule L](#)).
- 22.7 The Association may provide formal comments upon request or on its own accord on policy, practice and related matters through a **submission** within the ambit of its purpose and objectives, subject to the applicable provisions under [Article 29](#) and [Article 30](#) as well as provided for under the *Rules related to communication, public relations, advocacy, publications and reports* ([Schedule L](#)).
- 22.8 The Association may prepare and issue a statement on the Association's official position regarding a contemporary or topic matter through a **position paper** within the ambit of its purpose and objectives, subject to the applicable provisions under [Article 29](#) and [Article 30](#) as well as provided for under the *Rules related to communication, public relations, advocacy, publications and reports* ([Schedule L](#)).
- 22.9 Any other publication of the Association or contribution by the Association to another publication shall be dealt with prescribed under the *Rules related to communication, public relations, advocacy, publications and reports* ([Schedule L](#)).

ARTICLE 23 - PERSONNEL, VOLUNTEERS AND CONSULTANTS

- 23.1 The National Executive Committee:
- (a) shall establish such the procedures, protocols and guidelines for the administration of the Association's affairs as rules under [Article 52](#) that would have been the responsibility of staff, in the absence of such staff, subject to such rules be approved by the *Assembly*;
 - (b) may delegate an administrative responsibility under the provisions of paragraph (a) to any office bearer of the National Executive Committee, Standing Committee, Provincial Branch Committee, Chapter Committee and/or any regular member, but may not delegate any such responsibility to a Polling Officer.
 - (c) shall ensure that any member that execute any administrative responsibility under the provisions of paragraph (a) and/or (b) shall be informed that he or she is not entitled to any form of remuneration, other than for direct expenses as provided for under [Article 43](#).
- 23.2 The Association may, subject to such resolution by the *Assembly* during an Annual General Meeting and such conditions that the *Assembly* determine, appoint **staff** to assist with the administration of the Association.
- 23.2.1 A resolution of the *Assembly* referred to under clause 23.2 may only be tabled during an Annual General Meeting subject to the following:
- 23.2.1.1 The Association's rules made under [Article 52](#) of the constitution regarding the minimum requirements in terms of qualifications and experience for a person to be appointed as a staff member; recruitment procedures; the remuneration levels of staff; the conditions of service; job-descriptions; the type of appointments; and other matters consistent with the relevant labour laws, subject to clause 20.2.4, had been tabled and approved by the *Assembly* during an Annual General Meeting.
 - 23.2.1.2 The National Executive Committee confirms with the required documentary evidence that the Association has sufficient financial means to support the appointment of such staff in the short and medium term.
- 23.2.2 The National Executive Committee, subject to clauses 23.2.1.1 and 23.2.1.2 as well as the provisions under the *Rules related to personnel, consultants and volunteers* ([Schedule N](#)), shall be responsible for the recruitment, appointment, supervision and performance evaluation of staff.
- 23.2.3 The *Rules related to personnel, consultants and volunteers* ([Schedule N](#)) provide for specific matters pertaining to staff of the Association.
- 23.3 The Association may appoint one or more **consultants** to assist with a specific task clear terms of reference with quantifiable deliverables and a specific timeframe to execute the task subject to the following:
- 23.3.1 The authority to appoint consultants is delegated to the National Executive Committee.

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- 23.3.2 A consultant shall be appointed through a competitive bidding procedure.
- 23.3.3 The requirements, general conditions and purpose regarding the appointment consultants shall be consistent with the provisions under the *Rules related to personnel, consultants and volunteers* ([Schedule N](#)).
- 23.4 The Association may utilize from time to time one or more **volunteers** to assist with any administrative function of the Association, subject to the provisions under the *Rules related to personnel, consultants and volunteers* ([Schedule N](#)).

IV. MEETINGS

ARTICLE 24 - ANNUAL GENERAL MEETING

- 24.1 The *Annual General Meeting* of the Association shall be held annually after the end of the financial year after 31 July but not later than 31 October every year.
- 24.2 The National Executive Committee, unless otherwise indicated by a decision of the *Assembly* during an *Annual General Meeting*, shall be responsible for:
- (a) determining the date and time of an *Annual General Meeting*; and
 - (b) all matters related to the preparation, organising and holding of an *Annual General Meeting*.
- 24.3 An *Annual General Meeting* may be held in person at a location that is accessible to the majority of members as determined by the National Executive Committee; virtually through an accessible online meeting platform; or in a hybrid form (in-person and virtually).
- 24.4 The notice and agenda for the Annual General Meeting shall be transmitted to all members no later than 28 days prior to the date of the meeting, subject to the *Rules related to the procedures of the annual general meeting and special meetings of the Association* ([Schedule C](#)).
- 24.5 All members of the Association as provided for under [Article 9](#) are eligible to be invited and attend the *Annual General Meeting* in full.
- 24.6 The National Executive Committee may invite special guests to attend the *Annual General Meeting*, subject to the *Rules related to the procedures of the annual general meeting and special meetings of the Association* ([Schedule C](#)).
- 24.7 All members of the *Assembly* constituted under [Article 15](#) shall be voting members at an *Annual General Meeting*.
- 24.8 A quorum of an Annual General Meeting shall be as provided under [Article 28](#).
- 24.9 Participation by proxy in an Annual General Meeting is permitted, subject to [Article 27](#).
- 24.10 The regular business to be transacted during the *Annual General Meeting*, subject to the *Rules related to the procedures of the annual general meeting and special meetings of the Association* ([Schedule C](#)):
- (a) tabling and adoption of the minutes of the previous *Annual General Meeting*;
 - (b) tabling and adoption of the Annual Report on the activities of the Association for the previous financial that ended on 31 March;

- (c) tabling and adoption of the National Treasurer's financial report of the Association for the previous financial that ended on 31 March;
 - (d) tabling and adoption of the audited Annual Financial Statements of the Association for the previous financial that ended on 31 March;
 - (e) in the case of vacancy, the nomination and appointment of Polling Officers;
 - (f) any other matter that members proposed to place on the agenda, provided that such matter proposed is transmitted in writing to the Executive Committee five working days prior to the date of the *Annual General Meeting*; and/or
 - (g) other matters as provided for under the *Rules related to the procedures of the annual general meeting and special meetings of the Association* ([Schedule C](#)).
- 24.11 A Provincial Branch shall hold a **Provincial Branch Annual Meeting** as soon as practical after the 31 March but not later than 31 May each year, provided that no Provincial Branch Annual Meeting is held within 30 calendar days of the scheduled date of an Annual General Meeting or thereafter; and the procedures for *Provincial Branch Annual Meeting* shall be as provided under the *Rules related to the procedures of the annual general meeting and special meetings of the Association* ([Schedule C](#)).
- 24.12 A Chapter shall hold a **Chapter Annual Meeting** as soon as practical after the 31 March but not later than 31 May each year, provided that no Chapter Annual Meeting is held within 30 calendar days of the scheduled date of an Annual General Meeting or thereafter; and the procedures for a *Chapter Annual Meeting* shall be as provided under the *Rules related to the procedures of the annual general meeting and special meetings of the Association* ([Schedule C](#)).
- 24.13 The *Rules related to the general procedures of meetings* ([Schedule B](#)) shall apply *mutatis mutandis* to the procedures of an Annual General Meeting, a Provincial Branch Annual Meeting and a Chapter Annual Meeting.

ARTICLE 25 - SPECIAL MEETINGS OF THE ASSOCIATION

- 25.1 A special meeting of *Assembly* may be called by the following parties:
- 25.1.1 The majority of the National Executive Committee members may call for a special meeting, provided that such request be made in writing with a clear indication on the purpose of such special meeting and submitted to the President or Vice-President of the Association, 21 calendar days prior to the proposed date of such a special meeting.
 - 25.1.2 A minimum of 20% of the *regular members*, provided that such request be made in writing with a clear indication on the purpose of such special meeting and submitted to the President or Vice-President of the Association, 21 calendar days prior to the proposed date of such a special meeting.
- 25.2 Upon receipt of request for a special meeting of the Association, the President or Vice-President or any other member on the National Executive Committee so designated, shall notify all members in writing no less than ten calendar days before the special meeting stating the date, time, place, purpose and the agenda of such meeting.

- 25.3 The procedures as for an Annual General Meeting shall apply *mutatis mutandis* as procedures of the *Assembly's* special meeting, other than for the following.
- 25.3.1 Only matters as stated on the agenda for the *Assembly* special meeting may be dealt with during such meeting.
 - 25.3.2 A quorum at a *Assembly* special meeting shall be comprised of 20% of the voting members referred to in [Article 15](#) as on the date of the special meeting, inclusive of legitimate proxies.
 - 25.3.3 Voting during a *Assembly* special meeting, shall be similar as voting during an Annual General Meeting as provided under the *Rules related to the procedures of the annual general meeting and special meetings of the Association* ([Schedule C](#)).
- 25.4 Special meetings of a Provincial Branch:
- 25.4.1 A special meeting of a Provincial Branch may be called by the following parties:
 - 25.4.1.1 The majority of the Provincial Branch Committee members may call for a special meeting, provided that such request is made in writing with a clear indication on the purpose of such special meeting and submitted to the Provincial Branch Chairperson or Provincial Branch Vice-Chairperson, 21 calendar days prior to the proposed date of such a special meeting.
 - 25.4.1.2 A minimum of 20% of the regular members that constitute a Provincial Branch, provided that such request is made in writing with a clear indication on the purpose of such special meeting and submitted to the Provincial Branch Chairperson or Provincial Branch Vice-Chairperson, 21 calendar days prior to the proposed date of such a special meeting.
 - 25.4.1.3 The National Executive Committee, provided that 60% or more of the members of the National Executive Committee agreed to such special meeting of a Provincial Branch, and that such request be made in writing with a clear indication on the purpose of such special meeting and submitted to the Provincial Branch Chairperson or Provincial Branch Vice-Chairperson, 21 calendar days prior to the proposed date of such a special meeting.
 - 25.4.2 The procedures for Provincial Branch Annual Meeting shall apply *mutatis mutandis* as procedures of a special meeting of Provincial Branch, subject the *Rules related to the procedures of the annual general meeting and special meetings of the Association* ([Schedule C](#)) and the *Rules related provincial branches* ([Schedule F](#)).
 - 25.4.3 The procedures under clauses 25.3 and 25.4 shall apply *mutatis mutandis* to a special meeting of Provincial Branch.
- 25.5 Special meetings of a Chapter:
- 25.5.1 A special meeting of a Chapter may be called by the following parties:

- 25.5.1.1 The majority of a Chapter members may call for a special meeting, provided that such request is made in writing with a clear indication on the purpose of such special meeting and submitted to a Chapter Chairperson or a Chapter Vice-Chairperson, 21 calendar days prior to the proposed date of such a special meeting.
- 25.5.1.2 A minimum of 20% of the voting members form a Chapter, provided that such request is made in writing with a clear indication on the purpose of such special meeting and submitted to a Chapter Chairperson or a Chapter Vice-Chairperson, 21 calendar days prior to the proposed date of such a special meeting.
- 25.5.1.3 The National Executive Committee provided that 60% or more of the members of the National Executive Committee agreed to such special meeting of a Chapter, and that such request be made in writing with a clear indication on the purpose of such special meeting and submitted to the Chapter Chairperson or Chapter Vice-Chairperson, 21 calendar days prior to the proposed date of such a special meeting.
- 25.5.2 The procedures for Chapter Annual Meeting shall apply *mutatis mutandis* as procedures of a special meeting of a Chapter, subject the *Rules related to the procedures of the annual general meeting and special meetings of the Association* ([Schedule C](#)) and the *Rules related to Chapters* ([Schedule G](#)).
- 25.5.3 The procedures under clauses 25.3 and 25.4 shall apply *mutatis mutandis* to a special meeting of Provincial Branch.
- 25.6 A quorum of a special meeting of the *Assembly*, a special meeting of a Provincial Branch and a special meeting of a Chapter shall be as provided under [Article 28](#).
- 25.7 Participation by proxy in special meeting of the *Assembly*, a special meeting of a Provincial Branch and a special meeting of a Chapter is permitted, subject to [Article 27](#).
- 25.8 The *Rules related to the general procedures of meetings* ([Schedule B](#)) shall apply *mutatis mutandis* to the procedures of a special meeting of the *Assembly*, a special meeting of a Provincial Branch and a special meeting of a Chapter.

