

THE COMPANIES ACT, NO. 61 OF 1973 (AS AMENDED)

A COMPANY NOT HAVING A SHARE CAPITAL

CONSTITUTION OF

COUNCIL OF EVENTS PROFESSIONALS AFRICA (CEPA)

(Association incorporated under Section 21)

Registration No. of company (the Professional body)

Section 21 Reg. No. 2014/189062/08

1. PREAMBLE

1.1 The name of the Professional body is:

THE COUNCIL FOR EVENT PROFESSIONALS AFRICA (CEPA)

2. DEFINITIONS AND INTERPRETATION

2.1 *Memorandum of Incorporation* are also the Constitution of CEPA. Where changes are made to the Constitution, then the Professional body shall take such steps as are required, to amend the Professional body's *Memorandum of Incorporation, only when adopted in full.*

2.2 In this Constitution, unless clearly inconsistent with, or otherwise indicated by the context:

2.2.1 'the Act' means the Companies Act No. 61 of 1973, as amended

2.2.2 'categories of the events industry' mean those typology /genres of the event industry referred to in Annexure A

2.2.3 'the Professional body' means the Council of Event Professionals Africa (registration number 2014/189062/08), a company duly incorporated in terms of Section 21 of the Companies Act, without share capital

- 2.2.4 'Constitution' means the terms and conditions contained in this document and any annexures hereto
- 2.2.5 'date of signature' means the date of signature of this Constitution by the party signing last in time
- 2.2.6 'events industry' means persons who operate as Event Managers, Event Organisers, event technical producers, builders of event stands/structure, event venues or any person who provides a service or services relating to the events value chain
- 2.2.7 'financial year end' means end of February yearly
- 2.2.8 'General Manager' means the individual appointed by the Board to be responsible for the Professional body's administrative functions
- 2.2.9 'member/s' means any one of the three categories of members referred to in clause 5
- 2.2.10 'Board' means the group of elected ordinary members and those ex-officio members referred to in clause 10 who shall be responsible for the management of the Professional body
- 2.2.11 'person' includes a natural person, company, a statutory body, a partnership or an association of persons, as the case may be
- 2.2.12 'regions' means all regions in Africa as determined and defined by the Board from time to time
- 2.2.13 'Regional committee' means a committee established in terms of clause 9.2 to manage the various categories of the events industry within a region
- 2.3 Any reference to the singular includes the plural and *vice versa*
- 2.4 Any reference to natural persons, includes legal persons and *vice versa*
- 2.5 Any reference to gender includes the other genders
- 2.6 Any reference to an enactment, regulation, rule or by-law is that enactment, regulation, rule or by-law as at the date of signature and as amended or replaced from time to time
- 2.7 The clause headings in this Constitution have been inserted for convenience only and shall not be taken into account in its interpretation

- 2.8 Where figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail
- 2.9 The expiration or termination of this Constitution shall not effect such of the provisions of this Constitution as expressly provide that they will operate after any such expiration or termination, or which of necessity must continue to have effect after such expiration or termination, in order to give proper meaning and effect to such clauses, notwithstanding that the clauses themselves do not expressly provide for this, after 3 years.

### 3. OBJECTIVES

The objectives of the Professional body shall be to act as the Professional Body for the Events industry and to serve the interests of its Members using the event professional services, the public and the national interest, specifically to:

Set benchmark standards for the events profession

Conduct research to build, grow and enhance the events profession

Influence the education and development of event professionals

Set clear ethical guidelines and codes of professional behavior and standards

Establish event standards and certifications plus their quality assurance

Set sanctions and institute disciplinary hearings in terms of non-compliance to professional standards for the profession

Facilitate and coordinate with the relevant quality councils on standards, certifications and quality assurance

Serve as members on the SAQA Board for Professional Bodies as required

Register this Professional Body with SAQA (Section 29 of the NQF Act 2008)

Register the event professional designations on the NQF, via SAQA

Issue certificates for professional designations gained and maintained

Maintain and update a register of its members, especially those holding event certifications, designations and have obtained Continuing Professional Development points.

Communicate with public on the career paths available within the events industry, on standards and certifications and on the standing of its members.

