

**SUID AFRIKAANSE FLORA UNIE**  
**SOUTH AFRICAN FLOWER UNION**

**CONSTITUTION 2014**

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**SOUTH AFRICAN FLOWER UNION  
SUID AFRIKAANSE FLORA UNIE**

**S.A.F.U. CONSTITUTION**  
**2014**

**1. NAME**

The name of the Association shall be the "South African Flower Union", (hereafter referred to as S.A.F.U.). The right to use the name of the Association shall be limited to members and will automatically cease on de-registration or cancellation of membership.

**2. S.A.F.U.**

S.A.F.U. is a legal person or corporate body. The liability of S.A.F.U. or of any member Union/Association shall be limited to the annual subscription of said member.

Membership of S.A.F.U. is restricted to the Province where the member lives, unless of geographical reasons when special consideration will be given by the National Executive Committee of S.A.F.U.

**3. MISSION STATEMENT**

S.A.F.U.'s mission is to encourage learning and enthusiasm for floral art and associated interests, and to create an environment which is inclusive, co-operative and relevant to flower arrangers, floral artists, gardeners, nature lovers and environmentalists within South Africa.

In its activities, S.A.F.U. will endeavour to contribute to the education and upliftment of its members and all interested South Africans.

**4. AIMS**

S.A.F.U. aims to establish a national forum for the flower arrangers of the Republic of South Africa and

- 4.1 To strive for uniformity in teaching, demonstrating and judging of floral art between the provinces.
- 4.2 To maintain a high standard of floral art, by sharing essential knowledge about the requirements for judging, demonstrating and teaching of the art, nationally and internationally.

- 4.3 To affiliate with similar organizations on an international level.
- 4.4 To display the artistry of South African floral artists and to promote South African flora, both in and outside South Africa.

## **5. COMPOSITION**

SAFU is the national body for the members of the provincial floral art unions/associations affiliated to SAFU.

S.A.F.U. is a founder member of W.A.F.A. (World Association of Flower Arrangers).

## **6. ADMINISTRATION**

### **6.1 S.A.F.U. EXECUTIVE is administered by:**

- 6.1.1 A National Executive Committee which consists of the President, with a casting vote only, the Treasurer and Secretary, with no vote, together with the Presidents of the Provincial Unions/Associations. This Committee is responsible for decisions regarding policy matters and the execution thereof.
- 6.1.2 An Administrative Board consisting of the President, two Vice-Presidents, Secretary and Treasurer will be responsible for handling everyday matters. "Everyday matters" refers to the administrative role of the SAFU President, Vice-Presidents, Treasurer and Secretary. These include matters that are non-policy matters, general finances, national show status requests, correspondence, WAFU issues. Any other decisions, be they administrative or financial are usually presented to the SAFU Executive Committee for further discussion and for decisions to be made.
- 6.1.3 The Chairpersons of the National Judges', Demonstrators' and Teachers' Panels, when attending the Executive Meeting, may only vote on matters concerning the respective panels which they represent.
- 6.1.4 Voting on the National Executive Committee shall be on a pro rata basis according to the paid-up membership of the Provincial Unions/Associations as follows:
  - Up to 200 members = one vote
  - 201 - 749 members = two votes
  - 750 plus members = three votes
- 6.1.5 Only members of the National Executive Committee or their proxy have the right to vote at a SAFU Executive meeting.

- 6.1.6 At all meetings, two thirds of the membership of the SAFU Executive Committee shall constitute a quorum.
- 6.1.7 The elected National President appoints the Secretary and Treasurer for the duration of the term of office. The newly appointed treasurer shall work with the outgoing treasurer from 1<sup>st</sup> July of the year in which the term of office commences.
- 6.1.8 The duration of the term of office of the President is three years.
- 6.1.9 The duration of the terms of office of the two Vice-Presidents, Secretary and Treasurer is therefore also three years.
- 6.1.10 The National Executive Committee may co-opt members or sub-committees for certain purposes.
- 6.1.11 The National Executive Committee meets at least once every year.