ARTICLE 26 - MEMBER MEETINGS

- 26.1 A member meeting shall serve as an opportunity for engagement, coordination and discussions on matters consistent with the purpose and objectives of the Association and shall not deal with any matter that needs to be dealt with as part of an annual meeting or special meeting called for a specific purpose.
- 26.2 A member meeting of the Association, a Provincial Branch or a Chapter may be planned in between Annual General Meetings.
 - 26.2.1 The National Executive Committee and/or the SWASA Assembly may call

one or more member meetings at a national level, provided that the dates and time of such member meetings are included in the Association's annual plan referred to under [Article 21](#).

- 26.2.2 A Provincial Branch shall schedule member meetings of the Provincial Branch as provided for under [Article 18](#), which shall be organised by the Provincial Branch Committee.
- 26.2.3 A Chapter shall schedule member meetings of the Chapter as provided for under [Article 19](#), which shall be organised by the Chapter Committee.
- 26.3 The following business may be transacted during a member meeting referred to under clause 26.1:
- (a) status of implementation of annual plan and related activities;
 - (b) feedback on matters that are of interest to members consistent with the purpose and objectives of the Association;
 - (c) any matter of importance where deliberation by members during a meeting is deemed to be beneficial;
 - (d) any other matter that members proposed to place on the agenda, provided that such matter proposed is transmitted five working days prior to the date of the *member meeting*; and/or during the meeting prior to the adoption of an agenda for a meeting, subject to the majority of the members present agreeing that such matter may be included on the agenda; and
 - (e) a member meeting may be combined with seminar or professional development opportunity, provided that a separate agenda and minutes of the national meeting shall be kept.
- 26.4 All members irrespective of the membership category shall be eligible to be invited and attend a *member meeting*.
- 26.5 The procedures and conditions for member meetings are provided under the *Rules related to the general procedures of meetings* ([Schedule B](#)).
- 26.6 The *Rules related to the general procedures of meetings* ([Schedule B](#)) shall apply *mutatis mutandis* to the procedures of a national member meeting, a Provincial Branch member meeting and a Chapter member meeting.

ARTICLE 27 - PROXY

- 27.1 A voting member may appoint and authorise another voting member as proxy to attend a meeting and cast a vote on his or her behalf during meeting if he or she is unable to attend a meeting.
- 27.2 The appointment of a proxy as per clause 27.1 shall be done in writing on proxy form, subject to the procedures for the appointment of proxies as provided under the *Rules related to the general procedures of meetings* ([Schedule B](#)).
- 27.3 A proxy form must be submitted electronically to the Secretary three working days before a meeting and simultaneously transmitted to the proxy appointed for the meeting, unless a voting member falls ill after the time indicated then a proxy may be submitted as an extraordinary measure before 17h00 of the day preceding the date of the meeting.

- 27.4 The appointment of a proxy shall only be deemed valid if it complies with clauses 27.2 and 27.3, and the *Rules related to the general procedures of meetings* ([Schedule B](#)).
- 27.5 A proxy, once appointed, has the authority to exercise the voting member's voting rights on various matters, unless the proxy form or the Association's rules specify otherwise.
- 27.6 A voting member who has appointed a proxy shall be counted as present at a meeting for the purpose of determining whether a meeting quorate.
- 27.7 If the number of proxies may not be equal or more than the number of members present at a meeting (in-person or virtually), including at a time when the rights conferred by a proxy is exercised.

ARTICLE 28 – QUORUM AT MEETINGS

- 28.1 A quorum, unless explicitly otherwise indicated in the constitution, shall be majority (50% +1) of the voting members eligible to attend such meeting, including proxies, provided that the number of proxies equal or more than the number of members present at a meeting (in-person or virtually).
- 28.2 No decision may be taken, including the adoption of minutes, reports or similar, during any meeting of the Association and its structures unless a quorum is present at the time when such decision is taken.
- 28.3 The following shall apply with regards to Annual Meetings:
- 28.3.1 An Annual General Meeting of the Association shall quorate if the majority of members that constitutes the *Assembly* are present.
- 28.3.2 An Annual Meeting of a Provincial Branch shall quorate if the majority of members that constitutes the voting members of a Provincial Branch are present.
- 28.3.2 An Annual Meeting of a Chapter shall quorate if the majority of members that constitutes the voting members of a Chapter are present.
- 28.3 The following shall apply with regards to Annual Meetings:
- 28.3.1 An Annual General Meeting of the Association shall quorate if the majority of members that constitutes the *Assembly* are present.
- 28.3.2 An Annual Meeting of a Provincial Branch shall quorate if the majority of members that constitutes the voting members of a Provincial Branch are present.
- 28.3.2 An Annual Meeting of a Chapter shall quorate if the majority of members that constitutes the voting members of a Chapter are present.
- 28.4 The following shall apply with regards to the meetings of committees:
- 28.4.1 A meeting of the National Executive Committee shall quorate if the majority of members serving on it are present.

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- 28.4.2 A meeting of the Provincial Branch Committee shall quorate if the majority of members serving on it are present.
- 28.4.3 A meeting of the Chapter Committee shall quorate if the majority of members serving on it are present.
- 28.4.4 A meeting of a Standing Committee shall quorate if the majority of members serving on it are present.
- 28.4 The following shall apply with regards to the special meetings:
- 28.4.1 A special meeting of the *Assembly* shall quorate shall quorate if the 20% of members that constitutes the *Assembly* are present.
- 28.4.2 A special meeting of a Provincial Branch shall quorate if 20% of members that constitutes the voting members of a Provincial Branch are present.
- 28.4.3 A special meeting of Chapter shall quorate if 20% of members that constitutes the voting members of a Chapter are present.
- 28.4.4 A special meeting of the National Executive Committee, a Provincial Branch Committee, and a Chapter Committee shall quorate if the majority of members serving on it are present.
- 28.5 If a quorum is not present at the starting time of a meeting of the presiding officer may adjourn such meeting no more than one hour, whereafter the meeting shall proceed, provided that if quorum is not present at the time when a meeting reconvenes:
- 28.5.1 The presiding officer may rule that a new meeting shall be convened within a reasonable period of time not exceeding 14 calendar days from the date of the meeting being postponed.
- 28.5.2 The presiding officer may rule that the meeting proceeds, provided that no motions are tabled or decisions taken that require a quorum for such decisions to be considered and approved.
- 28.6 In the case where meeting proceeds under the provisions of clause 28.5.2, and at any time thereafter the number of voting members present cause for the meeting to quorate, the presiding officer may reopen an agenda item that had been concluded for the purpose of receiving a motion and for a voting members to consider and decide upon such motion.
- 28.6 A meeting is regarded to continue to quorate:
- (a) if the number of members needed to form a quorum are present for 80% of the full scheduled duration of the meeting (times as indicated on the notice and agenda for a meeting), provided that no less 70% of members who were present at the start of a meeting, excluding proxies, remain present until the end of the meeting; and
- (b) in the case where members left the meeting before 80% of the time of the full scheduled duration of the meeting has lapsed and the number of persons required to form a quorum is no longer present, the meeting cease at that time to quorate.
- 28.7 No decision taken during a meeting that does not quorate shall be valid and as a general principle a presiding officer shall refrain from allowing any decision without a quorum.
- 28.8 The under the *Rules related to the general procedures of meetings* ([Schedule B](#)) provides further direction with regards to quorums of meetings.

V. ADVOCACY, REPRESENTATION AND AFFILIATIONS

ARTICLE 29 – COMMUNICATION AND ADVOCACY

- 29.1 Communication to members and external role-players shall always be timely, professional, truthful and consistent with the constitution and rules, and with regard to the provisions under the *Rules related to communication, public relations, advocacy, publications and reports* ([Schedule L](#)).
- 29.2 The *Standing Committee on Communication, Liaison and Partnerships* shall be:
- 29.2.1 Responsible for the development of a three-year communication and advocacy strategy for the Association to be considered and approved by the National Executive Committee, which shall be reviewed annually for the purpose of ascertaining the effect and relevance thereof.
- 29.2.2 Required prepare an annual communication and advocacy plan, with due consideration of the three-year communication and advocacy strategy under clause 29.2.1, on the priorities for the next financial year which shall be integrated into the Association's national plan referred to under [Article 21](#) by the National Executive Committee, and shall include, amongst others the following:
- (a) World Social Work Day under the theme(s) established by the International Federation of Social Workers (IFSW);
 - (b) planned communication and advocacy activities to advance the purpose and objectives of the Association, inclusive of the Association's publications under [Article 22](#);
 - (c) regular national events that may require commentary by the Association such as the State of the Nation Address, National Budget Vote speech, Budget Vote of the Minister of Social Development, and similar;
 - (d) international events that may require commentary by the Association in particular, but not limited to, with regards to the SADC, African Union and United Nations;
 - (e) specific societal issues that were agreed to that require active advocacy and awareness raising by the Association; and/or
 - (f) any other communication and advocacy related activity agreed to.
- 29.3 The *Assembly* shall agree within six months after the establishment of the Association regarding the final logo of the *South African Social Workers Association (SASWA)* with due regard to the interim logo as per [Annexure A](#) .
- 29.3.1 The Association's logo may be used as provided for under the constitution and as agreed by the National Executive Committee.
- 29.3.2 The Association's logo shall appear on all reports, submissions, minutes, agendas, publications, correspondence, website, social media pages or similar of the Association.
- 29.3.3 The *Standing Committee on Communication, Liaison and Partnerships* shall develop and propose the standards for the terms of use of the Association's

logo for the consideration and approval by the *Assembly* at the first Annual General Meeting to be held after the establishment of the Association, whereafter it shall be inserted as rules made under the constitution in terms of [Article 52](#).

- 29.4 The spokespersons of the Association shall be as follows, subject to the provisions under the *Rules related to communication, public relations, advocacy, publications and reports (Schedule L)*.
- 29.4.1 The President shall be the official spokesperson of the Association with regards to all matters of a national interest.
- 29.4.2 The Vice-President may speak on behalf and/or represent the Association without prior permission from the President.
- 29.4.3 Chairperson of the *Standing Committee on Communication, Liaison and Partnerships* may speak on behalf and/or represent the Association without prior permission from the President, if deemed necessary and expedient in the interest of the Association.
- 19.4.4 A Provincial Branch Chairperson may speak on behalf and/or represent the Provincial Branch on matters of interest pertaining solely to the province where the Provincial Branch had been established without prior permission from the President.
- 19.4.5 Any other office bearer of the National Executive Committee designated by the President or Vice-President to speak on any matter.
- 19.4.6 Any *regular member* of the Association designated by the President to speak on a specific matter that such member is deemed to be knowledgeable about.
- 29.5 The Association shall establish and maintain an official website within the twelve months after the establishment of the Association, and the National Executive Committee shall be responsible to establish such website.
- 29.6 The Association shall have such dedicated social media pages as deemed necessary and recommended by the *Standing Committee on Communication, Liaison and Partnerships*.
- 29.7 The Association may engage with the media, issue media statements and attend to media related matters consistent with the purpose and objectives of the Association, subject to the *Rules related to communication, public relations, advocacy, publications and reports (Schedule L)*.
- 29.8 The *Rules related to communication, public relations, advocacy, publications and reports (Schedule L)* shall provide for all further matters pertaining to communication and advocacy.

