



As amended and approved at the General Meeting that was held at Northwood Crusaders Sports Club, Wednesday, 12th February 2025.

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

- a) 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.
- b) For the sake of continuity, the Executive Committee shall serve a term of 2 (two) years and no longer than 6 (six) years. If any of the Executive Committee step down after 1 (one) year and cannot be filled by the current committee, then a nomination and vote will need to take place to replace those vacated positions yearly.
- c) 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

- a) 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.
- b) Annual Subscriptions shall be due between the 01st - 31st January each year (Renewal notice to be sent out from November/December).
- c) The Hon. Secretary or The Hon. Treasurer shall advise any members who have not paid their subscription by the 01st February that their membership, along with any associated privileges, has been suspended and should payment not be received within 30 days thereafter, membership will be terminated automatically. Membership may be reinstated upon payment of the new member joining fee.

5. Finance

- a) 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 as soon as possible after receiving them. The bank must be convenient for the Hon. Treasurer/ Secretary in office, BUT any changes must be approved by a quorum at a general meeting of members.
- b) A nominal cash amount will be retained for petty expenses. The accounts and financial statements of the Club shall be balanced at least once a year by an Accountant or person nominated at the AGM. All efts and withdrawals shall be authorised by the President and Hon. Treasurer, or by the third signatory, 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 18 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.
- d) To vote on matters brought before the Club, provided subscriptions are paid up.

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 practiced by a member – i.e. by a member when dealing with another member.
- d) This complaint must prove to be valid. The committee shall provide the members with an opportunity to respond before termination.

7. Office bearers

- a) Nominations for office bearers and committee members of the Club can be submitted online or in writing. The proposer must secure the consent of both a seconder and the nominee (self-nominations are allowed).
- b) All nominations must be submitted to the Hon. Secretary within the designated timeframe. However, if voting occurs at a special meeting or AGM instead of online, written nominations, signed by the proposer, seconder, and nominee, may be submitted after the meeting begins, provided the majority of the members present consent.
- c) The roles of President and Vice President can only be filled by current committee members or those who have previously served on the committee for at least one year. If no such members are available or willing to serve, nominations will then be opened to the current paid-up members.
- d) All the committee members must have been members for not less than 1 (one) year to qualify for an election. The Committee shall have the power to co-opt any person after the elections whose knowledge or advice may be required.
- e) The President, Vice President, Hon. Treasurer, Hon. Secretary, and committee members will be elected every two years. Only positions vacated mid-term shall be subject to annual elections. Additional committee positions can occur annually. Elections can be conducted either through online/electronic voting or at an AGM/Special Meeting.
- f) Committee members cannot serve on another networking committee whilst in office to avoid any conflict of interest.
- g) 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.

8. Annual general meeting, committee voting, extra-ordinary general meetings and quorums

- a) The Annual General Meeting of the Club shall be held annually in February.
- b) Voting for the new Committee will take place before the end of November preceding the AGM, using an online/electronic voting method or at an AGM.
- c) 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.
- d) 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.
- e) Any member in arrears with subscriptions may not vote on any resolutions.
- f) If a secret ballot is to be taken at a meeting, a scrutineer must be appointed at the meeting.

9. Honorary members

- a) 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.
- b) Criteria for Honorary membership should include how long they have been a member for e.g. 10 years and extraordinary back-office work whether on the committee or just as a member of the club.
- c) Honorary Members get 1 Year UWA Membership following the year they achieve Honorary Membership and will still retain their voting rights for that Honorary Year.

10. Past president

All members who have occupied the position of President shall be given the title, 'Past President' and automatically get Honorary Member Status.

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. A two-thirds majority of members present and entitled to vote shall be required.

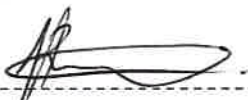
12. Details of UWA logo

- a) 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 can match the exact burgundy pantones.
- b) 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.
- c) 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.
- d) 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 club.

13. Dissolution and Indemnity

- a) In the event of the Club being dissolved, any remaining funds or assets, after all liabilities have been settled, shall not be distributed to members but shall be donated to a charity or non-profit organisation with similar objectives, as determined by the members at a general meeting.
- b) Office bearers, Committee Members and members shall not be personally liable for any loss incurred by the Club, provided they acted in good faith and within the scope of their authority.

NATALIE BURNE



Signed 2025/2026 President

23/02/2025

Date