



CONSTITUTION FOR THE MALETSWAI BUSINESS FORUM

NAME

The name of the business chamber is Maletswai Business Forum

OBJECTIVES

- 1 The objectives of the business chamber are as follows:
 - 1.1 To bring together businesspeople, irrespective of colour, race, religion, language or gender, in the area of Aliwal North.
 - 1.2 To provide a service to its members through guidance, business leadership and education in order to help them to be better equipped for the business world.
 - 1.3 To host seminars and discussions on any topic of relevance to the business community and to table and explain points for discussion at any congress of the AHI.
 - 1.4 To receive relevant information that concerns the business community, to process it and to disseminate it amongst its members by means of a newsletter or any other means.
 - 1.5 To assist members with their businesses and to provide guidance about legislation or protecting their interests against unfair commercial practices.
 - 1.6 To facilitate closer interaction between the public sector, employers and employees through consultation, discussions and written submissions where necessary.
 - 1.7 To help young businessmen and -women to be better equipped for the business world through training and guidance.
 - 1.8 To arrange functions and generate funds to further the aims of the business chamber.
 - 1.9 To give proper acknowledgement to any person who has contributed extensively, be it in the field of business, culture or any other field in the area served by the Maletswai Business Forum.

1.10 To obtain, purchase, hire, rent, sell, donate, pawn or mortgage any property, movable as well as immovable, in the execution of the objectives of the business chamber.

1.11 To borrow or lend money with or without surety.

1. Members

Any person or institution involved in the business world either directly or indirectly and having an active interest in it, may apply to management for membership of the business chamber.

2. Entry and membership fees

2.1 Members must apply for membership on the prescribed form and final approval of membership rests with the management of the business chamber.

2.2 Membership fees payable by members will be determined from time to time by the management of the business chamber.

3. Termination of membership

Any member's membership may be terminated:

3.1 if such a member resigns with at least three (3) calendar months' written notice and after paying his/her membership fees up to the date of membership; or

3.2 if management informs the member in writing of such termination.

Management will have the power to terminate any member's membership on account of non-payment of membership fees and/or behaviour that in the opinion of Management is not in the interests of the business chamber.

MEETINGS

1. Annual General Meeting

An annual general meeting of members must be held as soon as possible after the end of the financial year and on such a date as determined by management. At that meeting management must report on activities of the past year and must table the financial statements of the past year for approval. The new management and an accountant for the next year must be elected at the meeting. Written notice of the venue and date of such meeting must be sent to all members at least fourteen (14) days in advance. 51% members will form a quorum.

2. Special General Meeting

A special general meeting of members must be held if:

- 2.1 management calls such a meeting; or if
- 2.2 at least 10 members request such a meeting in writing, stating the matters to be discussed at the meeting. Written notice of such a meeting, stipulating the venue and date, must be sent to members at least fourteen (14) days in advance.

3. Chairperson

The chairperson of the business chamber must act as chairperson at any general meeting, or in his/her absence, the vice-chairperson, or if both are absent, a member who is elected by those present as chairperson of the meeting.

VOTING RIGHTS

1. Voting at any meeting will be done by show of hands by the persons present. Decisions will be taken by an ordinary majority of votes and, in the case of an equality of votes, the chairperson has the deciding vote.
2. A member has one vote.
3. Any matters that served at a general meeting and in respect of which a decision was taken, will not be tabled for discussion again before six (6) months have passed since the matter was discussed the first time.

MANAGEMENT

1. Management will consist of a maximum of 6 members elected at the Annual General Meeting. Management will have the power to co-opt one or more individuals to assist management for a specific purpose or period, but such members will not have voting rights.
2. A chairperson, vice-chairperson, secretary and treasurer, as well as other members of management are elected at the Annual General Meeting.
3. The term of each member of management expires annually on the date of the Annual General Meeting, but members are eligible for re-election, provided that the chairperson and vice-chairperson may not remain in the same office for longer than two (2) consecutive years, unless so decided by the Annual General Meeting.
4. Fifty percent of the members of management form a quorum. If a member of management is absent without permission for three or more consecutive management meetings, the term of office of such a member will automatically be terminated.
5. Management decides how often they will meet, whether by way of a plenary management meeting or whether by way of a meeting of one or more sub-

committees constituted by management and subject to such conditions as determined by management.

6. The chairperson, vice-chairperson, outgoing chairperson, secretary and treasurer will form the executive committee of the business chamber and will ensure that the day-to-day activities are carried out when management is not in session.

POWERS OF MANAGEMENT

Management will have the following powers:

1. To purchase, hire or otherwise obtain movable as well as immovable property that may be needed to house the office of the business chamber or any other part thereof, and to transfer, sell, hire, pawn or deal with it in any manner approved by management in the name of the Business Chamber
2. To open a bank account in the name of the business chamber at any financial institution and to authorise any two members of management to manage such an account on behalf of the business chamber
3. To make provision for the purchasing of any equipment, stationery, etc. for office purposes.
4. To co-opt a secretary and other officials and to determine their remuneration and conditions of appointment.
5. To manage and arrange the procedures of the management meeting.
6. To appoint one or more subcommittees consisting of members as well as non-members of the business chamber from time to time and to delegate to such committees certain instructions and powers as management may deem necessary.
7. To screen and approve applications for membership which have been received by the business chamber.
8. To identify persons suitable to become co-opted members and honorary members and to offer them membership, and then to confer membership on them.
9. To terminate the membership of any member taking into consideration paragraph 3 above.
10. To take any steps necessary to execute the objectives of the business chamber as outlined in this constitution.

DISBANDMENT AND AMALGAMATION

The business chamber will disband or amalgamate with another body or association only upon a decision taken by at least two thirds of the members present at a Special General Meeting held in accordance with the stipulations as outlined above. Upon disbandment any assets of the business chamber will be transferred to the Afrikaanse Handelsinstituut (AHI).

FINANCIAL YEAR

The financial year of the business chamber will run from 1 March to the last day of February the next year, unless decided otherwise at a general meeting.

BOOKS AND RECORDS

1. All cheques drawn from the bank account of the business chamber must be signed by at least two (2) members of management, as authorised by management.
2. The books and records of the business chamber must be audited annually by a practising chartered accountant appointed at the Annual General Meeting. The financial statements and report of the accountant must be tabled at the Annual General Meeting for discussion and approval.
3. Any member will have the right to inspect the books and records during normal business hours upon appointment and in consultation with the chairperson, but will not be entitled to remove such documents from the office of the business chamber without the permission of the chairperson.

MINUTES

Proper minutes must be kept of all general as well as management meetings.

AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution of the business chamber may only be made upon a decision taken at a general meeting by at least two thirds of the members present at such a meeting called in terms of the stipulations of this constitution.

This Constitution was duly accepted by all members present at the Annual General Meeting held at the Aliwal North Golf Club on Friday 17 April 2015.

Chairman

Dated

Vise-chairman

Dated

Secretary

Dated