## **6.2 NATIONAL PANELS AND EXAMINATION CO-ORDINATOR**

- 6.2.1 The National Panel Committees will consist of all the Provincial Panel Chairpersons and a National Panel Chairperson, elected by the Unions/Associations.
- 6.2.2 Election of the National Chairpersons: See Election procedures 9.3
- 6.2.3 The duration for the term of office of the National Chairpersons is three years.
- 6.2.4 An A.G.M. of each National Panel will be held annually during September/October in first and third years of term of office. Panel Heads to have a short electronic conference in the second year.
- 6.2.5 The National Panel Chairperson will submit an annual report at this meeting.
- 6.2.6 The Annual reports of all National Panel chairpersons must reach the SAFU National President before 15 September of each year.
- 6.2.7 A National Panel chairperson unable to attend a National Panel meeting may give written authorization (proxy) to a member of his/her panel to attend on his/her behalf.
- 6.2.8 Examination Panel: This will consist of four members, namely, the SAFU Examination Co-ordinator and the National Chairpersons of the Judges, Teachers and Demonstrators Panels.
- 6.2.9 The members of this panel will be responsible to the SAFU President.

### **6.3 ANNUAL GENERAL MEETING**

- 6.3.1 An Annual General Meeting (or A.G.M.) will be held in September/October of the first and third years of term of office and an electronic conference will be held in the second year.
- 6.3.2 At the A.G.M. the President submits an annual report and the Treasurer, the audited financial statements and balance sheet, for approval.
- 6.3.3 The Provincial Presidents' annual reports must reach the National President before 15 September of each year.
- 6.3.4 The Secretary will serve notice of an A.G.M. at least sixty days in advance.
- 6.3.5 A Special General Meeting may be called by the National President at the request of a member Provincial Union/Association.
- 6.3.6 Thirty days' notice of such a meeting shall be given in writing to each member Union/Association.

### **6.4 CONGRESS**

- 6.4.1 A National Congress is to be organised during the three years of office. The SAFU Executive Committee may review the viability of a Congress being staged every year.
- 6.4.2 The S.A.F.U. Congress may rotate through the Provinces. A show may or may not be staged in conjunction with Congress. The President's residential province has first option to host the SAFU Congress.

The Congress/Show may be hosted in any other province after the presentation of a successful bid 12 months prior to the October A.G.M.

- 6.4.3 Members may submit points for discussion through their Provincial Unions. These points have to be submitted to the National President at least two months before the date set for the Congress. The procedure should be as follows:
  - 6.4.3.1 Members should submit discussion points or proposals to the relevant Provincial structures, ie to the Provincial Executive Committee or the Panels.
  - 6.4.3.2 Once consensus has been reached at Provincial level, the proposal should be submitted to the SAFU National structures, ie the SAFU National President and Secretary.
  - 6.4.3.3. This should then be circulated to the relevant Provincial committees for consideration.
  - 6.4.3.4 Only once the Provincial structures have had the opportunity to consider any proposals, can it be added to the Agenda of Congress for discussion and decision making.

6.4.3.5 All discussion points and proposals should be voted on according to the pro rata voting system of SAFU.

6.4.4 Congress finances (see 1.5 of domestic rules)

## 6.5 SHOWS

### 6.5.1 SAFU National Show

S.A.F.U. will co-ordinate dates and venues, for the S.A.F.U. National Congress as well as S.A.F.U. National and International Shows.

A SAFU National Show may only be staged during a SAFU Congress, but it is not a requirement to be held in a three-year term of office - it is at the discretion of the SAFU Executive Committee and the proposed hosting provinces to make the decision whether to stage a SAFU National Show or not. Honorary Exhibits by the provinces are at the discretion of the organizing Show Committee of a SAFU Show. Honorary Exhibits may be staged at any congress, but not necessarily to coincide with a show.