ARTICLE 30 - REPRESENTING THE INTEREST OF MEMBERS

- 30.1 The Association shall represent the interest of its members and the profession on matters and on such structures as deemed necessary consistent with the purpose and objectives of the Association.
- 30.2 The following shall apply with regard to any representation of the Association:

- 30.2.1 The Association shall actively seek opportunities and platforms to represent its members, which shall include provincial, national and international consultative processes, provincial, national and international structures that provide opportunity for representation.
- 30.2.2 A member designated to represent the Association shall be a regular member, unless otherwise directed under constitution, the *Rules related to representing the Association* ([Schedule M](#)) and/or any other Rules.
- 30.2.3 The Association may not have representation on a structure of a political party and/or trade union, whether invited to serve on such structure or not.
- 30.3 The National Executive Committee may designate any office bearer or member, subject to clause 30.2.2, to represent the Association:
- (a) at a meeting, workshop or similar called for the purpose of a consultation and/or information sharing;
 - (b) to serve on a temporary or permanent committee, forum or similar on behalf of the Association;
 - (c) to represent the Association and make representation to a committee of a municipal / metropolitan council, Provincial Legislature, Parliament (National Assembly and National Council of Provinces); a structure of National, provincial and local government and other government entities; professional regulatory bodies (SACSSP, SAQA, SETA's QTCO's and others); other professional associations; amongst others; and/or
 - (d) to represent the Association and make representation on behalf of the Association in relation to any process and/or structure of United Nations in South Africa, SADC, African Union, and other like the aforementioned.
- 30.4 Representation of the Association shall be as provided under the *Rules related to representing the Association* ([Schedule M](#)).

ARTICLE 31 - AFFILIATIONS

- 31.1 The Association:
- 31.1.1 May affiliate with other professional bodies and associations within South Africa with the aim to advance the purpose and objectives of the Association.
 - 31.1.1 May affiliate with international professional bodies and associations with the aim to advance the purpose and objectives of the Association and to contribute to the global agenda for social work.
 - 31.1.3 Shall affiliate with the International Federation of Social Workers (IFSW) **within** and adhere to the conditions of such membership, provided that the membership of the Association with the International Federation of Social Workers (IFSW) shall be initiated and finalised by the First National Executive Committee within six months after the establishment of the Association.
 - 31.1.3.1 The President and IFSW Representative shall be the official representatives of the Association on the IFSW, subject to the rules and procedures of the IFSW.

- 31.1.3.2 The Steering Committee shall inform the International Federation of Social Workers (IFSW) upon the establishment of the Association immediately after the inaugural meeting of its establishment and provide the contact details of the elected office bearers to IFSW.
- 3.2 The *Assembly* shall establish, on recommendation of the National Executive Committee the criteria, conditions and procedures for the affiliations referred under clause 31.1, whereafter it shall be inserted as rules made under the constitution in terms of [Article 52](#).

ARTICLE 32 - COLLABORATION WITH OTHER PROFESSIONAL ASSOCIATIONS

- 32.1 The Association shall encourage and actively seek collaboration and partnerships with other professional associations in the country as a principal approach of the Association in the interest of its members and the profession.
- 32.2 The Nation Executive Committee may on behalf of the Association establish such collaboration and partnerships with:
 - 32.2.1 Other professional associations for social work in South Africa to advance its purpose and objectives, and the interest of the profession in the country.
 - 32.2.2 Professional associations for social service professionals, other than social work, in South Africa to advance its purpose and objectives, and the interest of the social service professions in the country.
 - 32.2.3 Any other professional association in South Africa as deemed appropriate to advance its purpose and objectives, and the interest of the profession in the country.
- 32.3 Any collaboration and/or partnership between the Association and another professional association shall be based on:
 - 32.3.1 The principle of mutual benefit without compromising either party's autonomy, purpose and objectives.
 - 32.3.2 A mutually agreed to written agreement, plan, memorandum of understanding or similar that describe the terms of such collaboration and partnership.
- 32.4 A Provincial Branch Committee may on behalf of a Provincial Branch establish such collaboration and partnerships with another professional association's branch in the province or a professional association that solely operates in the specific province, subject to the approval of the National Executive Committee.
- 32.5 The *Assembly* shall establish, on recommendation of the National Executive Committee the criteria, conditions and procedures with regards to collaboration with other professional associations referred under clause 32.2, whereafter it shall be inserted as rules made under the constitution in terms of [Article 52](#).

VI. PROFESSIONAL DEVELOPMENT

ARTICLE 33 – CONFERENCES

- 33.1 The Association shall hold a triennial conference every three years.
- 33.2 The purpose and general theme of a triennial conference shall be confirmed by the *Assembly* during an Annual General Meeting immediately following the date of a triennial conference held.
- 33.3 The *Assembly* shall appoint during the Annual General Meeting referred to in clause 31.2 a standing committee with the specific purpose to be responsible for all matters pertaining to the organising of a triennial conference.
- 33.4 The Association may charge such fees as necessary to cover the costs for a triennial conference, and members of the Association shall be entitled to a discounted conference fee.
- 33.5 The Association may embark on fundraising activities, subject to [Article 42](#), to cover the costs of a triennial conference.
- 33.6 The National Executive Committee may establish such procedures as deemed necessary to be followed in matters pertaining to the organising of a triennial conference.

ARTICLE 34 – CONTINUING PROFESSIONAL DEVELOPMENT (CPD), EDUCATION AND RESEARCH

- 34.1 The Association will contribute to professional development for its members; advise on the education and training of social workers and social auxiliary workers; and initiate or participate in research consistent with its purpose and objectives.
- 34.2 The Association will as far as practical and feasible create and support professional development opportunities social workers and social auxiliary workers who are members, which shall be consistent with the requirements set by the Professional Board for Social Work in terms of continuing professional development (CPD).
 - 34.2.1 Professional development activities shall adhere to the provisions under the *Rules related to professional development and research* ([Schedule O](#)).
 - 34.2.2 The *Assembly* shall establish, on recommendation of the *Permanent Standing Committee on Professional Development and Research* the criteria, conditions and procedures with regards to professional development of its members referred under this clause, whereafter it shall be inserted as rules made under the constitution in terms of [Article 52](#).
- 34.3 The Association will contribute by invitation or on its own accord to matters pertaining to the education and training of social workers and social auxiliary workers in the country and internationally for under-graduate and post-graduate programmes, subject to the *Rules related to professional development and research* ([Schedule O](#)).

- 34.4 The Association may initiate research, if deemed necessary, and/or participate in research in the interest of its members and the social work profession, subject to the *Rules related to professional development and research* ([Schedule O](#)).

VII. VOTING AND REFENDUMS

ARTICLE 35 - GENERAL VOTING PROCEDURES

- 35.1 The general voting procedures indicated herewith shall apply for matters that require a vote other than a vote for the purpose of election of office bearers.
- 35.2 If it is evident that the proposal made during a meeting which was duly seconded needs to be decided through a vote, the presiding officer will call for a vote by all members present, indicate who may vote and clearly states that a simple majority vote will be deciding vote, unless the constitution determines otherwise.
- 35.3 Only members present and with voting rights may vote at the time when a vote is required, subject to clause 35.4.
- 35.4 Voting where the presence of a member is required may be done by proxy as provided for under [Article 27](#).
- 35.5 Decisions may be taken by voting on the basis of one member one vote.
- 35.6 A Presiding Officer shall call on members present, including the Presiding Officer, by show of hands for casting an affirmative or negative vote, of which the number in each instance shall be recorded in the minutes, and members abstaining shall be deemed as no vote.
- 35.7 A Presiding Officer may call upon any member(s) to assist with the counting of the votes.
- 35.8 A Presiding Officer shall announce the outcome of a vote indicating whether the majority of votes affirmed the proposal or not, and the majority decision shall be the decision of the meeting.
- 35.9 If the number of affirmative or negative vote are equal, the proposal shall be considered defeated.
- 35.10 The number of affirmative, negative and abstaining votes shall be included in the record of a meeting together with the matter that was voted on.
- 35.11 The procedures with regards to voting during the election of office bearers shall be as provided under [Article 39](#).

ARTICLE 36 - INTEGRITY AND INDEPENDENCE OF ELECTIONS

- 36.1 The Association has an obligation in the interest of its members and for its general integrity to put such measures in place that will facilitate the integrity and independence of the election of all office bearers.
- 36.2 The Association shall designate Polling Officers in terms of [Article 37](#) to ensure that the nomination and election of office bearers are independent, fair and free of any undue interference by any party, and such Polling Officers shall have the full responsibility and authority with regards to all nominations and elections of office bearers.

- 36.3 In order to safeguard the integrity and independence of the nomination and election of office bearers the directions in this regard as provided for in the constitution and rules shall be followed without compromise.
- 36.4 The measures to safeguard the integrity and independence of the nominations and election of office bearers shall include, but not be limited to, the provisions under [Article 36](#), [Article 38](#), [Article 39](#) and the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

ARTICLE 37 - POLLING OFFICERS: APPOINTMENT AND DUTIES

- 37.1 The Association shall discharge its obligation to ensure the integrity and independence of nominations and election of office bearers, and the holding of referendums as provided in the constitution and rules to duly appointed Polling Officers.
- 37.2 A Polling Officer can only perform the duties conferred upon him or her under the constitution if he or she executes such duties independently from any structure of the Association and only follows the provisions under the constitutions and rules without fear or favour.
- 37.3 A Polling Officer is only accountable to the *Assembly* and only as far as such accountability is consistent with the provisions related to the duties of a Polling Officer under the constitution and rules, and/or, if applicable, a resolution of the *Assembly*.
- 37.4 The Polling Officers shall be organised under the *Standing Committee on nominations and elections* as provided for under [Article 17](#).
- 37.5 The duties of Polling Officers shall be as prescribed under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).
- 37.6 The *Assembly* shall appoint a minimum of five and maximum of seven Polling Officers, which shall include the Chief Polling Officer, during an Annual General Meeting as prescribed under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)) for a term of three years.
- 37.7 The Polling Officers appointed under clause 37.6 shall within 30 calendar days following their appointment designate amongst themselves a Chief Polling Officer if the position of Chief Polling Officer is vacant at that time; or shall designate anytime thereafter a Chief Polling Officer should the term of office of a Chief Polling Officer end.

ARTICLE 38 - ELIGIBILITY TO BE NOMINATED AND ELECTED TO HOLD OFFICE

- 38.1 A member shall only be eligible to be nominated and elected to hold office if he or she meets the conditions and criteria under clause 82.2, is a member in good standing, has been nominated and such nomination had been seconded by a member eligible to make such nomination.
- 38.1.1 No person whose membership fees are outstanding on the date of the announcement of the nominations and elections shall be eligible to be nominated.

