

**PROPOSAL  
FOR THE CONSTITUTION OF THE  
SOUTH AFRICAN SANDPLAY THERAPY SOCIETY  
S.A.S.T.S.**

**Presented to the Board of ISST**

**SASTS, the SOUTH AFRICAN SANDPLAY THERAPY SOCIETY  
Registered as a non-profit organization  
Enterprise Number: 2022/888785/08**

**BY-LAWS OF THE SOUTH AFRICAN SANDPLAY THERAPY SOCIETY  
(SASTS<sup>1</sup>)**

**A member of the International Society for Sandplay Therapy  
(Dora M. Kalff, Founder)**

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<sup>1</sup> This organization is not organized for pecuniary profit, nor shall it have any power to issue certificates of stock or declare dividends, and no part of its net earning shall inure to the benefit of any member, director, trustee, or individual. Directors shall not be entitled to fees or other compensation for their service as directors, but may, as provided in the policies and procedures, be reimbursed for actual expenses incurred.

## **Article I - Name and Location**

The organisation shall be called The SOUTH AFRICAN SANDPLAY THERAPY SOCIETY (SASTS). The registered office is established and maintained at the Paarl Practice, 421 Main Road, Paarl, Western Cape, South Africa. Correspondence is sent by the Secretary to all SASTS members.

## **Article II – Affiliation, Official Language and Definition**

SASTS has been founded as a non-profit organization dedicated to the establishment of a group of trained ISST Sandplay Therapists in South Africa, to support and promote professional development in sandplay therapy (theory, clinical practice, research and ethics) in the tradition of Dora Kalff (founder) and based on the theories of C.G. Jung.

SASTS is a member of The International Society for Sandplay Therapy (ISST), founded by Dora M. Kalff. All SASTS certified members are also members of ISST and dues paid to SASTS include dues owing to ISST.

As English is the official language of SASTS, statutes and regulations are binding in English.

Definitions of the various concepts and structures of SASTS are as follows:

**Sandplay therapy** is conceptualised as:

*A therapeutic method developed by Dora Kalff and based on the psychological principles of C. G. Jung and Erich Neumann. Sandplay is a creative form of therapy in using imagination, "a concentrated extract of the life forces both physical and psychic" (C. G. Jung). It is characterized by the use of sand, water and miniatures in the creation of images within the "free and protected space" of the therapeutic relationship and the sand tray. A series of sandplay images portrayed in the sand tray create an ongoing dialogue between the conscious and the unconscious aspects of the client's psyche which activates a healing process and the development of personality (ISST website).*

**The Executive Committee** refers to four elected officers: President, Vice-President, Secretary and Treasurer. The chair of the Training Committee, the Certification Committee and Ethics Committee will be co-opted should the need arise.

**The General Assembly** includes the Executive Committee, certified sandplay therapists as well as Advanced Candidates and Associate Members.

**Advanced Candidate** refers to a person who has completed a personal process with an ISST member, has completed two symbol papers and is being supervised by an ISST Certified Sandplay Supervisor, and in the process of writing and working towards a completed final sandplay case study to be submitted for certification to ISST.

**Certified Sandplay Therapist (CST)** refers to a person who has completed all of the ISST requirements to become a Certified Sandplay Therapist, including the final case study which has been approved by ISST.

**Certified Sandplay Therapist – Teacher (CST-T)** refers to a person who meets all qualifications for a Certified Sandplay Therapist, plus additional requirements of ISST to be a Teaching Member.

**Member** refers to a person who is a CST, CST-T or Advanced Candidate.

**Associate Member** refers to a person who participates in the activities of SASTS, is given access to the databases of SASTS's website, is either a psychologist, psychiatrist or clinical social worker registered with the Health Professional Council of South Africa (HPCSA) or qualified Jungian analyst or student of aforementioned mental health accredited programs (psychology, psychiatry or clinical social work) registered with the HPCSA who are interested in attending SASTS trainings and activities and who are in good standing in terms of ethics and not in arrears with associate membership fees to SASTS.

### **Article III –Purposes and Goals**

The mission of SASTS is to train, support, and promote professional development in sandplay in the spirit of Dora Kalff as based on the theories of C.G. Jung and Erich Neumann. It supports further development of this form of therapy through scientific research and support an expansion of theory in training programs, relevant to sandplay, reflecting the growth of knowledge in the international community as evidenced in the literature and at conferences. It also safeguards ethical standards of clinical practise and participation in the organisations of ISST and SASTS. SASTS commits itself to promote equality irrespective of identity, status, preference and/or affiliation, and strives to ensure accessibility to its activities, programmes and events.

