



FIPSA

FUNERAL INDUSTRY PRACTITIONERS
OF SOUTH AFRICA

CONSTITUTION

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1. PREAMBLE

The funeral industry has been playing a vital role in our nation and the economy, and it came to us that we should meet as active participants of the industry. Whereas the FUNERAL INDUSTRY PRACTITIONERS OF SOUTH AFRICA (FIPSA) was founded in 2018 to promote the issue of professionalism, confidentiality, accountability, compliance, networking and promote economic development amongst funeral practitioners.

Serve the interest of all our clients without prejudice all who need our services;

FIPSA shall be a juristic person with the rights to sue and be sued as a result, we as members of this association, pledge ourselves to serve our nation in our respective community where we operate, to conduct our business operations professionally, honourably, and respectfully.

In this declaration we agree to the following:

- a) Adhere to ethical standards in relation to fellow practitioners and clients
- b) Treat all beliefs and religions with the respect they deserve
- c) Maintain strict confidentiality towards all personal information
- d) Follow all necessary health precautions as stated in applicable regulations
- e) Respect and emotionally support families of the deceased during their bereavement
- f) Demonstrate respect towards the deceased on their final journey

2. AIMS AND OBJECTIVES

- a. To protect and defend as may be deemed expedient, the interest of funeral industry and oppose any measure which directly or indirectly impedes or hinders the progress and commercial development of the funeral industry.
- b. To uplift and maintain a high standard of the funeral services through training and development.
- c. To collect knowledge, skills, information and distribute these amongst members of the association and to that end, to acquire, print, subsidise or publish newspapers, books, periodicals or leaflets.
- d. To promote bulk buying amongst members and also to encourage promoting local industry, i.e. manufacturing of coffins, wreaths and other related items.
- e. To advise and ensure the elimination of all knowledge, grievances, and to act as arbitrators in the settlement of dispute amongst members by careful scrutiny of the cases of such disputes and all relevant issues pertaining there.

- f. To purchase, acquire, sell, develop, lease, mortgage and manage any immovable property donated or otherwise acquired from any source whatsoever.
- g. To encourage the establishment and maintenance of commercial training.
- h. To communicate with institutions having similar objectives on all subjects of mercantile interests and to co-operate with other funeral services associations in order to better and achieve the above-mentioned objectives.
- i. To operate banking and/or building society accounts, to invest and reinvest funds of the association.
- j. To protect the public and association from malpractice regarding service rendered.
- k. To borrow or raise money from banks or any other financial institutions and/or companies and to give security in the form of mortgage bonds or notaries bonds to be registered over the property owned by the association.
- l. To defray travelling and subsistence expenses of the association officers, delegates or employees engaged in the affairs of the association.
- m. To organise, promote, encourage the spirit of unity, brotherhood and ubuntu among funeral directors throughout all areas of jurisdiction.
- n. To serve as a sole official body representing funeral directors registered as members with power to make representations to any authorities on all matters affecting funeral services generally.
- o. To determine, collect from and to enforce the payment by all members of the association subscriptions annually or otherwise, and to increase from time to time such subscriptions.
- p. To make from time to time, to alter or vary rules for regulating
 - i. The administration of the affairs of the FIPSA and all matters incidental thereto;
 - ii. The election of members and to determine their respective rights and privileges.

3. VISION

To be an organization of choice for funeral services providers, protecting and developing, advice and representing our clients through CONSISTENT ACHIEVEMENT OF EXCELLENCE in every sphere of funeral services provision and client service.

4. MISSION

- To remain committed to quality service and strengthening the connection between our members and their clients.
- To differentiate through superior service which adds value but remains affordable
- To provide operational excellence,
- to stay innovative in the application of funeral services and solutions
- Enhance the excellence of people with our high-performance climate and culture to ensure superior sustainable business performance
- promotes excellence within the funeral industry in partnership with relevant stakeholders and encourage economic growth amongst our members

5. OUR VALUES

- As an organisation and as individuals we value above all else Reliability, Integrity, Accountability, and mutual Respect. For our members, we offer a rewarding and challenging environment where personal development can flourish. We hold ourselves accountable to our members and partners by honouring our commitments, providing results.
- *Reliability*: Striving for the highest quality services and delivering it with pride
- *Accountability*: Clarifying and accepting responsibility and delivering on our commitments.
- *Respect*: Driving service delivery with respect towards all our stakeholders, embracing openness, trust, teamwork, diversity and relationships that are mutually beneficial.
- *Integrity*: Honouring our mandate and doing what is right.