### 6.5.2 National Show

Any province may host a National Show, but must apply in writing to the SAFU President. National Shows do not require honorary or national exhibits

### 6.5.3 Criteria for SAFU National Shows and National Shows:

**Number of Classes:** A minimum of 6 classes

**Judges:** A minimum of 3 judges (1 Judge from another province)

**National competitors:** Schedules to be distributed nationally

**Application:** Presidents should apply for national status of a show well in advance in order to prevent delays in the distribution of the show schedules.

**Prizes:** This will be at the discretion of the Show Committee responsible for organising a SAFU National Show or National Show.

### 6.5.4 Provincial Shows

The member Provincial Unions/Associations will continue to be responsible for their own shows, conferences, demonstrations, symposiums and displays.

6.5.5 At all shows within South Africa held under the auspices of S.A.F.U. the judging will be according to the S.A.F.U. Handbook. This will be done in conjunction with the regulations as stipulated by the Show Committee (to be added to the Show Schedule) and the WAFSA rules.

## 7. **FINANCE**

- 7.1 S.A.F.U. is a non-profit organisation
- 7.2 The National Executive Committee is responsible for the finances of S.A.F.U.
- 7.3 S.A.F.U. pays an affiliation fee to W.A.F.A. as required.
- 7.4 The member Provincial Unions/Associations pay an annual prescribed fee to SAFU.
- 7.5 **Signing powers and Authorisation of Electronic Bank Payments:**
- 7.5.1 For each term of office, the signing powers for cheques, investment withdrawals or deposits and electronic bank payments will vest in the President, the Treasurer and one member of the Executive Committee.
- 7.5.2 Two signatures are required for cheques, investment withdrawals and transfers, and electronic payments and transfers.
- 7.6 Electronic Bank Payments
- 7.6.1 For an electronic bank payment, complete a payment advice and attach the original invoice.
- 7.6.2 The two authorised executive members sign the payment advice
- 7.6.3 The two authorised executive members must adhere to all terms and conditions for electronic banking services as prescribed by the bank.
- 7.7 A minimum of R600 000 should be reserved in a fixed investment at all times.
- 7.8 At the discretion of the S.A.F.U. Executive Committee and dependent on the availability of funds, the Reserve Fund interest may be utilized for:
- 7.8.1 Travel expenses for SAFU examinations to be paid for by SAFU. Travel expenses for competitions and so-called “round trips”, if necessary, will be considered in the annual budget process, at the discretion of the SAFU Executive Committee, and dependant on the financial circumstances of SAFU.
- 7.8.2 The travel cost and accommodation of the President-elect to the February Executive meeting and the S.A.F.U. A.G.M. in a changeover year – in the case when the President-elect is not a current member of the S.A.F.U. Executive Committee.
- 7.9 S.A.F.U. is responsible for the travelling and accommodation expenses of the National President, Secretary and Treasurer the A.G.M. and National Executive Meetings.
- 7.10 Expenses for National Panel heads – see 5.3 of domestic rules.



## **7.11 Disposal of Assets on Dissolution.**

7.10.1 Upon its winding up, de-registration or dissolution, the assets of S.A.F.U remaining after the satisfaction of all its liabilities, shall be given or transferred to some other association or company or institutions having objectives similar to S.A.F.U.'s main objectives. The primary beneficiaries will be the South African Provincial Unions/Associations affiliated to S.A.F.U., unless otherwise determined, and they will rank before any other beneficiary.

7.10.2 The division of the assets of S.A.F.U. will be determined by dividing the total number of individual paid-up Provincial Unions/Association members into the total assets remaining. The total number of the members, who are also members of S.A.F.U., will correspond with the number of members who are accounted for at the most recent closing date for the membership fee payment prior to the dissolution of S.A.F.U. Provided that all the requirements of the South African Revenue Services are complied with, the assets will then be transferred to the individual Provincial Associations/Unions in the proportion as determined by the number of the aforesaid paid-up members of each individual Provincial Association/Union.