#### 4. POWERS

- 4.1 to take all such steps as are necessary for the attainment of the objectives as set out in clause 3
- 4.2 to exercise any duties or powers conferred on it by the Act and the Professional Body's Memorandum of Incorporation and constitution

#### 5. CATEGORIES OF MEMBERS

- 5.1 There shall be 3 categories of individual membership, Candidate member, Affiliate Member and Full member
- 5.2 Candidate member shall, subject to the provisions of clause 6.3 below:
  - 5.2.1 be open to all persons directly engaged in the events industry who have an interest in obtaining event certifications up to NQF level 3
  - 5.2.2 once the person has obtained an event certification at NQF level 3 they can choose to become a Full member
- 5.3 Affiliate membership shall:
  - 5.3.1 be at the complete discretion of the Board
  - 5.3.2 be subject to an MOU being signed
- 5.4 Full Membership shall be subject to the provisions of clause 6.3 below
  - 5.4.1 be open to all persons who have obtained a professional designation
  - 5.4.2 all full members must maintain their professional designation, by Continuing Professional Development see Annexure C in order to retain their designation and membership of the Professional Body
- 5.5 Candidate members do not have the right to: (Except for the inaugural AGM for which they will have the right to)
  - 5.5.1 submit resolutions to a meeting

- 5.5.2 requisition an extraordinary meeting
- 5.5.3 nominate members for election to a Board or committee
- 5.5.4 vote at elections or on resolutions
- 5.6 Affiliate members do not have the right to:
  - 5.6.1 submit resolutions to a meeting
  - 5.6.2 requisition an extraordinary meeting
  - 5.6.3 nominate members for election to a Board or committee
  - 5.6.4 vote at elections or on resolutions

## 6. APPLICATION PROCEDURE FOR ADMISSION TO MEMBERSHIP

- 6.1 All interested persons shall submit to the General Manager an application in such form and with such particulars as the Board shall, from time to time, prescribe
- 6.2 Applications for membership shall be accompanied by a remittance covering the required application fee, which shall be refunded should the application be unsuccessful.
- 6.3 The decision to admit an applicant as a Candidate membership, or to reject the application, shall be at the absolute discretion of the Board.
- 6.4 we will be completely impartial on accepting or rejecting applications for membership, as to race, gender, language – discuss because all matters, certifications, designations, assessments etc. will be dealt with in English

## 7. SUBSCRIPTION FEES (Certification and recertification)

- 7.1 All members are liable to the Professional Body for membership fess which shall be determined by the Board from time to time
- 7.2 Annual subscription fees shall become due and payable on 1<sup>st</sup> January of each membership year whether or not accounts or invoices have been received by members by that date.
- 7.3 If a member's subscription fee is not paid on time:

7.3.1 that member shall not be entitled to exercise his rights of membership in regard to the Professional body, until the fee is paid in full

7.3.2 shall not be entitled to use the certification or designation until paid in full.

## 8. ADDITIONAL LEVIES AND FUNDING

8.1 The Board shall have the right to from time to time to determine a levy in addition to the normal fees to be payable by members to the Professional Body

8.2 The Board shall have the right to arrange funding from Government, semi-Government and other organizations and bodies. This funding to be accounted for to meet the donor's requirements and via the Professional body's audited accounts.

9. COMMITTEES may be formed by the Board to handle/manage specific areas of interest or concern

9.1 the composition of the Committee and reporting procedures to be agreed by the Board

9.2 Regional Committees may be formed by the Board and the composition of the Regional Committees and reporting procedures to be agreed by the Board

9.3 To achieve the objectives of CEPA, as set out in Clause 3, the following committees are required:

9.3.1 Ethics & disciplinary

9.3.2 Sustainability

9.3.3 CPD continuing professional development

9.3.4 Assessors and moderators

9.3.5 Skills & certifications

9.3.6 Transformation

9.3.7 Marketing

9.3.8 Finance

Each committee will conduct their own meetings and submit written reports to the CEPA Board. The Chairman of each committee to attend Board meetings but will not have voting rights.

## 10. MANAGEMENT

10.1 The management of the Professional body shall be vested solely in the Board EXCO.

10.2 The Board shall comprise:

2 representatives each from the three founding associations:

EXSA – Exhibition & Event Association of Southern Africa

SAACI – South African Association for the Conference Industry

IFEA – International Festivals & Events Association

Immediate past Board chairperson

4 Board members who will be proposed and elected by the membership of the Professional body

Any other person who is co-opted by the Board

10.3 The board will elect the office bearers who shall be:

The Board chairperson

The Board vice-chairperson

The Board treasurer

10.4 The Board chairperson and vice-chairperson shall serve for a period of two years on the Board and the Board chairperson may be re-elected only once.