6. DEFINITIONS

FIPSA = Funeral Industry Practitioners of South Africa

Member = a person who satisfied all the relevant requirements

Accountable = Means to answer for one's conduct, decisions or actions

Meeting = Means a gathering of members who come together for a specific purpose

Chaplain = Means a Priest, Religious or Spiritual Leader

Constitution = Means FIPSA Constitution

Contractual Liability = Means the debt or risk a party take on or assumes when it enters into an agreement with another party or parties; usually expressed in a written and binding contract

Electoral College = refers to a body appointed by FIPSA to constitute an Electoral College

Endorse = means approved or supported

EX-Officio = means by virtue of his or her position or office

Honorary Membership = refers to membership given as a mark of honour without the usual requirements or privileges of membership

Jurisdiction = means the range of authority one has over individuals and events

NEC = means the National Executive Committee

NGC = National General Council

DC = means Disciplinary Committee

Nominate = means to raise or propose by name a candidate

Organisation = means FIPSA

PGC = Provincial General Council of FIPSA

President = means the President of FIPSA

Deputy President = means Deputy President of FIPSA

Quorum = means the minimum number of office bearers or members of a structure, committee or gathering usually a majority who must be present for the valid conduct of a meeting

REC = means the Regional Executive Committee

Regions = means the geographical area of a province demarcated in terms of government demarcations

Secretary General = means the Secretary General of FIPSA

Deputy Secretary = the Deputy Secretary of FIPSA

Treasurer General = means the Treasurer General of FIPSA

PEC = Provincial Executive Committee

Additional member = a member that get elected in to a committee without a position allocated to.

7. ORGANISATION NAME

The name of the organization shall be:

- FUNERAL INDUSTRY PRACTITIONERS OF SOUTH AFRICA, herein after referred to as FIPSA
- The colours of FIPSA are black and gold.

8. HEADQUATERS

The Head-quarters' of the organization shall be determined by the National Executives Committee (NEC)

9. JURISDICTION

Jurisdiction shall be within South Africa and any neighbouring countries wherein our members are conducting funeral related businesses.

10. ORGANIZATIONAL STRUCTURE

The Organization shall comprise of the following

1. National Executive Committee (NEC)
2. National Working Committee (NWC)
3. National General Council (NGC)
4. Provincial Executive Committee
5. Provincial General Council
6. Regional Executive Committee (REC)
7. Regional General Council



11. PROVINCES

For the purpose of FIPSA coordination the country shall be divided into the following provinces which shall be demarcated to correspond strictly to provincial and regional boundaries as stated in the constitution of the Republic of South Africa.

The following are FIPSA provincial structures:

FIPSA EASTEN CAPE,

FIPSA FREE STATE,

FIPSA GAUTENG,

FIPSA LIMPOPO

FIPSA MPUMALANGA,

FIPSA NORTH WEST,

FIPSA NORTHEREN CAPE,

FIPSA WESTEN CAPE,

KWA ZULU NATAL

12. MEETINGS

- a) NEC shall annually meet four (4) times, once quarterly and may meet on special meeting where there's a need and being made/ called by the relevant people.
- b) NWC shall annually meet four (4) times once quarterly and may meet on special meeting where there's a need and being made/ called by the relevant people.
- c) PEC shall annually meet four (4) times once quarterly and may meet on special meeting where there's a need and being made/ called by the relevant people.
- d) REC shall meet monthly
- e) NGC shall be once annually
- f) PGC shall be once annually
- g) RGC once a year