Its goals are:

1. Promotion of the study of Sandplay Therapy in South Africa.
2. Promotion of qualified standards of training and practice on the basis of ethical therapeutic conduct.
3. Propagation and dissemination of knowledge about Sandplay Therapy through the establishment of a library of Sandplay literature and symbol papers in English, within ethical boundaries and protecting client confidentiality.
4. Teaching Sandplay Therapy to HPCSA registered psychologists, psychiatrists and clinical social workers working in public facilities in South Africa (medical and psychiatric hospitals, psychological clinics, and therapeutic educational institutions), which serve disadvantaged populations and victims of trauma. Developing Sandplay facilities in these institutions and creating outreach programs for conflicted areas.
5. Organization and execution of conventions in South Africa.
6. Maintenance and updating of a website of SASTS which includes a database of abstracts of the papers and research already done in English.
7. Participation in the activities and functions of ISST.

## **Article IV – Membership**

### **Categories of Membership**

There shall be four categories of membership in this organization:

- Advanced Candidate
- Certified Sandplay Therapist (CST)
- Certified Sandplay Therapist–Teacher (CST-T)
- Associate Member

### **Pre-Qualifications for Training**

1. Graduate degree from an accredited university in a helping profession such as psychiatry, psychology, clinical social work, registered with the HPCSA.
2. At least two years of clinical experience after receiving the HPSCA registration.
3. Commitment to in-depth inner development and insight as gained through analysis and/or psychotherapy and having started a personal sandplay process with an ISST qualified therapist.

### **Advanced candidate**

Pre-qualifications for becoming an Advanced Candidate: as in article IV (Pre-Qualifications for Training)

#### **Training requirements for being an Advanced Candidate**

1. Complete a recognized 120 hour ISST accredited sandplay training program.
2. Having started a personal sandplay process with an ISST qualified therapist. Although no required number of sandtrays is designated, it is generally felt that creation of a minimum of 25 sandtrays is necessary to experience an in-depth Sandplay process. The personal Sandplay process must have been experienced within the last 10 years prior to the date of application, although it may overlap the completion of other training requirements.
3. Has completed two papers, with a theme relevant to the field of sandplay. The first paper is a symbol paper while the second paper is a symbol with clinical material of one or more cases.
4. Is completing hours of supervision with a certified ISST teaching member, on work with clients who engage in sandplay on a regular basis.
5. Is being supervised by an ISST Teaching Member, and working towards a completed final sandplay case study of which a written report will be submitted for Certification to ISST.

### **Certified Sandplay Therapist (CST)**

Pre-qualifications for becoming a CST: as in article IV (Pre-Qualifications for Training)

#### **Qualifications for Certified Membership:**

1. Completion of the current ISST minimum requirements for certification which includes:
  - a. Completion of a comprehensive program of study of a minimum of 120 hours in a recognized sandplay training program, whose curriculum is based on ISST standards.

- b. Supervision with a certified ISST teaching member – a minimum of 80 hours of which 30 must be individual and 50 may be in group provided that the candidate brings his or her own material for a minimum of 10 hours of the group sessions.
  - c. Approval of two preliminary papers.
  - d. Approval of the final case study by three ISST approved case-readers.
  - e. Completed personal sandplay process
2. After all the requirements are met, an application for ISST membership has to be submitted to the ISST Certification committee who grants the ISST membership
  3. Upon attainment of this credential, the CST can engage others in a personal process.

### **Certified Sandplay Therapist – Teacher (CST-T)**

Pre-qualifications for becoming a CST-T: as in article IV (Pre-Qualifications for Training)

Teaching Members of SASTS shall meet the membership qualifications for Certified Sandplay Therapist (CST), plus additional requirements as established.

#### **Requirements to become a teaching member:**

1. Conference attendance: A member must attend a minimum of one international ISST conference.
2. Select an ISST teaching member: A new member must select an ISST Teaching Member of at least two years standing (ISST) to act as a consultant/mentor/guide to assist the member to:
  - a. Become familiar with the Sandplay Curriculum.
  - b. Prepare and present a minimum of two cases for presentation in addition to the case that is the subject of the final case report.
  - c. Present at least one case at a regional, national or international conference and receive written evaluation forms.
  - d. Develop skills in supervision and reading of preliminary papers.
  - e. Co-teach two classes on sandplay for a minimum of six hours per class in the presence of a CST-T.
  - e. Co-supervise two supervision groups in the presence of a CST-T.
  - f. Time Frame: There is no deadline for the completion of these requirements. Individuals are encouraged to work towards meeting these requirements at a pace that is comfortable for them.
3. Regarding the case presentation and Introductory Course teaching requirements, written evaluation forms from the participants are required and must be reviewed by the Teaching Member who is responsible for making a final decision that the requirements are successfully met. Once all case preparation and teaching requirements are met, the Teaching Member sends the filled out form to the ISST certification committee who holds the authority to grant membership.
4. Upon attainment of this credential, a CST-T can provide supervision to Sandplay trainees.

