

CONSTITUTION

OF

**THE FURTHER EDUCATION AND
TRAINING COLLEGES EMPLOYERS'
ORGANISATION**

**Adopted on
3 November 2007**

VISION

To be the preferred employers' organisation in the further education and training colleges sector in skills development for socio economic development.

MISSION STATEMENT

Achievement of our vision through sustained diligence, integrity and effort towards professional skills development, and measurable service levels and standard that would benefit the members and society.

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CHAPTER 1: DEFINITIONS

1. DEFINITIONS

(a) Any expression used in this Constitution and which is defined in the Labour Relations Act, 1995 (Act No. 66 of 1995), shall have the same meaning as in the LRA.

1. In this constitution, unless the context indicates otherwise:

(b) “**ECC**” means Employment Conditions Commission established by section 59(1) of the Basic Conditions of Employment Act Number 75 of 1997;

© “**ELRC**” means Education Labour Relations Council established in terms of Item 16 of Schedule 7 read together with section 37 of the LRA;

(d) “**ETDP-SETA**” means the Education, Training and Development Practices Sector Education and Training Authority, established in terms of the Skills Development Act Number 97 of 1998;

(e) “**FETC Act**” means the Further Education and Training Colleges Act Number 16 of 2006;

(f) “**GPSSBC**” means the General Public Service Sectoral Bargaining Council established by the constitution of the Public Service Co-ordinating Bargaining Council;

(g) “**LRA**” means the Labour Relations Act Number 66 of 1995;

(h) “**Member**” means any Further Education and Training College, which has been admitted as a member of the organisation and is in good standing;

“**Executive Committee**” means the duly elected Executive Committee of the Organisation, whose members include Office bearers and the Provincial Chairperson and Provincial Vice-Chairperson of each Provincial Working Committee;

(h) “**National Chairperson**” means the Chairperson of the Organisation

(i) “**National Vice Chairperson**” means the Vice Chairperson of the Organisation;

(j) “**National Secretary**” means the Secretary of the Organisation, whose duties, if so decided by the Executive Committee, may be contracted out;

(k) “**Organisation**” means the Further Education and Training Colleges Employers’ Organisation;

(l) “**Province**” means those areas that are demarcated as such in terms of the Constitution of the Republic of South Africa, 1996;

(m) “**Provincial Chairperson**” means the chairperson of a Provincial Working Committee;

(n) “**Provincial Secretary**” means the Secretary of the Provincial Working Committee;

(o) “**Provincial Working Committee**” means the duly elected and constituted Provincial Working Committee of a Province;

(p) **FETC sector** means the sector in which employers and employees are associated for the purposes of education, training and development as envisaged in the FETC Act and any applicable government policy or regulation;

(q) “**Representative of a member**” means a person who is duly mandated by a member to act on its behalf;

® “**Representative of the organisation**” means a person who is duly mandated by the Organisation to act on its behalf;

(s) “**Treasurer**” means the treasurer of the Organisation

2. The masculine gender may include the feminine and neuter genders.

3. The singular may include the plural and vice versa.

4. Any reference to a numbered paragraph shall mean a reference to the paragraph of that number in this constitution.

CHAPTER 2: INTRODUCTORY PROVISIONS

2. NAME OF THE ORGANISATION

The name of the Organisation is the FURTHER EDUCATION AND TRAINING COLLEGES EMPLOYERS' ORGANISATION.

3. ADDRESS OF THE ORGANISATION

The address of the Organisation is, 261 West Avenue, Centurion.

4. STATUS OF THE ORGANISATION

- (1) This Organisation is established as an independent body corporate; and
- (2) The Organisation shall operate as an Organisation not for gain.

5. OBJECTIVES OF THE ORGANISATION

- (1) The objectives of the Organisation shall be:
 - (a) to promote amongst its members the development of their employees;
 - (b) to co-operate with any other organisation, association, statutory body or any other government structure where appropriate;
 - (c) to promote and use every legitimate means to persuade FET Colleges to become members of the Organisation;
 - (d) to promote and encourage the FET sector and to improve the status of its members;
 - (e) to uphold the FETC Act;
 - (f) to create a conducive environment for delivery of education and training in the FETC sector;
 - (g) to acquire any rights or privileges which may be necessary or reasonably required for the Organisation;
- (2) The aforesaid objectives may be achieved by applying principles or decisions uniformly or differentially, as may be decided by the Organisation from time to time, and no such objectives shall be deemed to limit or restrict the meaning or purpose of any of the other objectives mentioned.

6. FUNCTIONS OF THE ORGANISATION

The functions of the Organisation shall be:

- (1) to plan and organise its administration and lawful activities;
- (2) to regulate relations between members and their employees and to protect, further and promote the interests of members in relation to their employees;
- (3) to encourage the observance of fair conditions of employment and fair labour practices in the FETC sector and amongst its members;
- (4) to encourage the settlement of disputes between members and their employees or trade unions by conciliation, mediation or arbitration;
- (5) to represent and promote the interests of members;
- (6) to promote, support, oppose or suggest amendments, additions or deletions as deemed expedient or reasonable to any proposed legislative measure affecting the interests of members;
- (7) to negotiate, represent or consult with other organisations of employers and employees or with the ELRC, GPSSBC, ECC, ETDP-SETA, Trade Unions, Labour Courts, any other Government or Quasi-Government body or any other body whatsoever which may be established to deal with any matter which might affect its members;
- (8) to co-operate, affiliate with and participate in the affairs of any South African or international employers' organisation or the International Labour Organisation;
- (9) to acquire, by purchase, lease or otherwise, any movable or immovable property and to sell, let or otherwise deal with or dispose of any movable or immovable property or other assets belonging to the Organisation or use such property for such other purposes as the members may decide on, in accordance with the provisions of the FETC Act and any other applicable statute;
- (10) to borrow, invest, lend, subscribe or donate money for the furtherance of any of the objects of the Organisation, in accordance with the provisions of the FETC Act and any other applicable statute;
- (11) to provide for the exchange, collection, collation, co-ordination and distribution of any knowledge, information, experience, and ideas in all matters of common interest and mutual concern to members;
- (12) to foster and encourage ethical and professional standards of work and conduct of members;
- (13) to carry out any survey or study, hold conferences, fora, training courses and seminars, and to arrange for the presentation of lectures and the reading of papers on matters of interest to members and to foster, promote, encourage

and facilitate discussion, study and research on matters of interest to members or connected with the FETC sector and to represent the members of the organisation in negotiations with any Government, Local or other authority, Committee, Board or any other body in existence or hereafter established;