a. MEETINGS RULES

- a) All meetings shall have an agenda and minutes taken, all minutes should be filled by the secretary. Copies should be send to members within seven days.
- b) All notices that should be send before meetings should be done so.
- c) The executive may after due deliberation and consideration call a special meeting.
- d) Voting in all meetings shall be by show of hands except in the election of executive Committee in which event it shall be by secret ballot.
- e) Every member shall be entitled to one vote and no voting by proxy shall be permitted. Also a member may nominate and second a nominated member.
- f) In the event of any equality of votes, the presiding officer shall have in addition to his vote, a casting vote.
- g) Quorum off all meetings shall be one-thirds (I suggest 50+1) of the number of members.
- h) Members to the National Executive Committee shall be nominated from provinces and affirmed by the PEC

13. MEMBERSHIP

- FIPSA Membership shall be open to all funeral practitioners of South Africa and to those that are conducting funeral related business in the neighbouring countries.
- Membership fee and subscription fee for all the categories shall be determine by the NEC. To be considered he/she must have an office where business is conducted.
- Application for membership shall be considered at the Regional level by the REC or such interim structures as the PEC or NEC which may decide on the applications, and may accept or refuse any application for membership provided such acceptance or refusal subject of review by the next high structure of FIPSA
- Member with offices in different provinces should also register on a region and province operating as well.
- Membership certificate and cards shall be issued to registered members by the National office.
- All members irrespective of position shall have a right to submit complain to the relevant structure in writing and in turn the executive shall without any undue delay on receipt thereof process and be communicated.

14. MEMBERSHIP CATEGORIES

There shall be four (4) categories of membership

1. Full Members
2. Honorary Members
3. Associate Members
4. Corporate Members

Full Member may only be admitted if he/she satisfy the criteria, he/she must:

- ✓ Be in possession of all licences required by law;
- ✓ Occupy premises from where activities of a permanent nature are carried out and
- ✓ Be capable of complying with those requirements regarding equipment and, services which may be deemed adequate by the Executive Committee.

Honorary Member shall be elected by the Executive Committee and shall be:

- ✓ Restricted to individuals who in the opinion of the committee, have rendered signal and valuable service to FIPSA and they shall enjoy all the privileges of ordinary members.

Corporate Members may only be admitted if they comply with those standards as laid down from time to time by the committee:

- ✓ Manufacturers or distributors of funeral requisites;
- ✓ Representatives or overseas or neighbouring states manufacturers or
- ✓ Distributors of funeral requisites;
- ✓ Their membership shall have to be renewed every year, with the approval of the of the committee.

15. ADMINISTRATION

The administration of the affairs of the association shall vest in the following:
NEC, PEC, and REC.

The Secretary General shall be the custodian of administration in the organization.

The NEC shall appoint full time personnel to co-ordinate issues of compliance and administration in the office of the secretary general.

16. POLICY MAKING

Policies shall be produced by the NGC and special Policy or constitutional conference.

17. GUIDELINES TO ELECTION

17.1 REGION

- a) All members in good standing within the region can vote.
- b) All members within the region are eligible to stand.
- c) For anyone to stand there must be nominated and seconded.
- d) Provincial secretary will lead the electoral team.
- e) All full members shall have a single vote.
- f) Vote shall be conducted by the secret ballot.
- g) A nominee within the highest number of vote shall be declared a winner of each position of the executive committee.
- h) All spoiled ballot paper shall not be counted.
- i) In the event of a tie the provincial secretary shall have a casting vote.

17.2 PROVINCE

- a) 5 delegates in good standing from each region within the province can vote.
- b) All executive members from the regions are eligible to stand.
- c) For anyone to stand there must be nominated and seconded.
- d) Secretary General will lead the electoral team.
- e) All full members shall have a single vote.
- f) Vote shall be conducted by the secret ballot.
- g) A nominee within the highest number of vote shall be declared a winner of each position of the executive committee.
- h) All spoiled ballot paper shall not be counted.
- i) In the event of a tie the Secretary General shall have a casting vote.

