



## **CONSTITUTION**

### **Name**

The Group shall be known as the Umhlanga Women Achievers.

### **1. Objectives**

The objective of the Group (Club) shall be to create a networking forum for women in business / working women to meet and discuss matters of mutual interest and benefit.

This networking club shall be based in Umhlanga and surrounding areas.

### **2. Administration**

The Club shall be administered by a President, Vice-President, Hon. Treasurer, Hon. Secretary and four other elected members. Together they will be known and act as the Umhlanga Women Achievers' Executive Committee. For the sake of continuity, it is recommended that the President, Hon. Treasurer and Hon. Secretary serve a term of no less than 2 (two) years and no longer than 6 (six) years. When a new President is elected, the current President will serve another year on the committee in an advisory capacity as Past President.

### **3. Meetings**

Meetings shall be held at least once every two months throughout the year. The venue and times to be arranged by the Committee.

### **4. Joining fees and subscriptions**

The Joining Fee and Annual Subscriptions shall be subject to change by the Executive Committee to keep up with inflation. Members pay full Annual Subscription fees regardless of when they join. Annual Subscriptions shall be due on 01 February each year and any member who has not paid her subscription by 28 February of any year shall be suspended until the subscription is paid. The Hon. Secretary or The Hon. Treasurer shall advise each member, who has not paid her subscription for the year before 01 February, accordingly.

### **5. Finance**

The Financial Year of the Club shall be from 1 January to 31 December. The Hon. Treasurer and/ or Hon. Secretary shall keep proper records of all monies received and expended. All funds of the Club shall be deposited at an approved bank or building society as soon as possible after receipt. The bank or building society must be convenient for the Hon. Treasurer/ Secretary in office, BUT any changes must be approved by a quorum at a monthly members' meeting.

A nominal cash amount will be retained for petty expenses. The accounts and financial statements of the Club shall be audited at least once a year by an Auditor or person nominated at the AGM. All cheques and withdrawals shall be signed by the President and Hon. Treasurer, or by the third signatory, the Vice-President, in the absence of one of the aforesaid officials.

## **6. Membership**

### **6.1. New members:**

- a) New members must be nominated by at least one paid-up member, and not be younger than 21 years.
- b) The committee must decide at a committee meeting whether to accept or reject the applicant.
- c) The applicant must be notified in writing whether her application has been approved or not.
- d) Upon admission to membership and payment of the entry fee and annual subscriptions as determined by the Committee, new members shall be subject to the UWA's rules as set out in 6.2. below.
- e) Once club membership reaches 125, applicants' names will be recorded on a waiting list.
- f) Corporate Membership – a business can apply for this membership and send 3 people per meeting at the member's rate.

### **6.2. Requirements – members:**

- a) Members of the UWA agree to arrive on time for meetings, to contribute at all times in an honourable and appropriate manner for the good of the members and the benefit of the Club.
- b) Members agree to abide by 'good business practice' as set out in the UWA Code of Conduct and show respect to fellow members and their businesses at all times.
- c) Members agree to attend a minimum of 4 meetings to maintain their membership.

### **6.3. Members' rights:**

- a) To be notified of and to attend all UWA general meetings.
- b) To have their details included in such promotional material as may be produced by the Club.
- c) To promote their business at meetings of the Club, in such manner as the Committee may from time to time determine.

### **6.4. When membership ends:**

- a) A member may resign from the club by giving written notice to the Secretary, provided that such resignation shall not relieve the member concerned of the obligation to pay her subscription in respect of the year during which she resigns, and any arrears or any other obligation due by the member to the UWA.
- b) The committee may terminate a member's membership if the member conducts herself in a way considered to be injurious or prejudicial to the character or interest of the club.
- c) The committee may terminate a member's membership if a written complaint is received by the committee, relating to bad business ethics practised by a member – i.e. by a member when dealing with another member. This complaint must prove to be valid.

## **7. Office bearers**

Nominations for office bearers and committee members to be elected at the Annual General Meeting of the Club must be submitted in writing and signed by the Proposer, Seconder and the Nominee consenting to her nomination, and must be lodged with the Hon. Secretary prior to the commencement of the AGM. Notwithstanding the above provision, nominations in writing and duly signed by the Proposer, Seconder, and Nominee, may be lodged after the commencement of the meeting, subject to the consent of the majority of the members present.

The President, Hon. Treasurer and Hon. Secretary must have been members for not less than six months to qualify for an election. The Committee shall have the power to co-opt any person after the elections at the AGM whose knowledge or advice may be required.

The President, Vice-President, Hon. Treasurer and Hon Secretary and members of the Committee will be elected at the Annual General Meeting.

Committee members cannot serve on another networking committee whilst in office to avoid any conflict of interest.

If a secret ballot is taken, a scrutineer must be appointed at the meeting. Members of the Committee, who fail to attend three consecutive committee meetings without good reason, shall forfeit their position on the Committee

and the Committee shall have the power to co-opt another member to serve in her place. For the sake of continuity, it is recommended that committee members serve a term of no less than 2 (two) years and no longer than 6 (six) years.

### **8. Annual general meeting, extra-ordinary general meetings and quorums**

The Annual General Meeting of the Club shall be held in February of the succeeding calendar year. Voting by proxy is permitted. Members shall be notified in writing at least 21 days prior to the date of the Annual General Meeting and/or Extra-Ordinary General Meeting. A quorum at the Annual General Meeting or at an Extra-Ordinary General Meeting shall be 25% of the full membership and, if a quorum is not present, the number present at the following meeting shall constitute a quorum. Any member in arrears with subscriptions may not vote on any resolutions.

### **9. Honorary members**

Any person, who has made an outstanding contribution to the Club, may be elected as an Honorary Member at an Annual General Meeting. Proposals and a written motivation must be given to the Committee for consideration one month prior to the AGM.

### **10. Past president**

All members who have occupied the position of President shall be given the title, 'Past President'.

### **11. Changes to the constitution**

Changes to this Constitution shall be made at an Annual General Meeting, or at an Extra-Ordinary General Meeting if requested in writing by not less than 12 members. Such request must be given to the Hon. Secretary with full reasons for calling the meeting and, if allowed by the Committee, the Secretary must give 21 days' notice of the meeting in writing.

### **12. Details of UWA logo**

The colour is BURGUNDY: We have reverted to the original colour that was used by UWA. A few years ago it was changed to red for branding purposes. These days we are able to match the exact burgundy pantones.

A LIGHT has been added: The purpose of a lighthouse is to emit light, improve visibility in all weather conditions, lead the way, guide and give direction, provide stability, reliable support and hope for vessels. This is what we want our UWA lighthouse and the light to symbolise for our members.

The UWA slogan: This is now part of the design so that our slogan is read at the same time as our logo is viewed. It is more impactful and also completes the design.

Est. 1994: This addition not only confirms the number of years that UWA has been active for but it also adds more pride and value to our organisation.

As amended and approved at the General Meeting that was held at the Granny Griffs Sugar Shack, Wednesday, 14<sup>th</sup> February 2024.



16 February 2024

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**Signed 2024 President**

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**Date**