No exceptions can be made to ISST minimum requirements in either CST or CST-T categories.

### **Associate Member**

Pre-qualifications for becoming an associate member: as in article IV (Pre-Qualifications for Training)

This category includes:

1. HPCSA registered psychologists, psychiatrists and clinical social workers who do not wish to complete the Sandplay certification process, but wish to participate in the activities of SASTS and to use the databases of SASTS's website.
2. Jungian analysts who are interested in attending SASTS's activities and/or wish to use the databases of SASTS's website.
3. Students registered with the HPCSA and completing either psychology, psychiatry or clinical social work programmes.

### **Exceptions**

Exceptions to SASTS membership shall be made in exceptional circumstances.

### **Application for Membership**

Applications for membership in SASTS shall be addressed to the official address of the SASTS Secretary and shall be in accordance with the instructions provided by SASTS for each specific category of membership.

### **Liability Insurance**

To protect the public and reduce legal liability to SASTS, members are required to adhere to the code of ethics stipulated by their primary mental health discipline. SASTS is not liable or responsible for any indemnities stemming from malpractice of its members. Every member is personally responsible for his or her own ethical and professional conduct and liability insurance. In addition, all members of SASTS are required to abide by the ISST code of ethics.

### **Membership Resignation Policy**

Any member may resign at any time. Resignations are made in writing to the President of the society. Resignation take effect at the time specified in the member's resignation letter and, if no time is specified, at the time of the acknowledgement of the resignation letter by the President. The President informs the Executive Committee of the resignation. No dues are returned.

### **Dues**

SASTS is responsible for the collection and payment of dues to ISST. The executive committee discusses the payment and amount of dues to SASTS in addition to maintaining membership in ISST. The executive committee also specifies which categories of membership have the duty to pay local dues. Retired members are eligible for a reduced fee.

Dues to be paid to ISST by the National Societies are calculated in accordance with ISST financial protocols as set out according to ISST. SASTS follows ISST's procedure for payment which is one of the obligations of membership as laid out in the rules of procedure in accordance with ISST.

**Termination of Membership and Lapsed Membership/Non-Payment of Dues:**

1. Rights and privileges of membership shall be terminated for non-payment of SASTS dues.
2. Rights and privileges of certified membership (CST and CST-T) shall be terminated for non-payment of ISST dues.
3. Through action of the SASTS Ethics and Grievance committee, membership in SASTS may be revoked.
4. On a yearly basis, the treasurer will contact certified members who have not paid their dues.
5. SASTS reserves the right to review an individual's membership should they be subject to exclusion from membership of the HPCSA or ISST.

**Reinstatement of Membership:**

Reinstatement of a certified member who has resigned in good standing or has lost membership due to non-payment of dues should be handled by the Executive Committee which shall process the request. The person requesting reinstatement should draft a letter to the President of the Executive committee requesting reinstatement. If there are ambiguities or special concerns, the President shall make a recommendation and confer with the SASTS Executive Committee who then confers with the ISST Board and treasurer. If someone lost membership due to non-payment of dues and did not formally resign, he or she cannot then rejoin without payment of back dues.

**Article V – Organizational Structure of SASTS and Meeting of Members****The Organizational Structure of SASTS is:****The Executive Committee**

This committee includes the SASTS president, the vice-president, the treasurer and the secretary. The chair of the Training Committee, the Certification Committee and the Ethics Committee will be co-opted should the need arise. The executive committee members are elected for a term of three years and can serve for a second consecutive term. Members of the following two categories are qualified for nomination to be elected to the Executive Committee: Certified Sandplay Therapist (CST), Certified Sandplay Therapist–Teacher (CST-T). Certified members and advanced candidates are eligible to vote and therefore elect the Executive Committee.