17.3 NATIONAL

- a) 10 delegates in good standing from the provinces can vote.
- b) All PEC members from the provinces are eligible to stand.
- c) For anyone to stand there must be nominated and seconded.
- d) President will lead the electoral team.
- e) All full members shall have a single vote.
- f) Vote shall be conducted by the secret ballot.
- g) A nominee within the highest number of vote shall be declared a winner of each position of the executive committee.
- h) All spoiled ballot paper shall not be counted.
- i) In the event of a tie the President shall have a casting vote.

18. STRUCTURE OF THE NATIONAL EXECUTIVE

The National Executive Committee shall comprise of 19 elected members and Chairpersons and Secretaries of provinces as ex-officio.

The NEC shall comprise of the following Office bearers:

1. President
2. Deputy President
3. National Chairperson
4. Deputy Chairperson
5. Secretary General
6. Deputy Secretary
7. Treasurer
8. Public Relations Officer
9. Chaplain
10. Eleven Additional members

19. TERM OF OFFICE OF THE EXECUTIVE COMMITTEE

- National Executive Committee members shall be in office for a period of five years commencing from the date of their elections. The President is the life serving member due to his leadership and vision of the organisation.
- National Executive Committee members may be re-elected at the end of the terms however they may only serve 2 terms in one position UNLESS GIVEN A LIFE term honour by the NEC.

20. POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

<p>President</p>	<ol style="list-style-type: none"> 1. The president is the life serving member of the organization and cannot be voted out of office. 2. Set strategic goals and direction for the organisation 3. Develop, enforce and reevaluate organization policies and procedures. 4. Analyze budgets and financial reports regularly. 5. Continually plan ways to increase the organization profitability and stay on top of progress. 6. Create and maintain relationships with bankers and other community and industry leaders. 7. Review and advice on contracts, represent the organization and is a signatory of the organization. 8. Look for opportunities for investment/investors, partnerships, alliances and mergers. 9. Display leadership posture and decision-making skills to lead the company with confidence. 10. Be knowledgeable of, and pay attention to, tax liabilities, implications and exemptions of company actions. 11. Maintain awareness of both the external and internal competitive landscape, opportunities for expansion, customers, markets, and new industry developments and standards. Be aware of any opportunities the organization can leverage and pursue for its advantage
<p>Deputy President</p>	<ol style="list-style-type: none"> 1. The Deputy President serves as backup for the president in the event he cannot be present for a meeting or an event. 2. If the President resigns, the vice president will take over temporarily until a replacement can be voted in at the National conference 3. The vice president also takes a leadership role in the business's operations, helping the president with activities since those duties can become overwhelming 4. Sit in on meetings and make sure members and supporters are satisfied with the organization's level of transparency. 5. Co-ordinates sub-committees work 6. Ensure that projects are successful
<p>National Chairperson</p>	<p><u>The Meeting direction and Order:</u></p> <ul style="list-style-type: none"> ✓ First of all, the chairperson shall see that the meeting itself is in order and for that the following points have to be taken into consideration: ✓ That a proper notice has been sent to all the persons entitled to receive a notice. ✓ That only those people who are entitled are present at the meeting (including invitees, if any).

- ✓ That his own appointment is in order.
- ✓ That the quorum of members is present.
- ✓ If there is want of quorum at the beginning and the quorum is not present within half an hour then the chairperson is to see that the meeting is adjourned.

According to Rules:

- ✓ It is the duty of the chairperson to see that the proceedings are carried on strictly according to the set rules.

Agenda is followed:

- ✓ The chairperson shall see that the business at a meeting is conducted in the order as given in the agenda. He/She may vary the order with the consent of the meeting. When he finds that some important item is placed at the bottom of the agenda which needs discussion on the day and within the presence of the largest number of participants, but much time has passed in taking up a few items at the top, He/She changes the order.

Within the Scope of the Meeting:

- ✓ It is his duty to see that the participants do not raise discussions or suggestion of amendments or otherwise on any matter which is not within the scope of the meeting.

Discussion on Motions Only:

- ✓ Further, the chairperson shall also see that the participants do not discuss anything for which specific motion is not before the house.