- (14) to canvas, collect, and accept subscriptions, donations, bequests of any kind from any source whatsoever and to utilise such funds for the benefit of the Organisation and its members, in accordance with the provisions of the FETC Act and any other applicable statute;
- (15) to establish and administer funds for the benefit of its members, their employees and or dependants;
- (16) to do such lawful things as may appear to be in the interest of the organization and its members and which are not inconsistent with the objects or any matter specifically provided I this constitution;
- (17) to institute or defend any action at law as deemed necessary by the Executive Committee

7. CODE OF ETHICS AND MEMBER OBLIGATIONS

- (1) With the knowledge that the supply of a quality professional education and training service is dependent upon the integrity of each member, its council members, management, staff and representative/s or alternate/s, the Organisation adopts the following Code of Ethics and mandates its total compliance as a condition of membership of the Organisation:
 - (a) All members and/or their representatives will discharge their duties in accordance with the laws of the country;
 - (b) All members and/or their representatives will maintain the highest standards of honesty and integrity towards their clients, partners, employees and each other;
 - (c) All members and/or their representatives will discharge their professional responsibilities diligently and in good faith;
 - (d) All members and/or their representatives must be competent to discharge their professional responsibilities;
 - (e) All members and/or their representatives will maintain confidentiality and exercise due care to prevent unauthorised disclosure of confidential matters;
 - (f) A member and/or its representative shall not maliciously injure the reputation of other members or their representatives;
 - (g) All members and/or their representatives shall ensure that the Organisation achieves its objectives;

- (h) All members and/or their representatives shall abide by the constitution of the Organisation;
 - (i) All members and/or their representatives shall abide by decisions taken by the Organisation; and
 - (j) All members and/or their representatives must inform the Organisation of any change of address and other related information in writing.
- (2) Any member and/or its representative and/or its alternate who acts in any manner contrary to the above shall be disciplined in terms of clause 11 of this constitution.

CHAPTER 3: MEMBERSHIP OF THE ORGANISATION

8. MEMBERSHIP

- (1) Any public FET college established in terms of the FETC Act, is eligible for membership.
- (2) Any private FET college established and registered in terms of the FETC Act, is also eligible for membership.
- (3) Application for admission or re-admission to membership together with the yearly membership fee and entrance fee shall be lodged, in writing on the form prescribed by the Executive Committee, with the National Secretary of the Organisation.
- (4) Every new application for membership shall be considered by the Executive Committee at its next sitting following the receipt thereof by the National Secretary. Such membership shall be effective upon approval by the Executive Committee.
- (5) An applicant to whom admission to membership or re-admission is refused must be provided with reason/s for such refusal and is entitled to a refund of the membership fee paid.
- (6) An applicant wishing to appeal shall lodge in writing with the National Secretary such appeal and forward the application, to the National Secretary.
- (7) Such an appeal shall be lodged by the prospective member within 21 (twenty one) days of the decision of the Executive Committee having been communicated to the member concerned.
- (8) A prospective member lodging an appeal with the Executive Committee shall be afforded an opportunity to state its case personally and to call any witnesses in support of any statement made by it in support of its application.
- (9) The prospective member shall have the right of appeal to the next Annual General Meeting.
- (10) The decision of the Annual General Meeting shall be final and binding and the National Secretary shall notify the prospective member and the Provincial Secretary of the outcome of the appeal.
- (11) Every member shall notify the National Secretary, in writing, of its postal address and/or related information and any change thereof within four weeks of the date on which the change had occurred.

- (12) A member who has resigned or been expelled from the Organisation may be re-admitted to membership on such conditions as the Executive Committee may determine.
- (13) All the founding members who attend the inaugural meeting are deemed to be members of the organisation
- (14) Each member shall provide an audited list of the total number of employees to the National Secretary by the last working day of February each year.

9. MEMBERSHIP FEES

- (1) An entrance fee of R2000.00 (two thousand Rand) shall be payable by a member upon application. It is a once off payment.
- (2) The annual membership fee shall be in the sum of R20, 000.00 (twenty thousand Rand) per member payable by the end of February each year to the Treasurer or to any other person as may be authorized by the Organisation to receive it.
- (3) Such entrance fee and annual membership fee may be reviewed by the Annual General Meeting from time to time taking into consideration financial needs and budgets of the organisation.
- (4) An Annual General Meeting may at any time, with a view to securing funds for any particular purpose falling within the objectives specified in this constitution, impose a levy on each member.
- (5) Should membership fee, levies, fines or dues not have been paid by any member before any annual general meeting of the Organisation such member shall not be entitled to vote at the annual general meeting or at any subsequent meeting until such membership fee, levies, fines or dues have been paid.
- (6) In addition to the membership fees, a member shall also be liable for the payment in the same manner of such other fees as may be prescribed in terms of the rules governing any fund established in terms of this constitution.

10. RIGHTS OF MEMBERS

All members shall have the right to:

- (1) be represented and participate in meetings of the Organisation;
- (2) legal representation when subjected to disciplinary action;
- (3) be given written reasons in respect of any disciplinary action taken against a member;

- (4) exercise the right to vote;
- (5) receive an acknowledgement of receipt in respect of all payments made to the Organization;

11. CONDUCT AND DISCIPLINE: BREACH OF THIS CONSTITUTION AND ITS CODE OF ETHICS

- (1) A member may be suspended, fined or have its membership of the Organisation terminated as may be determined by the Executive Committee:
 - (a) If it fails, within 14 (fourteen) days of demand, in writing to the members last known supplied address, by the National Secretary, to pay membership fees, fines or levies which are more than two months in arrears;
 - (b) If it is in breach of any of the provisions of this constitution or acts in a manner which is detrimental to the interests of the Organisation;
- (2) No member may be suspended, fined, or have their membership of the Organisation terminated unless it has been afforded an opportunity to state its case personally at a meeting of the Executive Committee, of which it has received not less than 7 (seven) days notice in writing from the National Secretary. The matter with which the member is charged shall be set out in such notice. This does not apply to a member in default in terms of clause 12(2).
- (3) A member shall be entitled to call witnesses in support of its case when attending a meeting of the Executive Committee in terms of clause 11(2).
- (4) Any member who has appeared before the Executive Committee and who is dissatisfied with the decision of the committee shall have the right to appeal to the first ensuing Annual General Meeting of the organisation, alternatively to any other body established for the purpose of hearing the appeal.
- (5) The appeal, in terms of clause 11(4), shall be lodged in writing to the National Secretary, within seven days of the date on which the decision of the Executive Committee was communicated to the person concerned.
- (6) Any decision taken by the Executive committee in terms of this clause shall when an appeal has been lodged be subject to ratification or otherwise by the Annual General Meeting.
- (7) The Annual General Meeting may confirm or reverse the decision of the Executive Committee and the decision shall be final