- 38.1.2 A member may be nominated as a candidate for more than one office for which he or she is eligible to be nominated for, provided that he or she may not hold simultaneously any office in more than one structure of the Association.
- 38.2 A member shall be eligible to be nominated to serve on a structure of the Association if he or she meets the criteria under clause 38.1 and the specific criteria as provided below:
- 38.2.1 A *regular member* is eligible to be nominated and elected for the office of President, Vice-President, National Secretary, National Assistant Secretary, National Treasurer and IFSW Representative on the *National Executive Committee*.
- 38.2.2 A *regular member* is eligible to be nominated and elected for the office of Chairperson, Vice-Chairperson, Secretary, and Treasurer on a *Provincial Branch Committee*.
- 38.2.3 A social auxiliary worker who is an associate member is eligible to be nominated and elected for the office of Chairperson, Vice-Chairperson, Secretary, and Treasurer on the *Social Auxiliary Worker Chapter Committee*.
- 38.2.4 A student social worker who is a student member and meets the criteria under [Article 9](#), is eligible to be nominated and elected for the office of Chairperson, Vice-Chairperson, Secretary, and Treasurer on the *Student Social Worker Chapter Committee*.
- 38.2.5 A representative of an affiliate member is eligible to be nominated and elected for the office of Chairperson and Secretary on the *Affiliate Member Chapter Committee*.
- 38.2.6 A *regular member* is eligible to be nominated and elected for the office of Chairperson and Secretary on a *Standing Committee*.
- 38.3 A member shall be eligible to make a nomination for a member referred to under clause 38.2 if he or she meets the criteria under clause 38.1 and the specific criteria as provided below:
- 38.3.1 A *regular member* is eligible to submit and support (second) a nomination for office bearers on the National Executive Committee under clause 38.2.1.
- 38.3.2 A *regular member* is eligible to submit and support (second) a nomination for office bearers on the *Provincial Branch Committee* under clause 38.2.2.
- 38.3.3 A *associate member* is eligible to submit and support (second) a nomination for office bearers on the *Social Auxiliary Worker Chapter Committee* under clause 38.2.3.
- 38.3.4 A *student member* that meets the criteria under [Article 9](#) is eligible to submit and support (second) a nomination for office bearers on the *Student Social Worker Chapter Committee* under clause 38.2.4.
- 38.3.5 A *representative of an affiliate member* that meets the criteria under [Article 9](#) is eligible to submit and support (second) a nomination for office bearers on the *Affiliate Member Chapter Committee* under clause 38.2.5.

- 38.3.6 *A regular member* is eligible to submit and support (second) a nomination for office bearers on a *Standing Committee* under clause 38.2.6.
- 38.4 No member whose membership fees are outstanding on the date of the announcement of the nominations and elections shall be eligible to submit and/or support a nomination.

ARTICLE 39 - NOMINATION AND ELECTION OF OFFICE BEARERS

- 39.1 The nomination and election of all office bearers shall be the responsibility of the Association's Polling Officers appointed under [Article 37](#).
- 39.2 The dates for the nomination and election of office bearers of the Association shall be as follows:
- 39.2.1 **National Executive Committee**
- 39.2.1.1 The Chief Polling Officer shall announce, subject to the provisions under clause 39.3, the exact dates of the nomination period and the polling period together with the procedures for the nomination and election of President, Vice-President, National Secretary, National Assistant Secretary, National Treasurer and ISFW Representative as office bearers of the National Executive Committee before 31 August during an election year.
- 39.2.1.2 The nomination period for the National Executive Committee shall be open for twenty-one calendar days between 01 September and 15 October during an election year, with due regard to clause 39.2.1.3 regarding the polling period.
- 39.2.1.3 The polling period for the National Executive Committee shall be fourteen calendar days and shall commence within ten days after the closing day of the nomination period referred to under clause 39.2.1.2, provided that the polling day is no later than the 30 November of the same year.
- 39.2.1.4 Notwithstanding the provisions under the above clauses, the First National Executive Committee shall be nominated and elected as provided for under the *Rules related to transitional arrangements and procedures for the establishment of the South African Social Workers Association (SASWA)* ([Schedule A1](#)).
- 39.2.2 **Provincial Branch Committee**
- 39.2.2.1 The Chief Polling Officer shall announce, subject to the provisions under clause 39.3, the exact dates of the nomination period and the polling period together with the procedures for the nomination and election for office bearers of the *Provincial Branch Committee* before 31 August during an election year.
- 39.2.2.2 The nomination period for the *Provincial Branch Committee* shall be open for twenty-one calendar days between 01 September and 15 October during an election year, with due regard to clause 39.2.2.3 regarding the polling period.

39.2.2.3 The polling period for the *Provincial Branch Committee* shall be fourteen calendar days and shall commence within ten days after the closing day of the nomination period referred to under clause 39.2.2.2, provided that the polling day is no later than the 30 November of the same year.

39.2.3 *Social Auxiliary Worker Chapter Committee*

39.2.3.1 The Chief Polling Officer shall announce, subject to the provisions under clause 39.3, the exact dates of the nomination period and the polling period together with the procedures for the nomination and election for office bearers of the *Social Auxiliary Worker Chapter Committee* before 31 August during an election year.

39.2.3.2 The nomination period for the *Social Auxiliary Worker Chapter Committee* shall be open for twenty-one calendar days between 01 September and 15 October during an election year, with due regard to clause 39.2.3.3 regarding the polling period.

39.2.3.3 The polling period for the *Social Auxiliary Worker Chapter Committee* shall be fourteen calendar days and shall commence within ten days after the closing day of the nomination period referred to under clause 39.2.3.2, provided that the polling day is no later than the 30 November of the same year.

39.2.4 *Student Social Worker Chapter Committee*²

39.2.4.1 The announcement, nomination and polling period of office bearers for the *Student Social Worker Chapter Committee* shall consider that the term of office as provided under [Article 19](#).

39.2.4.2 The Chief Polling Officer shall announce, subject to the provisions under clause 39.3, the exact dates of the nomination period and the polling period together with the procedures for the nomination and election for office bearers of the *Student Social Worker Chapter Committee* before 15 August during an election year.

39.2.4.3 The nomination period for the *Student Social Worker Chapter Committee* shall be open for fourteen calendar days between 16 August and 10 September during an election year, with due regard to clause 39.2.4.4 regarding the polling period.

39.2.4.4 The polling period for the *Student Social Worker Chapter Committee* shall be fourteen calendar days and shall commence within seven days after the closing day of the nomination period referred to under clause 39.2.4.3, provided

² The nomination and election of office bearers for the Student Social Worker Chapter takes into account the academic year of students.

that the polling day is no later than the 31 October of the same year.

39.2.6 *Other Chapters*

39.2.6.1 The provisions under clause 39.2.3 shall apply *mutatis mutandis* to all other Chapters established under [Article 19](#).

39.2.5 *Affiliate Member Chapter*

39.2.5.1 The Chief Polling Officer shall coordinate with an *Affiliate Member Chapter* regarding the date and time for the nomination and election of the officer bearers of the Chapter during a planned member meeting and/or Chapter Annual Meeting.

39.2.5.2 The Chief Polling Officer in consultation with the Polling Officer shall establish the procedures for the nomination and election of office bearers of *Affiliate Member Chapter Committee* consistent with the principles and procedures under [Article 35](#), [Article 36](#), [Article 38](#) and [Article 39](#).

39.3 The Chief Polling Officer shall transmit to all members the announcement of the nominations and election of office bearers, subject to clause 39.2, prior to making a call for nominations referred to under clause 39.4.

39.3.1 The announcement under clause 39.3 shall be made by the dates referred to under clause 39.2, provided that the announcement is made at least five working days before the first day of the nomination period.

39.3.2 The announcement referred to in clause 39.3 of shall be as provided under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

39.4 The Polling Officers shall, before announcing the procedures for the nomination of candidates for the vacant positions of the National Executive Committee, Provincial Branch Committees and Chapter Committees, obtain from the National Executive Committee a list of *bona fide* members who are eligible to nominate and be nominated in accordance with [Article 38](#) for the purpose to verify the validity of each nomination.

39.5 The Chief Polling Officer shall transmit the announcement and call for nomination to all members who have voting rights for a specific structure only by electronic mail and keep a record of such.

39.5.1 The procedures for the nomination of candidates to serve as office bearers on the National Executive Committee, Provincial Branch Committees and Chapter Committees and the nomination period shall be announced in writing by the Chief Polling Officer no less than five working days before starting date of the nomination period, subject to the provisions under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

39.5.2 The Chief Polling Officer shall inform a nominee whose nomination was valid immediately after concluding the verification of nominations that his or her nomination to hold office was valid and accepted and that his or her name will appear on the ballot for elections, subject to the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

- 39.5.3 The Chief Polling Officer shall after three working days have expired following the notice to nominees referred to in clause 39.4.2 prepare and transmit a notice and list of nominees by vacant position in alphabetical order by surname to all members eligible to vote, and the notice and list shall be consistent with the provisions under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).
- 39.5.5 The Chief Polling Officer will simultaneously with the list referred to in clause 39.4.3 indicate to that any objection by a voting member regarding a nominee on the list needs to be submitted to the Chief Polling Officer within three working days with valid reasons for such objections, and such objection(s) will be dealt with and decided upon within two working days, subject to the procedures under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).
- 39.5.6 Any further procedures related to the nominations of candidates to hold office shall be as prescribed under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).
- 39.6 The Chief Polling Officer shall prepare and transmit the announcement on the procedures for the election of office bearers and the dates of the polling period to all members who have voting rights for a specific structure by electronic mail and keep a record of such.
- 39.6.1 The Chief Polling Officer shall before announcing the procedures for the election confirm that the list as provided under clause 39.4 containing the names of all *bona fide* members who are eligible to vote is the valid and only list to determine whether a member who votes is eligible to vote nominated in accordance with [Article 38](#).
- 39.6.2 The Chief Polling Officer shall announce by electronic mail the procedures for the election of office bearers the at least three working days before the first day of the polling period.
- 39.6.3 All elections shall be conducted electronically, by secret ballot, using a voting tool tested and verified for efficiency and confidentiality by the Polling Officers.
- 39.6.4 The ballot shall contain the names of nominees per office in alphabetical order by surname and shall contain such further information and instructions provided for under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).
- 39.6.5 Every voter's vote is confidential and shall be respected as such by the Polling Officers; and any identifying information provided by a voter on the ballot shall be kept strictly confidential by the Polling Officers and shall only be available to the Polling Officers and may not be made available to any other party, subject to the procedures under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).
- 39.6.6 The *Chief Polling Officer* will transmit on the first day of the election period one hour before the starting time of elections by electronic mail the link to the virtual ballot to all eligible voters.
- 39.6.7 In the case where a candidate was nominated for more than one office on the National Executive Committee his or her name will appear under each such

vacancy on the ballot paper (i.e. the name will appear more than once but under the different vacancies). A voter may vote for such a candidate in each office on the same ballot (but only one vote per vacant position).

39.6.7.1 Notwithstanding clause 39.6.7, a member may not hold more than one office at a time, and the provisions under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)) shall apply should he or she be elected to more than one office.

39.6.8 An election of office bearers for the National Executive Committee, Provincial Branch Committees and Chapter Committees shall only be deemed valid if a minimum of 35% of the members who are eligible to vote on the first day of the elections cast a vote by the day and time when the election period closes. The list referred to in clause 39.6.1 shall be deemed to be the list of members eligible to vote and 35% will be calculated against the number of members on such list.

39.6.9 In the event where at the closing date and time of the election period, including any extension thereof, less than 35% of the members who are eligible to vote as per clause 39.6.8 voted, the Polling Officers shall declare the elections invalid and shall hold the elections after an interval of 21 calendar days, following the same procedures for elections for the same nominated candidates, and subject to the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

39.6.10 A Polling Officer is allowed to vote for in the elections, subject to the following conditions to protect the integrity of the Polling Officers and the elections:

(a) he or she must cast his or her vote within the first hour of the first day of the election period only³; and

(b) he or she must cast his or her vote in the presence of at least two other Polling Officers.