7.10.3 Provided that the said beneficiary association/s or company/ies or is/are within the Republic of South Africa and duly exempted from income tax, donations tax and estate duty.

## **8. AMENDMENTS TO THE CONSTITUTION**

Written proposals for amendments to be submitted to the National President, two months before the next National Executive Committee Meeting.

8.1 Copies of such proposals are to be submitted to all the Unions/Associations - one month before the date of the National Executive Committee Meeting.

8.2 A two third majority vote by the members of the National Executive Committee is necessary to validate any alterations to the Constitution.

8.2.1 The President has a casting vote.

8.2.2 Changes to the SAFU Constitution will be presented at a SAFU Annual General Meeting. Once the proposed changes have been presented to the meeting, they become binding with immediate effect.

## **9. IN LAW**

9.1 The English version of the SAFU Constitution shall take precedence over any translation thereof.

9.2 The Copyright of all SAFU documents, paper or electronic publications rest with the organisation. No copies, reprints or electronic imaging are allowed without the written permission of the SAFU President and Treasurer.

## **DOMESTIC RULES**

S.A.F.U. will make use of supplementary domestic rules, which can be adapted according to need and prevailing financial circumstances. Alterations, amendments and additions to the Domestic Rules of SAFU will be discussed, voted on and ratified at SAFU Executive Committee meetings. Any such changes will be binding with immediate effect.

### **1. FINANCE**

- 1.1 The financial year will run from 1 July to 30 June
- 1.2 Member Provincial Unions/Associations of SAFU will pay their affiliation fees by 30 June each year. The amount will be reviewed annually by the SAFU Executive Committee
- 1.3 Honoraria will be paid to the SAFU President, the Treasurer and the Secretary at the end of each term of office, or annually, at the discretion of the SAFU Executive Committee.
- 1.4 SAFU will pay a grant per annum to each Panel Chairperson and the Examination Co-ordinator for administrative expenses incurred at the discretion of the SAFU Executive Committee. The amount will be reviewed annually
- 1.5 The profit or loss incurred at SAFU congresses will be split 50/50 by SAFU and the hosting province. SAFU will be responsible for financing the SAFU Executive and Panel meetings, travel and accommodation costs as stated in the SAFU constitution, while the hosting province will be responsible for the financial management of registration fees, workshops, refresher courses, demonstrations, gala dinners and other functions. The hosting province should strive to balance the income and expenses with careful budgeting and financial planning. The hosting province may apply to SAFU for reasonable advanced funding if necessary.

### **2. ADMINISTRATION**

#### **2.1 Administration: SAFU**

- 2.1.1 For each term of office, the Provincial Unions/Associations must advise the Secretary of SAFU about the names and addresses of their representative to the National Executive Committee within two weeks of any change.
- 2.1.2 The Secretary must submit such changes to the National President.
- 2.1.3 The Unions/Associations shall endeavour to maintain continuity in their representation.

An observer from each Provincial Union/Association may attend the National Executive Committee meeting during October. The SAFU Secretary must be informed at least one month prior to the A.G.M.

Observers may only speak on special request.

In order to facilitate the smooth transition, the incoming President of the Provincial Unions/Associations shall be the provincial observer at the last meeting of the Committee's term of office.

2.1.4 The administrative year will run from the date of the last National Executive Committee meeting to a date after the next Annual General Meeting.

2.1.5 The incoming National Executive Committee will convene immediately after the SAFU AGM in the changeover year, if circumstances allow.

2.1.6 A National Executive Committee member unable to attend a meeting may give written authorization (proxy) to a member of his/her Union/Association to attend on his/her behalf.

