



# ***The Association of Municipal Electricity Utilities (Southern Africa)***

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## **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 for various events namely, golf days, exhibitions, sports days and evening functions.
- 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**

- 3.3.1 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.
- 3.3.2 All honorary members of both Affiliates and AMEU Main Members will be subject to the same Code of Conduct as detailed in Annexure A.

#### **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**

- 3.5.1 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 COMPETITION ACT**

- Members of the Affiliates must adhere and comply to the Competition Act that prohibits the following types of conduct:
- 5.1 Price fixing: This is an agreement between competitors to fix the prices of goods or services at an artificially high level.
- 5.2 Market division: This is an agreement between competitors to divide up markets, customers or territories among themselves in order to reduce competition.
- 5.3 Bid rigging: This is an agreement between competitors to coordinate their bids on a tender or contract, with the aim of manipulating the outcome in their favour.
- 5.4 Abuse of dominance: This occurs when a dominant firm in a market abuses its position by engaging in conduct that harms competition, such as charging excessive prices or refusing to supply a rival.
- 5.5 Mergers and acquisitions: These are transactions that may substantially prevent or lessen competition in a specific market.
- 5.6 Collusive tendering: This is an agreement between competitors to manipulate the outcome of a tender or bid process, such as by agreeing on prices or allocating contracts.

### **6.0 ELECTION OF OFFICE BEARERS**

- 6.1 The affairs of the AMEU Affiliates will be handled by a steering committee comprising of the following Committee Members:
- Chairman
  - Vice-Chairman
  - 4 Additional Members
  - A Secretary will be appointed by the Steering Committee or can be taken on by existing committee member. (A co-opted position has no voting rights)
- 6.2 The election of the Steering Committee will take place by electronic ballot prior to AMEU Convention. (Every two years).
- 6.3 Only fully paid-up members can vote via the electronic ballot system, with only one vote per registered organisation.
- 6.4 The new Steering Committee will be announced at the AMEU Convention and introduced at the AMEU Affiliate's AGM.
- 6.5 The new Steering 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 Steering Committee as to their status on the Steering Committee. Refer 13.1
- 6.6 In the event an Affiliate member opt to resign from the committee, the remaining Affiliate members will by means of a vote elect a member to either permanently occupy the vacant position or on Acting capacity.

### **7.0 VOTING**

- 7.1 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.
- 7.2 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.
- 7.3 Voting forms for a new Affiliates Steering Committee must be sent out via the Secretariat's electronic voting system with an Agenda prior to the AMEU Convention.

- 7.4 The frequency of General Meetings will be determined by the Committee. Dates of all meetings are published on the AMEU website.
- 7.5 The Steering Committee to hold a meeting at least every three months, or more frequently as may be required, at their discretion.
- 7.6 Four Steering Committee members being present at a Steering 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 Steering 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 STEERING COMMITTEE**

- 9.1 To ensure that all proposed new members to the AMEU Affiliates for recommendation are updated to the Affiliates Chairperson and that each new member is sent a Welcome Pack with all relevant information about becoming an affiliate member..
- 9.2 To operate a bank account (2 Signatories).
- 9.3 To arrange functions, seminars, golf days etc as they deem necessary. Each member of the Affiliate Steering Committee carries a duty for the period they are in office as agreed to within the Committee Structure.
- 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 or individual representing the Affiliate Company that the AMEU Affiliates Steering Committee feels should be terminated.
- 9.7 To co-opt members to the Steering Committee as may be deemed necessary by the Steering Committee.
- 9.8 To appoint a treasurer to handle the financial affairs of the AMEU Affiliates.
- 9.9 To liaise with the AMEU 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.
- 9.13 To ensure that the Joint Branch rules and guidelines are kept updated and relevant.
- 9.14 Ensure that the Joint bank account for branch funding is regularly reported back on and kept updated. Funding for branches to be reviewed annually.

## 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 Steering Committee members and the General Secretary of the AMEU regarding financial matters of the AMEU Affiliates.
- 10.4 Ensure all monies owing to Affiliates from agreed subscriptions are transferred timeously.

## **11. DUTIES OF THE CHAIRPERSON**

- 11.1 Represents the AMEU Affiliates on all AMEU Executive meetings, addressing municipal polices when necessary and looking for assistance from the AMEU Presidency on relevant matters.
- 11.2 Networking: Building and maintaining relationships with key stakeholders such as industry leaders and stakeholder organizations.
- 11.3 Membership Engagement: Ensuring member satisfaction through feedback via Steering Committee Members, direct interaction with members, during Affiliates AGMS , AMEU Convention, Calendar events, etc.
- 11.4 Financial Oversight: overseeing the association's finances, including budgeting, financial planning, and ensuring compliance with financial regulations. This is done together with the appointed Finance Secretary of the Steering Committee.
- 11.5 Representation on Committee's within the AMEU Association. Attend and engage in various committees, ensuring they are effectively working towards the association's goals.
- 11.6 Strategic Planning: Plays a key role in developing and implementing the affiliates association's strategic plan, identifying opportunities for growth, and addressing challenges facing the industry.
- 11.7 Communication: Keeping members informed about relevant industry developments, association activities, and opportunities. Oversee communication efforts, including newsletters, website updates, and social media presence.
- 11.8 Conflict Resolution: Addressing conflicts or disagreements within the association in a fair and constructive manner. This may involve mediating disputes between members or addressing concerns raised by stakeholders.