The Executive Committee shall assume responsibility for SASTS on behalf of its Members and in particular (but not limited thereto) shall be responsible for ensuring that:

1. The general business management of SASTS is appropriate and in ethical compliance with the terms of this Constitution and Code of Ethics;
2. Invitations and proposals to the General Assembly are made timeously;
3. All activities of SASTS are properly carried out by all committees, bodies and persons in compliance with the terms of this Constitution and Code of Ethics;
4. The interests of Members and Trainees are properly safeguarded;
5. Resolutions of the General Assembly are implemented;
6. There is sound financial management of SASTS;

7. An annual financial statement and a budget for the next fiscal year is presented to the General Assembly;
8. Suitable responsibility is taken for all matters which are not otherwise specifically provided for in this Constitution;

In the event of any person ceasing for whatever reason to be an officer or a Member of the Committee before the period for which they were elected shall have expired, the Committee may co-opt any suitable person to occupy that office or sit on the Committee until the ensuing AGM when a successor to that office of Committee vacancy shall be elected only for the further unexpired period of office or Committee Membership. Any person so elected for a period of less than the set term only shall be eligible for immediate re-election thereafter for a full term.

At least 14 days notice in writing of a meeting of the Committee shall, save for any emergency, be given by the Secretary to every Member of the Committee by sending the same by post or email to the address of such Members notified to the Secretary for that purpose.

The president of SASTS shall chair all meetings of the Committee. This responsibility falls to the vice-president when the president of SASTS cannot be present.

Each Member of the Committee shall have one vote in respect of all matters to be decided by the quorum.

### **The General Assembly**

This structure includes the executive committee as well as other Certified Members, Advanced Candidates and Associate Members.

1. Resolutions may be passed when at least 3 Executive Committee Members and 60% of the voting members are present. In case of a tie, the president casts the deciding vote.
2. The quorum for any General Meeting shall be formed by at least 60% of the paid up membership including proxy. If the number of voting members present at the meeting is insufficient to constitute a quorum, the Executive Committee shall adjourn the meeting to a day within 21 days. The Secretary shall send the notice for calling the Adjourned Meeting and agenda to each member at least 14 days prior to the meeting. At that meeting, a quorum shall be formed by whatever number of voting members present.
3. A vote by e-mail is permitted and it shall be recorded in the minutes of the following General Assembly.
4. The general running of SASTS is done by the executive committee and members of the General Assembly can propose motions to the Executive Committee up to three months before the date of convening. No vote can be taken on points of business, which are not presented by this deadline.

The tasks of the General Assembly are:

1. To ratify the minutes of the last meeting of the General Assembly
2. To approve the annual reports of the Executive Committee; to give a final approval of the financial statements; to take notice of the budget.
3. To elect the president,
4. To elect the vice president,

5. To elect the secretary,
6. To elect the treasurer,
7. To confirm the Executive Committee,
8. To amend the Statutes,
9. To adopt resolutions about items on the agenda,
10. To reach decisions about the dissolution of the Society or its merger with another legal person.

## **Meetings of Members**

### **Special Meetings**

Special meetings of the membership, unless otherwise prescribed by statute or by the charter, shall be called by the Executive Committee as well as at the request, in writing, of a majority of the voting members.

### **Notice of Meetings**

Written notice, stating the place, date, time and general nature of the business to be considered, of the annual meeting or any special meeting, shall be given to each member entitled to vote not less than ten (10) days or no more than ninety (90) days before the date of the meeting. The secretary will send an email reminder three days before confirming the upcoming event to all voting members.

### **Members Entitled to Vote**

Members in the following three categories are entitled to vote: Certified Sandplay Therapists-Teachers (CSTT), Certified Sandplay Therapists (CST) and the advanced candidates.

### **Action by Voting: Meetings**

Each member entitled to vote may cast one vote, either in person or by written proxy, except as otherwise provided by law, the charter, or these bylaws. All questions shall be decided by a majority of the votes cast by members attending the meeting and entitled to vote and by written proxies from members entitled to vote. Upon demand of any member, any vote may be taken by closed ballot.

### **Action by Voting: Mail Ballot**

Each member entitled to vote may cast one vote within a time span identified by the Executive Committee. All questions shall be decided by a majority of the votes cast, except as otherwise provided by law, the charter, or these bylaws.

### **Exceptions to Voting Policy**

To amend the procedures for membership in the SOUTH AFRICAN SANDPLAY SOCIETY, the Code of Ethics for members of the South African Sandplay Society, or the Bylaws of this society, shall require a vote of at least two-thirds (2/3) of the members present at the meeting that are entitled to vote.

### **Quorum**

Except as otherwise required by law, the charter, or these bylaws, a majority of 50% plus one person of members attending a meeting, including the written proxies, constitute a quorum. If it is

recognized that a quorum is not present, a majority of the members entitled to vote then present or by proxy shall have the power to adjourn the meeting from time to time without notice, other than announcing the adjournment, until the requisite number of members entitled to vote are represented.

#### **Proxies**

Members may vote either in person or by written proxy. Proxies shall be filed with the member responsible for recording the proceedings of the meeting, normally the secretary of the corporation. A proxy shall be valid only for the meeting in question.