10.5 The Board chairperson shall be automatically be re-appointed to the Board for a further one year term as immediate past Board Chairperson

10.6 Not more than one Board office shall be held by a Board member unless agreed to by the Board

## 11. MEETINGS

- 11.1 The Professional body shall hold an annual general meeting not later than ninety days after each financial year-end for the purpose of:
  - 11.1.1 hearing the annual reports of the office bearers
  - 11.1.2 receiving and approving the annual financial statements
  - 11.1.3 electing the Board
  - 11.1.4 receiving, deliberating and voting on resolutions from the Board, committee/s and members
  - 11.1.5 conducting any other business.
- 11.2 The agenda for the annual general meeting shall include Board, committee/s and member's resolutions. Such resolutions shall be submitted in writing to the Secretariat not less than 14 days prior to the annual general meeting in order for them to be included in the agenda.
- 11.3 Members shall be given not less than twenty-one clear days' notice of annual general meetings or special general meetings.
- 11.4 The quorum for an annual general meeting or special general meeting shall be not less than 20% of the paid-up ordinary members, rounded upwards.
- 11.5 If within 30 minutes from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned for seven days, or if the seventh day is a week-end or public holiday, to the next business day. At least three clear days' written notice of the date, time and place for such adjourned meeting shall be given by the Secretariat to all members entitled to receive same, provided that if any member shall not have received adequate notice to attend the meeting or adjourned meeting, then that meeting shall be postponed to enable adequate notice of the adjournment to be given to him. If at that adjourned meeting a quorum is not present, then whoever is present shall be deemed to constitute the necessary quorum.
- 11.6 Voting on resolutions shall be as determined by the Board
- 11.7 All decisions shall be by simple majority, and a show of hands



- 11.8 Nominees for election do not have to be present. If a signed acceptance form has been received and the nominee has submitted an apology, this shall be deemed sufficient to stand.
- 11.9 Voting for the election of office bearers shall be undertaken by the Board by secret ballot.
- 11.10 Special general meetings shall be organised and run the same as for annual general meetings.
- 11.11 The Board shall meet not less than 4 times per year
  - 11.11.1 The quorum for Board meetings shall be no less than 50% of board members plus one and then run the same as for Annual General Meetings.
  - 11.11.2 The Board shall be empowered to co-opt persons who are able to carry out specific projects/tasks or functions. Such persons shall, however, have no voting rights nor shall they count for quorum purposes and may only serve as co-opted members of the Board for the time required for executing such specific projects/tasks or functions.
  - 11.11.3 if a Board member does not attend 2 consecutive board meetings, their Board membership will be rescinded unless non attendance has been approved by the Board.

## 12. PROXY VOTING

- 12.1 Votes may be given personally or by proxy. The appointing of a proxy must be in writing by the member. No person shall act as proxy unless entitled in his own right to do so. Proxies are to be submitted no later than fourteen days before the holding of the meeting or adjourned meeting. Any default of proxy shall not be treated as valid. A proxy may be in any form approved by the Board.

## 13. DISCIPLINARY & APPEAL PROCEDURES

Any person may complain to the Professional body that a member has been guilty of conduct which is not in accordance with the provision of the code of conduct, see Annexure B or where that conduct appears likely to bring discredit to the Professional body or the Profession. Disciplinary and appeal procedures will be as set out in Annexure B.

## 14. INSIGNIA

Subject to such regulations as the Board may make, Members may use the professional designations:

Certified event coordinator (CEPA)

Certified event manager (CEM) (SA)

Certified events director (CED) (SA)

and further designations under development.

- 14.1 Subject to such regulations as the Board may make from time to time, members may describe themselves as certified members of the Council of Event Professionals Africa (CEPA) in all trade literature and advertising.
- 14.2 Any person who ceases, for any reason whatsoever, to be a member of CEPA shall immediately, howsoever occasioned, stop representing the Professional body in any way, or hold out that he is a CEPA member and cease using its logo and lose their certification.