Maintenance of Order:

- ✓ A major duty of the chairperson is to see that perfect order and tranquillity prevail at the meeting. Unless there is perfect order, the business of the meeting cannot be conducted smoothly and timely. The participants may cause disorder by making adverse remarks on one another, by personal talks while discussion is going on, by disobeying the orders or rulings of the chairman, by violating the rules of the meeting, etc. The chairperson has powers (see below) to take steps to maintain order, discipline and decorum at the meeting.

Opportunity to Speak:

- ✓ The chairperson shall see that every participant gets reasonable opportunity to speak. Generally, He/She does not allow one individual to speak more than once on the same topic unless he is compelled to explain something what He/She has already said. The chairperson must see that persons belonging to the minority group, if any, and whatever small number they may

	<p>have, are given opportunities to place their views.</p> <p><u>Accurate Voting:</u></p> <ul style="list-style-type: none"> ✓ Another major duty of the chairperson is to see that the sense of the house is properly ascertained. It means that voting is conducted perfectly and the results are declared accordingly. In case a special resolution is necessary, He/She shall see that the difference of votes is correct. He/She has to ask the secretary to arrange poll when it is demanded. In counting votes the chairperson takes the help of the secretary as well as of the “tellers” appointed by His/Her. <p><u>Minutes are kept:</u></p> <ul style="list-style-type: none"> ✓ It is the duty of the chairperson to confirm the minutes, by putting His/hers signature, prepared by the secretary after the meeting is over. ✓ The chairperson shall see that the secretary takes necessary notes at a meeting so that minutes can be subsequently prepared. ✓ The chairperson puts down notes on the detailed agenda sheet for the purpose. ✓ The minutes should be out within seven days after the meeting
Deputy National Chairperson	<ul style="list-style-type: none"> ✓ Deputy chair shall assist the chairperson and would carry out functions that are entrusted to him/her by the NEC or the president
Secretary General	<ul style="list-style-type: none"> ✓ He/She shall be the Chief Administrative Officer of the organization. ✓ He/She shall prepare annual reports and send them out to the members 21 days before the Annual General Council AGC. ✓ He/She shall present organizational report at an NGC and National Conference ✓ He/She shall keep minutes of the National Conference and the NEC and the other records of the organization ✓ He/She shall communicate decision of the national Conference (NEC) to other organs of the organization ✓ He/She shall Prepare reports for the NEC and National conference ✓ He/She shall Assist the Chairperson to interact with other organization ✓ He/She shall Deal with the correspondence and responds to invitation ✓ He/She shall Coordinate the organizations program of action ✓ He/She shall Convenes the organization general meetings ✓ He/She shall Take minutes of the NEC.

	<ul style="list-style-type: none"> ✓ He/She shall Make arrangements for the meeting ✓ He/She shall Preparing the agenda of the meeting and make sure that the agenda is not overloaded.
Deputy Secretary	<ul style="list-style-type: none"> ✓ He/She shall assists the Secretary General and acts as Secretary during the absence of the Secretary General ✓ He/She shall Support the SECRETARY GENERAL in all his/ her work ✓ He/She shall Lead the Recruitment drive ✓ He/She shall Keep membership records/database ✓ He/She shall Checking that membership fees are up to date ✓ He/She shall Reporting to the NEC on membership figure
Treasurer	<ul style="list-style-type: none"> ✓ He/She shall be the custodian of finances and assets of the organization. ✓ He/She shall keep up to date all the account of the organization and present a proper financial/ treasures report at an NEC, National Conference and an Audited financial statement at an NGC. ✓ He/She shall cash received all the cash deposit in the association's account within 24 hours ✓ He/She shall lead finance sub-committee meetings also lead fundraising projects. ✓ He/She shall Opens and operate the organization account ✓ He/She shall Keeps the books and statement of the organization ✓ He/She shall Helps to raise funds for the organization ✓ The Treasure General is in charge of all financial report ✓ The treasure will often handles or oversees tax filling and maintenance of the organization ✓ The treasure is often in charge of administrating the cash when the organization hold a special event for the public ✓ He/She shall Draw up the budget in conjunction with the action plan.
ROLES OF THE ORGANIZER	<ul style="list-style-type: none"> ✓ He/She shall Links our Organization (FIPSA) with partners /other organisations ✓ He/She shall Broaden the support base of the Organization ✓ He/She shall Coordinate the campaigns ✓ He/She shall Help to recruits new members ✓ He/She shall ORGANISE induction for new members ✓ He/She shall Organize discussion in preparation of the Conference ✓ He/She shall Organize public education events
Public Relation Officer(PRO)	<ul style="list-style-type: none"> ✓ He/She shall represent the organization in all media forums ✓ He/She shall be the mouthpiece of the organization; promote the