### **Article VI – Executive Committee Officers**

The affairs of SASTS shall be managed by the Executive Committee. The Executive Committee shall hold meetings at least two times a year. The executive committee is accountable to the whole society.

#### **The Duties of the Executive Committee members are:**

##### **President**

The president shall serve as the chief executive officer of the Society; have general supervision over the business of the society and over its several officers subject to the control of the executive committee and to the full members of the General Assembly. The president shall have the responsibility for the agenda of meetings and preside at all meetings of the Executive Committee. The president shall have the power on behalf of the society to execute all deeds, agreements, and instruments.

##### **Vice-President**

The vice-president shall convene the meeting in the event that the president cannot be present and take up all the responsibility of the president until the president returns or until the vacancy is filled.

##### **Secretary**

The secretary shall plan the agenda of the meetings in conjunction with the president. The secretary shall notify the members of all meetings, as well as send all other notices required by law or the constitution. The secretary is also responsible for recording the proceedings of all meetings of the Society and the Executive Committee, and maintaining the archives of these proceedings. In case of his or her absence or disability, the members shall appoint another person to perform these functions.

##### **Treasurer**

The treasurer shall serve as the chief financial officer of the Society. The treasurer shall be responsible for the safety of all moneys and keep accurate accounts of all transactions conducted in the name of the Society. He/she shall give an account of the financial condition of the Society at regular meetings of the Executive Committee whenever the president or members of the Executive Committee request a report. The treasurer shall prepare an annual financial report for audit and for presentation at the AGM. He/she shall, in conjunction with the Secretary, sign cheques on behalf of

the Society. The treasurer shall count the number of ISST members of SASTS as of January 1st of each year and report in writing each year before January 31<sup>st</sup> to the Treasurer of ISST the number of ISST members of SASTS by January 1<sup>st</sup>. He / she shall arrange to pay dues to ISST by March 31<sup>st</sup> of the current year.

**Possible co-opted members:**

**Chair of the Training Committee**

The chair coordinates the activities, planning, and programs of the training committee. The chair calls the meeting and organizes the agenda for each meeting. The chair, as part of the executive committee, reports about the work of the training committee to the executive committee.

**Chair of the Certification Committee**

The chair coordinates the activities, planning, and programs of the certification committee. The chair calls the meeting and organizes the agenda for each meeting. The chair, as part of the executive committee, reports about the work of the certification committee to the executive committee.

**Chair of the Ethics Committee**

The chair coordinates the activities, planning, and programs of the ethics committee. The chair calls the meeting and organizes the agenda for each meeting. When a case arises, the chair, as part of the executive committee, reports about the work of the ethics committee to the executive committee.

**Terms of Office**

Members of the executive committee shall be elected for a three (3) year term. Any position of a member not filled at the AGM may be filled by the members elected at a Special Meeting. Officers can run for a second consecutive term.

**Resignations**

Resignations of any Executive Committee member should be addressed to the Executive Committee in writing with at least one month's notice prior to the date of resignation.

**Article VII – Access to Records and Minutes**

An archive of all the proceedings of all meetings of the Society and the Executive Committee is kept in the registered office of the secretary. The members of SASTS are eligible to access to the proceeding of the meetings of the Society by putting his/her request in writing to the Executive Committee. The decision to accept the request is at the discretion of the Executive Committee.

**Article VIII – Code of Ethics**

SASTS complies with the code of ethics of ISST and the HPCSA. In the event of a written complaint of an alleged breach in the code of ethics by an ISST-certified member, the ethics committee, consisting of three members, hears and investigates the complaint. If the ethics committee members are affiliated with the accused member, three additional members will be appointed by the executive committee for that particular case. SASTS will inform the ISST Board of the complaint and report

developments and outcomes related to the complaint. If the complaint cannot be resolved locally, SASTS may request assistance from the ISST Board.

#### **Article IX – Eligibility to stand for an Election of ISST Board**

The executive committee of SASTS has the right to nominate a member for the ISST Board and a substitute who are then confirmed by the General Assembly of ISST. The number of nominations for the ISST Board is stipulated in the ISST statutes. The executive committee members within SASTS are eligible to stand for the election of ISST Board representatives and need to agree to abide by the current ISST job description for Board representatives. This job description is stipulated on the ISST website. However, the job description includes the representation of the views and concerns of SASTS executive and members.

#### **Article X – Dissolution of the Society**

The Society may be dissolved at a general meeting by a simple majority of members present or represented by proxy, in which event any remaining funds shall be donated to charity purposes, to be determined by the outgoing committee.