## 15. LEGAL STATUS AND INDEMNITY

- 15.1 The Professional body shall be a not for profit company, with perpetual succession, with all the powers of a legal person and shall be capable in law of suing and being sued in its corporate name and of acquiring, holding and alienating property, movable and immovable and of performing all such acts as are necessary for or incidental to the carrying out of its objectives and the performance of its duties and functions in terms of this Constitution.
- 15.2 All members serving on any committee or performing any other official duty or act, on behalf of the Professional body are hereby jointly indemnified by all other members against a claim or action in law in respect of any matter or thing done by them in the execution of their duties in terms of this Constitution.

## 16. AMENDMENT OF CONSTITUTION

- 16.1 A two-thirds majority of ordinary members present at a general meeting, shall be required for any amendment to this Constitution or for a resolution to wind up the Professional body

16.2 Details of any proposed amendment shall be circulated by the Secretariat to all members at least 14 days prior to the general meeting.

## 17. ADMINISTRATION

The registered offices of the Professional body, shall be:

Association Hub

4<sup>th</sup> Floor, East Wing

158 Jan Smuts Avenue

Rosebank, Johannesburg,

2196

17.1 Secretarial services will be supplied on and adhoc basis as stipulated by the board

17.2 All administrative policies and procedures to comply with the requirements of the South African Qualifications Authority and any other authority as the law may dictate. If there is a contradiction between Canadian and South African policies and procedures the South African policy and procedures shall take preference.

## ANNEXURE A

The Council of Events Professionals Africa will be representing the skills, and designations interest of all event professionals, in the following event genres:

Business and corporate events

Cause-related and fundraising events

Exhibitions, expositions, festivals and fairs

Entertainment and leisure events

Government and civic events

Marketing events

Meetings, conferences and conventions

and any other events deemed part of the over-arching “events industry”

Social/life-cycle events: cultural, religious, communal, societal, life-cycle occasions

Sports events

All other genres as the Board may decide

## ANNEXURE B

### CODE OF PROFESSIONAL CONDUCT FOR PRACTITIONERS IN THE EVENTS INDUSTRY

Professionals practicing in the Events industry should be members of and are required to subscribe to the Code of Ethics of one or more of the following associations:

- The Exhibition and Event Association of Southern Africa (EXSA);
- The South African Association for the Conference Industry (SAACI);
- International Festivals & Events Association (IFEA Africa)

or other Associations represented on the Events Industry.

This document does not override the requirements of the codes of the above-mentioned associations. Rather, it aims to enhance the holistic behavioural requirements of professionals who have met the national professional recognition requirement.

Membership to the Professional Body requires adherence to a Professional code of conduct/ethics that guides the actions of practitioners, provides evaluative criteria for self-assessments, informs the public of expected standards of professional practices and behavior and details the disciplinary procedure against professional misconduct.

#### BACKGROUND

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Practitioners within the Event Industry are expected to align all professional activities and practices to the legislation applicable to and regulating the industry.

This code of conduct is aimed at setting the principles underpinning their professional conduct whilst practising in a professional and skilled manner, using the knowledge and skills gained through their education, training and workplace experience *and best International practice*.

#### OBJECTIVES OF THE INDUSTRY

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The industry aims to set a minimum standard of practice for individuals wanting to enter the Event industry.

Qualified practitioners must be trained to always act with the clients' best interest at heart in compliance with all statutory requirements.

The industry ensures ongoing education of practitioners through a structured and self-regulated continuing professional development programme.

The industry ensures regular revision of this code of conduct in alignment with national and international good practice and standards.

Organisations representing the industry will strive to create an enabling environment for the professional conduct of practitioners, to ensure promotion of fair practice and protection of workers.

## PRINCIPLES UNDERPINNING THE CODE

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The principles underpinning this code are:

- **Integrity** – practitioners must be ethical, honest and true to their word. They must ensure that their behaviour is consistent with this code of professional conduct.
- **Confidentiality or privacy** – privileged information must be treated appropriately so as not to infringe on any parties' constitutional rights.
- **Collegiality** – this includes co-operation with colleagues, integrity within working relationships and the protection of one another's reputations in the working environment and sector.
- **Engagement and Collaboration** – ensuring consultation and co-operation with stakeholders to optimize the functioning of the Events industry.
- **Trustworthiness** – this includes honesty and transparency in relationships with all stakeholders and reliability in the business environment.
- **Competency** – ensuring lifelong learning in order to maintain currency of knowledge and skill.
- **Reputation** – acting in the best interest of the industry thus raising the profile of the practitioner that is actively pursuing and upholding the principles and values underpinned by this code and embodied in the professional designations.