39.6.11 Any further procedures related to the election of office bearers shall be as prescribed under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

39.7 The Polling Officers shall start to count the votes on the ballots within one working day after the closing date and time of the election period and shall conclude such counting not more than 48 hours after the start of the count, subject to the procedures under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

39.7.1 The Chief Polling Officer shall upon completion of the counting and verification of the votes announce the results of the elections in writing by electronic mail not later than five working days after the closing date of the elections, subject to the procedures under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

39.7.2 The announcement of the results of the elections referred to under clause 39.7.1 shall include an indication that any candidate or member wishing to

³ This timing counter the possibility of a Polling Officer having the opportunity to swing the votes

lodge a dispute with regards to results of the elections shall submit such dispute in writing to the Chief Polling Officer within 48 hours after the results of the election were announced, and if a dispute is lodged it shall be dealt with in accordance with the procedures under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

- 39.7.3 The Chief Polling Officer, with due regard to clause 39.7.2, shall confirm in writing by electronic mail the final results of the elections for office bearers of the National Executive Committee, Provincial Branch Committees and Chapter Committees no later than 15 working days after the closing date of the elections, but not later than 30 November of the same year, indicating the name, surname and email address of each office bearer elected and the office he or she will hold as well as the term of office of each elected office bearer.
- 39.7.4 The Chief Polling Officer in collaboration with all Polling Officers shall prepare a report on the nomination and election process to be submitted to members of the Association, subject to the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).
- 39.8 A nominee has the right to campaign for his or her election, provided that any activity pertaining to such campaign shall only be during the election period, and subject to the provisions, requirements and limitation under the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).
- 39.9 A vacancy of an office bearer on the National Executive Committee, Provincial Branch Committee and/or Chapter Committee shall be filled through the holding of a by-election; and the procedures for nomination and election of office bearer as provided under this Article shall apply *mutatis mutandis* to a by-election.
- 39.10 The Polling Officers under the lead of the Chief Polling Officer shall ensure that all records related to the nomination and election of office bearers, subject to clause 39.6.5 are kept and maintained in an orderly, accessible and secure manner as part of the records of the Association: provided that any record related to the actual votes cast shall be deemed confidential and not kept in any manner that is accessible to any party other than the Polling Officers; and in this regard the Chief Polling Officers shall take the responsibility for such storage, subject to the *Rules related to the nomination and election of office bearers* ([Schedule Q](#)).

ARTICLE 40 - REFERENDUMS

- 40.1 A referendum may be used as a decision making mechanism of the Association, subject to the following:
- 40.1.1 A referendum may be called for the purpose of a major policy and/or governance decision that requires the agreement by the majority of the Association's voting members.
- 40.1.2 No referendum shall be held in the two months preceding a SASWA Annual General Meeting as the decision to be tabled and decided on shall be made during the Annual General Meeting.

- 40.1.3 A referendum shall be held upon the following:
 - 40.1.3.1 If the majority of the voting members resolve and direct during an Annual General Meeting that a matter be dealt with through a referendum.
 - 40.1.3.2 A majority decision of the National Executive Committee membership, signed by all members of the National Executive agreeing to such referendum.
 - 40.1.3.3 Upon a written request by at least five Provincial Branches, provided that each such Provincial Branch Committee agreed thereto by majority vote and the request is signed by the respective Provincial Branch Chairpersons.
 - 40.1.3.4 Upon writing upon a written request signed by at least 50 *regular members* of the Association at the time.
- 40.1.4 A request for a referendum called in terms of clauses 40.1.3.2, 40.1.3.3 or 40.1.3.4 shall be made in writing and as prescribed under the *Rules related to referendums* ([Schedule R](#)).
- 40.2 All referendums shall be organised and administered by the Polling Officers and as prescribed under the *Rules related to referendums* ([Schedule R](#)).
 - 4.2.1 The Chief Polling Officer shall transmit an announcement of the referendum by electronic mail to all voting members five working days prior to the date that voting for a referendum commences with the required information as prescribed under the *Rules related to referendums* ([Schedule R](#)).
 - 40.2.2 The voting for every referendum shall be conducted electronically by secret referendum ballot and as prescribed under the *Rules related to referendums* ([Schedule R](#)).
 - 40.2.3 The Polling Officers shall count and verify the votes within five working days after the closing date and time of the referendum and as prescribed under the *Rules related to referendums* ([Schedule R](#)).
 - 40.2.4 The Chief Polling Officer shall announce the result of a referendum within three working days after the conclusion of the count referred to in clause 40.2.3 and as prescribed under the *Rules related to referendums* ([Schedule R](#)).
- 40.3 Any voting member wishing to dispute the result of the referendum shall submit such dispute in writing to the Chief Polling Officer within two working days after the result of the referendum was announced.
 - 40.3.1 A dispute may be lodged in the case of the following:
 - 40.3.1.1 If there is a reasonable suspicion of fraud directly associated with the referendum.
 - 40.3.1.2 If evidence is presented in writing that a requirement and criteria under [Article 44](#) as far as it pertains to the referendum was not followed.

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- 40.3.2 A dispute shall be lodged and dealt with as prescribed under the *Rules related to referendums* ([Schedule R](#)).
- 40.4 The Chief Polling Officer shall prepare in consultation with the Polling Officers a report on the referendum process to be submitted to all members of the Association.
- 40.5 Any record related to the actual votes cast through the virtual ballot paper shall be deemed confidential and not kept in any manner that is accessible to any party other than the Polling Officers, subject to the *Rules related to referendums* ([Schedule R](#)).

VIII. FINANCIAL GOVERNANCE

ARTICLE 41 - FISCAL YEAR

- 41.1 The fiscal year of financial reporting of the *South African Association for Social Workers* will be from 01 April to 31 March.
- 41.2 Transitional provisions under Article 41:
- 41.2.1 Upon the establishment of the Association, the fiscal year shall be deemed to be the period from the date of the election of the office bearers for National Executive Committee until 31 March following the date of such election.
- 41.2.2 A financial report by National Treasurer for the fiscal year referred to under clause 41.2.1 shall be prepared and submitted to the *Assembly* for consideration and adoption at the first Annual General Meeting following the end of the said financial year.
- 41.2.3 The financial records of the Association for the fiscal year referred to under clause 41.2.1 shall only be submitted for an audit by external auditors under [Article 46](#) as part of the following full fiscal year.

ARTICLE 42 - MEMBERSHIP FEES AND OTHER SOURCES OF INCOME

- 42.1 **Membership fees**
- 42.1.1 The primary source of income of the Association is membership fees payable by *regular members*, *associate members*, affiliate members and international members.
- 42.1.2 The membership fees of Association shall be determined annually by the *Assembly* during the Annual General Meeting.
- 42.1.3 The amendment of memberships fees for the following financial year shall be proposed by the National Executive Committee prior to an Annual General Meeting for consideration and approval by the *Assembly* during such meeting.
- 42.1.3.1 The approved amended membership fees shall apply for the financial year following the date of the Annual General Meeting.
- 42.1.3.2 The approved amended membership fees payable shall be communicated to all members by the National Executive Committee within one month following an Annual General Meeting.
- 42.1.4 Different membership fees shall be applicable for different categories of membership under [Article 9](#) based on the following criteria:
- 42.1.4.1 *Regular membership fee*: Social workers: The full membership

fee as determined under the provisions of clause 42.1.2.

42.1.4.2 *Associate membership fees:* Social auxiliary workers: 35% of the membership fee as determined under the provisions of clause 42.1.2.

42.1.4.3 *Student membership fees:* Student social workers and student social auxiliary workers: 5% of the membership fee as determined under the provisions of clause 42.1.2.

42.1.4.4 *International membership fee:* The full membership fee as determined under the provisions of clause 42.1.2.

42.1.4.5 *Affiliate membership fee:* Double the amount of the full membership fee as determined under the provisions of clause 42.1.2.

42.1.4.6 *Honorary membership fee:* No membership fee.

42.1.5 The following discounted membership fees apply:

42.1.5.1 *Regular members:*

(a) a social worker under the age of 60 years who is unemployed, subject to proof of such unemployment: 20% of the membership fee as determined by clause 42.1.4.1; and

(b) a veteran social worker (60 years and older): 50% of the membership fee as determined by clause 42.1.4.1.

42.1.5.2 *Associate members:*

(a) a social auxiliary worker under the age of 60 years who is unemployed: 20% of the membership fee as determined by clause 42.1.4.2; and

(b) a veteran social auxiliary worker (60 years and older): 50% of the membership fee as determined by clause 42.1.4.2.

42.1.6 Payment of membership fees

42.1.6.1 Membership fees are due per financial year and are payable in advance before or on 31 March each year for the financial year commencing on 1 April.

42.1.6.2 The full membership fee for a financial year is payable notwithstanding date of application for membership, subject to the provisions of clause 42.1.4.

42.1.6.3 Membership fees shall be payable through such mechanisms as established and communicated by the National Executive Committee.

42.1.6.4 Membership shall only be deemed paid if a member provides a valid proof of payment and/or receipt of such payment.

42.1.6.5 Members are primarily responsible to monitor and ensure the timely payment of their membership fees and keep proof of

such payment.

42.1.6.6 A member shall only be deemed to be in good standing if his or her membership fees are paid in full, and his or her rights, privileges and benefits of a member of the Association shall fall away on the date that his or her membership fees are in arrears.

42.1.6.6.1 In the case where the membership fee of a member is in arrears he or she may rectify it by immediate payment of such outstanding membership fee, provided that no more than three months has lapsed since 31 March and subject to the provisions under clause 41.1.6.6.3.

42.1.6.6.2 A member whose membership fee is outstanding for more than three months shall be deemed to have resigned as member of the Association; and his or her name will be removed from the database of members, and if he or she wishes to continue to be a member, he or she will need to apply for such membership as provided under [Article 11](#).

42.1.6.6.3 A member's rights, privileges and benefits will only be reinstated upon receipt of proof of payment of such outstanding membership fee, and until such proof is provided:

- (a) he or she may not nominate any member to hold office in any structure of the Association;
- (b) he or she may not be nominated nor elected to serve on any standing committee and/or ad hoc task team of the Association.
- (c) he or she may not be nominated nor hold office in any structure of the Association;
- (d) he or she, if he or she is holding office, shall vacate such office until such time that his or her membership fees had been paid;
- (e) he or she may not propose any motions, second any motions and/or vote during any meeting of the Association;
- (f) he or she may not participate in a referendum of the Association;
- (g) he or she may not participate as a member of Standing Committee nor ad hoc Task Team;

42.2 Other sources of income

42.2.1 Other sources of income of the Association may include:

- 42.2.1.1 Fees payable for the attendance of conferences organised by the Association.
- 42.2.1.2 Fees payable for the attendance of training and professional development opportunities organised by the Association.
- 42.2.1.3 Fees payable for advertising with the Association through its own communication platforms and channels.
- 42.2.1.4 Fundraising activities of the Association, other than those indicated in clause 42.2.2, amongst the people, organisations and/or bodies within South Africa.
- 42.2.1.5 Interested from investments, provided that such investment was approved by the *Assembly* during an Annual General Meeting.
- 42.2.2 The Association may seek and receive external funding through:
 - 42.2.2.1 Sponsorship in cash or in kind for a specific purpose.
 - 42.2.2.2 Funding solicited through donors, corporate sector, government or any other similar.
 - 42.2.2.3 External funding through other means as agreed to by *Assembly*.
- 42.2.3 The National Executive Committee will develop the Rules that apply with regards to fund mobilisation to be considered and approved by the *Assembly* during an Annual General Meeting prior to the commencement of any fundraising referred to in clauses 42.2.1 and 42.2.2, and such Rules shall include the following:
 - 42.2.3.1 The general principles that shall apply with regards to fundraising in general as well as they pertain to specific types of fundraising indicated in clauses 42.2.1 and 42.2.2.
 - 42.2.3.2 The terms and conditions that will apply in terms of income generated as per clause 42.2.1 and external funding as per clause 42.2.2 by the National Executive Committee, Provincial Branches as well as Chapters; including any limitations and exclusions.
 - 42.2.3.3 The manner in which funding will be managed and accounted for by the Association through its National Executive Committee, and where applicable Provincial Branches and Chapters.
 - 42.2.3.4 The manner in which sponsorships in kind will be approached, managed and accounted for.
- 42.2.4 The National Executive Committee shall be responsible for the implementation of the Rules referred to in clause 42.2.3 upon approval thereof and provide such reports as required to the *Assembly* during an Annual General Meeting and to any external funder as per the requirements of such funder.