## **2.2 Administration: Provincial Unions/Associations**

2.2.1. The Provincial Unions/Associations are responsible for the accommodation expenses for their representative to the A.G.M. and the National Executive Committee meetings.

2.2.2 Provincial Unions/ Associations function autonomously according to their constitutions, which should be aligned with the SAFU Constitution.

2.2.3 The National Panel Chairperson should circulate all correspondence, including minutes to all members of the S.A.F.U. Executive.

2.2.4 The Provincial President should attend Panel meetings in his/her province whenever possible.

## **3. ELECTION PROCEDURES:**

### **3.1 National President**

3.1.1 The SAFU President will give notice to the Provincial Presidents one (1) calendar month before the commencement of the annual SAFU Congress/SAFU Executive meeting held during September/October in the second year of the term of office, to request for nominations for a new National President for the next term of office. Nominations must reach the SAFU President two weeks (14 days) before the SAFU Executive meeting. The list of nominations must be circulated immediately back to the provinces for voting. Votes must be submitted to the SAFU President at or before the

commencement of the SAFU Executive Committee meeting held in September/October.

- The reason for the timing of this election is to allow sufficient time for the incoming SAFU President to prepare to attend the SAFU Executive meeting in February of the following year.
- Nominees are required to submit CV's containing their involvement and activities related to floral art.
- The outgoing SAFU President will not be eligible for immediate re-election

3.1.2 Each nomination shall have the full names and addresses of the proposer, seconder and ten co-seconders.

3.1.3 A written acceptance by the nominees must accompany the nomination forms.

3.1.4 Voting for the next SAFU President will take place according to the pro rata voting system approved by SAFU, which is according to the paid-up membership of each affiliated province. The membership of each province must be confirmed by the SAFU Treasurer, according to the number of members that each province paid for by the end of the current financial year, ie June.

3.1.5 In the case of a tied vote, a second round of voting will take place at the SAFU Executive Committee meeting during Congress, according to the pro rata voting system approved by SAFU.

3.1.6 The SAFU President will have a casting vote, should the second round of voting not yield a result.

3.1.7 The newly elected National President will not be eligible to serve as a provincial Office Bearer.

3.1.8 The outgoing National President will not be eligible for immediate re-election to the position of SAFU President.

3.1.9 Should the serving SAFU President not be able to complete his/her term of office, the First Vice-President becomes the Acting SAFU President, until such time as an election can be held. Should the First Vice-President not be available for this position, the Second Vice-President becomes the Acting SAFU President.

3.1.10 An Acting SAFU President or a President who has replaced an incumbent SAFU President who, as stated in 9.3.1.9, is not able to complete his/her term of office, is eligible for re-election as SAFU President in the following term of office.

#### 3.1.11 Special Presidential Election:

In the event of the serving SAFU President giving up his/her office before his/her term is complete the following procedure will come into effect: The 1<sup>st</sup> Vice President will become acting President. A new S.A.F.U. President should be elected within six (6) months.

### 3.2 National Vice-Presidents

3.2.1 The incoming SAFU President will ask for nominations for the First and Second Vice Presidents from the incoming provincial Presidents at a SAFU Executive Committee meeting, usually held directly after the final AGM of the outgoing SAFU Committee at a SAFU Congress.

3.2.2 Should the 1<sup>st</sup> Vice President not be able to complete his/her term of office, then the 2<sup>nd</sup> Vice President becomes acting 1<sup>st</sup> Vice President until such time as an election can be held. The 2<sup>nd</sup> Vice President will need to resign in order to be eligible for election.

3.2.3 If he/she does not resign as 2<sup>nd</sup> Vice President, he/she automatically remains in his/her position as 2<sup>nd</sup> Vice President.

3.2.4 Any Provincial President may be eligible for the position as 1<sup>st</sup> Vice President.

### 3.3 National Panels: The same voting procedure as for the SAFU President will apply:

3.3.1 The National Panel Chairpersons shall distribute nomination forms to the Provincial Panel Chairpersons who shall, in consultation with their panels, submit nominations for a National Chairperson to the serving National Chairpersons by 13 March in the changeover A.G.M. year.