## DEFINING PROFESSIONAL CONDUCT

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Professional conduct is defined as:

- A practitioner's obligation to protect and enhance their profession;
- Keeping informed and educated about best practice within the profession;
- Active pursuit of personal and professional development; and
- Commitment to professional and ethical practices.

## CONDUCT TOWARDS INTERNAL AND EXTERNAL STAKEHOLDERS

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Practitioners will:

- Be polite, honest and objective when interacting with clients;
- Act with integrity at all times;
- Behave in a trustworthy and reliable manner when dealing with each client in order to meet their needs;
- Protect the confidentiality of client information at all times;

- Provide statutory compliant services; and
- Strive to meet contractual obligations.
- Act in a manner that upholds the professional reputation and practice of the industry;
- Co-operate with colleagues to ensure that the principles of this code are upheld;
- Act with respect for colleagues, employers, employees and the industry; and
- Report unethical behaviour through the appropriate mechanisms.

## **CONDUCT TOWARDS PROFESSIONAL BODIES**

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Practitioners will:

- Aim to support activities and initiatives introduced by industry associations;
- Respect the authority of associations recognised by the industry; and
- Ensure that members' fees are up to date.

## **MONITORING OF PROFESSIONAL CONDUCT**

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The primary responsibility for the monitoring of the subscription of practitioners and professionals to this code of conduct rests with the individual.

Professional bodies are tasked with the enforcement of the subscription of practitioners to the principles and objectives presented in the code of conduct however the industry relies on the integrity of practitioners when engaging with stakeholders.

Where practitioners are considered to be acting in a manner that breaches these principles, appropriate action will be taken. This is detailed in the Annexure to the Code of Professional Conduct.

Sanctions can be imposed on practitioners found guilty of misconduct and includes:

- Removal of practitioner from the register of designated practitioners;
- Fines
- Suspension of membership or use of professional designation.

## **PROFESSIONAL MISCONDUCT**

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Each of the following is regarded as professional misconduct, and any person found guilty of such misconduct shall be subject to the disciplinary process outlined as part of the code of ethics.

- Obtaining the professional designation fraudulently;
- Practicing the profession with negligence on more than one occasion;
- Practicing the profession with incompetence on more than one occasion;
- Practicing the profession while impaired by alcohol or drugs;
- Being convicted of committing an act constituting fraud under SA Criminal Law;

- Having been found guilty of improper professional practice or professional misconduct by a duly authorized Professional Body;
- Refusing to provide professional service to a person because of such person's race, creed, color or national origin;
- Exercising undue influence on the client, including the promotion of the sale of services and goods in such manner as to exploit the client.
- Permitting any person to share in the fees for professional services, other than: a partner, employee, associate in a professional firm or corporation, professional subcontractor or consultant who holds the professional qualification;
- Revealing of confidential information obtained in a professional capacity without the prior consent of the client, except as authorized or required by law;
- Practicing or offering to practice beyond the scope of the profession; and
- Delegating professional responsibilities to a person when the designated practitioner delegating such responsibilities knows or has reason to know that such person is not qualified, by training, by experience, or by licensure, to perform them.

## **DISCIPLINARY PROCEDURE**

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Any person may complain to the Professional Body that a member has been guilty of conduct which is not in accordance with the provisions of this code and/or where that conduct appears likely to bring discredit to the Professional Body or the profession. Such conduct will be considered under the terms of the disciplinary procedure.

### **Procedure**

- Complaints may be made against a designated practitioner by:
  - the Professional Body
  - another member
  - a third party
- Any complaint made against a designated practitioner must be made in writing under confidential cover and addressed to the professional body at its registered office.
- Complainants shall set out the circumstances forming the basis of the complaint, including the relationship, if any, between the complainant and the designated practitioner concerned.
- The professional body shall at its discretion consult with the complainant and other parties, in particular, officers and members of the Professional Body, including the designated practitioner concerned to determine whether a prima facie case has been made. If the professional body concludes that there is a prima facie case, he/she shall then formally notify in writing the member concerned.
- If the duly appointed representative of the professional body concludes that a prima facie case has not been made, he/she shall so advise the complainant in writing.
- The complainant may challenge the decision of the duly appointed representative of the professional body in writing to the member of the **Professional Conduct Committee** designated to consider such appeals (designated member).