ARTICLE 43 - ALLOWANCES AND REIMBURSEMENTS

- 43.1 An office bearer shall not be entitled to any allowances including the following:
 - 43.1.1 A sitting allowance for the attendance of meetings or similar.

- 43.1.2 A travel allowance to cover any transport related costs (direct or indirect) to and from meetings.
- 43.1.3 An office-bearer allowance for holding a specific office.
- 43.2 An office bearer and/or member may only be reimbursed by the Association for the actual expenses that she or he has paid for or on behalf of the organisation, and for which authorization has been granted in advance by the National Executive Committee.
- 43.3 An office bearer and/or member shall not be entitled to be remunerated in any form for any work done associated with the office he or she holds or for which he or she volunteered or for which he or she had agreed to be designated to execute.
- 43.4 An office bearer may under such circumstances and conditions as agreed by *Assembly* during an Annual General Meeting, subject to the prior approval of the National Executive Committee, be reimbursed for the following *actual* expenses if he or she has been duly designated or elected to represent the Association:
 - 43.4.1 Accommodation per night up to a maximum amount as authorised.
 - 43.4.2 Breakfast, lunch and dinner up to a maximum amount as authorised per meal, which shall include one soft drink.
 - 43.4.3 Travel costs, if applicable, calculated at the most economically actual transportation costs as authorised.
 - 43.4.1 Any other reasonable actual expenditure as authorised.
- 43.5 The National Executive Committee shall as soon as practical but not later than nine months after assuming office, prepare policy and procedures with regards to the implementation of clauses 43.2 and 43.4, 32.1.1 for consideration and approval by the *Assembly* during an Annual General Meeting, whereafter it shall be inserted as rules made under [Article 52](#).
- 43.6 The provisions under clauses 43.1 to 43.5 shall apply *mutatis mutandis* to *ex officio* members, members of Standing Committees, members of *ad hoc* working groups, district coordinators, Polling Officers and similar.

ARTICLE 44 - FINANCIAL MANAGEMENT AND PROCEDURES

- 4.1 *Bank account*
 - 44.1.1 The Association will conduct its financial transactions by means of banking accounts held with appropriate registered financial institution as defined in South African law.
 - 44.1.2 All funds shall be held in a separate bank account in the name of the Association, subject to the provisions of clause 44.1.7
 - 44.1.3 The National Executive Committee shall open a bank account for the Association at a registered financial institution agreed to by the majority of the National Executive Committee members.
 - 44.1.4 The signatories to authorise transactions on behalf of the Association shall be as determined in clause 44.2.

- 44.1.5 No funds belonging to the Association shall be held in a bank account in the name of a member of the Association.
- 44.1.6 A Provincial Branch that was a provincial association as referred to in [Article 18.3](#), that had its own bank account, may continue with that bank account, subject to any conditions agreed upon between the National Executive Committee and the provincial association at the time when it becomes a Provincial Branch..
- 44.1.7 A Provincial Branch may have its own bank account, subject to clause 44.1.7.4 and the following conditions:
- 44.1.7.1 The majority of members present at a Provincial Annual Meeting resolved that the Provincial Branch Committee may apply to the National Executive Committee for the Provincial Branch to have its own bank account.
 - 44.1.7.2 The Provincial Branch Committee submits such application in writing to the National Executive Committee with all the required supporting documents, inclusive of record of the resolution referred to under clause 44.1.7.1.
 - 44.1.7.3 The application made under clause 44.1.7.2 shall further include the following information:
 - (a) a motivation that articulates the reasons why the Provincial Branch wishes to have its own bank account *in lieu of* the provisions under the Article; and
 - (b) an indication in sufficient details how the Provincial Branch proposes to adhere to the provisions under Articles regarding the financial management and accountability by the Provincial Branch.
 - 44.1.7.5 A National Executive Committee may only consider for a Provincial Branch to open its own bank account, subject to the following conditions:
 - 44.1.7.5.1 There is sufficient proof that a Provincial Branch Committee has the capacity for the management of allocated funding in an accountable manner.
 - 44.1.7.5.2 There is no risk that the integrity of the Association's financial management system, funding or integrity will be compromised.
 - 44.1.7.5.3 The majority of members of the National Executive Committee, excluding the Provincial Branch Chairperson concerned, agreed that a recommendation for a Provincial Branch to have its own bank account may be made and transmitted to the *Assembly* during the Annual General Meeting.
 - 44.1.7.5.4 In the case where the majority of the members of the National Executive Committee do not agree to a Provincial Branch having its own bank account, the

reason thereto shall be communicated to the
Provincial Branch Committee, and the application
shall not proceed to the *Assembly* for consideration.

- 44.1.7.6 Only the *Assembly* has the authority to approve an application for a Provincial Branch to have its own bank account, and such approval shall be granted if the majority of the voting members are in favour thereof; and subject to clause 44.1.7.5.
- 44.1.7.7 In the case where the National Executive Committee does not approve as under clause 44.1.7.5, a Provincial Branch may only apply after one calendar year has lapsed.
- 44.1.7.8 A bank account of a Provincial Branch shall be at the same bank as where the Association has its bank account.
- 44.1.8 No Chapter established under [Article 19](#) shall not be entitled to have its own bank account.
- 44.1.9 No Standing Committee established under [Article 17](#) shall not be entitled to have its own bank account.
- 44.1.10 The *Rules related to the general financial management, procedures and reporting (Schedule S)* provide further directives regarding the bank account of the Association.

44.2 *Signatories of the Association*

- 44.2.1 The Association shall have minimum of three and maximum of five signatories duly designated and authorised by the National Executive Committee, subject to the following:
 - 44.2.1.1 One signatory shall be the National Treasurer.
 - 44.2.1.2 The remaining signatories shall be designated by the National Executive Committee from *regular members* serving on the National Executive Committee and such designation shall be duly recorded as a resolution in the minutes of a meeting of the National Executive Committee, subject to the following:
 - 44.2.1.2.1 One designated signatory shall be a Chairperson of a Provincial Branch.
 - 44.2.1.2.2 The President may not be designated as a signatory by virtue of his or her overall oversight responsibilities within the National Executive Committee.
- 44.2.2 The term of office for a signatory shall be similar than the term of office of the National Executive Committee, provided that if the term of office of any signatory designated under clause 44.2.1 ends, he or she may remain as signatory for the purpose of continuation until a new signatory had been designated to replace him or her, provided that the period of him or her

remaining as signatory does not exceed three months from the date his or her term of office ended.

- 44.2.3 The *Rules related to the general financial management, procedures and reporting* ([Schedule S](#)) provide for the procedures that need to be followed by signatories of the Association.
- 44.3 *Approval of expenditure*
- 44.3.1 The National Treasurer shall ensure that each financial transaction is duly authorised before it is submitted to the signatories for approval as contemplated under clause 44.2.
- 44.3.2 Expenditure shall be deemed authorised subject to the following:
- 44.3.2.1 If authorised by the majority of the National Executive Committee through a resolution.
- 44.3.2.2 If it relates to an activity that is part of an approved national plan referred to under [Article 21](#), provided that the budget for such activity was approved simultaneously based on available funding.
- 44.3.2.3 If authorised by the President under such extraordinary circumstances where a delay of authorisation provided under clause 44.3.2.1, would bring the Association in disrepute, and such extraordinary authorisation shall simultaneously be communicated to all the members of the National Executive Committee.
- 44.3.2.4 A National Treasurer, Provincial Branch Treasurer and Chapter Treasurer may not authorise any expenditure.
- 44.3.3 Any expenditure that is not in line with the execution of an activity in the approved work plan shall be authorised by the majority of the members of the National Executive Committee and such decision shall provide a clear description of why such expenditure is needed outside the approved workplan.
- 44.3.4 The *Rules related to the general financial management, procedures and reporting* ([Schedule S](#)) provide for the procedures that need to be followed regarding the approval of expenditure.
- 44.4 *Preparation and allocation of the annual budget*
- 44.4.1 The Association shall have an annual budget based on the national annual plan to be approved by the National Executive Committee not later than 31 March for the following financial year.
- 44.4.2 The annual budget of the Association shall include the budgets for activities of Provincial Branches and Chapters as approved by the National Executive Committee.
- 44.4.3 Any deviation from the budget as approved under clause 44.4.1 shall require approval by the majority of the National Executive Committee.
- 44.4.4 *Annual budgets of Provincial Branches*

44.4.4.1 A Provincial Branch is required to prepare a budget aligned with a Provincial Branch's annual plan referred to under [Article 21](#) and such budget shall not exceed the maximum amount that may be allocated to a Provincial Branch under clause 44.4.4.2.

44.4.4.2 A Provincial Branch is entitled to an allocation of minimum 10% and maximum 20% of the income generated through the membership fees paid by members that are part of that Provincial Branch, subject to the provisions under the *Rules related to the general financial management, procedures and reporting* ([Schedule S](#)).

44.4.5 *Annual budgets of Chapter*

44.4.5.1 A Chapter is required to prepare a budget aligned with a Chapter's annual plan referred to under [Article 21](#) and such budget shall not exceed the maximum amount that may be allocated to a Chapter under clause 44.4.4.2.

44.4.5.2 A Chapter is entitled to the following allocations, subject to the provisions under the *Rules related to the general financial management, procedures and reporting* ([Schedule S](#)).

44.4.5.2.1 The *Social Auxiliary Worker Chapter* is entitled to an allocation of a minimum 30% and maximum 40% of the income generated through the membership fees paid by members that belong to a *Social Auxiliary Worker Chapter*.

44.4.5.2.2 The *Student Social Worker Chapter* is entitled to an allocation of a minimum 30% and maximum 50% of the income generated through the membership fees paid by members that belong to a *Student Social Worker Chapter*.

ALTERNATIVE if students do not pay membership fees.

44.4.5.2.2 The *Student Social Worker Chapter* is entitled to an allocation of a reasonable budget for its activities as approved by the National Executive Committee based on the Chapter's annual plan.

44.4.5.2.3 An *Affiliated Member Chapter* is entitled to an allocation of a reasonable budget for its activities as approved by the National Executive Committee based on the Chapter's annual plan, provided that such budget does not exceed 70% of the income generated through the membership fees of members that belong to an *Affiliated Member Chapter*.

44.4.5.2.4 Any other *Chapter* established by the *Assembly* under [Article 19](#) is entitled to an allocation of a minimum 20% and maximum 30% of the income

generated through the membership fees of
members that belong to such a Chapter.

