

The South African Women's Club

in the Netherlands

THE CONSTITUTION

ARTICLE 1 - NAME AND SEAT

1.1. The Association shall be known by the name of The South African Women's Club the Netherlands. Die Suid-Afrikaanse Vroueklub - Nederland. Hereinafter referred to as the Club.

1.2. The seat of the Club is The Hague (A venue more convenient to the majority of the members may be chosen by the Committee of the time)

1.3. Only women may be members of the Club.

1.4. The Club was founded on the 26th May 1987 at Van Alkemadeaan 352, The Hague.

ARTICLE 2 - PURPOSE

2.1. The purpose of the Club is to enable South African women to meet one another in friendship, while in the Netherlands and to further these contacts through meetings and other activities.

2.2. All activities of the Club must conform to this purpose and be in accordance with the Dutch law. The nature of the Club shall be non-religious, non-political, non-racial and non-commercial.

2.3 The Committee shall select a charity/charities or an organisation(s) in South Africa which the club shall support through fundraising or other appropriate methods as a means of supporting and aiding fellow South Africans in a position less fortunate than ourselves

ARTICLE 3 - MEMBERSHIP

Membership shall consist of the following: -

- a) Legitimate members
- b) Associate members
- c) Honorary members

3.1. Legitimate members

3.1.1. Current South African passport holders or

3.1.2. Non-South African women who are married to a South African citizen.

3.2. Associate members

3.2.1. Women who were born in South Africa but who are not in possession of a South African passport.

3.2.2. Women who have lived in South Africa and have current interests and/or connections through family in that country.

3.2.3. The Committee (established in Art.8 below) may, at its discretion, invite an Associate member to stand for election to the committee. The number of Associatemembers on the Committee may not exceed 20% of the total members of the Committee. All requests for Club membership must be submitted to the Secretary in writing with an application form. Memberships have to be agreed upon by all the members of the Committee and no reasons need be furnished for the acceptance or refusal of membership. Associate members shall enjoy all the rights and privileges of the Club.

3.3. Honorary members

3.3.1. Persons, who have benefited the Club through longstanding service or contributions, may be appointed as Honorary Member, by the General Assembly on recommendation of the Committee.

3.3.2. Honorary members are not required to pay dues. The number of honorary members should be restricted to three.

ARTICLE 4 - WORKING LANGUAGE

4.1. English and Afrikaans shall be the working language of the club.

ARTICLE 5 - MEMBERSHIP DUES

5.1. Members shall pay annual dues, the amount of which is to be determined by the General Assembly. These dues are to be paid no later than 2 months after the date of the Annual General Assembly .If membership fees are not paid within this period a levy for late payment will be imposed. The levy amount shall be determined by the General Assembly. New members joining will pay on a pro-rata basis – the year being divided into quarters with payment being for the balance of the year, commencing from and including the quarter in which they join. The Club financial year shall run from 1st of April to the 31st of March.

5.2. All members are required to honour the financial obligations they have entered into with the Club. Annual dues are not refundable.

5.3. All members are required to complete the Membership Application form of the Club. Such forms remain the property of the Club for its records. Membership names, directory and forms may not be used or circulated for any other purpose.

ARTICLE 6 - TERMINATION OF MEMBERSHIP

6.1. Membership will terminate as a result of:

6.1.1. Resignation in writing by the member

6.1.2. Termination of membership by the Committee due to non-payment of annual dues.

6.1.3. Termination by the Committee in the event that a member acts contrarily to the Constitution or the amendments, or does not comply with the decisions of the Club.

6.1.4. Members, who allow their membership to lapse through neglect, may rejoin the Club. In which case the member should first settle any outstanding dues owed to the Club.

6.2. Notice of termination of membership in accordance with Art. 6.1.2. And 6.1.3. shall be in writing and by registered mail. The member may appeal the resolution at the Annual General Meeting. Her membership will remain terminated until re-instated by the General Assembly. The General Assembly shall consider and vote on the appeal.