- This 'preliminary appeal' process will consist solely of the consideration of the information already submitted to the duly appointed representative, the latter's own advice and written representations from the complainant and the member concerned. The designated member's decision shall be final and binding and there shall be no obligation to give written reasons for the decision.
- If the duly appointed representative decides in the first instance, or the designated member of **Professional Conduct Committee** on preliminary appeal considers a prima facie case has been made, the duly appointed representative shall then notify in writing the member concerned of the nature of the complaint and the duly appointed representative shall request the member's written response within 28 days of the date of sending out the notification.
- Upon receipt of the response or at the end of the period, whichever is earlier, the duly appointed representative shall refer the complaint and the member's response, if any, to the Chair of the **Professional Conduct Committee**.
- The Chair shall then instruct the duly appointed representative to convene, as soon as reasonably practicable, a disciplinary panel.

#### **The disciplinary panel**

- The power of making disciplinary decisions is vested in a disciplinary panel.
- The Disciplinary panel shall be drawn from members of the **Professional body**.
- The Chair of the Professional Conduct Committee shall not be a member of the disciplinary panel. The nominated panel members will appoint a member to act as their Chair.
- A disciplinary panel will consist of not more than five and not less than three members including the Chair of the panel, each of whom shall have a primary vote.
- A panel may co-opt additional specialist advisers should it so decide who will not have a vote. There will also be a duly appointed representative for each panel who will normally be the duly appointed representative of the Professional Body.
- In the event of a tied vote, the Chair does not have a casting vote.

#### **The disciplinary hearing**

- Within 14 days of receiving a response, or after the lapse of 28 days from sending notification to the member concerned whichever is the lesser, the Secretariat shall fix a date and place for the complaint to be heard by the disciplinary panel, giving at least 14 days' notice to the member and complainant concerned or such other period as may be determined (unless otherwise agreed between all the parties). The place where the complaint will be heard will ordinarily be the head office of professional body.
- The designated practitioner concerned shall also have a proper opportunity to bring witnesses, to be represented and to introduce at the hearing any relevant evidence he/she may consider fit. No legal council will be admitted into a disciplinary hearing.
- The person making the complaint will normally be required to appear before the hearing and given the opportunity of an explanation.
- Either or both parties may be accompanied by a member if he/she so wishes. Such a member shall attend as a supporter or adviser but not as a representative.

- The hearing can, with the agreement of the parties, take place in the absence of one of the parties if, in the opinion of the disciplinary panel, there is no alternative to proceeding in this way. With the agreement of the parties, the hearing could be conducted by correspondence.
- The disciplinary panel may make such further enquiries by correspondence or call witnesses or otherwise as it may think fit. This may involve an adjournment of the panel hearing for a reasonable period.
- The disciplinary panel, after considering all available submissions, will determine their decision. If the panel decides that the case has not been substantiated, the complaint will be dismissed.
- The duly appointed representative will in writing inform the person making the complaint and the member concerned.
- Decisions of the disciplinary panel shall be by simple majority and can be made in the absence of the member concerned, provided they have been previously informed of the date of the hearing and nature of the complaint.
- In the event of a tied vote, the Chair shall not have a casting vote; in these circumstances the complaint shall be regarded as dismissed.

### **Cost of disciplinary process**

Before the initiation of the disciplinary process the duly appointed representative of the professional body or NPCC members could issue instructions for the deposit of funds against which the costs of the hearing and/or appeal will be offset.

### **Powers of the disciplinary panel**

The disciplinary panel shall have the following powers:

- dismiss the complaint;
- exercise one or more of the following disciplinary decisions, in combination or as alternative warn, admonish or reprimand any member;
- call for a written undertaking from the member as to future conduct and performance, to provide for guidance from a senior colleague and specific training, and/or arrange for regular reporting;
- direct that a statement recording the complaint should be entered on the personal record of the respondent for a defined time;
- re-designate the parties' Professional status;
- withdraw the benefits of membership of the Professional Body and the use of designatory letters and/or chartered title for a defined time;
- call for the resignation of a member;
- expel a member from the Professional Body;
- make recommendations to the Chairman of the Board regarding publication of the decision.

### **Appeals Procedure**

- It is open for a member against whom a complaint has been upheld in full or in part by a disciplinary panel and against whom a disciplinary decision has been made, to lodge an appeal to an appeals panel. Such

appeal must be made in writing to the Chairperson of the Professional Body at the registered office within 28 days of the date of notification of the disciplinary decision. The notice must set out the full grounds on which issue is taken with the disciplinary decision. The action decided upon will, at the discretion of the disciplinary panel, normally be suspended until after the appeal is heard.