- (8) Upon termination of membership of the Organisation, all moneys due to the organisation by such member shall become payable. If payment thereof is not made within fourteen days, the Executive Committee may take such steps as it deems necessary to secure settlement.
- (9) A member shall cease to be entitled to any of the benefits of membership, including the right to vote:
 - (a) if the membership fees or any other payments due by it to the Organisation are more than one month in arrears; and
 - (b) during any period while it is under suspension in terms of this constitution.
- (10) Whenever this Constitution provides for the imposition of a fine on a member, such fine shall not exceed R1000.00 in the case of a first offence and shall not exceed R5000.00 in respect of every further offence.

12. TERMINATION OF MEMBERSHIP

- (1) A member may resign by giving 1 (one) month's notice in writing to the National Secretary, provided that the said member shall be liable to pay all monies due to the Organisation within one month of the resignation taking effect.
- (2) A member whose membership fees are more than 3 (three) months in arrears shall automatically cease to be a member of the Organisation. Such member shall, however, be liable for all monies due to the Organisation as at the date on which it ceases to be a member of the Organisation.
- (3) Any member who has resigned or whose membership of the Organisation has been terminated, shall in terms of this constitution be entitled to apply for re-admission to membership.

13. VOTING

- (1) Each member shall have one vote at all meetings.
- (2) A vote is the single vote cast by a member on a single issue, irrespective of the number of its representatives in any meeting.
- (3) Unless otherwise stated, all motions put to the vote at meetings shall be decided by the vote of a simple majority of the members present and voting shall be by a show of hands, unless a secret ballot is beforehand demanded by the majority of the members then present and entitled to vote at such meeting.

- (4) Decision-making in respect of bargaining matters shall be based on a joint consensus seeking process or two-thirds majority when necessary.
- (5) Members who are unable to attend a meeting, and whose representatives are unable to attend that meeting, may vote by proxy. Proxy votes must be submitted in writing, recorded on the official letterhead of the member, or any special form circulated by the National Secretary for this purpose and signed by the nominated representative of the member, to the National Secretary, clearly identifying the person nominated to vote on behalf of that member.

CHAPTER 4: STRUCTURES OF THE ORGANISATION

14. EXECUTIVE COMMITTEE

- (1) The affairs of the Organisation on a national basis shall be dealt with, co-ordinated and managed by the Executive Committee who shall determine matters of national interest, deal with negotiations and representation in any of the following: ELRC, GPSSBC, ECC, Government departments or quasi-government organisations and any other matter of common interest to members as they might deem fit and to co-ordinate the activities of the Provinces.
- (2) The Executive Committee shall consist of 22 voting members in total. The whole Executive Committee shall be elected at the Annual General Meeting.
- (3) The Executive Committee may co-opt a maximum of three additional persons to the Executive Committee based on expertise. The co-opted persons shall have no vote at meetings of the Executive Committee.
- (4) The Executive Committee may employ the services of professionals to fulfil the duties to manage and administer the organisation.
- (5) The Executive Committee shall, subject to this Constitution, have the power to:
 - (a) Decide the Organisation's participation in any forum envisaged in terms of the provisions of the LRA, the FETC Act, and this Constitution;
 - (b) Appoint from time to time such sub-committees as it may deem fit for the purposes of investigating and reporting on any matter;
 - (c) Establish conditions under which any former member shall be readmitted and to suspend, fine or expel any member for cause appearing sufficient in the sole discretion of the Executive Committee;
 - (d) Institute or defend legal proceedings on behalf of or against the Organisation;
 - (e) Acquire by purchase, lease or otherwise any movable or immovable property on behalf of the Organisation;
 - (f) Sell, let or otherwise deal with or dispose of any movable or immovable property belonging to the Organisation;
 - (g) Make and enforce any provision relating to procedural, administrative and disciplinary matters consistent with the provisions of this Constitution, the LRA, or any other law;

- (h) Open and operate a banking account in the name of the Organisation;
- (i) Approve and allocate a budget for the provinces and pay for all their expenditure
- (j) Institute legal proceedings on behalf of members and provide legal assistance to members on matters affecting the relationship between its members and their employees and to institute legal proceedings against individual members; and
- (k) Perform other lawful functions in the interests of the Organisation that are consistent with the objectives as set out in clause 5 and 6.
- (l) To engage and dismiss all officials of the Organisation and to fix their conditions of employment and define their duties.

15. DUTIES OF NATIONAL OFFICE BEARERS OF THE ORGANISATION

The duties of office bearers of the Organisation shall be as set out hereunder:

(1) National Chairperson

The National Chairperson shall:

- (a) Preside over all meetings at which he/she is present, and enforce observance of the Constitution of the Organisation;
- (b) Sign minutes of any meetings after confirmation;
- (c) Endorse all accounts for payment after approval by the Executive Committee;
- (d) Generally exercise supervision over the affairs of the Organisation; and
- (e) Perform such other duties as by usage and custom pertain to the office.
- (f) Shall have a normal vote.

(2) National Vice-Chairperson

The National Vice-Chairperson shall exercise the powers and perform the duties that are by custom associated with the office of the Vice Chairperson. The National Vice-Chairperson shall act as the National Chairperson in such person's absence.

(3) **National Secretary**

3.1 The National Secretary shall:

- (a) Keep proper records in such form as may be prescribed by the Executive Committee;
- (b) Produce and keep proper recording of minutes;
- (c) Call meetings, in consultation with the National Chairperson, in terms of the provisions of this constitution and upon receipt of requests for meetings;
- (d) Issue notices of meetings;
- (e) Conduct all correspondence for and on behalf of the Organisation;
- (f) Keep originals of all letters received and dispatched;
- (g) Keep a register of members, and record therein *inter alia* every member's full name, address, date of enrolment and whether or not the annual subscription has been paid;
- (h) Take the necessary steps to ensure that the requirements of the LRA are complied with;
- (i) Report on the correspondence which has taken place since the previous meeting;
- (j) Attend all meetings and record minutes of the proceedings;
- (k) In the event of the resignation or expulsion of a member, the date thereof and perform such other duties as the Organisation and or Executive Committee may direct; and
- (l) Under the direction of the Executive Committee liaise with other bodies and with members of the Organisation and shall inform them of all matters of interest to them, and generally further the interests of the Organisation.

