

## **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 The treasurer will send invoices to the provinces at the end of June each year, based on their confirmed membership and a payment date will be stipulated.
- 1.3 The membership fee will be reviewed annually by the SAFU Executive Committee.
- 1.4 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.
- 1.5 Claims for relevant expenses eg. Courier costs, incurred by the National Panel chairpersons and the Exam Co-ordinator can be submitted to the treasurer for re-imbusement.
- 1.6 The profit or loss incurred at a SAFU congress will be split 50/50 by SAFU and the hosting province(s). 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(s), together with the SAFU Executive Committee, will be responsible for the financial management of registration fees, workshops, refresher courses, demonstrations, gala dinners and other functions. The organisers 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 Any changes to the Provincial Unions/Associations must reported to the SAFU Executive within two weeks of the change.
- 2.1.2 In order to facilitate a 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, if possible.
- 2.1.3 The term of office for the SAFU Executive committee starts after the AGM in the changeover year and runs until the October AGM in the third year.

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

2.1.5 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 **must circulate all correspondence**, including minutes, to members of the S.A.F.U. Executive committee.

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 request nominations for a new National President in September/October of the second year of the term of office. The list of nominations will be circulated to the provinces for voting.

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

3.1.3 A written acceptance and CV of 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.

3.1.5 In the case of a tied vote, a second round of voting will take place according to the pro rata voting system.

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 be eligible for re-election to the position of SAFU President if he/she is willing and available to do so. If there are other nominations, voting will take place. (Maximum 2 terms of office)

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. A new SAFU president should be elected within 3 months.

3.1.10 An Acting SAFU President or a President who has replaced an incumbent SAFU President who is not able to complete his/her term of office (as stated in 3.1.9), will be eligible for re-election as SAFU President in the following term of office.

### **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, if circumstances allow.

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.

3.2.3 Any Provincial President may be eligible for the position as 1<sup>st</sup> and 2<sup>nd</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 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 names of four co-seconders.

3.3.3 A written acceptance and CV of the nominees must accompany the nomination forms.

3.3.4 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 year.

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

3.3.6 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.

3.4.3 Votes are to be returned to the SAFU President by the 20 April in the changeover year.

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 OR OTHER INTERNATIONAL SHOWS/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 as a matter of courtesy.

**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.

**4.3 Selection of judges for National Shows** is determined by the hosting 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 a term of office (if required). This could be in the form of a demonstrators' competition held at an event such as a congress or other suitable event.

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

4.4.3 SAFU provinces have the right to choose whether or not they will participate.

4.4.4 Regional competitions may be held if necessary.

4.4.5. Judging will be according to the pro-forma mark sheet provided by the SAFU National Demonstrators' Panel Chairperson.

4.4.6 The winner of this competition will represent SAFU at the next Wafa show, if an invitation is received from the organizing committee of the show. Invitations to other international events will be considered as well, depending on the availability of funds.

4.4.7 The SAFU Executive Committee will decide on a financial contribution to the demonstrator on presentation of a budget, a sketch/photograph of the design that will be done with the cost of flowers and mechanics, quotes of flight (3 quotes needed) and quotes for other expenses such as visas, phytosanitary certificate and extra baggage costs (excluding accommodation costs). When the competition is organized an estimate of costs will be calculated and participants will be warned that SAFU will most likely not be

able to cover all expenses ie. Some costs would have to be covered by the person themselves.

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

#### **4.5 Representatives who are invited to attend international shows or events (other than Wafa)**

4.5.1 Representatives who are given personal invitations to represent SAFU as a participant, judge or demonstrator at international events or shows can apply to SAFU for a financial contribution on presentation of a budget. This would be considered depending on the availability of funds.

#### **4.6 Eligibility of SAFU representatives to Wafa Shows 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 only be eligible for selection again after 6 years.

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 and other international events:**

4.7.1 Selection of SAFU representatives to Wafa World Shows will take place at a **suitable time during a term of office** so that selections are made timeously in the event of receiving an invitation.

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

#### **4.8 Honorary Exhibit at Wafa shows**

**4.8.1** The SAFU President will do the Honorary Exhibit at the World Show. He/she will be required to present a detailed sketch or photographs of the intended design, together with a budget, to the SAFU Executive committee for approval.

#### **4.9 Designer of the Year**

4.9.1 The "Designer of the Year" Competition may be held at the discretion of the SAFU Executive committee. The prize, award or accolades will be decided on an "Ad hoc" basis.

## 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 or other similar event**

A financial contribution will be considered by the Executive committee on submission of a budget and availability of funds.

### 6.2 **Wafa Show**

- **The president representing SAFU and doing the Honorary exhibit, the SAFU judge and SAFU demonstrator** (if requested by the host country) will submit 3 quotes for airfares as well as a budget for other expenses such as flowers, mechanics, extra transport costs, phytosanitary certificate, visas etc. to the SAFU Executive committee at least 6 months before the event (NB. Excluding accommodation costs).
- Sketches of designs (where applicable) must be also submitted for approval at the same time.
- The SAFU Executive committee will consider the submitted quotes and budgets and allocate an amount of money to each representative, depending on the availability of funds at the time. (An amount of R50,000 in total is suggested but this will be reconsidered if SAFU is in a better financial position at the time).

- Every effort will be made to cover the SAFU president's expenses as he/she is there as the figurehead of SAFU.
- SAFU will try to assist with the acquisition of sponsorship or fundraising where possible.

### **6.3 Wafa General Assembly**

- The number of representatives will depend on SAFU'S number of votes at Wafa.
- The SAFU President or substitute will attend.
- The second representative (if applicable) will be chosen from a SAFU Executive Committee members who is attending the Wafa Show and no financial contribution will be made.
- Payment of registration and functions attended by the SAFU President in an official capacity, will be considered on submission of a budget to the SAFU Executive committee (see 6.2). Official functions attended by the SAFU President include the official opening of the show, awards ceremony and gala dinner/banquet. 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.

**PLEASE NOTE: General rule for any financial support by SAFU will be assessed according to the availability of funds.**

***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 R4-00 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 where possible or otherwise an email detailing expenses. Please provide the mileage travelled when submitting a claim for motorcar travel.