- The duly appointed representative will notify the Chair of the Nominations and Professional Conduct Committee, as Chair of the appeals panel, of the appeal, and he/she will instruct the Secretary to convene an appeals panel.
- The duly appointed representative shall fix a date and place for the case to be heard, giving at least 28 days' notice to the member concerned or such other period as may be agreed between all the parties.
- The appeals panel will follow the same procedure as the disciplinary panel save that the member concerned may be represented by a third party who need not be a member of the Professional Body. Relevant documents will be circulated to all parties before the appeal hearing.
- The decision of the appeals panel will be final and by a simple majority; where no such majority is obtained, the appeal fails and the original decision stands.
- The appeals panel may overturn the disciplinary decision, vary or uphold it.
- The member concerned will be informed in writing within 14 days of the decision of the appeals panel.

#### **Appeals panel**

- The appeals panel will consist of the Chair of the Professional Conduct Committee, as Chair, and four other members of that committee.
- In the unavoidable absence or indisposition of the Chair, that person or the panel itself may nominate another member of the panel to act as Chair.
- No member may serve on the appeals panel who was previously involved in the disciplinary panel, in relation to the same matter.

#### **Publication of decisions**

- Decisions by the Secretary and upon preliminary appeal by the Chair of Professional Conduct Committee shall be reported to that committee.
- Decisions of the disciplinary panel and of the appeals panel will be notified to the member against whom the complaint has been made and as soon as practicable to the council, and will be effective immediately.
- The extent of publication will be at the discretion of the President of the Professional Body, based on a recommendation from the disciplinary or appeals panel.
- Individuals in cases which have been dismissed will not be identified, but details of such cases may nevertheless be published. Members who have been the subject of disciplinary

## CPD FOR EVENTS MANAGEMENT PRACTITIONERS

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There are four (4) different professional designations that can be achieved by a Events Management practitioner in South Africa, namely:

- Certified Event Assistant (CEA) (NQF 4)
- Certified Event Coordinator (CEC) (NQF 5)
- Certified Event Manager (CEM) (NQF 6)
- Certified Event Management Professional (CEMP) (NQF 7)

Each of the designations require that the individual participate in a structure CPD programme to maintain their status.

The requirements for CPD assume that the professional is currently active in the field of Events Management. It is also important to note that an individual would not have been able to qualify for the assessment if they were not active in the field.

### **Why is CPD necessary?**

In order to maintain their status, designees will need to:

- Participate in a structured continuing professional development (CPD) programme;
- Subscribe to a professional code of conduct that is safe guarded by a professional body that is recognised by the industry; and
- Ensure that membership fees are kept up to date. This requires that the individual maintain their membership with the Professional Body by ensuring that their membership fees are up to date.

Failure to comply with these requirements will result in the individual losing their status as a designated Certified Event Assistant (CEA), Certified Event Coordinator (CEC), Certified Event Manager (CEM) and Certified Event Management Professional (CEMP). Their name will be removed from the register and they will no longer be able to use the designatory letters behind their name.

This document provides the requirements of the continuing professional development (CPD) programme for Events Management Practitioner that have achieved one of the above mentioned designations.

### **Who must participate in the CPD programme?**

An individual who has qualified against the professional designations that are listed above are required to participate in the CPD programme to maintain their status.

### **What are the benefits of CPD?**

There are many benefits of participating in the CPD programme. Some of these include:

- Bench marketing of best practice against international and national standards;
- Comparison of professional practice against peer activities;
- Maintaining currency of knowledge and skills related to practice within the industry;
- Concrete evidence to clients, customers and the like of the individual's commitment to the industry;
- Networking with colleagues and potential clients; and
- Focus on the industry and ability to plough back knowledge and skills into the Events Management industry.

### **What type of activities are included in the CPD programme?**

The focus of the CPD is to ensure that the status of the individual's recognition remains current. Over and above the normal activities related to professional practice, the individual is required to participate in various activities that will keep him or her up to date with developments and advances in the field.

These activities are divided into **six (6) categories** and include the following types of activities:

- Extensive subject matter reading – books, articles, industry publications, internet and the like.
- Receiving or delivering training related to appropriate topics in the field is another form of CPD.
- Mentoring, coaching or managing staff contribute to the upkeep of a professional designation.