3.2 The National secretary shall be an office bearer.

(5) **Treasurer**

The Treasurer shall:

- (a) Keep proper books of accounts in such form as may be prescribed by the Executive Committee in accordance with generally accepted accounting practice;

- (b) Ensure the preparation of financial statements;
- (c) Keep a register of all assets of the Organisation;
- (d) Table at each and every Annual General Meeting an annual set of audited financial statements. Quarterly financial statements shall be submitted to the Executive Committee;
- (e) Collect and record all entrance fees, membership fees and levies received from members;
- (f) Issue official receipts for all monies received;
- (g) Bank all monies, cheques and the like received within 2 (two) banking days of receipt in such financial institution as may be decided upon by the Executive Committee.

Other Provisions related to National Office Bearers

- (6) National Office bearers shall be elected by the members at a bi-annual General Meeting. National Office bearers shall be eligible for re-election on termination of their period of office subject to clause 15 (7). They shall be elected at the next Annual General meeting.
- (7) The term of office for national office bearers shall be a period of 2 (two) years.
- (8) The National Chairperson may not serve more than 2 (two) consecutive terms in office. The National Chairperson and National Vice-Chairperson of the Executive Committee shall be chairperson and vice chairperson of all national meetings of the Organisation.
- (9) Notwithstanding the provisions of clause 15(6), in the interests of continuity, under normal circumstances, the National Vice-Chairperson shall become National Chairperson, if the position of National Chairperson requires change either in terms of clause 15(8) or by vote, and the National Vice-Chairperson shall become the National Chairperson the following year.
- (10) In the absence of the National Chairperson, the National Vice-Chairperson shall be chairperson. If both are absent the members then present shall elect a chairperson for that meeting.

16. NOMINATION AND ELECTION OF NATIONAL OFFICE BEARERS

- (1) Candidates for the national office bearers in the Executive Committee must be nominated by two members. Written nominations, duly signed by the proposer and the seconder, and by the nominee in token of his/her acceptance, must be handed to the Electoral Officer appointed by the

Executive Committee no later than (14) fourteen days prior to each electing Annual General Meeting of the Organisation.

- (2) Voting for national office bearers shall be by secret ballot.
- (3) If there is only one nomination for a position, the electoral officer shall declare that candidate elected. If there is more than one candidate and if demanded by a majority vote of the members present, the following procedure shall be adopted:
 - (a) The electoral officer shall appoint a polling officer to assist him/her with the gathering and counting of votes;
 - (b) The polling officer shall hand to each member entitled to vote, a ballot form on which the member shall record the name of the candidate for whom it is voting;
 - (c) The polling officer shall then collect the ballot forms and hand such to the electoral officer, who shall count such and announce the result;
 - (d) If any candidate has the highest vote, he/she shall be declared elected;
 - (e) Should two or more candidates each obtain an equal number of votes, the matter shall be put to the vote by ballot again until one candidate obtains the highest number of votes;
 - (f) If, after the third tie, no candidate obtains the highest number of votes, the election shall be decided by the spinning of a coin by the electoral officer, the candidate whose name is first in alphabetical order having the right to call.
- (4) All National Office Bearers shall be elected at the Annual General Meeting on the second following year on nomination by any member duly seconded and voted upon by a show of hands unless otherwise decided, in which case by a secret ballot.
- (5) All National Office Bearers shall hold office subject to the provisions of clause 14 until the Annual General Meeting scheduled in the same month of the second following year of their term of office.
- (6) All national office bearers shall be eligible for re-election.
- (7) National Office Bearers shall be eligible for re-election to office, but the Chairperson may only stand for a maximum of 2 (two) consecutive terms in office.

17. DUTIES OF THE OFFICIALS OF THE ORGANISATION

The organization shall employ officials who will be responsible for the day to day administration of the organisation and define their duties.

18. PROVINCES

- (1) The Organisation shall, subject to clause 19(1), establish a Provincial Working Committee in each province.
- (2) A Provincial Working Committee shall not make representations to any Government or quasi-government Body or to the ECC, NEDLAC, CCMA, GPSSBC or ELRC without the written consent of the Executive Committee.
- (3) Should any Provincial Working Committee intend making any representations to any such body, the written representation shall be forwarded to the Executive Committee for its consideration and possible onward transmission.

19. PROVINCIAL WORKING COMMITTEE

- (1) The affairs of the Province shall be managed by the Provincial Working Committee, which shall consist of a duly elected Provincial Chairperson, Provincial Vice-Chairperson and Provincial Secretary, and representatives of each member of that Province.
- (2) The representatives of each member in the Provincial Working Committee shall be its FET College Council Chairperson or his/her nominee, and one other person nominated by the Council of that college.
- (3) The Provincial Working Committee shall have the power, subject to the provisions of this Constitution, to:
 - (a) Appoint, from time to time, any sub-committee as it may deem fit for the purpose of investigating and reporting on any matter;
 - (b) Deal with disputes between provincial members and to endeavour to settle disputes by conciliatory methods; and
 - (c) Perform any other function, in the interests of the members and which are consistent with the objectives set out in clause 5 and 6 thereof.
- (4) The Provincial Chairperson shall chair all Provincial Working Committee meetings and any Provincial General Meeting.

- (5) In the absence of the Provincial Chairperson, the Provincial Vice-Chairperson shall be the chairperson of the meeting. If both are absent, a chairperson will be elected for that meeting from the representatives of any member present.

20. NOMINATION AND ELECTION OF PROVINCIAL OFFICE BEARERS

- (1) Candidates for each provincial working committee must be nominated by two members. Written nominations, duly signed by the proposer and the seconder, and by the nominee in token of his/her acceptance, must be handed to the Electoral Officer appointed by the Executive Committee no later than (14) fourteen days prior to the general meeting called for the election of the Provincial Working Committee.
- (2) Voting for members shall be by ballot.
- (3) If there is only one nomination for a position, the electoral officer shall declare that candidate elected. If there is more than one candidate, and if demanded by a majority vote of the members present, the following procedure shall be adopted:
 - (a) The electoral officer shall appoint a polling officer to assist him/her with the gathering and counting of votes;
 - (b) The polling officer shall hand to each member entitled to vote, a ballot form on which the member shall record the name of the candidate for whom it is voting;
 - (c) The polling officer shall then collect the ballot forms and hand such to the electoral officer, who shall count such and announce the result;
 - (d) If any candidate has the highest number of votes, he or she shall be declared elected;
 - (e) Should two or more candidates each obtain an equal number of the votes, the matter shall be put to the vote again until one candidate obtains the highest number of votes; and
 - (f) If, after the third tie, no candidate obtains the highest number of votes, the election shall be decided by the spinning of a coin by the electoral officer, the candidate whose name is first in alphabetical order having the right to call.
- (4) All of the said Provincial office bearers shall be elected at the Provincial General Meeting of each Province on nomination by any

member duly seconded and voted upon by a show of hands unless otherwise decided, in which case by a secret ballot.