The National Panel Chairperson, in collaboration with the SAFU President, will then send the list of nominees to the Provincial Panel Chairpersons for voting purposes.

3.3.2 Each nomination shall have the full name of the nominee, as well as the name of the proposer, the seconder and the name and addresses of four co-seconders.

3.3.3 Each Provincial Panel shall vote from the nominations received. Ballot papers must be received by the serving National Panel Chairperson by 20 April in the changeover A.G.M. year.

3.3.4 The newly elected National Panel Chairpersons will not be eligible to serve as Provincial office bearers.

3.3.5 The serving National Panel Chairperson **will be eligible** for re-elected for a second term of office should the need arise. (Maximum term of office 6 years). Should this not be necessary, the outgoing National Chairpersons will be eligible for election as the Chairperson of another National Panel in the following term of office.

### **3.4 Election of Examination Co-ordinator**

3.4.1 The SAFU President will ask for nominations for an Exam Co-ordinator from the Provincial Presidents by the 13<sup>th</sup> March of the change-over year.

3.4.2 The SAFU President will send the list of nominees to all Provincial Presidents for voting procedure according to the pro rata voting system of SAFU.

3.4.3 Votes are to be returned to the SAFU President by the by the end of March.

3.4.4 The elected Exam Co-ordinator may not serve as a Provincial or National Office Bearer.

3.4.5 The National Examination Co-ordinator **will be eligible** for re-election for a second term of office should the need arise. (Maximum term of office 6 years). Should this not be necessary, the outgoing National Examination Co-ordinator will be eligible for election as the Chairperson of another National Panel in the following term of office.

## **4. SELECTION PROCEDURES FOR JUDGES AND DEMONSTRATORS AT Wafa AND INTERNATIONAL SHOWS AND OTHER INTERNATIONAL EVENTS**

### **4.1 Selection of judges for Wafa and other international shows:**

4.1.1 The National Judges' Panel Chairperson, together with the SAFU President, will call for nominations and CV's from the provincial Judges' panels. One nomination per province.

4.1.2 The National Judges' Chairperson will then circulate the list of nominations and their CV's to the provinces, who will then vote according to the SAFU pro rata voting system.

4.1.3 The votes must be returned to the Chairperson of the National Judges' Panel.

4.1.4 Should there be a tied vote between two or more candidates, a second round of voting will be called for according to the SAFU pro rata voting system.

4.1.5 Should the second round of voting not yield an outcome, the National Chairperson of the Judges' Panel will have a casting vote.

4.1.6 The above procedure does not apply to the judges receiving personal invitations to judge at international shows. These judges should notify their Provincial Presidents, the National Judges' Chairperson and the SAFU President.

**4.2 Selection of judges for a SAFU National Show** is determined by the National Judges' Chairperson and the Provincial Judges' Chairperson of the province hosting the show, in collaboration with the President of the hosting province and the SAFU President.

**4.3 Selection of judges for National Shows** is determined by the hosting Provincial President with the hosting Provincial Judges' Chairperson.

**4.4 Selection of demonstrators: Procedure for the selection of a demonstrator to represent South Africa, if an invitation is received from the Wafa organising committee**

4.4.1 The SAFU National Chairperson of the Demonstrators' Panel will organise a competition to take place during the last year of a term of office of the current office bearers, as follows:

4.4.2 Regional competitions will be held, if necessary.

4.4.3 SAFU provinces have the right to choose whether or not they will participate, taking into account if they have candidates, or any other circumstances.

4.4.4 SAFU provinces may decide to join with another province/provinces to present the regional competition. If provinces decide to join to present the regional competition, separate marking will be done for each province.