## **12. DUTIES OF THE VICE CHAIRPERSON**

- 12.1 Attends executive meetings with the Chairperson and represents the affiliates on matters when the Chairperson is not available to attend executive meetings.
- 12.3 Assist Chairperson with decision making on matters affecting the AMEU Affiliate Membership.
- 12.4 Main focus is to assist the Chairperson with his/her duties and to represent the Affiliates Steering Committee when the Chairperson is unavailable.

## **13. CODE OF CONDUCT FOR AFFILIATE STEERING COMMITTEE**

- 13.1 All members of the elected steering committee are to carry themselves out in a respectful and dignified manner during their term of office.
- 13.2 Each member will sign a Non-Disclosure Agreement to ensure discreet handling of all matters relating to the Ameu Affiliate Members. The NDA will stay in place for the duration of the existing Affiliate Steering Committee Term of Office.
- 13.3 Resignation of Steering Committee Member – Affiliate members can put forward a recommendation to resign as a steering committee member. The resignation needs to be addressed to the Affiliates Chairperson and copied to the Affiliates Secretary. The final outcome of a decision will rest with the Affiliates committee and Affiliates Chairperson.
- 13.4 Any member who has resigned and wants to retract their resignation has to do so within 14 day period and subject to approval of the Affiliates committee.

## **14 DUTIES OF THE SECRETARY**

- 14.1 To ensure that convening of all affiliate meetings, both Steering Committee and Affiliate General meeting dates and times are diarized and circulated timeously.
- 14.2 To ensure that meeting packs are compiled, updated and saved in the general drive needed so that future access is made available.
- 14.3 To manage and action the Affiliates email account: [Affiliate.secretary@vdw.co.za](mailto:Affiliate.secretary@vdw.co.za)
- 14.4 To keep updated with the Affiliates Chair on matter arising via correspondence and meetings for actioning and feedback.
- 14.5 To ensure that minutes of meetings convened are sent out within two weeks after said meeting to Affiliates Chairperson for approval before circulating accordingly.
- 14.6 Ensure all action items are addressed and feedback received from various stakeholders if necessary.
- 14.7 To manage all correspondence and agenda items for each meeting.

## **15. ADVERTISING**

### **15.1 Branch Meeting:**

- 15.1.1 Marketing and displaying of banners, marketing material and equipment at branch meetings are to be approved and arranged with each branch chairperson and secretary of the relevant branch.
- 15.1.2 Presentations at branch level should adhere to branch rules (refer Appendix A – Joint Branch

- Meeting guidelines)
- 15.1.3 Please refer to Appendix A to familiarize members on the combined rules for branch level meetings.
- 15.2 Annual Convention:**
- 15.2.1 Annual conventions are organized by the AMEU Convention Committee which comprises of AMEU Exco members, The Secretariat of the AMEU and Affiliate Chairperson and Affiliate Finance person.
- 15.2.2 All rules and regulations surrounding the Main Convention and Affiliate Exhibition are to be strictly followed. Penalties will be issued to any affiliate company deviating from the convention rules, including the exhibition rules.
- 15.2.3 No company can and should be allowed to exhibit at the convention unless they are a fully paid up member or given special permission by the Affiliate Convention Committee.

**16. INTERPRETATION OF THE RULES AND REGULATIONS**

- 16.1 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 Steering Committee will be final. Should the need arise for consultation then the General Secretary will be brought in to assist based on the nature of the matters arising. This will be done through the Steering Committee.
- 16.2 The Rules and Regulations can be altered from time to time at a general meeting by majority vote, if the Steering Committee deems this necessary
- 16.3 All recommendations for changes or additions to meeting agendas and correspondence requiring action should be sent through 14 days prior to the General Meeting. Any item proposed for tabling at a General Meeting that has not been cleared prior to current meeting with the Affiliates Chairperson then that item will be set aside for the next meeting date, after discussion with the Affiliates Chairperson.
- 16.4 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.
- 16.5 All individuals representing an Affiliate member company should carry themselves out with respect at all times.
- 16.6 AMEU Affiliate members and individuals representing their companies must subscribe to the basic standard business etiquette: Recognition, Respect and Response. You build respect, trust and credibility through good manners. Good etiquette shows you care about your company's reputation and well as your own as an individual. Good business etiquette leads to more productive interactions.
- Any individual or business operating outside of these guidelines will be brought under evaluation of the Affiliate Steering Committee. Remember the "Golden Rule": Treat others as you would want to be treated. Should any person wishing to bring forward a complaint of any member or individual should do so in writing to the Affiliate Steering Committee via email: [Affiliate.secretary@vdw.co.za](mailto:Affiliate.secretary@vdw.co.za). All decisions made by the Affiliates Steering Committee will be final.

**17. APPROVAL**

These Rules and Regulations are adopted by the AMEU.



**KESEREE RAJOO**  
**CHAIR**  
**AMEU AFFILIATES**

**JEAN VENTER**  
**GENERAL SECRETARY**  
**AMEU ASSOCIATION**