



**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, WAFA 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.
- 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 (may be virtual or actual). Follow up meetings to be held virtually on a quarterly basis (or when necessary).

6.2 NATIONAL PANELS AND EXAMINATION CO-ORDINATOR

- 6.2.1 The National Panel Committees will consist of all the Provincial Panel Chairpersons, the National Panel Chairperson and the Exam Co-ordinator, elected by the Unions/Associations.
- 6.2.2 Election of the National Chairpersons: See Election procedures in Domestic Rules.
- 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, either virtually or actually. All panels are also encouraged to meet virtually on a regular basis.
- 6.2.5 The National Panel Chairpersons will submit an annual report for the AGM.
- 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 either virtually or actually.
- 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 AGM in writing to each Union/Association at least twenty-one 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.

6.4 CONGRESS

- 6.4.1 At least one 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.
- 6.4.2 The S.A.F.U. Congress may rotate through the Provinces or be shared by 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 (President and Panel heads). Once discussed and agreed to in province, they may be submitted to the SAFU secretary for inclusion on the agenda.
- 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 Wafa rules. Virtual shows that are open to international participants will be judged according to Wafa 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 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 Authorisation by two of the signatories is required for investment withdrawals and transfers, and electronic payments and transfers.
- 7.6 Electronic Bank Payments
- 7.6.1. For an electronic bank payment, a written request with supportive documentation for payment or an invoice needs to be submitted to the Treasurer.
- 7.6.2 The treasurer will share the correspondence with the authorised executive members and load the payments.
- 7.6.3 One of the authorised executive members must authorise the payments as per the 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 when attending 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.**
- 7.11.1 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.

7.11.2 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.

7.11.3 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

8.1 Written proposals for amendments to be submitted to the National President. Copies of such proposals are to be submitted to all the Unions/Associations.

8.2 These proposals will be circulated to provinces for consideration. Twenty-one days will be given for provinces to get feedback and thereafter a meeting of the Executive committee will be called to ratify the changes. Once the proposed changes have been presented to the meeting, they become binding with immediate effect.

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

8.4 The President has a casting vote.

9. IN LAW

9.1 SAFU members are encouraged to communicate in either English or Afrikaans. However, English will be the official language for all legal matters.

Changes to the constitution were discussed at Executive meeting in February 2022, circulated to the provinces for feedback and ratified by the Executive committee on 19 May 2022.

X

Jill Hoskin
SAFU President

SIGNED:

DATE:

J. HOSKIN (SAFU PRESIDENT)