4.4.5 Three qualified, active SAFU demonstrators from the province will be invited to judge at the regional competitions. If provinces decide to join to present the regional competition, judges from both provinces should be invited to serve on the adjudication panel.

4.4.6 The Provincial Demonstrators' Panel Heads must submit the results of the provincial competition to the National Demonstrators' Panel Head.

4.4.7 The SAFU National Demonstrators' Chairperson will provide the necessary information regarding the requirements for the competition, eg. theme, space allowed, time allocation, etc.

4.4.8 Once the regional competitions have been completed, the SAFU National Demonstrators' Chairperson will announce the participants. If there

are a large number of suitable participants, heats will be held to accommodate everyone before selecting the final winner.

4.4.9. Judging will be according to the mark sheet provided by the SAFU National Demonstrators' Panel Chairperson.

4.4.10 The winner of the finals of this competition will be selected to represent SAFU at the next Wafa World Flower Show, if an invitation is received from the organizing committee of that show. The runner-up of the competition will be appointed to represent SAFU if the winner, for whatever reason, is not able to fulfil this role.

4.4.11. See point 6 of Domestic Rules of SAFU regarding the financial support for representatives at Wafa Shows.

#### **4.5 Selection of representative to attend shows such as Canada Blooms:**

4.5.1 The selection of SAFU representatives invited to participate in shows such as "Canada Blooms" will be managed according to the same procedure as for selecting an Honorary Exhibitor for a Wafa Seminar, ie nominations will be called for from the provinces for SAFU members who intend to participate, but who will be financially self-supporting.

#### **4.6 Eligibility of SAFU representatives to Wafa Shows, Wafa seminars and other international shows:**

4.6.1 SAFU members who have had the opportunity to judge or demonstrate at a Wafa show or other international show will not be eligible for selection again.

4.6.2. No SAFU representative is eligible to represent South Africa in more than one area of selection.

#### **4.7 Timing of selection of SAFU representatives Wafa World shows, Wafa seminars and other international events:**

4.7.1 Selection of SAFU representatives to Wafa World Shows will take place during the last year of a term of office, so that selections are made timeously, in order to avoid selecting representatives at a time of the year when floral art activities and meetings are in recess, with the resultant time pressure and possible errors of procedure.

4.7.2 Should SAFU not receive invitations to appoint judge/s, demonstrators or honorary designers, the nominated representatives in that term of office, are eligible in the following term of office. Therefore, only SAFU representatives who actually participate in their respective appointments at a Wafa World Show or other international show, will not be eligible for selection for the next two terms of office, ie six years.



#### **4.8 Honorary exhibit for a WAFA SHOW**

4.8.1 The "Designer of the Year" Competition will be held to coincide with the annual SAFU Congress, if possible. This will be at the discretion of the SAFU Executive Committee and the organizing committee of the province hosting the annual SAFU Congress. However, the "Designer of the Year" winner will no longer do the Honorary Exhibit at the World Show, but would receive a trophy and the recognition due to him/her.

The SAFU President will do the Honorary Exhibit at the World Show.

#### **5. GUIDELINES FOR EXPENSES OF OFFICIAL S.A.F.U. REPRESENTATIVES:**

##### **5.1 President, Secretary and Treasurer:**

- The travel and accommodation expenses for the President, Secretary and Treasurer are paid for in full as determined by the constitution.

##### **5.2 Provincial Presidents:**

- All travel expenses: Either an economy airfare plus mileage to the nearest airport (when in excess of 30km) or return mileage from home to destination if travelling by car. Mileage will be based on the most direct route and should not exceed an economy airfare. (See notes at the end).
- Accommodation expenses are for the account of each province. These accounts must be settled individually on departure.

