

CONSTITUTION OF THE ZULULAND BUSINESS INSTITUTE

MISSION:

1. The mission of the ZBI is as follows:
 - 1.1 To unite entrepreneurs and business persons in Zululand, the area north of the Tugela River, irrespective of colour, language, race or gender.
 - 1.2 To better equip its members for the business world through tutoring, business guidance and education.
 - 1.3 To arrange presentations and discussions regarding any topic which may affect the business sector and to present discussion matter and enlighten members, by means of congress of the ZBI.
 - 1.4 To receive, process and distribute by means of newsletter or any other means, any relevant information which affects the business sector.
 - 1.5 To support its members in business and assist by means of tutoring; to protect their interests against unfair business practice or legislation.
 - 1.6 To establish a closer link between authorities, employers and employees by means of consultation, discussions and written presentations where necessary.
 - 1.7 To better equip young business men and woman through training and tutoring; to assist students who study in the line of business by means of bursaries or other financial assistance.
 - 1.8 To arrange functions and generate funds to further the mission of the business chamber.
 - 1.9 To, in an appropriate manner, acknowledge contributions made by any person, be it business, cultural or any other sector in the area of Kwazulu Natal.
 - 1.10
 - 1.11 To give or obtain financial assistance with or without security.

2. MEMBERSHIP:

Members will be from the following categories, namely:

- 2.1 Ordinary members
- 2.2 Corporate members
- 2.3 Co-opted members
- 2.4 Honorary members
- 2.5 Small business enterprises

2.6 Housewives

2.7 Community Service Organisations amongst others, clubs, schools, churches

2.1 ORDINARY MEMBERS:

Any person or instance who is directly or indirectly involved or in the Business Sector, can, through Management, apply for membership.

2.2 CORPORATE MEMBERS:

Any Company, closed corporation, firm or enterprise can, through Management, apply to be accepted as Corporate Member of the Business Chamber. Such application will be accompanied by the names and post levels of all persons who will act as representatives for the said corporate member.

2.3 CO-OPTED MEMBERS:

Business Chamber Management will have the authority to co-opt any person of Management for a specific time and purpose.

Upon completion of the specific function or prescribed time, such membership will expire unless the persons are already members of the Business Chambers. A co-opted member has no right to vote.

2.4 HONORARY MEMBERS:

Honorary membership may be granted to any person, deemed by Management, to have delivered exceptional service to Business Chambers. An Honorary Member may be invited, by Management, to attend Management meetings, but does not have the right to vote.

2.5 SMALL BUSINESS ENTERPRISES:

Business enterprises with 10 (ten), or less employees.

2.6 HOUSEWIVES:

Employer of domestic worker or gardener.

2.7 COMMUNITY SERVICE ORGANISATIONS:

Amongst others, clubs, schools and churches.

3. APPLICATION AND MEMBERSHIP FEES:

3.1 Ordinary and Corporate members will apply for membership on the prescribed form. Final approval of membership lies with Management.

3.2 Membership fees, payable by Ordinary and Corporate members, will be revised by Management.

3.3 In the case of Small Business Enterprises, Management may determine a reduced fee.

3.4 Should membership commence on the 1st of October of a year, 50% of the membership fee will be payable. Employers Organisation fee will remain as prescribed by the Employers Organisation.

4. TERMINATION OF MEMBERSHIP:

Any membership will be terminated:

4.1 Should such member resign giving at least thirty (30) days written notice and after settling his/her membership fees to date of termination of membership.

4.2 Should Management give the member notice thereof in writing. Management has the authority to terminate any membership by default of payment of membership fees and/or behavior which is detrimental to the interests of the B.C.

4.3 Membership fees are payable before or on 31 May of each year. By failure of doing so, a membership will be terminated.

MEETINGS:

1. Annual General Meeting:

An AGM of members will be held as soon as possible after the end of the financial year and on a date decided upon by Management.

At this meeting Management will report on the activities of the past year and submit financial statements of the past year for approval.

The new Management and an accountant for the New Year will be elected at this meeting.

Written notice stating the date and venue of such meeting, will be forwarded to all members at least 14(fourteen) days prior to the meeting, then (10) members will be considered a quorum.

Should a quorum not be reached, the meeting will adjourn, until a near date, which will be set by members present. Members present on the newly set date will be taken as a quorum.

