



**Constitution for the**  
**SA Assessment Centre Study Group NPC**

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## **Constitution of the AC Assessment Centre Study Group NPC**

### **1. Introduction**

The SA Assessment Centre Study Group NPC (“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 by an elected committee of volunteers.

### **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 AC technique.
- 2.3 To stimulate research about the development and application of the AC technique.
- 2.4 To ensure that the AC technique is applied in an ethical and professional manner by its practitioners.
- 2.5 To keep abreast with global developments in respect of AC research, methodology and practice.
- 2.6 To stimulate transformation in the profession by making the ACSG more demographically representative in terms of 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 Host an annual ACSG conference.

- 3.2 Present workshops to improve and maintain practitioners' expertise and skills.
- 3.3 Establish and maintain a dedicated website about the activities of the ACSG. The website will also provide information to practitioners regarding the activities of the ACSG and other related information which could be of value to practitioners and students.
- 3.4 Establishment a bursary/study aid scheme in support of AC-focused research if financially feasible and at the discretion of the ACSG committee.
- 3.5 Promote and facilitate the publication of articles of high professional standard in recognised professional and career publications if financially feasible and at the discretion of the ACSG committee.
- 3.6 Develop and maintain Assessment and Development Centre guidelines for the South African context.
- 3.7 Continued 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 South Africa.
- 3.8 Promote and develop the use of ACs among practitioners from all parts of South African society.
- 3.9 Continuous development and application of an ethical code for AC practitioners in South Africa. The promotion and development of ACs among practitioners from all parts of South African society. Africa. The ACSG committee shall nominate, manage and be instrumental to revisions of the South African Guidelines for Assessment and Development Centres.

#### **4. Management of the ACSG**

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.

- 4.1 ACSG committee members will strive toward meeting the general and specific objectives of the ACSG; operate professionally, ethically and will not have any vested interest in the operations of the ACSG.

- 4.2 The ACSG committee shall consist of five (5) non-related members elected by conference attendees. Three committee members will be nominated to be registered as directors of the ACSG. They will not remain directors after the end of their term.
- 4.3 The committee shall comprise of an outgoing chairperson (1 year), a chairperson, a treasurer and a third director. Additional members may be co-opted to serve on the committee. The committee shall decide which roles members of the committee will fulfil. The treasurer must be able to advise the committee on all financial related matters, compile an annual budget, manage costs and ensure good financial governance including obtaining audited annual financial statements.
- 4.4 The election of members of the ACSG committee will take place during an annual general meeting at an ACSG conference. See appendix A for the selection process of new committee members.
- 4.5 The newly elected ACSG committee will elect a chairperson, a treasurer and third director from the elected committee members.
- 4.6 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.
- 4.7 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 ACSG committee should consult the honorary members for guidance. The decision taken by the honorary members is binding and final and overrules that of the ACSG committee and its directors.
- 4.8 The chairperson of the ACSG must submit a complete operational report to attendees at the annual general meeting.
- 4.9 The treasurer of the ACSG must submit a complete financial report to attendees at the annual general meeting.
- 4.10 The treasurer of the ACSG must maintain, develop and implement financial policies for the ACSG.

- 4.11 Should a vacancy occur on the committee, the person on the list with the next greatest number of votes (during an election) and who was not elected, will be approached and asked to fill the vacancy.
- 4.12 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.
- 4.13 The ACSG shall exist in its own right, separately from its members. The ACSG shall continue to exist even when its membership changes and/or there is a new committee elected.

## **5. Powers of the ACSG**

The ACSG committee shall take on the power and authority needed to achieve the objectives that are stated in clauses 2 and 3 of this constitution. Its activities must abide by the South African 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 compile procedures for proper management, including the procedure for the termination of membership.
- 5.3 The ACSG committee can appoint a public officer (i.e., the ACSG's accountant) to discharge duties on its behalf in relation to completing and submitting documents to relevant authorities in South Africa in respect of VAT and change of directorship.

## **6. Financial Policy**

- 6.1 The ACSG is registered as a non-profit company and will be fully responsible for the funding of its activities by means of:
  - 6.1.1 Conferences, workshops, webinars, AC Academy training workshops and seminars.
  - 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 members 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 registered accountant and an auditor to audit the ACSG's financial records 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 in South Africa.
- 6.5 At least one appointed director together with the treasurer of the ACSG shall have signing rights with regard to all financial and contractual transactions. Support & compliance management will sign all vendor related documentation on behalf of the ACSG.
- 6.6 The financial year of the ACSG will run from 1 June to 31 May.
- 6.7 The ACSG's financial records and reports must be ready and an income tax return submitted to the South African Revenue Services within six months after the financial year-end.
- 6.7.1 Should the ACSG receive exemption from income tax from the South African Revenue Services, it shall meet the necessary requirements to maintain this status.
- 6.7.2 The ACSG shall meet all the legislated requirements regarding Value Added Tax (VAT).
- 6.8 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. contracted administrative services, airfare, shuttle fees and accommodation.
- 6.9 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.
- 6.10 If the ACSG has funds that can be invested, the ACSG can go to different banks in South Africa to seek advice on the best way to look after its funds.