- (5) All Provincial office bearers shall hold office for the period of two (2) years.
- (6) All office bearers shall be eligible for re-election.
- (7) Nominations for election of the Provincial Working Committee shall be lodged in writing with the Provincial Secretary at least (14) fourteen days before the date of the Provincial General Meeting of the province.
- (8) Provincial office bearers shall be eligible for re-election to office, but the Provincial Chairpersons may only stand for a maximum of two consecutive terms in office.

21. REPRESENTATIVES AND ALTERNATES

- (1) A member shall be entitled to nominate a representative/s and or an alternate to represent it in the Organisation.
- (2) The name and address of the person/s so nominated shall be communicated to the National Secretary, in writing by the member concerned.
- (3) If any change is made to such representation or alternate representation, the National Secretary shall be notified of such change.

22. VACATION OR REMOVAL OF REPRESENTATIVES, NATIONAL AND PROVINCIAL OFFICE BEARERS AND OFFICIALS FROM OFFICE

- (1) Any national office bearer, provincial office bearer, representative and or alternate of a member of the Executive Committee or of any Provincial Working Committee shall vacate his/her seat in any one of the following circumstances:
 - (a) On resignation, suspension or expulsion from a member of the Organisation;
 - (b) On absenting himself/herself without permission from 3 (three) consecutive committee meetings;
 - (c) On ceasing to be in good standing, alternatively on termination of his/her relationship with a member; or
 - (d) On any written resignation being filed by such office bearer and accepted by the next meeting of the Executive Committee.
- (2) An office bearer or official or representative or alternate of a member may be removed from office:

- (a) If he/she infringes any of the provisions of the Constitution; or
 - (b) If he/she acts in a manner which is detrimental to the interests of the Organisation.
- (3) No office bearer or official or representative or alternate may be removed from office unless he/she has been afforded a chance to state his/her case personally at a meeting of the Executive Committee, except in the case of clause 22(1) (a)
- (4) An office bearer or official or representative or alternate who has appeared before the Executive Committee and who is dissatisfied with the decision of the committee shall have the right to appeal to the first ensuing Annual General Meeting of the organisation, alternatively to any other structure established for the purpose of hearing the appeal.
- (5) Notice of appeal shall be given to the National Secretary, in writing, within seven days of the date on which the decision of the Executive Committee was communicated to the person concerned.
- (6) The Annual General Meeting any other structure established for the purpose of hearing the appeal may confirm or reverse the decision of the Executive Committee and such finding shall be final and binding.

CHAPTER 5: MEETINGS OF THE ORGANISATION

23. MEETINGS OF THE ORGANISATION

Annual General Meeting

- (1) The Organisation shall hold an annual general meeting. The Annual General Meeting shall be held in the month of June in each year.
- (2) Two representatives per member, the Executive Committee and the Provincial Secretary shall form the Annual General meeting
- (3) The year following the founding shall be an Annual General Meeting where no election takes place and shall alternate with the Annual General Meeting where election would be conducted.
- (4) Unless otherwise agreed to, the following matters shall be dealt with at the Annual General Meeting, in the following order:
 - (a) Welcome Address by National Chairperson
 - (b) Presentation of credentials of Members
 - (c) Minutes of the previous Annual General Meeting
 - (d) Matters arising ex-minutes, other than those covered by the agenda
 - (e) Annual Report of the Organisation by the National Secretary, including the financial statements of the previous financial year, which financial year shall run from 1 April to 31 March;
 - (f) The independent report of the Auditor in respect of the financial statements referred to in clause 12(5) (d);
 - (g) Adoption of the Annual Report of the Organisation, including the financial statements;
 - (h) Approval of the budget;
 - (i) The levies and membership fees to be imposed on members;
 - (j) The election of all members of the Executive Committee
 - (k) The election of the National Chairperson, National Vice-Chairperson, National Secretary and Treasurer, when applicable;
 - (l) Appointment of the Auditor; and
 - ((m) Closure
- (5) The National Chairperson shall chair the meeting and in his/her absence the National Vice Chairperson shall be chairperson of the meeting. If both are absent the members at the meeting shall elect a representative of any member to be the chair of the annual general meeting or of any general meeting.

National General Meeting

- (6) A General Meeting shall be convened by the Executive Committee at least once within a financial year between Annual General Meetings.

- (7) Any National General Meeting shall only deal with policy and bargaining matters.
- (8) At each National General Meeting the minutes of the last preceding meeting shall be read; alternatively, may be tabled should members unanimously agree and shall, after confirmation, be duly signed by the presiding chairperson.
- (9) The delegation to the National General Meeting shall be a maximum of two representatives per member, the Executive Committee and the Provincial Secretary.
- (10) Sub clauses 8 and 9 may be supplemented by further decisions of the Executive Committee.

Executive Committee

- (11) The Executive Committee shall meet at least once a quarter, in alignment with the financial year.
- (12) Unless otherwise agreed to, the agenda shall include:
 - (a) Welcome
 - (b) Credentials
 - (c) Attendance and Apologies
 - (d) Correspondence
 - (e) Finalisation of the Agenda
 - (f) Minutes of the Previous Meeting
 - (g) Matters Arising from the Minutes
 - (h) Business Matters
 - i. Report of the National Secretary
 - ii. Report of the Treasurer
 - iii. Bargaining related issues
 - iv. Policy related issues
 - (i) Other competent business
 - (j) Date of next meeting, and
 - (k) Closure

Provincial Working Committee

- (13) The Provincial Working Committee shall meet at least once a quarter, at least two weeks prior to the Executive Committee meeting.
- (14) Unless otherwise agreed to the agenda shall include:
 - (l) Welcome
 - (m) Credentials
 - (n) Attendance and Apologies
 - (o) Correspondence
 - (p) Finalisation of the Agenda
 - (q) Minutes of the Previous Meeting

- (r) Matters Arising from the Minutes
- (s) Business Matters
 - i. Report of the Provincial Secretary
 - ii. Mandates for bargaining matters
 - iii. Mandates for policy matters
- (t) Other competent business
- (u) Date of next meeting, and
- (v) Closure

Provincial General Meeting

- (15) The Provincial Working Committee must convene at least two Provincial General Meetings in a financial year.
- (16) One such Provincial General Meeting must be held in April of the second following year to elect office bearers of the Provincial Working Committee.
- (17) The said Provincial General Meeting shall precede the Organisations Annual General Meeting or/and National General Meeting.