44.5 Keeping and maintaining financial records

- 44.5.1 The National Executive Committee shall ensure that the required mechanisms and procedures are in place that will ensure the proper, correct and timely keeping and maintaining of the financial records of the Association.
- 44.5.2 These mechanisms and procedures shall be prepared as Rules of the Association to be appended as a Schedule to the constitution after approval by the *Assembly* during the first annual meeting after the constitution of the National Executive Committee.
- 44.5.3 The National Executive Committee may as a transitional arrangement and in the interest of the continuation of the Association establish such interim procedures for the keeping and maintaining of the financial records of the Association until such time that the Rules referred to in clause 44.5.1 are approved.
- 44.5.4 The custody and maintenance of all financial accounts of the Association shall be the responsibility of the National Executive Committee and the National Treasurer shall be the delegate of the National Executive Committee to assume this responsibility by virtue of his or her office.
- 44.5.5 The management of the finances and financial transactions of a Provincial Branch and a Chapter shall be through the National Executive Committee and in accordance with such procedures established by the National Executive Committee that are consistent with the provisions under the constitution.
- 44.6 The Association shall not operate any banking, savings and credit schemes in the name of the Association, the name of a Provincial Branch or name of any Chapter or in the name of a regular member, *associate member*, international member, affiliate member or honorary member.
- 44.7 Any member of the Association may at any time enquire from the National Executive Committee about the financial status of the Association, provided that he or she provides a reason for such request.

ARTICLE 45 - FINANCIAL REPORTING

- 45.1 The National Treasurer shall prepare a quarterly status report on the income and expenditure of the Association against the approved budget for the quarter immediately preceding a meeting of the National Executive Committee and shall submit the report 14 days prior to the meeting.
- 45.2 The National Treasurer shall prepare the *Annual Financial Report of Association* for approval by the Executive Committee before it is submitted and tabled during the Annual General Meeting, subject to the provisions under the *Rules related to the general financial management, procedures and reporting* ([Schedule S](#)).

- 45.3 The provisions under clauses 45.1 and 45.2 shall apply mutatis mutandis to financial reports to be prepared by Provincial Branch Treasures and Chapter Treasures.

ARTICLE 46 - AUDITING

- 46.1 The audited Annual Financial Statements of the Association as prepared by the independent auditors shall be transmitted by the National Executive Committee to all members of the Association and it shall be tabled at the Annual General Meeting following the end of the financial of the external audit as per [Article 24](#).
- 46.2 The audited Annual Financial Statements of the Association shall be included as an addendum to the SASWA Annual Report and shall be available to members as well as the public.
- 46.3 The *Assembly* shall, during an Annual General Meeting, appoint an external auditor for the following financial year, with due consideration of a recommendation in this regard tabled by the National Executive Committee.
- 46.3.1 The Association may not appoint the same external auditor for more than five consecutive years.
- 46.3.2 In the event an external auditor is unable to complete his or her duties, the National Executive Committee shall call a special meeting of the *Assembly* within 30 days with the purpose of appointing a new external auditor.
- 46.4 All financial accounts of the Association, including the financial accounts of Provincial Branches and Chapters, shall be subjected to an annual audit by an independent auditor.
- 46.4.1 The audit shall with regards to all aspects of the financial governance, procedures and related records with due regard to the purpose, objectives and procedures of the Association.
- 46.4.2 The audit shall commence after the end of a financial year and be concluded no later than 30 June each year.
- 46.3.3 The independent auditor shall have free access to the accounts and records of the Association for the purpose of the audit.
- 46.3.4 The independent auditor shall prepare a report on the audit and audit findings and submit it to the National Executive Committee upon completion.

ARTICLE 47: DUTIES OF TREASURERS

- 47.1 The National Treasurer, Provincial Branch Treasurer or Chapter Treasurer has the following duties with regards to the finances and assets of the Association:
- 47.1.1 Ensure that he or she is knowledgeable with regard to his or her duties and responsibilities as provided for in the constitution and rules.
- 47.1.2 Keep and maintain accurate records of income and expenditure of the Association, Provincial Branch or Chapter in detail with regards to income and expenditure.

- 47.1.3 Prepare the annual budget of the Association, Provincial Branch or Chapter for consideration and approval by the National Executive Committee, subject to the provisions under [Article 44.4](#).
- 47.1.4 Prepare and submit a financial report on the status of income expenditure as on the last day of the months preceding the date of the scheduled meeting of the National Executive Committee, Provincial Branch Committee or Chapter Committee, and submit such report prior to the scheduled meeting.
- 47.1.5 Act as authorised disbursing officer with regards to authorised expenditure of the Association, Provincial Branch or Chapter consistent with [Article 44](#).
- 47.1.6 Collect all income generated for the Association, Provincial Branch or Chapter under [Article 42.2](#).
- 47.1.7 Prepare and submit the Association's, Provincial Branch's or Chapter's financial report for consideration and adoption during an Annual General Meeting, Provincial Branch Annual Meeting or Chapter Annual Meeting consistent with the provisions under [Article 24](#).
- 47.1.8 Ensure that the financial records and related records are prepared in time for the purpose of external audit consistent with [Articles 46](#).
- 47.1.9 A *Treasurer* shall perform such other duties as may be assigned, and mutually agreed to,
 - (a) by the President and/or National Executive Committee, provided that no such duty shall be the responsibility of another office bearer;
 - (b) by the Provincial Branch Chairperson and/or Provincial Branch Committee, provided that no such duty shall be the responsibility of another office bearer; or
 - (c) by the Chapter Chairperson and/or Chapter Committee, provided that no such duty shall be the responsibility of another office bearer.
- 47.1.10 A *Treasurer* have such duties, powers and functions as further conferred upon him or her under the constitution and rules.
- 47.2 The following duties shall only apply to the National Treasurer:
 - 47.2.1 Establish such mechanisms for the payment of membership fees consistent with [Article 11](#) and [Article 42](#) , subject to the approval of the National Executive Committee.
 - 47.2.2 Monitor the payment of membership fees on an ongoing basis and keep meticulous records of members' payment of membership fees consistent with [Article 11](#) and [Article 42](#).
 - 47.2.3 Provide such guidance and direction as needed to a Provincial Branch Treasurer and Chapter Treasurer.
 - 47.2.4 Monitor on behalf of the National Executive Committee the financial management and procedures of a Provincial Branch and Chapter and provide such reports with recommendations to the National Executive Committee for consideration.

- 47.2.5 Assist the National Assistant Secretary with regards to information needed for the National Secretary to maintain an up-to-date membership list.
- 47.3 Upon the end of his or her term of office, the outgoing National Treasurer shall ensure that all books, records and financial statements of the Association are in order and prepare a report for the purpose of handing over his or her responsibilities to the incoming National Treasurer.
- 47.3.1 The outgoing National Treasurer shall handover of the all financial records to the incoming National Treasurer no later than two weeks after the commencement of the incoming National Treasurer term of office.
- 47.3.2 No banking transactions may be undertaken after the end of term of office of the outgoing National Chairperson before the handover is completed to the satisfaction of the incoming National Treasurer and the new Executive Committee.
- 47.3.3 The incoming National Treasurer has the right to accept the handover of the books, records and financial statements of the Association or accept handover subject to conditions agreed to with in outgoing National Treasurer, should there be any legitimate and reasonable reason thereto.
- 47.3.4 The incoming National Treasurer shall facilitate the expedient update of the Association's signatories with the bank.
- 47.3.5 Notwithstanding the end of term office of the outgoing National Treasurer, he or she remains responsible for:
- (a) the preparation of the Financial Statements for the financial year that coincides with his or her term of office for the Annual General Meeting; and
 - (b) assisting with any matter pertaining to the audit as per [Article 46](#).
- 47.4 A Provincial Branch Treasurer and Chapter Treasurer:
- (a) shall be responsible for executing all responsibilities related to the finances of the Provincial Branch and Chapter as provided for under clause 47.1 as well as the constitution and rules; and
 - (b) the provisions under clause 47.3 shall apply *mutatis mutandis* to a Provincial Branch Treasurer and Chapter Treasurer.

ARTICLE 48 - RULES PERTAINING TO FINANCIAL GOVERNANCE

- 48.1 The National Executive Committee may further establish such other financial rules as it deems necessary for the financial governance of the Association under the provisions of [Article 52](#), provided that such rules are consistent with the provisions of the constitution and rules, approved by the *Assembly* during an Annual General Meeting; and thereafter inserted as an amendment to the *Rules related to the general financial management, procedures and reporting (Schedule S)* as per [Article 53](#).
- 48.3 The National Executive Committee may develop and propose such specific financial rules for implementation by Provincial Branches and Chapters under the provisions of [Article](#)

[52](#), provided that such rules are consistent with the provisions of the constitution and any related approved financial rules, and the procedures as indicated under the *Rules related to the general financial management, procedures and reporting* ([Schedule S](#)) shall be followed.

IX. CONSTITUTIONAL MATTERS

ARTICLE 49 - LIABILITY

- 49.1 Membership of Association shall not entitle any person to a proprietary right, title or claim to any interest in any property, asset or investment of the Association.
- 49.2 The members, office bearers, staff of Association or person contracted to perform certain functions, duties or services for Association, shall not be held personally liable for any claim against or loss incurred by Association that may arise from the *bona fide* execution of their duties, unless such action is dishonest, *mala fide* or grossly negligent and/or is designed to bring Association into disrepute.
- 49.3 Members and office bearers shall not be liable for any duties payable by, or liabilities of Association solely by virtue of their status as members or office bearer.

ARTICLE 50 - MISCONDUCT OF MEMBERS AND DISCIPLINARY PROCEDURES

- 50.1 The *Assembly* may establish such rules under the provisions of [Article 52](#) as deemed necessary on the expected conduct of members of the Association and the acts that will be considered misconduct.
- 50.2 The rules referred to in clause 50.1 shall include rules regarding disciplinary procedures and sanctions.

ARTICLE 51 - PROHIBITIONS

- 51.1 The Association shall not engage in any activity directly or indirectly related to organised labour or trade unions as defined in South African law.
- 51.2 The Association shall not indulge in any political activity and/or allow its funds and/or assets to be used for political purposes.

ARTICLE 52 - RULES OF THE ASSOCIATION

- 52.1 The Association may establish Rules with regards to the implementation and/or application of any provision under the constitution.
- 52.2 Rules may not:

- (a) be in contradiction and/or inconsistent with the constitution and/or any Rules already approved;
 - (b) amend and/or seem to amend any Article under the constitution;
 - (c) amend and/or seem to amend any other Rules already approved; and/or
 - (d) introduce any matter that provides for a new provision that is not consistent with or provided for under the constitution.
- 52.3 Rules shall be approved through a resolution adopted by the majority of the *Assembly* during an Annual General Meeting, special meeting called for the purpose or a referendum; and shall enter into force on the first day following the date of approval, unless otherwise directed by the *Assembly* by resolution, provided that the entry into force of approved Rules does not exceed 30 days from the date of approval.
- 52.4 Rules approved under clause 52.3 shall have enforcement similar to the provisions under the constitution and shall be appended by Schedule to the constitution.
- 52.5 The *Rules related to the procedures for the development of policies, procedures and rules* ([Schedule T](#)) directs the procedures for the development and approval of Rules of the Association.

ARTICLE 53 – AMENDMENT OF THE CONSTITUTION AND RULES

- 53.1 The constitution may only amended by a resolution of two thirds of the voting members during an Annual General Meeting, subject to the procedures under *Rules related to constitutional matters* ([Schedule V](#)).
- 53.2 The Rules made under [Article 52](#) of the constitution may only amended by a resolution of the majority of the voting members during an Annual General Meeting, subject to the procedures under *Rules related to constitutional matters* ([Schedule V](#)).
- 53.3 An amendment by referendum of the constitution under clause 53.1 and/or rules under clause 53.2 may be considered if a delay to such amendment until the date of an Annual General Meeting will impact significantly on the operations and mandate of the Association, subject to the procedures under *Rules related to constitutional matters* ([Schedule V](#)).
- 53.4 The measures set out in this Article and the *Rules related to constitutional matters* ([Schedule V](#)) shall apply *mutatis mutandis* to the interim constitution adopted under [Article 57](#).