## **7. Membership of the ACSG**

The ACSG is an interest group with practitioners, interns and students as members. Membership of the ACSG is therefore open to individuals who support the objectives of the ACSG 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 A person who attends an ACSG conference will become a member of the ACSG after attending a conference for a period of two consecutive years. A nominal annual membership fee will be charged to persons that wish to become members of the ACSG.
- 7.2 The ACSG committee may terminate the membership of committee members who bring the ACSG into disrepute through unethical/unlawful behaviour or who are 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.
- 7.3 Honorary membership is awarded to individuals who have made significant contribution to both the science and practice of ACs in South Africa. Individuals eligible for honorary membership should be nominated as per the agreed-upon process and policy guidelines determined by the ACSG.
- 7.4 In addition to assisting the ACSG committee in those instances referred to in clause 4.7, honorary members should also avail themselves to assist with the following tasks (but not limited to:
  - 7.4.1 verify the votes counted to determine the outcome of the election process for new committee members (see Appendix A);
  - 7.4.2 assist in the blind peer review process of submitted abstracts; and
  - 7.4.3 act as advisors to the ACSG committee.



**8. Blind Peer Review**

- 8.1 To ensure the successful execution of Objective 3.1, the ACSG committee must identify individuals (local and/or international) in good standing in the field of ACs to act as reviewers of submitted abstracts.
- 8.2 Each submitted abstract must be blind peer reviewed by at least two reviewers.
- 8.3 In those instances where there is disagreement between the reports of the two blind peer reviewers, the ACSG committee must refer the submitted abstract to a third blind peer reviewer. The outcome of the third blind peer review forms part of the majority outcome.
- 8.4 All individuals who have submitted abstracts are entitled to receive the feedback provided by the blind peer reviewers.
- 8.5 The decision to accept a submitted abstract for inclusion in the annual conference programme is based on the feedback provided to the ACSG committee by the blind peer reviewers.
- 8.6 The ACSG committee's decision to include / exclude an abstract in the annual conference is final and not open for negotiation.

**9. Meetings**

- 9.1 The ACSG Committee will meet at least four (4) times a year at the most convenient location for all the committee members or virtually.
  - 9.1.1 ACSG committee members must attend at least three (3) of the four (4) meetings that are scheduled for the year. If a committee member cannot attend a meeting, they must forward an apology to either the chairperson or support & compliance management before the meeting. Committee members who do not attend meetings must forward their input to support & compliance management prior to the meeting.
  - 9.1.2 Minutes of all meetings must be kept electronically and must always be available for members to consult.

- 9.2 An end term general meeting will be held annually during the ACSG conference.
- 9.3 A special members' meeting may be requested by the ACSG committee when required.
- 9.4 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 equal number of votes, the chairperson will have the deciding vote.

## 10. **Dissolution**

- 10.1 In the event that the elected ACSG committee dissolves or the committee does not function effectively any more in terms of the general and specific objectives and mandate given to it by members, it will be taken over by the previous ACSG chairperson who will assume responsibility for an interim period while a new committee is being formed or elected.
- 10.2 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.
- 10.3 The organisation may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

## 11. **AC Academy**

- 11.1 The AC Academy forms part of the structure of the ACSG.
- 11.2 The AC Academy will develop its own constitution and policies.
- 11.3 The constitution and policies of the AC Academy should not conflict with the constitution and policies of the ACSG.
- 11.4 An ACSG committee member will liaise with the AC Academy board as part of their ACSG committee portfolio.

11.5 Mutatis mutandis, clauses 6.8, 6.9 and 6.10 will also be applicable in respect of the activities of the AC Academy in relation to the ACSG and the ACSG committee.

11.6 Except regarding clause 11.4, an ACSG committee member cannot be part of both the ACSG committee and AC Academy board.

## 12. **Affiliation**

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

12.2 The ACSG can pursue memorandums of understanding (MoU) with organisations / institutions / groups with similar and / or complementary goals and objectives.

## 13. **Amendment of the Constitution**

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

13.1 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 an annual general meeting or special general meeting, or any other method to gain votes from members.

13.2 A written notice must be given 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 present at the meeting). The notice must indicate the proposed changes to the constitution and must provide opportunity for ACSG members to provide ~~vote and to~~ comment .

13.3 No amendments may be made which would have the effect of making the ACSG cease to exist.

14. **Address of the ACSG**

The postal address and contact details of the ACSG will be:

Assessment Centre Study Group  
B5: Portion 11 of Hillview No 437  
Plettenberg Bay  
6600  
South Africa

Cell +27 (0)83 304 6068  
Fax +27 (0)86 514 1946  
[judith@acsg.co.za](mailto:judith@acsg.co.za)  
[acsgsa@gmail.com](mailto:acsgsa@gmail.com)

## **APPENDIX A**

### **ELECTION PROCESS FOR NEW ACSG COMMITTEE MEMBERS**

#### **Introduction**

Election of a new ACSG committee will take place every second year during an ACSG conference.

- An ACSG committee's term ends after a two-year term.
- Committee members that have served on the ACSG committee for one two-year term may be nominated for a second two-year term.

#### **Election guidelines**

The ACSG committee is elected from volunteers who do not receive any financial compensation.

To be nominated to become an ACSG committee member the person must have attended the previous two consecutive conferences.

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

- is a professional with practical experience in ACs;
- is an emerging professional with an interest in ACs;
- must be able to attend the ACSG meetings;
- members who have previously served on the ACSG committee are eligible for re-election;
- members who would like to serve in the following term are eligible for re-election provided that they performed to the satisfaction of the chairperson during their tenure;
- committee members should be as representative as possible of all current members in good standing;
- committee members will not try to enhance his/her own vested interests and must be professional and ethical in his/her conduct; and
- a person who has previously been relieved of their duties from the ACSG committee will not be eligible for re-election.

## **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.
- Nominations for ACSG committee members will be taken in on the first day of the conference and only nominees will be eligible for election. The nomination process will close 30 minutes after completion of the last session on the first day of the conference.
- Conference attendees complete a voting form and can only vote for a maximum of six (6) people on the nomination list.
- Votes will be counted by the honorary members present at the conference. The current ACSG chairperson will report the results openly and transparently to the conference assembly.