	<p>image and the interest (manifesto) of the organization.</p> <ul style="list-style-type: none"> ✓ He/She shall Promote the aims and objective of the organization. ✓ He/She shall Draft of the necessary communications policies and standards ✓ He/She shall be responsible for the organization communication. ✓ He/She shall be responsible for the communication medium used by the organisation(e.g website, internal newsletter, communication policies and procedures) ✓ He/She shall organizes Media material e.g poster ✓ He/She shall organize media education ✓ He/She shall liaise with the local media including press briefing and community radio station ✓ He/She shall ensure the implementation of this constitution
Chaplain	<ul style="list-style-type: none"> ✓ He/She shall generally have to maintain the spiritual aspects of the organization

21. PROVINCIAL EXECUTIVE COMMITTEE

Shall comprise of nine elected members, the regional chairperson and secretary shall be ex-officio to the provincial executive committee.

The term of office shall be five (5) years

22. STRUCTURE OF THE PROVINCIAL EXECUTIVE COMMITTEE

The Provincial Executive committee shall comprise of the following Office bearers:

1. Chairperson
2. Deputy Chairperson
3. Provincial Secretary
4. Deputy Secretary
5. Treasurer
6. Public Relations Officer
7. Chaplain
8. Two Additional members

23. POWERS AND FUNCTIONS OF THE PROVINCIAL EXECUTIVE COMMITTEE

Chairperson	<ul style="list-style-type: none"> ✓ He/She shall preside over all meetings of the organization in the province for the province. ✓ He/She shall represent the organization and be a signatory of the provincial account. ✓ Oversee the organization in the province ✓ He/She shall present report on the state of the Provincial at the NEC/Conferences
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Deputy Chair	<ul style="list-style-type: none"> ✓ Deputy Chairperson shall assist and act in the absence of the Chairperson. ✓ When both are absent, an acting Chairperson shall be appointed by members of the PEC. ✓ The Deputy Chairperson may also chair the Provincial disciplinary committee.
Provincial Secretary	<ul style="list-style-type: none"> ✓ He/She shall be the Chief Administrative Officer of the organization in the province. ✓ He/She shall be responsible for all correspondence, minutes and other records of the association such as the issuing of receipts, only in the absence of the Treasurer. ✓ He/She shall convene all meetings of the association by written notice indicating the venue and fixing the time for holding of such meetings and records the proceedings. ✓ He/She shall prepare minutes and send them out to the members 7 days before PEC ✓ He/She shall be a signatory in the Account. ✓ He/She shall communicate resolutions of the NEC
Deputy Secretary	<ul style="list-style-type: none"> ✓ Generally, assists the Secretary and acts as Secretary during the absence of the Secretary. ✓ He/She shall do all role assigned to the office
Treasurer	<ul style="list-style-type: none"> ✓ He/She shall be the custodian of finances and assets of the organization in the Province. ✓ He/She shall keep up to date all the account of the organization and present a proper financial report ✓ He/She shall be the signatory in the account ✓ He/ She shall receive all cash and deposit in the association's account with 24 hours. ✓ He/ She shall Chair the finance sub-committee meetings.
Public relations Officer	<ul style="list-style-type: none"> ✓ He/ She shall represent the organization in all media forums ✓ He/ She shall be the mouthpiece of the organization, promote the image and the interest (manifesto) of the organization. ✓ He/ She shall Promote the aims and objective of the organization.
Chaplain	<ul style="list-style-type: none"> ✓ He/ She shall generally have to maintain the spiritual aspects of the association
Two additional members	<ul style="list-style-type: none"> ✓ He/ She shall Assist the committee in the running of the provincial committee

