



The Association of Municipal Electricity Utilities (Southern Africa)

PO Box 868 FERNDALE 2160 Tel (011) 061 5000
E-mail ameu@vdw.co.za Web www.ameu.co.za

RULES AND REGULATIONS OF THE AMEU AFFILIATES

1.0 NAME

The name of the Association will be the AMEU AFFILIATES, and will be affiliated to the ASSOCIATION OF MUNICIPAL ELECTRICITY UTILITIES (SOUTHERN AFRICA).

2.0 AIMS

- 2.1 To foster good relationships between the AMEU and the AMEU Affiliates.
- 2.2 To arrange facilities at Conventions and Technical Meetings for members to exhibit their Products and services.
- 2.3 To arrange various functions, seminars, golf days, etc. in the interests of the AMEU and AMEU Affiliates.
- 2.4 To raise funds.
- 2.5 To inform all AMEU Affiliates of pertinent information concerning the AMEU and industry.

3.0 MEMBERSHIP

3.1 FULL MEMBER

- 3.1.1 All registered organisations, i.e. Ltd, (Pty) Ltd, CC, Practices and/or Partnerships must become full members when joining the AMEU Affiliates. This will entitle the member organisation complete participation in the affairs of the AMEU and AMEU Affiliates.
- 3.1.2 Members will receive all documentation and correspondence sent out by the General Secretary of the AMEU and the Committee of the AMEU Affiliates.
- 3.1.3 Members will appoint a representative to handle the affairs of the AMEU and to keep his/her colleagues informed at all times. The representative will have voting rights in accordance with 6.0.
- 3.1.4 Annual subscriptions are payable in terms of 8.0.
- 3.1.5 All divisions, branches and autonomous operating units of members will be encouraged to join as full members.

3.2 ORDINARY MEMBERS

- 3.2.1 Divisions, branches and autonomous operating units who do not wish to be full members may apply for ordinary membership status.
- 3.2.2 Ordinary members will only receive that information sent out by the AMEU Affiliates Committee. All information from the AMEU must be obtained from their representative within their organisation.
- 3.2.3 An ordinary member will not have voting rights and will pay only the Affiliates portion of the annual subscription directly to the AMEU Affiliates Committee.

3.3 HONORARY MEMBERS

A person, who has given exceptional service to the AMEU Affiliates and at the discretion of the AMEU Affiliates Committee, can be elected an honorary member.

3.4 PAST MEMBERS

An Affiliate Member who at the time of his official retirement may make a written application to the Affiliates Committee to be nominated as a Past Member. If accepted, this application must be forwarded to the Secretary of the AMEU.

- 3.4.1 A Past Member who is a full time retired member no longer affiliated to a company will not be liable for membership fees to the AMEU or AMEU Affiliates nor registration fees at Conventions and Technical Meetings.

3.5 **PARTICIPATION**

Only fully paid members may participate in the affairs of the AMEU and AMEU Affiliates.

4.0 **JOINING THE AMEU AFFILIATES**

4.1 Prospective members are to complete the prescribed application form and submit it to the General Secretary of the AMEU with the prescribed fees determined by the AMEU. The proposed member will be notified in writing by the General Secretary, of their acceptance or otherwise. 8.1.

4.2 All members must nominate a representative within their organisation to handle their affairs pertaining to the AMEU and AMEU Affiliates.

4.3 All membership changes to be notified, in writing, to the AMEU Affiliates Committee and the General Secretary of the AMEU per 4.2.

4.4 All members will accept and abide by the AMEU Constitution and by the Rules and Regulations of the AMEU Affiliates.

5.0 **ELECTION OF OFFICE BEARERS**

5.1 The affairs of the AMEU Affiliates will be handled by a Committee comprising of the following Committee Members:

Chairman

Vice-Chairman

4 Additional Members

A Secretary will be appointed by the Committee (A co-opted position has no voting rights)

5.2 The election of the Committee will take place by electronic ballot prior to AMEU Convention. (Every two years).

5.3 Only fully paid-up members can vote via the electronic ballot system, with only one vote per registered organisation.

5.4 The new committee will be announced at the AMEU Convention and introduced at the AMEU Affiliate AGM.

5.5 The new Committee must comprise of AMEU Affiliate members and any changes in their positions at AMEU Affiliate Companies during their tenure will be determined by the AMEU Affiliates Committee as to their status on the Committee. Refer 13.1

6.0 **VOTING**

6.1 At all meetings of the AMEU Affiliates, whether it is an AGM or General Meeting, only fully paid-up members can vote and only one vote per registered Affiliate organisation.

6.2 A proxy must be given, in writing, to a nominee within his/her organisation when the said nominee is required to vote on another's behalf. The nominee to present the written proxy to the committee at the meeting prior to voting.