There are many other activities that can be claimed towards CPD.

## **How does CPD work?**

The individual needs to read through the requirements making up the CPD programme. They then need to complete the CPD planning schedule and decide how to meet the requirements. As the individual participates in each of the activities, documentation verifying participation needs to be collated. This can easily be done by using a file with dividers that are labeled for each category. Every few months progress should then be checked against the plan and where there are gaps, these should be addressed by ensuring that sufficient time is committed to the planned activities.

It is also important that the individual plans his or her CPD programme. There are many reasons for this, but the main reason is to ensure compliance with the requirements within the specified period.

If the CPD programme is planned, then it allows the individual to monitor and record progress as it happens and not only at the end of the 2 years, when some of the activities are forgotten, or when it is difficult to find evidence of having participated.

## CPD requirements

- Events Management Practitioner must acquire a minimum of **60 points** every **two years**;
- A CPD planner needs to be completed and submitted to the PROFESSIONAL BODY office so that it can be kept as an indication of what the individual has planned at the start of each two year cycle;
- The final CPD submission must be made using the CPD record card:
  - **Category & Weighting** – the recorded CPD activity must be claimed within the appropriate category. These categories are described in another section in this document. The weighting indicates the minimum number of points that are required in each category;
  - **Date of Activity** – indicate on which date, or over which period of time the activity was completed;
  - **Description of the Activity** – give a brief description of the activity. Ensure that the description gives the assessor an indication of the level at which the activity takes place (strategic or operational) and demonstrates its applicability to the category.
  - **Confirmation of participation in the activities** – indicate the documentation that can be provided to prove participation in the activity;
  - **Number of Hours** – indicate how long the activity took to complete. 1 Hour of activity usually equates to 1 CPD point.
- Where necessary, individuals will be asked to submit documentation verifying their CPD activities;
- Individuals will be required to keep a copy of their submissions for at least 2 years after the final submission date.
- Any information not included in the CPD record card will not be considered for CPD points.
- Duration of activities must be indicated in the column provided on the record card. This is used to calculate the number of CPD points. Should this be omitted, CPD points will not be allocated.
- The full duration of CPD activities must be included on the CPD record card. The individual is then able to indicate how many CPD points have been obtained using the conversion of 1 hour equating to 1 CPD point. CPD points will then be awarded at the discretion of the PROFESSIONAL BODY.

## Categories of CPD activities

CPD activities have been grouped into eight (8) different categories. The Events Management Practitioner is required to ensure that CPD activities cover all of these categories and that they achieve the minimum number of points within a given category.

- Reading and Writing of Articles, Books and publications – keeping abreast of developments within the industry through the reading of articles, books and publications. As well as contribution to the body of knowledge and research within the industry through the writing of articles.

*Min. Points required: 10 / 10 / 10*

- Education and Training– receiving and providing training through formal learning opportunities (like enrolling for a qualification at University or participating in a conference) or informal learning opportunities (like breakfasts offered by the PROFESSIONAL BODY , webinars or eLearning modules) or non-formal learning opportunities (like learning how to use a software package through continuous use).

*Min. Points required: 20 / 15 / 15*

- Mentoring and Coaching – this includes activities that lead to the formal or informal transfer of skills to practitioners within the business or within the industry.

*Min. Points required: 10 / 15 / 15*

- Professional Development – application of theory (knowledge and skills) gained through workplace experience. This includes day to day activities related to your job that are relevant to Events Management. For instance, keep abreast of developments and advances in the profession. It also includes, but is not limited to, participation on the Board of the PROFESSIONAL BODY , industry committees and sub-committees, lobby groups, standards-generating bodies and other industry-related SETA-appointed bodies; the publication of industry-related books, articles, and papers; presentations at recognized industry conferences; membership of professional designation assessment panels.

*Min. Points required: 5 / 10 / 10*

- Community Service – Events Management related services within the industry that are provided free of charge and that contribute to the growth and development of organisations and people within the community.



*Min. Points required: 5 / 5 / 5*

- Personal Development – these are activities that develop the professional characteristics of a practitioner in Events Management, but that are not specific to the field. For instance, a practitioner might complete a time management short course or participate at international level in their sport. These activities are not directly related to Events Management, but contribute to the full personal development of the individual.