



FOREST INDUSTRIES TRAINING PROVIDERS ASSOCIATION

CONSTITUTION

DEFINITIONS & ACRONYMS

Member : Paid up member

1. PREAMBLE

FITPA is an association of Training Providers conducting training in forestry and related sectors. FITPA is a Non-profit Organization.

Mission statement:

The Forest Industry Training Providers Association of South Africa (FITPA) is an inclusive, voluntary body. We aim to serve Forestry and related industries in an ethical and sustainable manner in order to assure quality accredited training. We will work in partnership with Fibre Processing and Manufacturing Sector Education and Training Authority (FP&M SETA) and the Industry for the upliftment and empowerment of all stakeholders.

2. FOUNDING PRINCIPLES

- 2.1 Membership of FITPA is voluntary.
- 2.2 The independence of individual providers is recognised.
- 2.3 FITPA is not a pressure group but an active partner with relevant parties in the delivery of quality training services to the sector.
- 2.4 FITPA subscribes to the supremacy of the constitution and the rule of law.
- 2.5 Every member shall be required to uphold the dignity of the association and the training profession: to act in an honourable and responsible manner and to regulate training in a manner consistent with the principles promoted by SAQA and the NQF.

3. SCOPE OF THE ASSOCIATION

- 3.1 Improve Communication between Training Providers by:
 - 3.1.1. establishing channels of communication and facilitating opportunities for training providers to meet on a regular basis and to network with one other;

3.1.2. assisting training providers to identify their strengths and weaknesses and, in line with the Forestry Charter, to assist one another to develop capacity.

3.2 Improve Communication between Training Providers and relevant Government departments by:

3.2.1. developing channels of communication between training providers and relevant Government bodies such as FP&M SETA, Dept. of Labour, DAFF, SAQA and the official quality assurance bodies QCTO.

3.2.2. highlighting the administrative problems which impact negatively on the performance of training providers and seeking mutually beneficial solutions.

3.3 Capacity Building and Mentoring for Emerging Training Providers:
Investigate and create a structure to assist emerging training providers.

3.4. To establish and maintain communication between FITPA and the Timber Growers and SAFCA.

3.5 Unit Standards
Commit to the ongoing development and revision of unit standards and qualifications for the forestry and related sectors.

3.6 Needs Analysis and research
Facilitate national strategic planning and evidence-based research in conjunction with FP&M SETA and relevant Industry stakeholders.

3.7 Sector Education and Training Authority (Seta) representation
Be pro-active in our attempts to influence decision-making in FP&M SETA in the best interests of the industry.

3.8 Accreditation of Training Providers
Work with the relevant CEP's with the accreditation of training providers in the forestry sector, when requested to do so.

4. MEMBERSHIP

The following categories of training providers are eligible for membership of FITPA:

- FP&M SETA accredited training providers.

- Emerging training providers that are linked to an accredited provider for a developmental period, limited to two years, within which they must achieve full accreditation with FP&M SETA.
- Training Providers accredited with other SETA's that provide essential training within forestry and related sectors.
- Any other person or body that the association deems to have a stake in the industry (by 2/3 majority vote).

4.1 Members Rights and Obligations

- 4.1.1. Financial Statements will be presented in line with Section 21 company requirements.
- 4.1.2. Each Member will contribute a nominal amount to FITPA per annum as a membership fee. This amount shall be determined annually according to the National and Regional budgets and will be agreed at the AGM.
- 4.1.3. Initial membership fee to be paid on acceptance, thereafter lump sum membership fees to be paid up within 3 months of the start of the year and monthly subscriptions not to fall later than 60 days of due date.
- 4.1.4. Every paid up member organization shall have the right to cast one vote at general meetings. Votes by proxy will be accepted.
- 4.1.5. Every member shall have right of access to all documentation pertaining to any business of the Association.
- 4.1.6. All members shall have responsibility to report any form of malpractice to the Executive Committee of FITPA.

4.2 Disciplinary measures and termination of membership

Membership will be terminated on the following grounds:

- 4.2.1 Upon the breach of any terms set out herein, after having been duly charged, granted a proper inquiry chaired by the chairperson (or an elected person in the case of misconduct of the chairperson) and found to be guilty of misconduct.
- 4.2.2 Upon written resignation by the member.
- 4.2.3 Default on payment of membership fees.

Becoming a member

Membership is voluntary, non members do not have the right to any information etc that the organisation may develop / distribute. Application for membership will be submitted and tabled during Executive meetings (scheduled or ad-hoc) for approval.

5. ORGANISATIONAL STRUCTURE

5.1. Executive National Committee will consist of 5 persons:

One representative from each of the following regions:

- KwaZulu-Natal / Free State
- Mpumalanga / Limpopo / Gauteng/ NW Province
- Eastern / Western Cape / Northern Cape
- National Chairperson – not a regional representative
- Secretary/treasurer

All positions are voluntary / unpaid and the Committee shall be elected into office by paid up members. Payment for specific services (e.g. Secretariat) may be paid for based on a decision of the Executive team and sign off of the Chair person.