##### **5.3 National Panel Heads:**

- All travel expenses: Either an economy airfare plus mileage to the nearest airport (when in excess of 30km) or return mileage from home to destination if travelling by car. Mileage will be based on the most direct route and should not exceed an economy airfare. (See notes at the end).
- Accommodation will be paid equally by the eight provinces only for the period during which the **Panel Chairpersons are required to attend meetings.**

#### **6. FINANCIAL SUPPORT FOR INTERNATIONAL ACTIVITIES**

##### **6.1 WAFA Seminar**

- An amount of R1500-00 towards materials for the S.A.F.U. Honorary Exhibit will be granted. No travel or accommodation expenses will be paid.
- This will be at the discretion of the SAFU Executive Committee, depending on the current financial circumstances of SAFU.

- Financial support will be given towards the Honorary Exhibit at the discretion of the SAFU Executive Committee, and upon receipt of estimated expenses.

## **6.2 Wafa Show**

### **6.2.1 Honorary exhibitor representing S.A.F.U. will be the SAFU President.**

- The full airfare of an economy class ticket will be paid by S.A.F.U.
- An amount of R5,000-00 towards the materials for the S.A.F.U. Honorary Exhibit will be granted.

### **6.2.2 Demonstrator (maximum one):**

- The full airfare of an economy class ticket will be paid by S.A.F.U.
- An amount of R5,000-00 towards the materials for the demonstration will be granted.

### **6.2.3 Judge (maximum one):**

- The full airfare of an economy class ticket will be paid by S.A.F.U.

## **6.3 Wafa General Assembly**

The number of representatives will depend on SAFU'S number of votes at Wafa.

- Travel expenses will be paid for the SAFU President (see 6.2.1) or substitute.
- The second representative will be chosen from SAFU Executive Committee members who will be attending the Wafa Show and no airfare will be paid.
- Cost of registration and functions attended by the SAFU President in an official capacity, will be paid for by SAFU. Official functions attended by the SAFU President, include the preview and official opening of the show, awards ceremony, gala dinner/banquet and church services. Any costs related to these functions should be borne by SAFU. Any demonstrations, workshops and other entertainment are to be financed by the SAFU President herself/himself.
- The amount of above mentioned support will be decided by the SAFU Executive Committee for each Wafa Show, allowing for differences of currency, exchange rates, geographical considerations, etc.

General considerations:

- Cost of visa expenses for SAFU representatives will be considered, dependent on available funds.
- Three quotes are required for all overseas airfares.
- All the above will depend on the availability of SAFU funds.

**6.4 Other shows or any other international show or exhibition:**

- An amount of R2,500-00 towards the materials of a S.A.F.U. Honorary Exhibition will be granted.
- No travel of accommodation expenses will be paid.
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**These regulations apply unless any of the above is sponsored by a third party.**

**7. IMPORTANT NOTES: GUIDELINES FOR FINANCIAL SUPPORT FOR TRAVEL CLAIMS**

- 7.1. Air travel arrangements must always be completed as early as possible to benefit from discounted fares. The cost of an **economy** air ticket may be claimed from the Treasurer.
- 7.2. Once the air travel reservations are confirmed, any changes made for personal preferential travel that incur cancellation costs, such costs will be for the account of the member.
- 7.3. If a member prefers to travel by car and is accompanied by others who are entitled to travel expenses, only the official delegate of the car can claim. Car expenses are reimbursed at R3-00 per kilometre. This rate is to be revised annually.
- 7.4. When submitting a claim to the treasurer, daily expenses for accommodation and other expense claims must be substantiated by receipts. Please provide the mileage travelled when submitting a claim for motorcar travel. Use the claim form supplied by the S.A.F.U. Treasurer.

**8. SAFU MEMBER PARTICIPATION IN SHOWS:**

This matter should be determined by the Show Schedule. Each Show Schedule should specify if all classes or selected classes are open to SAFU members or non-members. It is important for SAFU members to be able to participate as registered members, as this is the reason for paying membership to the organization.

CONSTITUTION UPDATED: September 2018: changes accepted at AGM on 7/9/2108
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