

## **Educators SA: Components of Rules in SA**

1. A table of contents
2. Name
3. Definitions
4. Objects: this is a crucial section as it outlines why the association exists.
5. Powers -suggest using the powers outlined in the Educators SA constitution (adapted)
6. Membership
  - a. Entry to membership
  - b. Eligibility
  - c. Procedures
  - d. Categories
  - e. Rights of Members
  - f. Subscriptions
  - g. Nonpayment of fees
  - h. Cessation or resignation of membership
  - i. Expulsion
  - j. Register of members
7. The Committee
  - a. Powers and duties (functions)
  - b. Appointment
  - c. Office Bearers
  - d. Terms of Office
  - e. Casual Vacancies
  - f. Removal of a Committee Member/ Office Bearer
  - g. Committee Meetings (Frequency, timing, online)
  - h. Procedures of the Committee
  - i. Sub Committees
  - j. Conflict of Interest (refer to legislation)

8. General Meetings
  - a. Annual General Meetings
  - b. Special General Meetings
  - c. Special and ordinary resolutions
  - d. Proxies
  - e. Proceedings at General Meetings
  - f. Voting at General Meetings
  - g. Poll at General Meetings
  - h. Referenda: electronic and postal
9. Minutes
10. Dispute Resolution
11. Financial Reporting
  - a. Financial Year
  - b. Accounts to be Kept
  - c. Accounts and Reports
  - d. Annual Returns
  - e. Appointment of Auditor
12. Prohibition against securing Profits for Members
13. Liability
14. Common Seal
15. Winding Up /Dissolution
16. Application of Surplus Assets
17. By-laws
18. Alterations to the Rules (Constitution)