Other Related Meeting Provisions

- (18) All matters on which this Constitution is silent shall be decided on motion by simple majority of members present at a meeting of the Executive Committee or of any annual general meeting or special general meeting of the Organisation.
- (19) All matters for consideration by the Executive Committee or by the Organisation or any Province shall be decided on motion duly seconded and voted on by show of hands unless a ballot is demanded by a simple majority of members.
- (20) A secret ballot shall be taken at any meeting on any issue should such secret ballot be demanded by not less than 25% of the members then present and entitled to vote at such meeting. The provisions of clause 23.3 shall be applied to any such secret ballot.

24. NOTICES AND AGENDA FOR MEETINGS AND MINUTES

- (1) All notices to be forwarded in terms hereof shall be forwarded by electronic mail, fax, prepaid registered post, the latter shall be presumed to have been received on the third business day after posting and in the case of a fax or electronic mail, on the day of transmission.
- (2) All notices posted shall be forwarded to the last supplied address of the member.
- (3) Special meetings of the Executive Committee shall be called by the National Secretary in consultation with the National Chairperson

whenever he or she deems it advisable or upon a requisition signed by not less than 3 (three) members of the Executive Committee in which event a meeting shall be held within 14 (fourteen) days of the receipt of the requisition by the National Chairperson.

- (4) Notices of Annual General Meetings or National General meetings or any special general meetings, showing the business to be transacted thereat, shall be given to members in writing by the secretary not less than 21 (twenty) one days if sent by post and (14) fourteen days if sent by fax or electronic mail before the date of such meeting, provided that, in the event of a special general meeting such shorter written faxed or electronically mailed notice being not less than 48 (forty eight) hours as may be decided by the National chairperson.
- (5) No notice for any meeting is valid without a properly constituted agenda accompanying such notice.
- (6) Such notice must be accompanied with any correspondence and or document applicable to that meeting.
- (7) Other competent matters in the agenda must be identified prior to and included in the agenda; unless it arises from the correspondence.
- (8) Minutes of all meetings at National level will be kept by Executive Committee and minutes of all provincial meeting will be kept by the Provincial Working Committee

25. QUORUM FOR MEETINGS

National Meetings

- (1) The quorum at any Annual General Meeting, National General Meeting, special general meeting or the Executive Committee of the Organisation shall be 50% (fifty) percent plus 1 of members in good standing.
- (2) If within 60 (sixty) minutes of the time fixed for any meeting a quorum is not present, the meeting shall stand adjourned to the same day in the two-weeks following (and if that is a public holiday, then to the next succeeding working day) at the same time and place.
- (3) The members then present shall form a quorum.

Provincial Meetings

- (4) The quorum for any Provincial General Meeting and Provincial Working Committee meeting of the province shall be 50% (fifty) percent plus 1 of members in good standing.
- (5) If within 30 (thirty) minutes of the time fixed for any meeting a quorum is not present, the meeting shall stand adjourned to the same day in the

week following (and if that is a public holiday, then to the next succeeding working day) at the same time and place.

- (6) The members of the Provincial Working Committee then present shall form a quorum.

CHAPTER 6: PARTICIPATION IN BARGAINING COUNCIL MATTERS

26. PARTICIPATION IN THE FETC SECTOR BARGAINING UNIT OF ELRC AND OR GPSSBC

- (1) The Organisation shall, in terms of ELRC collective agreement number 5 of 2007, participate in the creation of a bargaining unit, in the ELRC, for the FET colleges sector
- (2) The Organisation shall, in terms of GPSSBC Resolution number 1 of 2007, participate in the creation of a bargaining unit, in the GPSSBC, for the FET colleges sector
- (3) The Organisation shall, as a collective, participate in the FET Sector bargaining unit/s in the interests of its members
- (4) In accordance with the obligations of the state in terms of the FETC Act and ELRC collective agreement number 5 of 2007 and GPSSBC Resolution number 1 of 2007, it may become necessary for the Organisation to consult and interact with the state on issues of common interest that impact on the bargaining process.
- (5) Representation on behalf of the Organisation in the ELRC and or GPSSBC shall consist of a representative from the Executive Committee and a representative from the Provincial Working Committee (a delegate to the Executive Committee). The principle is the involvement of all Provincial Working Committees in the ELRC and or GPSSBC and its committees and must include the principle of rotation.
- (6) If the number that the Organisation qualifies for is less than that envisaged, then candidates for election as representatives on the ELRC and or GPSSBC and its committees shall be nominated at the meeting and the election shall take place by ballot as provided for in terms of this Constitution. Only members present and entitled to vote at such meeting shall be entitled to cast ballots.
- (7) The Organisation's representatives on the ELRC and or GPSSBC and its committees may be removed by a decision of the Executive Committee. Representatives may resign on giving one month's notice to the National Secretary.
- (8) In the event of the resignation or death of a representative on the ELRC and or the GPSSBC and its committees or his/her removal by the Executive Committee, the vacancy shall be filled by the Executive Committee.
- (9) Representatives shall have full power subject to prior ratification by the Executive Committee or by any general meeting to enter into agreements on behalf of the Organisation relating to the purpose for which they have

been mandated. Collective Agreements can only be signed by the National Chairperson or upon his/her mandate, the National Secretary.

- (10)** The Executive Committee must convene at least one bargaining consultative meeting, which is a national general meeting, per year to formulate employment policy and mandates for effective participation in the bargaining process. Each member shall be entitled to at least one representative to such meeting.