6. POWERS AND FUNCTIONS OF OFFICE BEARERS

6.1. CHAIRPERSON

- 6.1.1. Shall chair all general, special and executive meetings.
- 6.1.2. Shall grant any member the chance to speak during meetings.
- 6.1.3. Shall order any member out of the meeting if the conduct of such member warrants it.
- 6.1.4. Shall have a casting vote in the event of a tie in votes.
- 6.1.5. Shall mandate the secretary to call meetings.
- 6.1.6. Shall be a co-signatory to the cheques drawn on the bank account of FITPA
- 6.1.7. Shall represent the association at all official meetings.
- 6.1.8. Shall be responsible for the application of the principles.
- 6.1.9. Shall sign the official minutes of all meetings of FITPA.
- 6.1.10. Shall prepare and deliver annual chairperson's report.

6.2. SECRETARY / TREASURER

- 6.2.1. Shall take, keep and circulate minutes of all meetings. (Minutes to be circulated within two weeks of meetings held.)
- 6.2.2. Shall be responsible for all correspondence.
- 6.2.3. Shall keep all correspondence open to members.
- 6.2.4. Shall keep a register of the names and details of all the members of FITPA.
- 6.2.5. Shall be a co-signatory to the cheques drawn on the bank account of FITPA.
- 6.2.6. Shall send out timeous notice of all meetings to members of FITPA.
- 6.2.7. Shall assume the duties of the chairperson in his absence.
- 6.2.8. Shall receive all monies of FITPA and deposit it within seven days, in the bank chosen by the Executive Committee.

- 6.2.9. Shall issue receipts bearing the stamp of FITPA.
- 6.2.10. Shall report on financial statements quarterly and at all general meetings.
- 6.2.11. Shall ensure that all payments are supported by appropriate vouchers.
- 6.2.12. Shall keep such books of account as may be necessary to record clearly the position of FITPA.
- 6.2.13. Shall be responsible for working out and executing plans for fund raising.

6.3. REGIONAL REPRESENTATIVES

- 6.3.1 Actively promote the Association and communicate with training providers in their regions.
- 6.3.2 Convene a Regional Meeting at least one week before the Executive Meeting to discuss matters to take forward to the Executive Meeting.
- 6.3.3 Chair regional meetings in line with standard meeting procedures.
- 6.3.4 Arrange for minutes to be taken and circulated to regional members and the Executive Committee.

7. MEETINGS

7.1. Annual General Meeting (AGM)

This is a meeting of all FITPA members in good standing, chaired by the Chairperson, for the purpose of submitting and approving the annual business and financial reports, ratification of amendments to the constitution, introduction and discussion of motions.

7.2. Extraordinary General Meeting

A special meeting of all FITPA members, chaired by the Chairperson, for the purpose of dealing with matters of a specific/urgent nature. This meeting may be called by a majority of executive Committee Members, the Chairperson in consultation with Office Bearers or upon a request signed by not less than thirty percent (30%) of the paid-up membership.

7.3. Executive Meetings

Will be held at least once a year to address any training-related issues that have been raised during the year; to take stock of financials and to receive feedback from the regional representatives.

In the event of a Regional Representative not being able to attend an Executive meeting, members present at the Regional Meeting preceding the Executive Meeting will nominate a representative to attend in his place.

7.4. Regional Meetings

Will be held at the discretion of the Regional Representative, in conjunction

with the regional members. A Regional Meeting will be held at least one week before the Executive Meeting, to discuss matters to take forward to the Executive Meeting.

7.5. Procedure at Meetings

Standard meeting procedures will be applied at all meetings, including approval of previous minutes confirmed by the signing thereof by the Chairperson and the secretary; taking minutes to reflect all decisions taken; motions to be seconded for consideration, voted upon and results recorded; adherence to time constraints.

7.6. Quorums

50% + 1 FITPA members present shall constitute a quorum.

8. AMENDMENTS

Amendments to the Constitution may be made by resolution of a General Meeting or Annual General Meeting provided that all members have been given notice of the proposed amendment(s) at least twenty-one (21) days prior to the meeting.

All matters of procedure on which this Constitution is silent, shall be decided on motion by a majority vote of members present at a General Meeting or at an Annual General Meeting.

9. BY-LAWS

Rules and procedures to clarify any article or a sub-Clause of any article contained in the Constitution will be drawn by the Executive Committee Members from time to time and will form part of this Constitution.

10. DISSOLUTION OF THE FORUM

FITPA may be dissolved by a resolution passed during a General Meeting at which two thirds (2/3) of the votes cast are in favour of the resolution. Such a resolution shall include a directive for remaining fund and assets re-allocation.

Adopted:

Date:

Place: