

Assessment Centre Study Group Constitution

1. Introduction

The Assessment Centre Study Group (“ACSG”) is a special interest group of practitioners in South Africa, which presents an annual conference on Assessment Centre (“AC”) research, methodology and practice. The ACSG functions independently, both professionally and financially. It is run strategically by an elected committee of volunteers on a day-to-day basis.

2. General objectives of the ACSG

- 2.1 To promote the professional use of the AC technique.
- 2.2 To facilitate the exchange of experience, views, opinions and skills of the technique.
- 2.3 To stimulate research about the development and application of the technique.
- 2.4 To ensure that this technique is applied in an ethical and professional manner by its users.
- 2.5 To ensure that the application of the AC technique in Southern Africa keeps pace with global development in this field.
- 2.6 To stimulate transformation by making the ACSG more representative in terms of previously disadvantaged conference attendees, conference speakers and committee members.

3. Specific objectives of the ACSG

In striving towards achieving these general objectives, the ACSG will aim for the following specific objectives:

- 3.1 The hosting of an annual ACSG conference.
- 3.2 The presentation of workshops to improve and maintain users' expertise and skills.
- 3.3 The establishment and maintenance of a dedicated website on the activities of the ACSG. The website will provide information to practitioners regarding the activities of the ACSG and other information which could be of interest to them.
- 3.4 The establishment of a bursary/study aid scheme in support of AC-focused research.
- 3.5 The promotion and facilitation of the publication of articles of high professional standard in recognised professional and career publications.
- 3.6 The development of AC and development centre guidelines for the South African context.
- 3.7 The promotion and facilitation of professional study trips.
- 3.8 The continual liaison and establishment of affiliations with local and global academic and professional organisations/institutions for the promotion of expertise and application of the AC technique in Southern Africa.
- 3.9 The promotion and development of assessment centres among practitioners from all parts of South African society.

- 3.10 The continuous development and application of an ethical code for AC practitioners in South Africa.

4. Management of the ACSG

- 4.1 The ACSG committee shall be the highest authority of the ACSG and shall promote the interest of AC practitioners in South Africa in accordance with the objectives of the ACSG.
- 4.2 ACSG committee members will strive toward meeting the general and specific objective of the ACSG, will operate professionally, ethically and will not have any invested interest to promote their own interest.
- 4.3 The ACSG Committee shall consist of six (6) members and shall be elected by conference attendees. A secretary shall be appointed by the committee and will not be member of the ACSG committee. See appendix A for selection process of new committee members.
- 4.4 The committee shall comprise of an outgoing Chairperson (1 year), Chairperson, Treasurer, Secretary, Conference Coordinator, Marketing and Communication Coordinator, and Special Projects Coordinator. The election of members of the ACSG Committee will take place every second year during the end of term general meeting at the ACSG conference.
- 4.4 The newly elected ACSG committee will select its Chairperson from the committee.
- 4.5 The outgoing Chairperson's role will be to facilitate a smooth transfer of activities to the new ACSG committee and to assist new committee members with their roles.
- 4.6 Disputes within the committee are handled on a constructive basis and if consensus cannot be reached, the members will put it to vote. If disputes are still not resolved, the Chairperson will take the final decision after he/she had exhausted all options available to him/her.

- 4.7 The Chairperson of ACSG must submit a complete operational report to attendees at the annual general meeting.
- 4.8 The Treasurer of ACSG must submit a complete financial report to attendees at the annual general meeting.
- 4.9 No person shall serve on the committee for more than four (4) consecutive years.
- 4.10 Should a vacancy occur on the Committee, the person on either the previous disadvantaged individual (PDI) list or the non-PDI list with the next greatest numbers of votes will be approached and asked to fill the vacancy as appropriate.
- 4.11 ACSG Committee members are not personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the committee member is performing functions for or on behalf of the ACSG.

5. Powers of the ACSG

The ACSG Committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in clauses 2 and 3 of this constitution. Its activities must abide by the law.

- 5.1 The ACSG Committee has the power and authority to raise funds or to invite and receive contributions.
- 5.2 The ACSG Committee has the right to make by-laws for proper management, including the procedure for the termination of membership.

6. Financial Policy

- 6.1 The ACSG will be a not-for-profit organisation and will be fully responsible for the funding of its activities by means of:
 - 6.1.1 Conference and workshop, seminar and publications fees;
 - 6.1.2 Grants and donations;
 - 6.1.3 Other income derived from selling and reselling services and products related to the objectives of the ACSG.
- 6.2 Members and/or the ACSG Committee have no rights in the funds of the organisation solely by virtue of their being members or being on the ACSG Committee.
- 6.3 The ACSG Committee is accountable for efficient bookkeeping and safekeeping of the ACSG records according to acknowledged financial practices and guidelines. It must appoint a bookkeeper to audit the ACSG books once a year.
- 6.4 The ACSG committee must open a current and/or savings or investment account or credit or debit card accounts, in the name of the ACSG, at any recognised commercial bank.
- 6.5 No less than two appointed members of the ACSG committee, shall have signing rights with regard to all financial and contractual transactions.
- 6.6 The ACSG shall have no fixed assets.
- 6.7 The financial year of the ACSG will run from 1 June to 31 May.
- 6.8 The ACSG's accounting records and reports must be ready and handed to the Director of Non-profit Organisations within six months after the financial year-end.

- 6.9 The ACSG's income is not distributable to its members or to the ACSG Committee, except as reasonable compensation for expenditure as a result of services rendered to the committee e.g. flights and accommodation.
- 6.10 Members of the ACSG and members of the ACSG Committee will not be liable for any of the obligations and liabilities of the organisation solely by virtue of their status as members or committee members of the ACSG.
- 6.11 If the ACSG has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. The ACSG can go to different banks to seek advice on the best way to look after its funds.

7. Membership of the Study Group

The ACSG is an interest group with practitioners as members. Membership of the ACSG is therefore open to individuals who support the objectives of the study group and who have a bona fide interest in the AC technique as users and/or practitioners. No annual membership fees will be charged.

- 7.1 Attendance of the ACSG Conference will serve as membership for two years. After a period of three years a member will be removed from the membership list.
- 7.2 The ACSG Committee may terminate the membership of committee members who bring the ACSG as an interest group in disrepute through unethical/unlawful behaviour or who is not delivering on the mandate of his/her portfolio. If the member wants to appeal such a decision, he/she has to submit a written appeal to the ACSG Committee within 30 days of the decision being communicated. The ACSG Committee will review their decision within fourteen (14) days upon receipt of the appeal and inform the committee member of the final decision no later than eighteen (18) days upon receipt of the appeal.

8. Meetings

8.1 The ACSG Committee will meet at least 4 times a year at the most convenient location for all the committee members.

A quorum of 50% will apply at all ACSG committee meetings.

8.2 An end term general meeting will be held every second year during the ACSG conference.

The ACSG committee may amend the two year stipulation within limits to fit in with the conference scheduling.

8.3 A special members' meeting may be requested by ACSG committee on own initiative.

A quorum of 50% will apply to end of term meetings and special general meetings.

8.4 Written notice of all members' meetings should be given to all members at least 30 days prior to each meeting. Committee members must attend at least 3 of the 4 meetings that are scheduled for the year. If a member of the committee cannot attend a meeting he/she must forward an apology to the ACSG secretary. Members who do not attend meetings must forward their input to the meeting to the secretary 1 week prior to the meeting.

8.5 Decisions will be based on an absolute majority of votes, except in the case of the dissolution of the ACSG, when a two-thirds majority will be required.

In the event of an equality of votes, the Chairman will have the deciding vote.

9. Dissolution

9.1 In the event that the elected ACSG committee dissolve or the committee does not function effectively any more in terms of the general and specific objectives and mandate given to it by members, will it be taken over by the previous ACSG chairperson's who will resume responsibility for a interim period while a new committee is being formed or elected.

9.2 The ACSG committee will, at dissolution, and once all obligations have been met dispose of any assets only to an organisation or organisations with similar objectives as those of the ACSG and which shall be a body or bodies corporate established not for gain.

10. Affiliation

The ACSG may affiliate itself with other groupings that operate in the same fields as the ACSG. The ACSG will only allow affiliate membership to other groupings and will operate independently (e.g., financially) with its own persona and interest and objectives of its members at heart.

11. Amendment of the Constitution

The Constitution may be amended with the approval of two-thirds of members present during the end term general meeting.

11.1 The constitution may be amended by a resolution. The resolution has to be agreed upon and passed by no less than two-thirds of the members during the end term general meeting or special general meeting or any other method to gain votes from members.

- 11.2 A written notice must go out not less than thirty (30) days before the meeting at which the ACSG Committee will ratify the proposed changes to the constitution (if agreed to by no less than two-thirds of the members). The notice must indicate the proposed changes to the constitution and must provide opportunity for members to vote and to comment.
- 11.3 No amendments may be made which would have the effect of making the ACSG cease to exist.

12. Address of the ACSG

The address and contact numbers of the ACSG will be:

Assessment Centre Study Group
PO Box 1067
Garsfontein
0042
South Africa

Cell +27 (0)83 304 6068
Fax +27 (0)86 514 1946
Judith@acsg.co.za
judith@timeafrica.co.za

APPENDIX A

ELECTION PROCESS FOR NEW ACSG COMMITTEE MEMBERS

Introduction

Election of a new ACSG committee will take place every second year at the end of a two year's term general meeting at the ACSG conference. ACSG members will be informed on the ACSG website 6 months before the conference of the different portfolio's that will become vacant and selection criteria. The guidelines for the selection process will be set out clearly too all members and interested practitioners.

Election guidelines

To be nominated to become an ACSG Committee member you must be a member of the ACSG (e.g., membership is determined by attending the ACSG conference).

Candidates for the ACSG Committee must meet the following minimum requirements:

- Acknowledged as an AC practitioner with at least three years' experience in the application of the AC technique.
- Must have made some contribution in the field of ACs in South Africa
- Must be willing to attend most of the ACSG meetings, and that if does not attend 70% of the meetings he/she can be dismissed.
- Once the committee members have been awarded a portfolio on the ACSG Committee they will have to sign a negotiated performance contract on his/her roles and responsibilities.
- That a performance management system in the form of a balanced score card will be in place for each committee member being assessed

- If committee members do not perform according to his/her negotiated contract that he/she can be relieved of his duties.
- That the committee members will not try to enhance his/or her invested interest, be professional and ethical in his/her conduct.
- To adhere to the ACSG objectives of transformation and equity at least two members of the ACSG committee must be from previously disadvantage groups.
- That only two members of the committee be represented by assessment consultant companies.

Selection Process

- The nomination and the process to be followed for new committee members will be announced by the ACSG chairperson at the **first day** of the conference. Each conference attendee will receive a nomination form in his conference pack once he/she has registered for the conference.
- Nominations for ACSG committee members will be taken in on the first day of the conference and only such nominees will be eligible for election.
- Nominated candidates will be presented to conference attendees on the **second day** (morning) of the conference. Candidates will introduce themselves and indicate what they can contribute the ACSG.
- Conference attendees will be handed a voting form, can only vote for 5 people on the nomination list.
- Votes will be counted by the existing ACSG Committee and the ACSG Chairperson will report the results open and transparently to the conference assembly.
- The first two members of the PDI group who receives the most votes will be deemed elected to the committee.

- The first two nominated candidates who represent a consulting firm who have received the highest votes will be deemed elected to the committee.
- In the event that a committee member resigns from the ACSG committee he/she will be replaced by next candidate on the shortlist.