24. REGIONAL EXECUTIVE COMMITTEE

Comprise of seven (7) elected members.
The term of office shall be five (5) years

25. STRUCTURE OF THE REGIONAL EXECUTIVE

The Regional Executive committee shall comprise of the following Office bearers:

1. Chairperson
2. Deputy Chairperson
3. Provincial Secretary
4. Deputy Secretary
5. Treasurer
6. Public Relation officer
7. Chaplain

26. POWERS AND FUNCTIONS OF THE REGIONAL EXECUTIVE COMMITTEE

Chairperson	<ul style="list-style-type: none"> ✓ Shall preside over all meetings of the organization in the province for the region. ✓ Shall represent the organization and be a signatory of the organizational account. ✓ Oversee the organization in the region ✓ Shall present report on the state of the organization in Region Conferences
Deputy Chairperson	<ul style="list-style-type: none"> ✓ Deputy Chairperson shall assist and act in the absence of the Chairperson. ✓ When both are absent, an acting Chairperson shall be appointed by members of the REC. ✓ The Deputy Chairperson may also chair the Regional disciplinary committee.
Provincial Secretary	<ul style="list-style-type: none"> ✓ He/She shall be the Chief Administrative Officer of the organization in the Region. ✓ He/She shall be responsible for all correspondence, minutes and other records of the organisation such as the issuing of receipts, only in the absence of the Treasurer. ✓ He/She shall convene all meetings of the association by written notice indicating the venue and fixing the time for holding of such meetings and records the proceedings. ✓ He/She shall prepare minutes and send them out to the members 7 days before PGC ✓ He/She shall be a signatory in the Account. ✓ He/She shall communicate resolution of the NEC to relevant members.
Deputy Secretary	<ul style="list-style-type: none"> ✓ He/She shall, assists the Secretary and acts as Secretary during the absence of the Secretary. ✓ He/She shall do all role assigned to the office
Treasurer	<ul style="list-style-type: none"> ✓ He/She shall be the custodian of finances and assets of the organization in the Region. ✓ He/ She shall keep up to date all the account of the organization and present a proper financial report ✓ He/ She shall be the signatory in the account ✓ He/ She shall receive all cash and deposit in the association's account with 24 hours. ✓ He/ She shall coordinate the finance sub-committee meetings.

Public officer	Relation	<ul style="list-style-type: none"> ✓ He/ She shall represent the organization in all media forums ✓ He/ She shall be the mouthpiece of the organization; promote the image and the interest (manifesto) of the organization. ✓ He/ She shall Promote the aims and objective of the organization.
Chaplain		<ul style="list-style-type: none"> ✓ Shall generally have to maintain the spiritual aspects of the association

27. SUB-COMMITTEES

There shall be five (5) Sub-Committees:

- a) **Disciplinary:** composed of 3 members and the Deputy President. The deputy President shall be the Chairperson of the committee and the Provincial and regional disciplinary committee will be chaired by their deputy chairpersons.
- b) **Finance:** composed of three (3) members, and the deputy President shall be the Chairperson.
- c) **Electoral committee:** NEC Shall be led by the President and other committees by member elected by NEC for national and PEC for the provincial structures.
- d) **Economic Development Committee:** Shall be led by member elected by NWC for National and PEC on provinces, to assist in matters such as compliance, Training, as identified by the appointing body.
- e) **Appeal Board:** Shall be led by the President on National, and Chairpersons on Provinces and Regions.

28. MANAGEMENT OF DISCIPLINE

- ✓ Discipline shall be the core guiding principle of the organisation as stated on this document, and any contravention shall constitute an offence.
- ✓ It shall be an offence on the part of any member of the association who omits or acts in any manner contrary to the aims, objects and desires of the association and who: "
- ✓ Behave or acts in a manner unbecoming to the funeral industry.
- ✓ Display disgraceful behaviour on receiving the dead body of a deceased or at a funeral being held by a colleague where it is not burying as an undertaker.
- ✓ Attend a funeral conducted by a colleague and who utters unbecoming remarks regarding the conduct of the funeral.
- ✓ Habitually uses to excess any intoxicants or drugs whilst dealing with members of deceased/customers or conducting/attending a funeral.
- ✓ Discloses confidential information acquired in the course of his duties otherwise than in the discharge of such duties.
- ✓ Uses his/her positions as a director to further private or political aim or to encourage disobedience or resistance to the laws of the association.

29. PROCEDURE WHERE MISCONDUCT ALLEGED

- a) Whenever the Executive committee received a letter/ statement alleging misconducts by any member of the organisation, the office off the chairperson shall process the letter/statement and forward it to the disciplinary committee to look into the alleged misconduct and report back to the executive on the following – report on the DC sitting, evidence and witness statements.
- b) The DC chairperson shall have the power to impose one or more of the following penalties:
 - Caution or reprimand the defendant
 - Fine the defendant a fine not exceeding one thousand rands (R1000.00)
 - Suspension for a period not exceeding three(3) months
 - Termination of such member from the organisation
- c) The chairperson of the DC shall record his finding in writing and furnish the full reason for the decision to the executive and inform the defendant verbally.

30. APPEAL BY DEFENDANT

- a) An appeal shall be brought by lodging with the secretary.
- b) Notice of appeal should not be within thirty (30) days from the day in which suction nor were penalties imposed.
- c) The notice shall be in duplicate, substantially supported by facts of the case, accompanied by proof of payment of appeal fees, dated and signed by the appellant.

a. APPEAL BOARD

- a) Shall consist of five members, the President/ Provincial Chairperson/ Regional Chairperson being the Chairperson and for members not being part of the NWC/ Office bearers.
- b) The function of the board shall be to hear appeals in accordance with these regulations and its findings shall be biding.
- c) The defendant shall not make use of legal adviser, but may be assisted by any member of the organisation.
- d) Findings should be clearly communicated to the executive as well.

31. CONTRACTUAL LIABILITY

The NEC is mandated to enter into contract on behalf of the organization with consideration on any risks associated.

32. FINANCE

23.1 The Treasurer shall as soon as possible, but not later than twenty four (24) hours after receipt of any money, deposit same in a bank to be stipulated by the association.

23.2 The Treasurer shall keep proper books of accounts and maintain receipts for all money received.

23.3 The banking account shall be operated by the signatures of the Chairman, Secretary and Treasurer.

23.4 The financial year of the association shall terminate at the end of March every year. The Treasurer's Annual Financial Statement shall be audited by a registered Chartered Account and present at the Annual General Meeting or at any time at the request of the Executive Committee.

a. BANKING

- The NEC shall identify a financial institution.
- All structures shall utilise the same financial institution

b. BORROWING POWER

The NEC is mandated to loan up to R2 000 000.00 (two million rand)

33. DISSOLUTION

- The organisation may close if at least two thirds of the members present and voting at a special NGC convened for the purpose of considering such matter, are in favour of closing down or situation dictate.
- When the organisation closes down it has to pay off all its debts. After doing this, if there is property or money left over it should be paid or given to the charity. The general meeting of the organisation can decide what organisation this should be.

34. AMENDMENT

- ✓ The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by no less than two thirds of the members who are present at the AGC or special AGC/ Constitutional Conference. Members must vote at this meeting to change the constitution.
 - Two third (50+1) of the members should be present at a meeting before a decision to change the constitution can be taken.
 - A written notice must go out not less than twenty-one [21] days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.
 - No amendments may be made which would have the effect of making the organization cease to exist.

35.ADOPTION OF THE CONSTITUTION

- This constitution was approved/ Adopted by the organisation at Special Constitutional meeting.

SIGNED AT _____ ON THIS _____ DAY OF _____ 2020

_____ FOR AND ON BEHALF OF FIPSA, WHO WARRANTS

Mr. L Maceve
Capacity: President

WITNESSES 1: Name-----Signature ----- Date-----

WITNESSES 1: Name-----Signature ----- Date-----