2. Special General Meeting:

A special General Meeting of members will be held should:

- 2.1 It be decided by management.
 - 2.2 At least 50% of the members have requested it in writing stating the matter they want to discuss at such meeting, stating date and venue will be forwarded to all members at least fourteen (14) days ahead of time.
3. Presidents:

The president of the B.C. will act as chairperson at any General Meeting, or in his/her absence the vice-president. Should both be absent, a member, chosen by those present at the meeting, will act as chairperson.

RIGHT TO VOTE:

1. Voting at any meeting will be done by show of hands by members present, unless at least 10 members request a vote by ballot paper/document. The chairperson has the casting vote.
2. All paying members have one vote. Co-opted members and honorary members do not have the right to vote.
3. Any members submitted at a general meeting on which a decision was reached, will not be discussed again before at least six (6) months have expired since the first discussion thereof.

MANAGEMENT:

1. Management will comprise out of a maximum on the annual general meeting. The management has the authority to invite one or more co-opted members, or honorary members, to serve on the management for a specific reasons or period of time. Such members will not have the right to vote.
2. A president, vice-president and treasurer, as well as the rest of the management are elected at the annual general meeting.
3. All management members term of services expires two (2) yearly on date of the AGM and may be re-elected. The president and vice-president may not serve in the same post for more than two (2) consecutive terms unless approved by the AGM.
4. Fifty (50) percent of the management forms a quorum. Should a member be absent from meetings for three or more consecutive times without permission, membership will automatically be terminated.

5. Management will decide how often meetings will be held at either a full management meeting or at a meeting of one or more sub-committees elected by management and liable to conditions determined by management.
6. The President, vice president and treasurer will form the executive committee of the B.C. This committee will handle matter of the day when management does not meet.

AUTHORITY OF MANAGEMENT

Management will have the following authorities:

1. To buy, lease or acquire otherwise, movable or non-movable property that may be necessary for office for the BC or for any other reason necessary for the BC. Such property or part thereof may be transferred, sold, leased or mortgaged or handled in any way as approved by management. Registration of non-movable property will take place in the name of a registered legal person by name of ZBI.
2. To open a bank account in the name of the BC at any financial establishment and to authorize one or more management members to operate, on behalf of the BC on such account.
3. To make provision for the purchasing of all necessary equipment, stationary etc. for office use.
4. To appoint and dismiss a recording secretary and other officials and to determine their salaries and conditions of service.
5. To arrange the procedures at the management meeting.
6. To appoint one or more sub-committees from time to time, consisting out of members as well as non-members of the BC and to delegate instructions and lend authority, as management deems necessary.
7. To select all members who apply for membership of the BC, to determine the number of registered voters of a corporate member.
8. To identify co-opted and honorary members and offer and grant them membership.
9. To terminate the membership of any member, taking into consideration the stipulation of abovementioned paragraph 3, named membership.

10. To take any steps and/or action to comply with the aims of the BC as stated in the constitution.

DISSOLUTION AND AMALGAMATION:

The BC will only be dissolved or amalgamated with another body by decision taken by at least two-thirds of the members present at a special annual general meeting held according to the stipulations as set out above. Any assets of the BC will, by dissolution, be transferred to the AHI National Office.

FINANCIAL YEAR:

The financial year of the BC will extend from 1 March until the last day of February of the following year, unless decided otherwise at an annual general meeting.

BOOKS AND RECORDS:

1. All cheques drawn on the bank account of the BC will be signed by at least two (2) management members who have been granted authorization by management. Bank statements will be audited quarterly by Management.
2. Books and records of the BC will be audited annually by a practicing accountant. Financial statements and reports from the accountant will be submitted for discussion and approval at the AGM.
3. Any member may have insight into the books and records of the BC during ordinary business hours. An appointment must be arranged with the chairperson. Said documents may not be removed from the office of the BC without permission from the Chairperson.

MINUTES:

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

AMENDMENT OF THE CONSTITUTION:

Amendments of the constitution of the BC will only take place after a decision has been taken at a general meeting by at least two thirds of members present at the meeting, which was convened in agreement with the regulations of this constitution.

THUS ACCEPTED AND DATED AT :(Afrikaans version of Constitution signed).