(11) CHAPTER 7: LOCK-OUT AND SPECIAL BALLOTS

27. BALLOTS

- (1) In addition to those cases in respect of which the taking of a ballot of members of the whole organisation is compulsory in terms of this constitution, a ballot on any question shall be taken if the Executive Committee so decides, and shall also be taken:
 - (a) If demanded in writing by at least (25%) twenty five percent of the members present of the Organisation; and
 - (b) On any proposal to call a lock-out.
- (2) Such ballots shall be conducted in the following manner:
 - (a) Notice of ballot shall be given to each member of the Organisation in writing at least 3 (three) days before the ballot is to be taken, provided that a ballot may be taken without notice at any general meeting of the Organisation or Province on the decision of a majority of the members present;
 - (b) Two scrutineers shall be appointed by the Executive Committee at a general or annual general meeting of the Organisation or Province at which such ballot is being taken to supervise any ballot and to ascertain the result thereof;
 - (c) Except in the case of postal ballots and ballots taken at general meetings on the decision of a majority of members present, ballots shall be conducted at the place on the date and during the hours as may be specified in the said notice;
 - (d) Ballot papers shall be provided by the National Secretary. The issue to be voted upon shall be set forth clearly on the ballot paper and such paper shall not contain any information by means of which the identity of any voter can be ascertained;
 - (e) One ballot paper only shall be issued on demand at the place during the hours fixed for the taking of the ballot to each member who is entitled to vote;
 - (f) Each voter shall in the presence of the scrutineers be issued with one ballot paper which shall be completed, folded and deposited in a ballot box provided for the purpose;
 - (g) Ballot boxes shall be inspected by the scrutineers and sealed by the National Secretary in their presence prior to the issuing of ballot papers. Ballot papers bearing marks other than the marks required in recording the vote shall be regarded as spoilt and shall not be counted;

- (h) On completion of the ballot or so soon thereafter as possible the result shall be ascertained by the scrutineers in the presence of the National Secretary and made known to the Executive Committee; and
 - (i) Ballot papers, including spoilt papers, shall be placed in a container which shall be sealed after they have been counted and retained by the National Secretary for not less than three years unless all of those present agree the ballot papers be destroyed.
- (3) The Executive Committee may decide that a postal ballot of members shall be taken, in which event the ballot shall be conducted in the following manner:
- (a) The National Secretary shall send by registered post to each member of the organisation a ballot paper and a stamped and addressed envelope marked "Ballot";
 - (b) The ballot paper shall on completion be inserted in the envelope provided for the purpose, shall be sealed and posted so as to reach the National Secretary within (14) fourteen days from date of dispatch from head office to such member;
 - (c) On receipt of such envelopes, the National Secretary shall immediately place such envelopes in a sealed ballot box;
 - (d) Two scrutineers shall be appointed by the Executive Committee to ascertain the result of the ballot; and
 - (e) The ballot box shall be opened and the ballot papers counted by scrutineers in the presence of the National Secretary, who shall immediately advise the Executive Committee of the result of the ballot.
- (4) The same procedure shall *mutatis mutandis* apply to a postal ballot confined to members of the Executive Committee.
- (5) In any ballot conducted in connection with any election, the candidates, up to the required number, receiving the highest number of votes shall be declared elected.
- (6) The Executive Committee shall be bound to take action according to the decision of a majority of the members voting in a ballot.
- (7) The organisation shall, before calling a lock-out, conduct a ballot of those of its members in respect of whom it intends to call the lock-out.
- (8) Notwithstanding anything to the contrary contained in the Constitution, members of the Organisation shall not be disciplined or have their membership terminated for failure or refusal to participate in the lock-out if:

- (b) No ballot was held about the lock-out; or
 - (c) A ballot was held, but a majority of the members who voted did not vote in favour of the lock-out.
- (9) The organisation shall, before calling a lock-out, conduct a ballot of those of its members in respect of whom it intends to call the lock-out.

CHAPTER 8: REPORTING AND ACCOUNTABILITY

28. FINANCES OF THE ORGANISATION

- (1) The financial year of the Organisation shall be 1 January to 31 December of the same year.
- (2) The financial quarters shall be:
 - (a) 1 January to 31 March;
 - (b) 1 April to 30 June;
 - (c) 1 July to 30 September; and
 - (d) 1 October to 31 December (last quarter).
- (3) The signatories to the accounts of the Organisation shall be the National Chairperson and the National Secretary with the National Vice Chairperson and the Treasurer as their respective alternates.
- (4) All payments, irrespective of the method used, must be authorised and all cheques must be signed by any 2 (two) office bearers.
- (5) All amounts due to or collected on behalf of the Organisation shall be paid to the Treasurer who shall deposit them in such bank as may be decided upon by the Executive Committee.
- (6) Receipts shall be issued for all monies received. All monies received shall be deposited within 2 (two) banking days of receipt thereof.
- (7) The funds of the Organisation shall be applied to the payment of expenses, the acquisition of property, the attainment of the objectives set out in clause 6 and such other purposes as may be decided upon by the Executive Committee for the attainment of any of the said objects.
- (8) Subject to the finance policy of the organisation, payments shall require the authorisation of the Executive Committee and shall be made by cheque; except when the amount in question is less than R2 500.00 (two thousand five hundred Rand), in which case payment may be made from petty cash.
- (9) A committee member who resigns or is expelled from membership shall have no claim on the funds of the organisation as from the date on which the resignation or expulsion takes place.
- (10) Statements of income and expenditure and the financial position of the Organisation shall be prepared for the first three quarters by the Treasurer and submitted to the Executive Committee, within 30 days following on from the close of the quarter.

- (11) The audited financial statements and report shall be distributed to all members at the next Annual General Meeting of the Organisation.
- (12) In accordance with the provisions of the LRA, the Treasurer shall prepare financial statements in respect of each financial year ending on the 31st December each year.
- (13) Such financial statements shall be audited and within 30 days of receipt thereof the National Secretary shall provide the Registrar of Labour Relations with a certified copy of the auditor's report and the financial statements.
- (14) One audit will be performed for the whole organisation
- (15) The auditor of the Organisation must be independent of the Organisation and be registered with the relevant auditing authority.

29. LIABILITY OF MEMBERS, OFFICE BEARERS AND OFFICIALS

- (1) The fact that a person represents a member in the Organisation does not make the person liable for any of the obligations or liabilities of the member to the Organisation.
- (2) A representative of the member, office bearer, official and those elected as office bearers of the Organisation will not be personally liable for any loss suffered by any person as a result of an act performed or omitted in good faith by the representative of the member or office bearer while performing their functions for and on behalf of the member and the Organisation.

CHAPTER 9: GENERAL PROVISIONS

30. WINDING UP

- (1) The Organisation shall be wound up if a ballot conducted in the manner prescribed in this constitution indicates that not less than (75%) seventy five percent of the total number of members of the Organisation entitled to vote, vote in favour of a resolution that the Organisation be wound up in terms of the provisions of The Labour Relations Act No 66 of 1995 as amended or if for any reason the Organisation is unable to continue to function.
- (2) The last-appointed National Chairperson of the Organisation, or if he/she is not available, the available members of the last-appointed Executive Committee of the Organisation, shall forthwith transmit to the Labour Court a statement signed by him/her or them setting forth the resolution adopted of the reasons for the Organisation's inability to continue to function, as the case may be, and request the Labour Court to grant an order in terms of section 103 of the LRA.
- (3) The liquidator appointed by the Labour Court shall:
 - (a) Call upon the last appointed office bearers of the organisation to deliver to him/her the Organisation's books of accounts showing the assets and liabilities together with the register of members for the 12 (twelve) months prior to the date on which the resolution for winding-up was passed or to the date as from which the organisation was unable to continue to function, as the case may be (hereinafter referred to as the date of dissolution), showing the membership fees paid by each member and his/her address as at said date; and
 - (b) Also call upon the said office bearers to hand over to him/her all unexpended funds of the organisation and to deliver to him/her the Organisation's assets and the documents necessary in order to liquidate the assets.
- (4) The liquidator shall take the necessary steps to liquidate the debts of the organisation from its unexpended funds and any other moneys realised from any assets of the organisation, and if the said funds and moneys are insufficient to pay all creditors after the liquidator's fees and the expenses of winding-up have been met, the order in which creditors shall be paid shall be the same as prescribed in any law for the time being in force relating to the distribution of the assets of an insolvent estate, and the liquidator's fees and expenses of winding-up shall rank in order as though the expenses were the costs of sequestration of an insolvent estate.
- (5) After the payment of all debts in accordance with clause 25(4), the remaining funds, if any, shall be distributed among the remaining

members of the organisation on the basis of membership fees actually paid during the (12) twelve months prior to the date of dissolution.

- (6) After payment of all the liabilities any assets that cannot be disposed of in accordance with the provisions of this clause shall be realised by the liquidator and the proceeds paid to the Commission of Conciliation, Mediation and Arbitration (CCMA) in accordance with section 103(5) of the LRA.
- (7) The liability of members shall for the purpose of this clause be limited to the amount of membership fee due by them to the organisation in terms of this Constitution as at the date of dissolution

31. AMENDMENTS TO THE CONSTITUTION

- (1) The provisions of this Constitution may be amended in any manner by way of resolution duly passed by at an Annual General Meeting of the Organisation.
- (2) The proposals from the provinces would be decided at the National General meeting and forwarded to the Annual General Meeting
- (3) Provided that the amendments were discussed and proposals approved at the Provincial Working Committee
- (4) Any member has a right to propose such amendments provided that such motion is supported by another member and duly seconded by a third member.
- (5) Such motion must be forwarded to the National Secretary at least 30 (thirty) days prior to a scheduled Executive Committee meeting.
- (6) The National Secretary must include the matter in the agenda of the Annual General Meeting and then forward the written motion together with the notice of the Annual General Meeting to all members at least 21 (twenty one) days prior to the meeting.
- (7) Not less than two-thirds of the votes of members present and voting at the meeting shall be required to authorise the amendment of this Constitution.
- (8) No amendments, alterations, additions or deletions shall have any force or effect until certified in terms of Section 101 (3) of the LRA.

CHAPTER 10: FOUNDING

32. ADOPTION OF CONSTITUTION, CERTIFICATION IN TERMS OF LRA AND FOUNDING

- (1) We, the undersigned, founding members, hereby adopt and certify that the provisions of the Constitution of the **FURTHER EDUCATION AND TRAINING COLLEGES EMPLOYERS' ORGANISATION**, as regulated in the LRA, have been duly complied with.
- (2) We, the undersigned, founding members, further bring into effect the **FURTHER EDUCATION AND TRAINING COLLEGES EMPLOYERS' ORGANISATION** at this Special Founding Meeting, held on 3rd November 2007 in BENONI, Gauteng.

The National Chairperson
Date:

The National Secretary
Date:

ON BEHALF OF THE FOUNDING MEMBERS (FET COLLEGE COUNCILS) OF THE ORGANISATION

FET College Council on behalf of the FET College	Full Name	Designation	Signature
EASTERN CAPE PROVINCE			
(1) Port Elizabeth FET College			
(2) East Cape Midlands FET College			
(3) Buffalo City FET College			
(4) Lovedale FET College			
(5) King Sabata Dalindyebo FET College			
(6) Ingwe FET College			
(7) Ikhala FET College			
(8) King Hintsa FET College			
FREE STATE PROVINCE			
(9) Goldfields FET College			

(10)	Motheo FET College			
(11)	Maluti FET College			
(12)	Flavius Mareka FET College			
GAUTENG PROVINCE				
(13)	Tshwane South FET College			
(14)	Tshwane North FET College			
(15)	Ekurhuleni West College			
(16)	Ekurhuleni East FET College			
(17)	South West FET College			
(18)	Central Johannesburg FET College			
(19)	Western College FET			
(20)	Sedibeng FET College			
KWAZULU-NATAL PROVINCE				
(21)	Mthashana FET College			
(22)	Umfolozi FET College			

(23) Majuba FET College			
(24) Mnambithi FET College			
(25) Elangeni FET College			
(26) Coastal KZN FET College			
(27) Thekwini FET College			
(28) Umgungu-ndlovu FET College			
(29) Esayidi FET College			
LIMPOPO PROVINCE			
(30) Lephalale FET College			
(31) Capricorn FET College			
(32) Waterberg FET College			
(33) Vhembe FET College			
(34) Mopani South East FET College			
(35) Letaba FET College			
(36) Sekhu-khune FET College			

MPUMALANGA PROVINCE			
(37) Ehlanzeni FET College			
(38) Nkangala FET College			
(39) Gert Sibande FET College			
NORTHERN CAPE			
(40) Northern Cape Urban FET College			
(41) Northern Cape Rural FET College			
NORTH WEST PROVINCE			
(42) Taletso FET College			
(43) Vuselela FET College			
(44) Orbit FET College			
WESTERN CAPE PROVINCE			
(45) West Coast FET College			
(46) Boland FET College			
(47) South Cape FET College			

(48) Northlink FET College			
(49) College of Cape Town FET			
(50) False Bay FET College			