ARTICLE 7 - FINANCIAL RESOURCES AND ARRANGEMENTS

7.1. Sources of income of the Club are:

- a. Membership dues.
- b. Donations, subsidies and other monies resulting from club activities
- c. Other income / assets
- d. Advertising for magazine.

7.2. The Committee may ask for support for extraordinary activities open to all members e.g. Bazaar, Fund Raising, Charity Events, etc.

7.3. Twenty Five percent (25%) of the net profit of any club charity fundraising will be returned to the Club's general operating account.

7.4. Any member who acts on behalf of the Club in organising an activity or event, must do so with the approval of the Committee. She will be responsible for the finances and must submit a preliminary budget to the committee before commencing with an event. She must submit a financial report to the Treasurer before the end of the month following the event.

7.5. The Club financial year shall run from 1st April to the 31st March.

7.6. The Treasurer shall keep a full set of financial records and accounts up to date. The books shall be open for inspection by any member after a legitimate reason or complaint is sent in writing to the Committee.

7.7. The Club books shall be audited annually, by an independent accountant/auditor appointed by the Committee, at the end of the Club financial year and a financial report/statement shall be presented to the

General Assembly.

7.8. The approval of the accounts and financial records by the General Assembly shall absolve the outgoing Committee of any further responsibilities.

7.9. Signing power of any Club cheques shall be given to the Chair Lady, together with either the Secretary or Treasurer. In case of absence of the Chair Lady, the Treasurer and Secretary may sign.

7.10. All expenditure is to be approved by the committee.

7.11. The Treasurer shall be responsible for all the money matters regarding the club and keep the accounts with a bank approved by the Committee. Monies raised in the name of charity shall be donated to an elected charity.

See ARTICLE 7, Section 7.3

ARTICLE 8 - THE COMMITTEE

The committee shall consist of: -

- o Chair Lady
- o Vice Chair Lady
- o Secretary
- o Treasurer
- o Other members (as required)

8.1. All officers shall be elected by open ballot at the Annual General Meeting.

8.2. The Committee as a whole or an individual Committee member may be suspended or dismissed from office by the General Assembly. A full report of such a decision should be included in the minutes of the meeting taking such a decision.

8.3. Officers shall be elected for a term of one year, irrespective of the function in which she may serve. No officer may serve for more than two consecutive years in the same position. A Chair Lady may be re-elected only once. However, should there be no other Club member willing to take over from the officer or the Chairlady these conditions may be waived.

8.4. In the event of an interim vacancy, another member may be found by the Committee to fill the position for the remainder of the term of the member vacating the position.

8.5. In the event of an interim vacancy or absence of the Chair Lady, the Vice Chair Lady will serve as Chair Lady for the rest of that Club year should she be willing to take on the position. Should she not be able to, the Committee shall elect another member of the Committee as Chairlady

8.6. Whenever possible, candidates for Chair Lady and Vice Chair Lady should have at least one year's experience on the Committee and preferably be a South

African citizen. Failing this requirement, a regular club member who is capable of this position, may be elected as Chair Lady with the approval of the General Assembly. Other office bearers should have been a member of the Club for at least three months. Members shall be informed of any changes in the Committee in the newsletter.

8.7. With the approval of the committee each office bearer may form a sub-committee or elect an assistant to help in the execution of her duties.

8.8. The Club shall meet at least once a month. The Committee may call additional meetings. The Committee may organise as many social events which include member's families but are not held to any obligatory number of such events.

8.9. The Committee shall if necessary meet once a month and minutes of such meetings will be noted. An agenda with the year's report will be delivered at the Annual Meeting. All administrative files shall be presented to a new Committee for Club reference/records.

ARTICLE 9 - ANNUAL AND EXTRAORDINARY GENERAL ASSEMBLIES

9.1. The Annual General Meeting will be announced in the newsletter not less than 14 days before the meeting. The agenda and the names of those members nominated for election shall be included in the announcement letter.

9.2. Any member of the Club may nominate other members for election for the new Committee.

9.3. Particular subjects arising outside the Agenda and which need immediate attention shall be discussed in an Extraordinary General Assembly in order to achieve a result.

9.4. Members who wish to make a proposal to the General Assembly, shall notify the Committee in writing at least eight days (8days) prior to the day of the Annual General Meeting.

9.5. The Annual General Meeting shall be chaired by the Chair Lady. In the absence of the Chair Lady, the Vice Chair Lady shall chair the Annual General Meeting. If both are absent, the meeting shall choose a chair from the committee for that meeting.

9.6. The Annual General Meeting shall take place as soon as is convenient after the end of the Club financial year and shall :

9.6.1. Approve the minutes of the previous Annual General Meeting.

9.6.2. Consider and approve the audited financial statements of the last financial year.

9.6.3. Consider the Committee's Report

9.6.4. Elect a new Committee by open ballot

9.6.5. Establish any major changes

9.7. Only fully paid-up members shall be eligible to vote and constitute a quorum

ARTICLE 10 - VOTING PROCEDURE

10.1. Unless otherwise stated in this Constitution, resolutions at General Assemblies will be adopted by the majority of votes of those members present. A quorum shall constitute one third of the paid-up members.

10.2. All officers must be elected by open ballot at the Annual General Meeting.

10.3. Voting by proxy shall be permitted provided the Chairlady receives the proxy no less than one week prior to the Annual General Meeting

10.4. In case of equal votes, the Chair Lady shall cast the deciding vote, in addition to her ordinary vote.

10.5. If two or more of the Committee members should for any reason permanently cease to serve in that capacity this making the Committee inoperative, their places shall be filled by open ballot election at an Extraordinary Meeting especially convened for that purpose as soon as possible.

10.6. The Committee shall have the right to increase or decrease, at their discretion, the number of positions.

ARTICLE 11 - AMENDMENT OF THE CONSTITUTION

11.1. The Constitution of the Club may only be amended by a resolution of the General Assembly. The said amendment/s shall be voted upon.

11.2. The text of the proposed amendments/s shall be sent to the members, at least 14(fourteen) days before the Annual general meeting.

11.3. Amendments of the Constitution will become effective only after such resolutions have been well considered and accepted by the majority of the total membership of members at a General Assembly at least one fifth of the paid-up legitimate members present.

ARTICLE 12 - BY-LAWS

Subjects not covered by the Constitution are set forth in the by-laws. By-laws and additions to by-laws are adopted by the General Assembly but must not be in contradiction with the Constitution or the law.

ARTICLE 13 - MEMBERS

13.1. Members are expected to participate in the club's activities on a regular basis. This shall be interpreted as attendance of at least two meetings per year. An attendance register will be kept at meetings.

13.2. Members may bring visitors/guests to the monthly meetings and other activities, whenever there is no restriction for practical reasons. Guests/visitors who participate in Club functions/events, but who are not eligible for membership (see Article 3) may attend such events as guest of a current member.

13.3. The Committee shall decide upon the guest fee which is to be paid in full by such a visitor. A visitor who qualifies for membership should join the South African Women's Club or she may not attend more than two meetings during a Club year.

13.4. The Club committee will not be responsible for actions or behaviour of the individual members.

ARTICLE 14 - COPY OF THE CONSTITUTION

The Constitution shall be available for all members to read on the Club website www.sawcni.com. A copy shall be sent to those members who requested it.

ARTICLE 15 - DISSOLUTION OF THE CLUB

15.1. A resolution to dissolve the Club may only be adopted by 90% majority of the total of paid-up members of the club in an extraordinary meeting called for this purpose.

15.2. In the event that no resolution can be adopted because the required number of members are not present at the Annual General Meeting, another Extraordinary Assembly shall be convened within a period of not less than one week and not more than four weeks thereafter. During this assembly a resolution may be adopted irrespective of the number of members present, by 2/3 of majority of valid votes.

15.3. At the Assembly in which a resolution for the dissolution is adopted, the said assembly shall also decide the dissipation of any net balance remaining in the treasury and other possessions/assets.

16. FINAL CLAUSE

The General Assembly is adherent to the Club Constitution and by-laws/amendments and has competency in all matters relating thereto, as approved by the General Assembly of the South African Women's Club of the Netherlands.