ARTICLE 54 – DISSOLUTION OF THE ASSOCIATION

- 54.1 The Association may only be dissolved by the *Assembly* during a quorate Annual General Meeting or special meeting convened for such purpose and shall require a two-thirds majority vote of voting members present, provided that due notice is given in writing to all members at least 28 days before the meeting at which it shall be discussed.
- 54.1.1 A dissolution of the Association shall take effect within three months after the resolution referred to in clause 54.1, and the National Executive Committee shall be responsible for all actions pertaining to such dissolution, subject to the following.

- 54.1.1.1 Every Standing Committee established under [Article 17](#) and Chapter established under [Article 19](#) shall be deemed dissolved upon the date of the resolution referred to in clause 54.1.
 - 54.1.1.2 A Provincial Branch is not automatically deemed dissolved upon the dissolution of the Association, subject to clause 54.2.
 - 54.1.2 Upon dissolution of the Association, any remaining assets and funds may not be distributed and/or paid to members, and after the satisfaction of all its debts and liabilities had paid, such assets and/or funds shall be dealt with as provided for under the *Rules related to the procedures related to the dissolution of the Association* ([Schedule W](#)).
 - 54.1.3 All structures that the Association is affiliated with at the time of dissolution shall be informed in writing by the President of the Association's dissolution following the resolution referred to in clause 54.1.
- 54.2 A Provincial Branch may only dissolve under one or more of the following provisions:
 - 54.2.1 Upon the dissolution of the Association under clause 54.1, a Provincial Branch shall only be dissolved at the same time subject to a two-thirds majority of *regular members* present at a quorate special meeting of the Provincial Branch called for this purpose, agreeing thereto, provided that a minimum of 50% *regular members* in good standing is present at such meeting.
 - 54.2.2 If the membership of a Provincial Branch is below 20 *regular members* over a period of two successive years, the National Executive Committee may recommend to the *Assembly* to consider for such Provincial Branch to be dissolved, whereafter the *Assembly* may dissolve such Provincial Branch by majority vote.
 - 54.2.3 The membership of a Provincial Branch may at any time proposes for a Provincial Branch be dissolved subject to a two-thirds majority of *regular members* present at a quorate special meeting of the Provincial Branch called for this purpose agreed thereto, provided that a minimum of 50% *regular members* in good standing are present at such meeting, subject to the provisions under the *Rules related to the procedures related to the dissolution of the Association* ([Schedule W](#)).
 - 54.2.4 Upon the dissolution of a Provincial Branch, the Provincial Branch Committee shall be responsible for all actions pertaining to such dissolution and conclude all its outstanding activities and reporting within 60 calendar days.
 - 54.2.5 A Provincial Branch that had been dissolved under clause 54.2.2 and 54.2.3, may be re-established by the *Assembly* during an Annual General Meeting, subject to a recommendation for such re-establishment by the National Executive Committee.
 - 54.2.6 The provisions under clause 54.1.2 shall apply *mutatis mutandis* with regards to the assets and funds of a Provincial Branch.
- 54.3 A Chapter may only be dissolved, other than under clause 54.1, by the *Assembly* during an Annual General Meeting, subject to a motion for the dissolution of Chapter being tabled at a quorate Annual General Meeting, subject to the following:

- 54.3.1 Upon the dissolution of the Association under clause 54.1, a Chapter shall be dissolved simultaneously.
- 54.3.2 If the membership of a Chapter is below 20 *members* over a period of two successive years, the National Executive Committee may recommend to the *Assembly* to consider for such Chapter to be dissolved, whereafter the *Assembly* may dissolve such Chapter by majority vote.
- 54.3.3 The membership of a Chapter may at any time proposes for a Chapter be dissolved subject to a two-thirds majority of *members* present at a quorate special meeting of the Chapter called for this purpose agreed thereto, provided that a minimum of 50% *r members* in good standing are present at such meeting, subject to the provisions under the *Rules related to the procedures related to the dissolution of the Association* ([Schedule W](#)).
- 54.9.1 Upon the dissolution of a Chapter under clause 54.9, the Chapter Committee shall be responsible for all actions pertaining to such dissolution and conclude all its outstanding activities and reporting within 60 calendar days.
- 54.9.2 A Chapter that had been dissolved under clause 54.9 may be re-established by the *Assembly* during an Annual General Meeting, subject to a procedure for the establishment of Chapters of Association under [Article 19](#).
- 54.10 The procedures and any other requirements with regards to the dissolution of the Association, a Provincial Branch and/or a Chapter shall be as directed in the *Rules related to the procedures related to the dissolution of the Association* ([Schedule W](#)).

ARTICLE 55 - ENTRY INTO FORCE

- 55.1 This constitution, and any subsequent amendment thereof, comes into force on the date as adopted by the *Assembly* at at a quorate Annual General Meeting or through a referendum.
- 55.2 Rules made in terms of [Article 52](#), and any subsequent amendment thereof, comes into force on the date as adopted by the *Assembly* at a quorate Annual General Meeting or through a referendum.
- 55.3 The constitution and rules shall be published in English as its original text.

ARTICLE 56 - INTERPRETATION OF THE CONSTITUTION AND RULES

- 56.1 In the event of any questions arising out of any point which is not expressly provided for in the constitution and rules, the National Executive Committee shall have power to use its discretion, unless countermanded by the *Assembly* at an Annual General Meeting or special meeting.

X. TRANSITIONAL ARRANGEMENTS

ARTICLE 57 – TRANSITIONAL ARRANGEMENTS AND PROCEDURES FOR THE ESTABLISHMENT OF THE ASSOCIATION

- 57.1 The Steering Committee constituted to establish the Association shall assume such duties for the transitional arrangements as provided under the SASWA interim constitution, notwithstanding the constitution not being adopted, and shall function in accordance with the *Rules related to transitional arrangements and procedures* ([Schedule A.1](#)).
- 57.2 The Steering Committee shall be deemed abolished upon the election of the first National Executive Committee of the Association, and shall have no further duties, powers or functions.
- 57.3 Article 57 shall be deemed repealed upon the execution of the *Rules related to transitional arrangements and procedures* ([Schedule A.1](#)), and will not require any further action, whereafter such appeal shall be confirmed by the *Assembly* during and Annual General Meeting.

ANNEXURE A

SOUTH AFRICAN SOCIAL WORKERS ASSOCIATION (SASWA) LOGO



South African
Social Workers Association

An identity for the association

The primary purpose of a logo is to serve as a symbol of identity. The SASWA logo was thoughtfully designed to reflect the *identity* of the Association and its membership, while embodying South

African social work, social workers, and social auxiliary workers. Furthermore, it explicitly recognises the link between local practice and global social work developments.

The SASWA logo is rich with symbolism, creating an identity not only for the Association but also for what the profession stands for in the country, on the continent, and across the globe.

KEY FEATURES AND SYMBOLISM

The Three Hands (core symbolism)

A central feature of the logo is the use of **hands**, which are universally associated with *helping*, *supporting*, *enabling*, *upliftment*, and *guidance*.

The *three hands* provide multiple layers of symbolism linked to the profession:

- **Social work methods:** Each hand represents one of the three primary methods of social work: *casework*, *group work*, and *community work*.
- **Foundations of the profession:** Each hand embodies a foundational concept for the profession: *social justice*, *human rights*, and *sustainable development*.
- **The three characteristics of a profession:** Each hand represents one of the three characteristics of a profession: *being an academic discipline* (evidence, continuous learning, qualifications, competence), *being practice-oriented*, and being *ethically directed*.

Flow and interconnectedness

The *continuous circular flow* of the hands reflects the principles of developmental social work: *interconnected interventions* that empower individuals, develop capability, and support self-reliance; while the circular movement also powerfully symbolises *unity* and *strength*.

The *connection maintained by the hands* through the outer circle symbolises *humanity's interconnectedness* with one another and the planet. This concept confirms the values underpinning *Ubuntu*, reinforcing that our mutual connection and dependence are our *collective strength*.

Other elements

The outer circle: This circle holds the logo together and represents the *globe* and the *connectivity* of social work in South Africa to the international community of social workers and beyond.

The yellow circle: This circle, which encloses the map, represents *hope*, *optimism*, and *safety*, as well as *vitality*, *creativity*, innovation, and *wisdom*. It can also be seen as symbolising a *new dawn for social work* in the country.

Hands around the map of the country: The hands surrounding the map of the country represent the vital principles of *inclusion* (particularly of persons with disabilities and other marginalized groups), *equality*, and *non-discrimination*.

Provincial demarcation: The demarcation of the nine provinces confirms that the Association aims to *represent every social worker and social auxiliary worker*, regardless of their location in the country.

Color and design

The use of different colors, drawn from the palette of the South African flag, represents *diversity*. The strong colors of the hands symbolise *confidence*, *leadership*, and *pride*.

The combination of the continuing circle, the hands holding the map, and the bold colors reflects a message of *unity and strength in diversity*.

The *simplicity* of the design—achieved through bold colors, legible typography, and minimalist lines for the map—reflects the core values of *respect*, *dignity*, and *selflessness*, while ensuring the SASWA logo is *instantly recognisable*.

Name placement

The name of the association—*South African Social Workers Association*—is intentionally placed beneath the symbols of the logo to reflect concepts of *upliftment*, *stability* (foundation), *representation*, and *protection*.

RULES OF THE SOUTH AFRICAN ASSOCIATION FOR SOCIAL WORKERS

SCHEDULE A1: Rules related to transitional arrangements and procedures for the establishment of the South African Social Workers Association (SASWA)

(These Rules are published separately)

SCHEDULE A: Rules related to membership

(These Rules will be published separately)

SCHEDULE B: Rules related to the general procedures of meetings

(These Rules will be published separately)

SCHEDULE C: Rules related to the procedures of the annual general meeting and special meetings of the Association

(These Rules will be published separately)

SCHEDULE D: Rules Related to the National Executive Committee

(These Rules will be published separately)

SCHEDULE E: Rules related to Standing Committees

(These Rules will be published separately)

SCHEDULE F: Rules related to Provincial Branches

(These Rules will be published separately)

SCHEDULE G: Rules related to Chapters

(These Rules will be published separately)

SCHEDULE H: Rules related to the duties of office bearers of the Association

(These Rules will be published separately)

SCHEDULE I: Rules related to ad hoc working groups

(These Rules will be published separately)

SCHEDULE J: Rules related to annual planning and budgeting

(These Rules will be published separately)

SCHEDULE K: Rules related to record management

(These Rules will be published separately)

**SCHEDULE L: Rules related to communication, public relations, advocacy,
publications and reports**

(These Rules will be published separately)

SCHEDULE M: Rules related to representing the Association

(These Rules will be published separately)

SCHEDULE N: Rules related to personnel, consultants and volunteers

(These Rules will be published separately)

SCHEDULE O: Rules related to professional development and research

(These Rules will be published separately)

SCHEDULE P: Rules related to appointment and duties of Polling Officers

(These Rules will be published separately)

SCHEDULE Q: Rules related to the nomination and election of office bearers

(These Rules will be published separately)

SCHEDULE R: Rules related to referendums

(These Rules will be published separately)

SCHEDULE S: Rules related to the general financial management, procedures and reporting

(These Rules will be published separately)

**SCHEDULE T: Rules related to the procedures for the development of policies,
procedures and rules**

(These Rules will be published separately)

SCHEDULE U: Rules related to arbitration

(These Rules will be published separately)

SCHEDULE V: Rules related to constitutional matters

(These Rules will be published separately)

SCHEDULE W: Rules related to the procedures related to the dissolution of the Association

(These Rules will be published separately)