6.3 Voting forms for a new Affiliates Committee must be sent out via the Secretariats electronic voting system with an Agenda prior to the AMEU Convention.

7.0 **MEETINGS**

7.1 A notice convening General Meetings will be sent to all fully paid-up members, the President, President Elect, Branch Chairman and to the General Secretary of the AMEU.

7.2 Notice of the AGM to be sent prior to the Convention and to be held within 6 weeks after each Convention.

7.3 The frequency of General Meetings will be determined by the Committee.

7.4 The Committee to hold a meeting at least every three months, or more frequently as may be required, at their discretion.

7.5 Four Committee members being present at a Committee meeting shall form a quorum.

8.0 **SUBSCRIPTIONS**

8.1 All newly elected members will pay a membership fee as determined by the AMEU per 4.1.

8.2 An annual subscription, including an Affiliates fee, will be paid to the AMEU, who will forward the Affiliates fee to the AMEU Affiliates Committee.

8.3 A subscription invoice will be sent by the General Secretary to all members at the beginning of January each year. A reminder will be sent by the General Secretary to all members who have not responded by the end of March of that year. All subscriptions must be paid by the end of June latest, failing which membership will be terminated.

- 8.4 A portion of the registration fee, as determined by the AMEU, for Conventions and Technical meetings, will be forwarded to the AMEU Affiliates Committee to cover expenses in regard to social events.
- 8.5 Transport and accommodation costs of the chairperson:
The chairperson of the affiliates may claim fair transport and accommodation costs from the affiliates funds to attend meeting of the AMEU Executive Council and Executive Council sub committees, if the affiliate member company employing the affiliates chairperson declines to support these costs, or only supports a portion of these costs.
- 8.6 **Registration at Conventions and Technical Meetings**
All participants at Conventions and Technical meetings must register with the AMEU. This includes exhibitors, local representatives, attendees and non-members. There will be NO exceptions. No children will be admitted.
- 9.0 **DUTIES OF COMMITTEE**
- 9.1 To scrutinise all proposed new members to the AMEU Affiliates for recommendation.
- 9.2 To operate a bank account (2 Signatories).
- 9.3 To arrange functions, seminars, golf days etc as they deem necessary.
- 9.4 To liaise with the Executive Council of the AMEU on behalf of the AMEU Affiliates.
- 9.5 To co-ordinate all business relating to the AMEU Affiliates.
- 9.6 To put forward in writing to the AMEU Executive Council any membership that the AMEU Affiliates Committee feels should be terminated.
- 9.7 To co-opt members to the Committee as may be deemed necessary by the Committee.
- 9.8 To appoint a treasurer to handle the financial affairs of the AMEU Affiliates.
- 9.9 To liaise with the Secretariat on any updates to the membership list and vice versa
- 9.10 To record minutes and keep records of all proceedings.
- 9.11 To notify all members of meetings.
- 9.12 To handle all relevant correspondence.
10. **DUTIES OF THE TREASURER**
- 10.1 To keep proper books of accounts showing the financial transactions of the AMEU Affiliates.
- 10.2 To report the financial situation at all meetings.
- 10.3 To keep close liaison with Committee members and the General Secretary of the AMEU regarding financial matters of the AMEU Affiliates.
- 11.0 **ADVERTISING**
- 11.1 Placing of advertising material, including the distribution of technical leaflets and/or invitations at Conventions and Technical Meetings can only be done with prior approval from the General Secretary of the AMEU, and at a prescribed fee determined by the General Secretary. If this procedure is abused, a penalty will apply to the Affiliate Member organization.
- 12.0 **EXHIBITIONS**
- 12.1 Exhibition space available at Conventions and Technical Meetings will be allocated to fully paid-up members only on first come basis. All contact persons and stand representatives must sign acceptance of the terms and conditions as laid down by the Committee.
- 12.2 Where appropriate, shell or similar schemes will be provided and exhibitors will be charged a fee per stand as determined by the Committee members.
- 13.0 **INTERPRETATION OF THE RULES AND REGULATIONS**
- 13.1 In the event of any dispute arising in reference to the meaning or interpretation of the Rules and Regulations, the ruling of the AMEU Affiliates Committee will be final.
- 13.2 The Rules and Regulations can be altered from time to time at a general meeting by majority vote, if the Committee deems this necessary
- 13.3 All recommendations for change to be submitted to the AMEU Affiliates Committee in writing 14 days prior to a General Meeting.
- 13.4 Proposed changes to be raised at the General Meeting and a vote may take place thereof if the Committee feels that such changes are necessary and in the interests of the AMEU Affiliates.

14.0 **APPROVAL**

14.1 These Rules and Regulations are approved by the AMEU.

**KIM DARE
CHAIR
AMEU AFFILIATES**

**JEAN VENTER
GENERAL SECRETARY
AMEU**

13 January 2013